



**REQUEST FOR QUALIFICATIONS**  
Inspector of Record Services for Various Projects  
University of California, Irvine

Under the guidelines of Calif. Public Contract Code 10510.4 - 10510.9, the University of California, Irvine (hereinafter referred to as "UCI" or the "University") is seeking the best qualified firm (hereinafter referred to as "Consultant" or "Consultants") to provide Inspector of Record services to support construction projects at its main academic campus and Irvine Campus Medical Complex in Irvine, California.

**Project Description**

The University seeks qualified and experienced firms or individuals to provide **Inspector of Record (IOR) services for various construction projects** at the main academic campus and new Irvine Campus Medical Complex in Irvine, California. IOR services are required for projects that may include but are not limited to inpatient and outpatient healthcare facilities, academic buildings, research laboratories, student residences, administrative buildings, athletic facilities, parking structures, central plant and other infrastructure facilities.

Projects requiring inspection may be under the jurisdiction of the Department of Health Care Access and Information (HCAI, previously known as OSHPD) or the Campus Fire Marshal. Firms and individuals with OSHPD Class A certifications are sought. Firms and individuals with OSHPD Class B certifications will also be considered.

The University is currently constructing new buildings with a cumulative construction value of over \$1.25 billion and has a continuous program of projects to renovate existing buildings. IOR services are required on an ongoing basis.

**Scope of Required Services**

Under the supervision of the Director of Construction, IORs work with the University's Representative and General Contractors to provide continuous observation of construction work in accordance with the California Code of Regulations, California Administrative Code and all other applicable standards in a timely manner and as required by the Contract Documents. IOR responsibilities include but are not limited to:

1. Verifying that construction work matches approved plans and specifications and any change orders to those documents.
2. Working with the University's project team to mitigate the effects of construction on the University's daily operations and bringing any observed safety concerns to the attention of the University's Representative.
3. Observation and Reporting: The IOR shall observe all activities that take place on the project site and provide written notice to the University's Representative when those activities deviate from the Contract Documents. IOR shall keep the University's Representative informed at all times of any changes/modifications that such deviations require.
4. Preparing Daily Reports. The IOR shall prepare reports for each day at the site. Daily reports shall include sufficient information, data, and other materials to document continuous inspection of project construction including the subcontractors on site and the number of workers of each subcontractor on site; weather conditions; materials/equipment deliveries; special tests/inspections scheduled, conducted and completed with a description of tests/inspection reports and transmittals; and defective/nonconforming construction conditions noted and actions taken by the IOR.
5. Maintaining a Record Set of Documents: The IOR shall maintain a record set of all Contract Documents issued to him or her by the Design Professional of Record.
6. Attending Weekly Meetings: If requested, the IOR shall attend weekly meetings with the University's Representative, the design team, and the Contractor or Design Builder.

7. **Corrective Items Log:** The IOR shall maintain a running log of field corrective items for review and discussion during weekly meetings. Upon written notice from the Contractor/Design Builder that work is substantially complete, the IOR shall compile a written list of all construction deficiency items that have not been corrected or are not in conformance with the Construction Documents. The IOR shall review corrective measures with the Contractor made pursuant to the deficiency list and report findings to the University's Representative.
8. **Applications for Payment:** IOR shall assist the University's Representative in reviewing Contractor/Design Builder's monthly applications for payment.
9. **Test Lab/Special Inspection Coordination:** The IOR shall coordinate, keep on file, and distribute copies (as required) of all special inspections and materials lab testing reports. The IOR shall coordinate with the special inspector to assure the timeliness and completeness of inspections by the special inspector and shall report to the University's Representative any concerns regarding the special inspector's capabilities. Special inspection services are contracted separately from IOR services.

**Procedures**

Request for Qualifications will be available electronically at **4:00 PM on Monday, June 6, 2022**. Contact David Donovan at [ddonovan@uci.edu](mailto:ddonovan@uci.edu) to obtain required forms.

**Submittal Requirements**

Send one (1) electronic copy of the Statements of Qualifications in PDF format to:

David Donovan, Interim Director of Contracts  
UC Irvine Design & Construction Services  
101 Academy, Suite 200  
Irvine, CA 92697-2450

**Deadline for submittals is 4:00 PM on Wednesday, ~~June 22~~, June 29, 2022**

**Estimated Contract Duration: 3 years**

Every effort will be made to ensure that all persons have equal access to contracts and other business opportunities with the University within the limits imposed by law or University policy. Interested firms will be required to show evidence of their equal employment opportunity policy.

June 17, 2022