



REQUEST FOR QUALIFICATIONS

**EMERGENCY HAZARDOUS MATERIAL WASTE
DISPOSAL SERVICES**

August 25, 2016

TABLE OF CONTENTS

ANNOUNCEMENT

I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

1. Methodology of Contracting with Haz Mat Waste Disposal firms, Haz Mat Waste Disposal and Basis of Fees
2. Insurance Requirements
3. Description of Projects and Scope of Work

II. DISTRICT PROCESS FOR VENDOR SELECTION

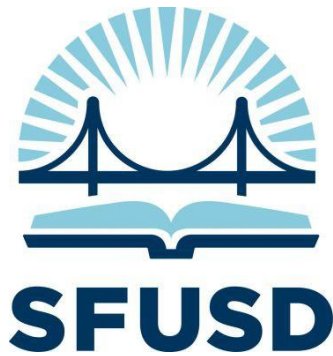
III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

1. Introductory/Cover Letter
2. Professional Qualifications, Experience and Project Approach
3. Firms Billing Rate Schedule and Insurance Providers
4. Evaluation Criteria and Scoring Chart

IV. RFQ SCHEDULE

V. EXHIBITS

1. SFUSD Contract Template



**SAN FRANCISCO
PUBLIC SCHOOLS**

**ANNOUNCEMENT
REQUEST FOR QUALIFICATIONS NOTICE
Hazardous Materials Waste Disposal Services**

The San Francisco Unified School District is seeking statements of qualifications from Hazardous Materials Waste Disposal firms.

Proposals must be submitted in hard copy form to Room 407 at 135 Van Ness Avenue, San Francisco, CA 94102 by no later than: 4:00pm, September 30th, 2016

The scope of each contract will be under a Master Agreement for a period of three years and individual projects will be assigned on an emergency basis. Most of the projects include as-needed response to, environmental contamination, including, but not limited to science generated materials, photography chemical, construction materials (ie: asbestos, lead, etc.), maintenance materials, gardening supplies, batteries, art supplies, elevator pits, acid tank pumping, e-waste and universal waste, etc). Service may include, hazardous waste profiling (with either on-site or off-site analysis (laboratory), transportation, emergency response, packaging and moving, containerization and containment. Proven experience with schools is desirable.

Hard copies of Request for Qualification packages will be available on August 26th, 2016, at Room 208 at 135 Van Ness Avenue, San Francisco 94102 or can be downloaded from online at: <http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>

I. INTRODUCTION TO RFQ SUBMITTAL PROCESS

Introduction to District (background)

The San Francisco Unified School District Risk Management Department is seeking Statements of Qualifications (SOQ) from qualified Haz-Mat Waste Disposal firms to develop a pool of contractors to provide Haz-Mat waste retrieval and disposal services when deemed necessary by the District.

Three (3) bound copies of the SOQ should be submitted in 8-1/2" x 11" format with any supporting materials or documentation (photos are not required) in a sealed envelope and delivered or mailed to:

**San Francisco Unified School District
135 Van Ness Avenue, Room 407
Environmental Health and Safety Department
San Francisco, CA 94102**

Attn.: Mr. Mark Bradshaw, Hazardous Materials Manager

Contact for questions regarding this RFQ:

Mr. Mark Bradshaw, Hazardous Materials Manager

BradshawM@sfusd.edu

(415)241-6226 ext. 1800

All participating firms must have an existing primary working business location within a **50-mile radius** of the city limits of San Francisco, CA under the name of the submitting firm **for a minimum two years** from the date of submission.

All SOQs are due by 2:00 PM, September 30, 2016

Late submittals will not be considered.

1. Methodology of Contracting for Hazardous Materials Waste Disposal Services and Basis of Fees

The District will establish a pool of qualified firms to provide on-call emergency services and will determine project assignments for the emergency projects. Master Agreements will be awarded to selected Haz Mat Waste Disposal firms within this pool for a period of three (3) years.

Being selected to the pool does not commit the District to contracting with any given contractor or guarantee work will be assigned.

Fees shall be based on the firm's billing rate as submitted in the proposal, with proposed annual rate increases, if any.

2. Insurance Requirements

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, the following insurance policies with companies certified with the California Insurance Commission. Please provide a Certificate of Insurance outlining all of your required coverage in your SOQ response. The following insurance policies and minimum policy limits are required in order for your firm to qualify for participation in these projects:

- Worker's Compensation Insurance (\$ 1 million)
- General Liability Insurance (\$5 million/per occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Professional Liability Insurance (\$1 million per occurrence and \$2 million aggregate).

If any policy is written on a Claims Made Form, the contractor must provide a project specific policy to continue the coverage for three (3) years beyond the date of the individual project completion.

Each firm must provide the District with original “wet signature” certificate(s) of insurance that includes the following:

1. The San Francisco Unified School District, it’s Board, and Officers shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s);
2. Should any of the above described policies be canceled before the expiration date thereof, the issuing company will provide written notice to the certificate holder a minimum of 30 days prior to said cancellation.

3. Description of Projects and Scope of Work

Work will be assigned on an as-needed basis for hazardous materials waste disposal services including (but not limited to):

1. disposal
2. waste profiling
3. emergency response
4. packaging and moving

II. DISTRICT PROCESS FOR CONSULTANT SELECTION

All SOQ’s will be scored through a preliminary screening process that will include Part III below and the option of contacting verifiable references via telephone. Those firms who qualify through the preliminary screening process may be invited to participate in the final screening process, which will include an oral interview.

The District will accept written questions and comments from prospective firms up to September 20th, 2016.

The District reserves the right to make a selection anytime during the selection process.

SUGGESTED *Maximum* LENGTH OF SOQ: 15 pages, single sided

III. CONTENTS OF PROPOSALS AND EVALUATION CRITERIA

Please provide the following information in the order given below. Responses to the RFQ will be carefully evaluated for completeness and ability to perform the work indicated based on the information provided in the following categories:

1 **Introductory/Cover Letter**

Please provide information regarding the size of your firm, and include any sub-consultants or subcontractors that you intend to include in your project team.

2 **Professional Qualifications, Experience and Project Approach**

- a) The full name and address of the firm or team. Confirm that the office is within 50 miles of the SFUSD facilities office at 135 Van Ness Avenue. in San Francisco and the number of years at this location.
- b) Name, email and phone number of a designated contact person.
- c) A brief description of the firm. Include a description of typical services to clients of the firm
- d) Describe the firm's professional qualifications and experience, including those of any sub-consultants, in order to clearly demonstrate your ability to successfully furnish the emergency restoration services described in this Request for Qualifications.
- e) Provide the names and brief resumes of the principal-in-charge, the assigned project manager and/or other key staff members who will comprise the core of your firm's project team.
- f) Provide a narrative discussing your approach to staffing, sub- contractor management and delivering timely and quality service in the case of two or more assignments running concurrently.
- g) Discuss your firm's understanding of emergency services required for the potential range of emergency projects and provide an outline or description that clearly demonstrates:
 - (1) **Successful completion of projects**: List representative projects (minimum of 5 projects) undertaken and completed in the last five years demonstrating school experience. Include project title, description of services provided, project duration, district or insurance company/JPA contacts and telephone numbers of verifiable references.
 - (2) **Compliance with local, state and/or Federal safety regulations**: Briefly discuss the firm's safety program covering field activities. Please provide the firms Worker's Compensation Experience Modification Rate. Have you received any Cal OSHA citations in the last three years? If yes, please provide an explanation.
 - (3) **Quality Assurance and Control**: Your approach to quality assurance and your process for quality control.;

3 **Firm's Billing Rate Schedule and name of insurance carrier**

Billing rates for labor should be submitted at both non-prevailing and prevailing rates. In addition, rates for restoration equipment should be quoted including a not to exceed guarantee.

4 **Evaluation Criteria Scoring Sheet**

Evaluation Criteria	Points	Score
Introductory Cover Letter	0	
1. Professional Qualifications, Experience and Project Approach		
a) Describe the firm's professional qualifications and experience, including those of any sub-consultants, in order to clearly demonstrate your ability to successfully furnish the services outlined.	20	
b) Provide the names and brief resumes of the principal-in-charge, the assigned project manager and/or other key staff members who will comprise the core of your firm's project team.	20	
c) Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on multiple assignments running concurrently and under duress (such as following an earthquake or other large-scale regional event)	35	
2. Firm's Billing Rate Schedule and insurance qualifications	15	
3. Letter confirming Bonding Capacity from a licensed insurance/surety broker	10	
TOTAL SCORE	100	

Maximum possible points: 100

IV. RFQ SCHEDULE (Subject to adjustment)

Advertise RFQ	August 25, 2016
Statement of Qualifications due date	September 30, 2016
Interview Notification	October 6, 2016
Interviews	October 11, 2016
SFUSD Board Approval	October 25, 2016

The District reserves the right, at its sole discretion, to modify RFQ requirements, and/or cancel interviews if selection can be made based upon written proposals received, cancel the selection process, amend the schedule, or select two or more “pools” of firms.

RFQ applicants will be notified of any changes to this schedule.

Firms responding to this RFQ shall not be reimbursed for any costs associated with the preparation of proposals in response to this RFQ.

END of REQUEST for QUALIFICATION