

REQUEST FOR PROPOSAL

Bid Package II

Lafayette ES, George Washington HS (Ext. Stadium Only), West Portal ES/CDC, Dr. William Cobb ES/CDC

Painting Projects

The San Francisco Unified School District (SFUSD) requires the services of a qualified Environmental or Industrial Hygiene Consultant to provide services in support of the Painting Projects at Lafayette ES, George Washington HS (Ext. Stadium Only), West Portal ES/CDC, Dr. William Cobb ES/CDC.

Required services and personnel qualifications are described below.

Consultants considering submitting responses to this Request for Proposal are advised to immediately provide their names and contact information as detailed in Item 1 of the "Submit Bids/Proposal Evaluation and Selection" section below so that they may be notified of any clarifications or changes issued in a timely fashion. Consultants who fail to provide their names and contact information may be disqualified should their Response Submittal fail to consider any clarifications or changes issued.

Background & Project Description

Painting Projects at, Lafayette ES, George Washington HS (Ext. Stadium Only), West Portal ES/CDC, Dr. William Cobb ES/CDC San Francisco is planning to begin the June of 2003 and complete construction the August of 2003. The project is estimated to require 45 day's of site monitoring for Bid Package II.

Response Submittal

In the response to the RFP, please provide two copies of a submittal to include the following:

1. Credentials and Qualifications

A list of certified, registered, and/or accredited personnel required for this project is provided as Attachment 1 (Required Project Personnel). Unless specifically noted one individual may provide more than one of the required credentials (i.e. Employee X is a CIH and PE, or Employee Y is a Lead Project Monitor and a Cal/OSHA Certified Asbestos Consultant). **Clearly identify any sub consultants or independent contractors who will serve as Required Project Personnel.**

Copies of all credentials/certifications and copies of resumes of all project personnel must be provided as part of the Response Submittal. Substitutions of personnel not identified in the Response Submittal shall require the advanced notification and approval of the SFUSD.

2. School Projects that Indicate Relevant Experience

Describe projects that indicate school construction experience. Note the scope and dollar value of the work with an interesting feature or issue learned during the project in the following format:

- Name of Project
- Completion Date
- Construction Value
- Owner/Owner Representative (name, address, phone number)
- Construction Manager
- General Contractor
- Description of Consultant's Involvement
- Critical Issues and Interesting Features of Project

3. Citations, Disbarments, and Claims

Provide a statement describing any and all of the following which the bidder has received in the past three (3) years:

- "Citations" - Citations, notices of violation, and/or similar actions from regulatory agencies including, but not limited to Cal/OSHA, the San Francisco Bay Area Air Quality Management District, and the US EPA.
- "Disbarments" - Disbarments or other prohibitions from bidding on any entity's contracts or Requests for Proposals.
- "Claims" - Both insured and uninsured claims which have been paid for errors, omissions, or defects in work product or activities provided or performed by the company.

This statement must be signed by an officer or principal of the bidder's company and accompanied by the statement "Under penalty of disbarment I certify that this information is complete and accurate."

- Should the bidder not have any citations, disbarments, or claims the bidder should provide a statement to this effect, signed and certified in the fashion described above.
- Should the bidder not have been in business for three years, the history of citations, disbarments, and claims for all of the company's principals and officers must be provided to equal the required three year period.

4. DVBE Participation and Access to SFUSD

Complete the attached (Attachment 2) OPSC forms for DVBE participation and/or provide documentation of Good Faith Efforts to encourage DVBE participation. Please direct questions regarding the State DVBE program to the SFUSD Contracts Office at (415) 355-6963.

Confirm that your office is within two hour commute of (a) the project site(s) and (b) the SFUSD offices at 135 Van Ness Avenue to facilitate communication.

5. Standard Agreement (Attachment 3)

The consultant's fee shall be set out in the SFUSD's Standard agreement for Professional Consulting Services. Compensation normally shall be on the basis of the approved schedule of services.

The unit hourly rates shall compensate for all costs associated with the item including but not limited to materials, equipment, travel, pager services, phone service calls, reproductions, mailing, readiness to serve and profit. Payment will be approved on a performance basis for a total figure not to exceed the budget set for the project. SFUSD WILL ONLY PAY FOR ACTUAL TIME ON THE JOB; NO TRAVEL TIME OR COST WILL BE PAID.

6. Proposed Fee and Basis of Charges

Submit in a separate, sealed envelope, an outline of the fee proposed to undertake all of the tasks specified in Attachment 4 (Scope of Work), using project duration information provided in the "Background and Project Description" Section.

Additionally, please list unit prices of typical tests and hourly rates charged for staff time including employees holding the credentials and certifications specified in Attachment 1 (Required Project Personnel).

Scope of Work

1. Perform all tasks specified in Attachment 4 (Scope of Work).
2. Provide certified, registered, and/or accredited personnel specified in Attachment 1 (Required Project Personnel) . Provide sufficient levels of staffing to perform contracted tasks in a manner that will not delay or impede project progress.

Administrative Requirements

Successful bidders will be required to maintain in full force and effect, at their own cost and expense, the following insurance with companies acceptable to the SFUSD. Please supply the names of the firm's insurance companies with the proposal.

1. Workers' Compensation Insurance
2. General Liability Insurance (\$1 million)
3. Automobile Insurance (\$1 million)
4. Professional Liability Insurance (\$1 million)

Submit Bids/Proposal Evaluation and Selection

1. If you are considering submitting a proposal immediately email your name and company contact information to both Gary Louie glouie@muse.sfusd.edu **and** jgines@muse.sfusd.edu with the project/site name clearly identified in the message's subject line. If you do not have email capabilities FAX the same information to Gary Louie at (415) 355-6988 with the project/site name clearly identified. Accurate contact information is required so that you may be notified of any clarifications and amendments that are issued. **Bidders who failed to provide their names and contact**

information may be disqualified should their Response Submittal fail to consider any clarifications or changes issued subsequent to the initial Request for Proposal.

2. Submit your proposal no later than 2 p.m., Tuesday, May 20, 2003 at the Reception Desk in Room 119 at the SFUSD offices located at 135 Van Ness Avenue. Address the proposal to:

Gary Louie
Project Manager
SFUSD Facilities Development and Management
135 Van Ness Avenue, RECEPTION DESK
San Francisco, CA 94102

RFP ENCLOSED

Bid Package II Lafayette ES, George Washington HS (Ext. Stadium Only), West Portal ES/CDC, Dr. William Cobb ES/CDC.

3. Questions and requests for clarification must be presented in writing. Direct your inquiries to Gary Louie at the address specified in "Submit Bids" Item 2, above, or by FAX to (415) 355-6988.

Your proposal will be evaluated according to Attachment 6.

Attachments:

1. Required Project Personnel
2. DVBE Participation
3. Standard Agreement
4. Scope of Work
5. Required Elements - Environmental Consultant's Hazardous Materials Project Closeout Report
6. Proposal Evaluation and Selection

**I Attachment 1
Required Project Personnel**

(Document Preparer to Initial Entries for Required Personnel and Make Notes Regarding Project Tasks & Phases When Such Personnel Are Required)

Credential	Required on Site during project working hours	Required to be available for consultation during project working hours	Other, Describe
ABIH Certified Industrial Hygienist (CIH, Comprehensive Practice)		X	
Registered Engineer ("PE") Identify Area of Practice Required:			
USEPA AHERA Accredited Building Inspector			
USEPA AHERA Accredited Management Planner			
USEPA AHERA Accredited Project Designer			
USEPA AHERA Accredited Contractor Supervisor			
Cal/OSHA Certified Asbestos Consultant			
Cal/OSHA Certified Site Surveillance Technician			
CA DHS Certified Project Monitor (Lead)	X (see note 1)		
CA DHS Certified Inspector/Assessor (Lead)	X (see note 1)		
CA DHS Certified Project Designer (Lead)			
8 CCR 5192(e) 40-hour Training (HAZWOPER)			

Note 1- On-site personnel must have one or both of the listed credentials, as well as the ability to read, interpret, and enforce lead related construction contract documents including but not limited to project plans and specifications.

**Attachment 2
DVBE Participation**

**Attachment 3
Standard Agreement**

**Attachment 4
Scope of Work**

Required Task	Description
	Successful bidders will not be permitted to conduct "downstream" work such as but not limited to project monitoring, air sampling, clearance inspections, an/or clearance air sampling associated with any work product <u>they</u> prepare under the auspices of this Request for Proposal. Successful bidders may perform such work in other SFUSD schools or projects in which they were not expressly prohibited from performing work.
	Review the contract documents located in Room 119. You may elect to take plans and specifications out of this office for a \$100.00 deposit. The deposit will be returned upon return of the contract documents.
	Conduct inspection to identify the presence of: <input type="checkbox"/> building materials containing asbestiform minerals <input checked="" type="checkbox"/> lead-containing paints <input type="checkbox"/> other, describe _____ Which may be impacted during the course of project described in the contract documents
	Develop: <input type="checkbox"/> work plan <input type="checkbox"/> construction documents (plans and specifications) to address hazardous materials being impacted during the course of described project.
X	Attend pre-construction and project-related meetings
X	Review/Approve Contractor's Submittals.
	Drop-in inspections of contractor's work practices <input checked="" type="checkbox"/> daily <input type="checkbox"/> other frequency, specify _____
X	Collection of contractor's daily submittals including air samples, sign in/sign out logs, waste manifests, and contractor activity reports.
X	On-site presence during hazardous materials impacting work, including documenting activities and work practices, collection of photographs, and preparation of daily report. <input type="checkbox"/> full shift <input checked="" type="checkbox"/> partial shift - <u>2</u> hours/workday
X	Daily monitoring outside of controlled/regulated areas (perimeter sampling)
X	Visual/Clearance Inspection of work areas at completion of work

	Clearance air sampling: <input type="checkbox"/> PCM <input type="checkbox"/> TEM <input type="checkbox"/> Other, Specify _____
X	Dust-wipe sampling of work areas <input type="checkbox"/> all <input checked="" type="checkbox"/> random
X	Within 30 days of completion of site work, prepare and submit <i>Environmental Consultant's Hazardous Materials Project Closeout Report</i> including all elements listed in Attachment 5.

Other Tasks and Activities:

**Attachment 5
Required Elements:
Environmental Consultant's Hazardous Materials Project Closeout Report**

Section	Contents
Cover	Cover and Title Page listing site name, address, and type of hazardous materials work performed by contractor.
TOC	Table of Contents
1	Executive Summary Describing Project
2	Response Action Form (<i>Asbestos and Lead Projects Only</i>)
3	Project certificate of completion signed by: <ul style="list-style-type: none"> • contractor's project manager • environmental consultant's project manager and senior technical representative
4	List of Environmental Consultant's personnel on project.
5	Project Request for Proposals for environmental consultant's services and environmental consultant's Response Submittal.
6	Regulatory agency notifications for project.
7	Environmental Consultant's daily logs, field reports, and associated photographs
8	Contractor's daily logs, field reports, and associated photographs
9	Environmental Consultant's air sampling data sheets, laboratory analytical reports, and Consultant's Interpretation of Results separated into the following subsections: <ul style="list-style-type: none"> • Perimeter samples • Area samples • Personal samples • Clearance samples • Other/special purpose samples • Equipment calibration records
10	Waste manifests, weight tickets, and landfill records separated into the following subsections: <ul style="list-style-type: none"> • Hazardous waste • Non-hazardous waste
11	Contractor personnel mandatory training certificates
12	List of the names and identifiers (date of birth, employee number, etc.) of: <ul style="list-style-type: none"> • All hazardous materials contractor personnel on site • All environmental consultant personnel on site <p>With statement "[environmental consultant company name] reviewed the medical qualifications and training for the listed personnel prior to their first entrance to the worksite and certifies that they were qualified to enter the site and perform work." This statement must be signed and dated by the Environmental Consultant's project manager.</p>
13	Respirator fit test records for: <ul style="list-style-type: none"> • hazardous materials contractor personnel • environmental consultant personnel
14	Controlled/regulated area sign in/sign out logs for: <ul style="list-style-type: none"> • contractor personnel • visitors

15	Materials Safety Data Sheets for all products used and/or installed during project arranged in alphabetical order
16	Miscellaneous testing records including, but not limited to aerosol challenge test results for air cleaning devices and vacuum cleaners.
17	Miscellaneous project communications.
18	Other relevant project documentation including a table of contents sheet describing each document provided.

**Attachment 6
Proposal Evaluation and Selection**

Reviewer: _____ Date: _____

School: _____

Name of Firm: _____

	Weight	Points
1. Credentials and Qualifications	35	
(A) Availability and experience of certified, registered, and/or accredited personnel identified in Response Submittal Item 1, including any related Attachments. (B) Availability of staff in sufficient quantities to perform required tasks in a timely and competent fashion. (C) Experience level of project staff not classified as Required Project Personnel. Consideration in assignment of points given to the availability of staff above the minimum number of required for the performance of the Scope of Work, and to bidders using in-house staff in preference to subcontractors.		
2. Relevant Experience	35	
(A) Experience in performing the specific tasks detailed in the project Scope of Work including any related Attachments. (B) Overall experience of company in performing asbestos, lead, and hazardous materials/environmental consulting related work. Points deducted for any citations or claims paid (Response Submittal Element 3). Mandatory 0 (zero) score unless otherwise authorized by SFUSD Contracts Compliance Office for any identified disbarments or bans from bidding.		
3. Fee Schedule	20	
Assessment of hourly rates and charges defined in <i>Basis of Charges</i> .		
4. DVBE or Good Faith Effort	10	
DVBE Participation or comply with paragraph 3 of Most Frequently Asked Questions.		

Weight: Potential points determined by SFUSD priority
Points: Scores by reviewer to range from 0 for unsatisfactory to maximum allowed by weight.
Final score: Calculated as:
Proposed Fee ÷ Total Points

file: rfpjh