

MICHAEL MARTIN
DSA Class 1 Inspector, Cert #5209
P.O. Box 295 Hathaway Pines CA 95233
Phone/Fax (209) 795-2364 Cell (209) 743-2286
Email, michael6613@sbcglobal.net

Date: 06/8/16
To: Summerville High School District
ATT: Warren Van Bolt

Subject: Proposal for inspection services.

Dear Warren,

I will provide inspection services for the Summerville High School increment 2 phase 1, ADA path of travel project for \$6,000.00. This includes all duties and responsibilities as defined by DSA for continuous inspection.

Thank you for considering me for the project. If you have any questions or would like to discuss my proposal please give me a call.

Thanks,
Michael Martin

Agreement between Summerville Union High School District and IOR

This Agreement effective June 22, 2016 by and between Summerville Union High District, Tuolumne, California, Owner and:

Mike Martin
DSA Class 1 Inspector, Cert # 5209
PO Box 295 Hathaway Pines, CA 95233,
Hereinafter called the IOR.

Witnesseth: That the IOR and the owner for the consideration hereinafter agree as follows:

1) The IOR agrees to perform all duties and responsibilities as defined by DSA for continuous inspection of the project for the duration of the project.

Project Name
Summerville High School Modernization
Increment 2 (Path of Travel)
DSA file # 55-H2, Application # 02-113454

Payment: The owner agrees to pay the following contract amount in current funds for the performance of the contract:

1% of the final construction costs, not including architects fees or soft cost associated with the project.

The owner and IOR agree to the following payment schedule as provided below :


On or before the 20th day of each month, unless otherwise agreed in writing, the IOR shall submit to the Director of Maintenance and Operations an itemized request for payment. Payments will be processed and approved and payment received prior to the 10th of the following month.

The payments will be as follows:

The total amount of the contract with the IOR will be \$6,000.
Payments will be divided by the number of months projected for the contract (August 1, 2016 completion, 2 months) less 15% retention each month time extension and project closeout.

\$6,000 Contract Amount

Attachment: the attached Expectations of the IOR from BCA will be considered a part of this agreement.


Robert Griffith
SUHSD Superintendent

Mike Martin
IOR



architecture
planning
interiors

Expectations of the Inspector of Record (IOR):

- IOR is to inspect the work in progress to confirm that it is in accordance with the plans, specifications, approved submittals and the codes applicable to this project.
- IOR duties as required under DSA IR A-8, which defines that the IOR works under the direction of the Architect (AOR).

Other duties of the IOR include, but are not limited to, the following:

- Review plans and specifications in advance of work to be performed and inspect the work in progress to ensure that installation is in accordance with construction documents.
- Check critical dimensions prior to concrete pours – ADA clear dimensions, code minimum dimensions and toilet and equipment room dimensions. Inspect critical dimensions immediately after concrete pour.
- Check stair treads depth and riser height dimensions prior to concrete pours or during steel stair installation. Inspect stair treads depth and riser height dimensions immediately after removal of forms.
- Check ramps and sidewalks slopes prior to concrete pours. Inspect ramps and sidewalks slopes immediately after concrete pour.
- Check critical ADA dimensions for plumbing fixtures, electrical devices and toilet accessories prior to any concrete pours, blocking installations and/or installation of any wall finishes.
- Check gate and door opening sizes and clearances in CMU or Concrete walls during CMU installation
- Check critical restroom ADA finish to finish clear dimensions and rough plumbing flange locations prior to concrete curb installation and pours
- Review approved submittals against materials delivered to site prior to installation of materials. Materials not matching approved submittal shall not be installed.
- Review manufacturer's installation instructions when part of an approved submittal and confirm the approved product is being installed per the manufacturer's instructions.
- Review approved material finish samples (like concrete integral color and/or broom finish samples) and approved color samples and compare to products or finishes being installed by contractor.
- Notify Architect of any conflicts with codes or DSA approved drawings. Immediately issue a verbal notice of non-compliance to Contractor for any non-complying item. Verbally inform the Architect. If deviation is not immediately corrected or correction actions started by the Contractor, then issue a written notice with copy to Architect and District first. If issue remains unresolved after Architect/District review, then copy notice of non-compliance to DSA per DSA IR A-8.
- Immediately forward DSA Field Inspector "Field Trip Notes" to Architect and District. Provide an indication as to whether items require Architect or Contractor action.

- Refer to memo outlining Testing & Inspection Roles
- Closeout and Punch list duties of the IOR include, but are not limited to, the following:
 - Along with the written request of the Contractor that a Project Completion Review (punch list) be conducted by the Architect, the Contractor is required to provide a list of items that are not complete, if any, to include the reason and estimated completion date. Prior to IOR review, the Contractor's written request / incomplete item list will be reviewed with the Architect. If the project is deemed ready for IOR review, the Inspector shall perform a review of the entire project to verify that the project is complete and ready for Architect review. If the IOR determines that project is not ready for review, IOR shall issue a letter / email to Architect, District and Contractor stating such, to include a list of major incomplete items.
 - Upon request of the Contractor that the punch list is complete and a final review be conducted by the Architect, the Inspector shall work with the Architect to verify that the punch list is complete. If all punch list items have been completed by the Contractor, then IOR shall issue a letter / email to Architect, District and Contractor indicating that the project is complete. If items from the punch list remain incomplete, then IOR shall issue a letter / email to Architect, District and Contractor stating such, to include a list of all incomplete items.
 - IOR shall prepare and provide a completed 100% DSA Verified Report (Form DSA-6) (3 copies) to the Architect after the punch list has been completed and verified by Architect and all outstanding PCO, CO and deviation notices have been approved and/or resolved. If outstanding items remain with DSA, a completed Form DSA-6 for a % complete less than 100% shall be issued, to include list of all outstanding DSA issues.
- The IOR does not have the authority to:
 - Direct the contractor or the work
 - Change the scope of work
 - Stop the work, unless it may harm persons or property