



Responses and Clarifications to
RFQ No. 202 - Asbestos, Lead & Hazardous Materials Consulting Services
April 26, 2018

1. Is this a renewal contract? If so, who is/are the incumbent(s)?

A1. The District intends to establish a list of pre-approved consultants. Then, every time the District identifies a need for the required services, the District will request specific information, qualifications and fee proposals from the pre-approved consultants for one or more specific project(s). Depending on the number of projects, one or more respondents will be selected and the District shall enter into a professional services agreement for the specific project(s).

2. What was the total expenditure on the expiring contract to date (i.e. for the entire term of the contract)?

A2. Four (4) contracts were issued. Total expenditures were approximately \$61,000.

3. Please provide a copy of the incumbent's proposal/SOQ for the expiring contract.

A3. Scope and proposal requirements have changed since the issuance of Master Service Agreements from the RFQ in 2013.

4. Will the incumbent(s) be eligible to submit a proposal as prime in response to this solicitation?

A4. Yes

5. How many firms will be awarded the contract?

A5. The District expects to award between one (1) and five (5) contracts.

6. If more than one firm is selected, how will task orders be assigned among the selected firms (round robin, competitive bid, etc.)?

A6. The District will request specific information, qualifications and fee proposals from the pre-approved consultants for one or more specific project(s). The fee proposals are to be based on rates not to exceed those quoted in response to this RFQ. One or more respondents will be selected and the District will issue an Assignment of Project (AOP) for the specific project(s).

7. What is the percentage (%) weight for each evaluation criteria listed on page _____

A7. Evaluation Criteria:

The evaluation of qualifications will include but not be limited to the following criteria:



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1. **Cover Letter/Letter of Interest** – Completeness and clarity of content (5 points).
2. **Table of Contents** – (not scored)
3. **Description of Firm** (maximum 4 pages) Firm's service offerings, size, local office location(s), years in business, licenses and certifications, etc. (5 points)
4. **Personnel and Staffing Resources** – (maximum 10 pages) Professional qualifications and specialized experience of the proposed staff including the quality of the respondent's professional personnel to be assigned to the District. Reasonableness and quality of staffing plan. (15 points)
5. **Experience and References** – (maximum 12 pages) Experience and expertise of the respondent in providing similar educational facility design services to other public entities of comparable size and scope, especially to K12 school districts. Quality of references.
(30 points).
6. **Prior Work for SBCUSD** – prior experience and favorable record with District projects. (5 points)
7. **Attachments** – Attachments 1 through 6 of this RFQ/P are issued as mandatory forms and must be completed and returned with the proposal.
 - a. **Acceptance "Attachment 1"** - Each respondent must complete and return the "Attachment 1 Acceptance" form. Any questions regarding the terms of the sample agreement should be submitted in writing during the time period for questions, information, or clarifications. Any proposed modifications or deviations to the sample agreement must be noted on the Attachment 1 Acceptance form. Please note that modifications or deviations not identified in the proposal will not be considered after the evaluation and award. Form must be signed by an authorized representative of the proposing firm. (Pass/Fail)
 - b. **Respondent Questionnaire "Attachment 2"** – Each respondent must completely answer the questions in Attachment 2 of the RFQ/P. Note: Attachment 2 requests information that may also be included in other sections. Please include requested information in multiple sections if requested. (40 points)
 - c. **Fee Proposal "Attachment 3"** Respondents shall state their proposed fees and a table of reimbursable expenses. **Note:** *Proposed Hourly Rates, Testing Unit Rates and Reimbursable Expenses should be submitted concurrently with the proposal documents **but in a separate, sealed envelope**, clearly stating the name of the proposing entity and RFQ/P Number 202.*
 - i. **Hourly Labor Rate Schedule:** Include with qualifications proposal a schedule of proposed hourly rates for all personnel to be



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assigned to District projects. Hourly rates are to be inclusive of all travel costs.

- ii. **Testing Unit Rates:** Include a unit rate schedule for all materials and soil testing anticipated for District construction projects.
 - iii. **Reimbursable Expenses:** The maximum charge for all reimbursable costs shall be an amount not-to-exceed ten (10) percent of the Contract Amount unless otherwise approved by the District. Reproduction for District use shall be transmitted by selected respondents to District's reproduction vendor. Proposals must list basis for all other reimbursable costs including any markups. Please note that the District does not reimburse the cost of postage, faxes, deliveries, telephone and communication, mileage and/or travel expenses to and from District offices and/or project sites.
- d. **Equal Employment Opportunity (EEO) Certification "Attachment 4" –** Proposing firm (Prime) must certify that compliance with the federal EEO requirements is met. *(Pass/Fail)*
- e. **Worker's Compensation Insurance Certification "Attachment 5" -** Complete and sign the Worker's Compensation Insurance Certification form. Respondents shall also describe the outcome of design and construction-related claims, if any, filed against the respondent's general liability or professional liability or automobile liability insurance carriers during the most recent five (5) years. Proof of Insurance for General Liability, Professional Liability, Public Liability and Auto Liability or a statement of liability shall be required from the successful respondent according to the terms of this RFQ/P. *(Pass/Fail)*

Business Outreach Program "Attachment 6"– Respondents are requested to submit the District's Local Business Outreach Program (LBOP) registration form. The District is using this form to monitor the participation of professional service providers in the Facilities Capital Improvement Program. Copies of the LBOP registration form is attached hereto as Attachment 6. *(Pass/Fail)*

8. What is the evaluation criteria weight of the fee/price?

A8. Not scored as part of the qualifications but the proposed rates would be part of any Master Service Agreement(s) awarded. See response to question 6 above.

9. What is the duration of the contract?

A9. The initial term of the pre-approval shall be three (3) years from the Board of Education approval and certification with the possibility of, up to two additional



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successive one-year extensions, at the sole discretion of the District, not to exceed a cumulative total of five (5) years.

10. What is the expected total contract value (expenditure) of the current bid contract?

A10. Please see response to question 2 above.

11. Please send Exhibit F – Insurance Requirements. Do you know if the District will require Builders Risk coverage?

A11. Obtain at Facilities website: <http://sbcusdfacilities.com/professional-services-rfprfq/>

12. There is conflicting information in regards to travel expenses (i.e mileage). Please confirm if the respondent should include travel costs in our hourly rate and/or if travel costs are not to be included.

Evaluation and Award, Section C – Fee Proposal “Attachment 3”, i. Hourly Labor Rate Schedule, page 10 of 15 - Hourly rates are to be inclusive of all travel costs.

Evaluation and Award, Section C – Fee Proposal “Attachment 3”, iii. Reimbursable Expenses, page 10 of 15 - Please note that the District does not reimburse the cost of postage, faxes, deliveries, telephone and communication, mileage and/or travel expenses to and from District offices and/or project sites.

A12. The District does not separately reimburse the cost of postage, faxes, deliveries, telephone and communication, mileage and/or travel expenses to and from District offices and/or project sites. Hourly rates are to be inclusive of all travel cost and incidental expenses.

13. General Terms and Conditions, Local Business Participation, page 11 of 15 It states the District requires at least 10 percent of all contracts be set aside for local businesses. It is not clear whether the respondent is required to have a local business in order to submit qualifications. Please confirm.

A13. No, the respondent is not required to have a local business in order to submit qualifications. The District strongly encourages outreach to local business when possible.



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14. Scope of Work, Section 4., Phase I Environmental Site Assessment and/or Preliminary Endangerment Assessment, page 14 of 15 - Phase I Environmental Site Assessments fall under a different category than the services that are being requested (i.e asbestos, lead and hazardous materials). Is the respondent required to have an environmental assessor and/or conduct Phase I Environmental Site Assessments and Preliminary Endangerment Assessments as part of this contract?

A14. The qualifications and the ability to perform Phase I Environmental Site Assessment and/or Preliminary Endangerment Assessment are preferred.

15. Contents of the Request for Qualifications, Section 7., Attachments, c., Fee Proposal "Attachment 3" , ii., Testing Unit Rates, page 5 of 15 – Include a unit rate schedule for all materials and soil testing anticipated for District construction projects.

Please confirm the sample analysis that the District requires for each materials (i.e. asbestos, lead-based paint, mold, etc.) as well as the sample analysis turnaround time (i.e same day, 24 hours, 48 hours, 5 business days, 10 business days).

A15. Consultants are asked to provide rate schedules for typical samples analysis to be anticipated in asbestos, lead paint and associated environmental assessment services. The ability to offer various turn-around times is preferred.

16. Scope of Work, 6. Abatement Oversight/Construction Phase, page 14 of 15 and 15 of 15. - This section does not mention anything about clearance air samples being collected upon completion of abatement activities. Does the District require the respondent to collect clearance air samples upon completion of all abatement activities? Please confirm.

A16. Yes, the consultant may be asked to provide pricing for clearance air sampling.

17. Master Services Agreement, Article 19, District and Public Policies – The Consultant further agrees to complete and return to the District, prior to beginning any work herein, the Fingerprint and Criminal Background Check Certification (Exhibit G)

Will fingerprinting and background checks be required if respondent is only onsite during hours and/or days when students are not in attendance?

A17. Yes, the District requires that all assigned staff working on District property must be capable of successfully completing District background clearance requirements.

18. Can you provide more guidance on the services that you would like us to list on Table B Environmental Testing/Inspection on Page 2 of Attachment 3 – Fee



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Schedule? The Scope of Work provided for this contract is fairly broad and the potential services provided could be quite extensive.

A18. Please list fees and services required to perform typical District projects as identified in Scope of Work Items 1-6.

19. On Attachment 3 of the RFQ, the “fee schedule and reimbursable expenses” – can we attach our rate sheet or do we have to fill out the chart in the RFQ?

There is not enough space to fit in all the services we will provide, into the chart given in the RFQ.

A19. Please complete Attachment 3 and include any additional sheets as required.

20. Attachment 1 Acceptance missing from RFQ

A20. Obtain at Facilities website: <http://sbcusdfacilities.com/professional-services-rfq/>