



Colusa Unified School District

Request for Qualifications / Proposal
(RFQ/P)
for
Hazardous Material Assessment,
Abatement Plan, Cost Estimating, and
Monitoring Services

Associated with the District's
Measure A Bond Program and
Facilities Improvement Projects

February 9, 2015

SECTION 1 – INTRODUCTION

1.1 General

The Colusa Unified School District (“District”) Board of Trustees is seeking Statements of Qualification (“SOQ”) from interested, qualified, and experienced firms to provide Hazardous Material Assessment, Abatement Plan, Cost Estimating, and Monitoring Services associated with the District’s Measure A Bond Program and facilities improvement projects.

District voters passed a bond measure in November 2014 authorizing a \$5.9M bond to address the most critical renovation/modernization needs identified by a needs assessment completed in early 2014. Additionally, there are developer fee revenues and Prop 39 - California Clean Energy Jobs Act funds to be included in the program.

The hazardous material abatement work anticipated by this Request for Qualifications / Proposal (“RFQ/P”) is to be performed in conjunction with various renovation/modernization projects at the District’s three (3) school sites and the District’s office. The proposed sites are as follows:

- Burchfield Primary School: Originally built in 1939 with additions in 1954, 1976, 1985, 1986, 1988 and 1990, the school has 3 permanent buildings that contain classrooms, a library, administrative offices, and a cafeteria. The school also has 11 portable classrooms. The total building area is 33,293 SF (22,733 SF Permanent and 10,560 SF Portable Buildings).
- Egling Middle School: Originally built in 1941 with additions in 1977, 1989 and 1994, the school has 5 permanent buildings that contain classrooms, a gymnasium, administrative offices, and a cafeteria. The school also has 9 portable classrooms. The total building area is 49,339 SF (40,699 SF Permanent and 8,640 SF Portable Buildings).
- Colusa High School: Originally built in 1959 with additions in 1964, the school has 6 permanent buildings that contain classrooms, a gymnasium, a band room, workshops, administrative offices, and a cafeteria. The school also has 11 portable buildings and other structures that are used as classrooms, storage, and offices. The total building area is 74,834 SF (64,324 SF Permanent Buildings, 6,240 SF Portable Buildings, and 4,270 Other Structures).
- District Office: Originally built as a Grammar School in 1926, the facility is currently houses the District Office. The total building area is approximately 24,000 SF.

The District has recently completed an updated to their Asbestos Hazard Emergency Response Act (AHERA) Asbestos Inspection and Management Plan, and they are available for review upon request. The assessment and preparation of plans and specifications for abatement will begin immediately for inclusion in projects starting construction in the Summer 2015 and Summer 2016.

1.2 Intent

The intent of this RFQ/P is to solicit proposals from qualified firms to provide asbestos surveys, assessments, cost estimates, abatement plans and specifications, and monitoring services. The District is also interested in soliciting proposals from the same firm to provide PCB ballast/fluorescent tube handling procedures and lead-based paint surface preparation specifications. Firm must have completed at least five (5) hazardous material assessments, abatements plans and monitoring services for California K12 school districts within the last three (3) years of similar nature to the scope of services requested in the RFQ/P.

The District will evaluate and compare all submitted RFQ/P's and select the most qualified firm based on the proposal content and responsiveness to the District's needs and goals.

Interested firms are invited to submit their written SOQ, in accordance with this RFQ by 4:00 p.m. on Friday, February 20, 2015.

The proposing firm shall acknowledge all Addenda, and it's the respondent's responsibility to inform the District of their intent to submit an SOQ prior to the deadline for questions.

A panel of District staff members, and consultants will conduct paper screening and interviews. Applicants selected for interviews will be advised regarding interview format at the time of notification.

The District expects to approve the selected firm at the March 17, 2015 Board meeting.

SECTION 2 – QUALIFICATIONS

2.1 Hazardous Materials Assessment

The respondent shall be fully qualified and experienced in performing asbestos bulk sample surveys of all potential asbestos containing building materials (ACBM), of school facilities. Areas to be surveyed include all interior and exterior building surfaces/finishes for each school that may be affected by the limited scope of these modernization projects. A California State Division of Occupational Safety and Health Certified Asbestos Consultant shall provide the services. Analytical methods for bulk asbestos samples will be in strict accordance with EPA Interim Method 600/M4-82-020 or any revisions thereof, and performed by an NVLAP Accredited Laboratory.

The consultant shall have on staff a California State Department of Health Services (DHS) lead certified monitors, supervisors, inspector/assessors, and capability for development of lead based paint specifications. Lead based paint testing shall be performed using a portable X-ray fluorescent (XRF) analyzer. Paint chip and/or dust samples may be collected for confirmation.

The consultant shall also perform a visual evaluation of potential hazardous chemicals and/or ballast to determine the need for additional mitigation efforts required for safe demolition. These items may include: PCB ballast/fluorescent tubes, mercury thermostats and light switches; cooling units, air conditioners and water fountains; and other suspect items.

2.2 Cost Estimates

The respondent shall be fully qualified and experienced in performing hazardous material abatement cost estimates. The estimate shall include all direct and indirect abatement costs that the District is likely to incur.

2.3 Abatement Plan

The respondent shall be fully qualified and experienced in preparing asbestos abatement design specifications, PCB ballast/fluorescent tube handling procedures, and lead-based paint surface preparation specifications.

The consultant shall be able to assess existing bulk sampling data, and perform additional bulk sampling to supplement existing data, for the purpose of compliance with U.S. EPA NESHAP requirements.

The written specifications shall comply with US EPA Local Air Quality Management District, and Cal/OSHA regulations for removal, handling, and disposal of ACBM. The consultant shall provide these specifications for each project.

The consultant shall prepare the design specifications and other documentation necessary to complete the asbestos abatement scope of work, attend pre-bid meeting, review post-bid project submittals, and attend pre-construction conference prior to contractor starting work.

Experience shall include public school projects of similar scope and equal to or greater than the size of the Center Unified School District projects.

2.4 Monitoring

The respondent must have verifiable experience in the management and oversight of public school projects of similar scope and equal to or greater than the size of the Center Unified School District projects.

The consultant shall furnish all labor, supervision, hygienist, technicians, tools, equipment, supplies, reports, documentation, test, and perform air monitoring/sampling to ensure that the abatement contractor complies with EPA and OSHA regulations and procedures. During the course of abatement work, the consultant shall perform the following task:

- Attend all necessary construction meetings
- Review abatement contractor submittals
- Provide on-site inspection with daily reports and photos of abatement work
- Maintain on-site records and perform monitoring during all abatement work
- Monitor abatement contractor's compliance with the plans, specifications, and any regulations including but not limited to certification of abatement workers, ensuring proper containments, and confirmation of removal of all asbestos, lead and hazardous materials
- Assist District with problems resolutions associated with abatement work
- Keep District informed of abatement contractor's performance

The consultant shall furnish and designate Certified Asbestos Consultants with a minimum of two years experience in Asbestos Abatement Project Oversight Management Services. All field personnel, including Asbestos Site Surveillance Technicians (SST), shall work under the supervision of a Certified Industrial Hygienist (C.I.H.).

2.5 Closeout

Upon completion of each project, the consultant shall submit to the District all logs, field reports, notifications, submittals, manifests, certificates, air monitoring/sampling results laboratory reports, forms and information collected during the construction period. The District must receive these documents before final payment is made to the consultant.

SECTION 3 – SUBMISSION REQUIREMENT AND SCHEDULE

3.1 General

The written application should address the applicant's qualifications in each of the areas outlined in the next paragraph. It should also clearly identify the business relationship between various firms involved in the application (e.g., consultant, joint venture, association), and what entity will enter into an Agreement with the District. Key personnel who will be working on District projects should be identified, and resumes should be limited to these personnel.

3.2 Format

The response to this Request for Qualifications (RFQ) is to be a written Statement of Qualification describing the qualifications of the firm, as outlined below.

3.3 Anticipated Schedule

<i>EVENT</i>	<i>DATE</i>
Release RFQ/P Document	02/09/15
Deadline for Questions	02/16/15 by 2:00 p.m.
Receive Statement of Qualifications	02/20/2015 by 4:00 p.m.
Evaluate Statement of Qualifications	Week of 02/23/15
Interviews (if necessary)	Week of 03/02/15
Final Selections and Notifications	Week of 03/09/15
Board of Trustees Approves HazMat Firm	03/17/15

3.4 Requirements

Submittal shall be a maximum length of **twenty (20) pages** on 8 ½ x 11 sheets, single-sided, with no less than 10 pt font. The 20-page limit includes cover letter. Sample documents, including resumes, may be included in an appendix.

Submit **three (3) copies** along with a digital copy of the firms' Statement of Qualifications to:

Mr. Dwayne Newman
Superintendent
Colusa Unified School District
745 Tenth Street
Colusa, CA 95932
Telephone: 530-458-7791

3.5 Submittal of Proposal

Submittals should be verified before submission. Adjustments will not be permitted after submission to the District. The District will not be held responsible for errors or omissions on the part of the firm in the preparation of the submittal.

3.6 Signatures

Submittals' cover letters must be signed by a representative of the firm with authorization to bind the firm by Agreement. Authorized signature acknowledges the information contained within the proposal to be true and accurate.

3.7 Disqualified Statements

Any submittal received by the District after the stated date/time will be refused and returned.

3.8 Withdrawal of Submittal

Firms may withdraw their submittal, either personally or by written request, at any time prior to the closing time for the receipt of submittals.

3.9 Contact

Firms interested in making a submittal are directed not to make personal contact with District's Board members. Any contact will constitute grounds for disqualification. Questions regarding the RFQ should be directed to:

Colusa Unified School District
c/o Steven McGuckin, AIA
Capital Program Management, Inc.
1851 Heritage Lane, Suite 210
Sacramento, CA 95815
(916) 553-4400
stevenm@capitalpm.com

3.10 Rights of the District

The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select based on the information provided in the submittal.

This RFQ does not commit the District to award a contract or pay any costs incurred in the preparation of a response to this RFQ. The District reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFQ. The District further reserves the right to select the firm that it considers to be in the best interest of the District. The District reserves the right to reject all submittals, or to waive any irregularities or informalities in the submittal process.

3.11 Insurance Requirements

The District expects any firm submitting a Statement of Qualifications to be able to meet the following minimum insurance requirements:

- Workers' Compensation: \$1M/minimum limit
- Commercial General Liability: \$1M/ each occurrence, \$1M/aggregate
- Professional Liability: \$1M/per claim, \$1M/aggregate

SECTION 4 – MANDATORY ELEMENTS AND SEQUENCE OF STATEMENT OF QUALIFICATION

The selection criteria will be based on the total score for Section 4 with consideration given to company background, office location, experience and references.

4.1 Cover letter and Introduction

- Company Name
- Address
- Contact Name
- Confirm if firm is an individual, partnership, corporation, or joint venture

4.2 Company Background

- General Information
- Number of Employees
- Years in Business
- Years' Experience with K-12 Public Schools
- Name(s) of Owners

- Home Office Location
- Local Office Location
- Types of License Held
- License Numbers
- Primary Business Types
- Market Areas
- Website Address
- Identify Contact Person Including Phone, Fax and Email

4.3 Experience and References

Provide a reference and brief description of five (5) of the firm's experience in similar projects, preferably California K-12 school districts and modernization/renovation projects. Please provide:

- Owner's Name
- Contact Name
- Address
- Phone
- Contact Email
- Project Name
- Project Description/Type
- Project Value
- Project Dates
- Names and phone number of Owner's Representative
- Name and phone number of school principal
- Name of Design Firm Staff Assigned to Project

4.4 Proposed Sub-Consultants

- Note length of time the sub-consultant has worked with the firm.
- Include resumes and related experience for members of sub-consulting firms who will be working on District projects.

4.5 Firm's Quality Assurance / Quality Control Process

- Firm's approach to obtaining the highest possible quality of bid documents. Be specific about your methods of consultant coordination and internal quality control.
- Experience with Outside Plan Reviewer. Be specific about your proven ability and willingness to work with an outside plan reviewer, including making changes in the plans and specifications based on the review.

4.6 Ability to Perform

- Ability to complete documents within aggressive time frames.
- Ability to keep project designs within defined budgets.
- Ability to produce high quality, complete and fully coordinated documents.

4.7 Staffing

- Resumes of Proposed Project Team and key personnel.
- Staffing approach, and Roles/Responsibilities for Project Team.

4.8 Professional Fee

- Submit a Fee Proposal in a separate sealed envelope, marked "Fee Proposal" for all proposed services and include and Hourly Rate Schedule for proposed team.

4.11 Litigation

- Within the last five (5) years, have you ever initiated litigation against a client on a public school project?
- Within the last five (5) years, has a client ever initiated litigation against your firm?
- If the answer to either question is yes, please give details including nature of dispute, ultimate resolution of dispute, and names of references who can verify information provided.

4.9 Termination

- Have you ever been terminated by a client?
- If so, please indicate why and provide names and phone numbers of references who can verify the information provided.

4.10 Statement of Non-Conflict of Interest

Complete Attachment "A" – Statement of Non-Conflict of Interest Form, attached hereto.

ATTACHMENT A

COLUSA UNIFIED SCHOOL DISTRICT

STATEMENT OF NON-CONFLICT OF INTEREST

The undersigned, on behalf of the consulting firm set forth below (the "Consultant"), does hereby certify and warrant that, if selected, the Consultant while performing the consulting services required by the Request for Qualifications shall do so as an independent contractor and not as an officer, agent or employee of the District. The undersigned further certifies and warrants that: (1) no officer or agent of the Consultant has been an employee, officer or agent of the District within the past two (2) years; (2) the Consultant has not been a source of income to pay any employee or officer of the District within the past twelve (12) months; (3) no officer, employee or agent of the District has exercised any executive, supervisory or other similar functions in connection with the Consultant Agreement or shall become directly or indirectly interested financially in the consultant Agreement; and (4) the consultant shall receive no compensation and shall repay the District for any compensation received by the Consultant under the Consultant Agreement should the consultant aid, abet or knowingly participate in violation of this statement.

Signature _____

Printed Name _____

Title _____

Date _____