



**REQUEST FOR QUALIFICATIONS**  
**PROPOSITION A 2016 SCHOOL BOND PROGRAM**

**INDUSTRIAL HYGIENE CONSULTANT SERVICES**

**December 2016**



## **ANNOUNCEMENT**

### **REQUEST FOR QUALIFICATIONS PROPOSITION A 2016 SCHOOL BOND PROGRAM**

### **INDUSTRIAL HYGIENE CONSULTANT SERVICES**

The San Francisco Unified School District is accepting Statements of Qualifications (SOQs) for Industrial Hygiene Consultant firms. Proposals must be submitted in Room 207 of 135 Van Ness Avenue, San Francisco.

**No Later Than 2:00 p.m. on January 13, 2017**

This Request for Qualifications (RFQ) seeks the following type of service providers:

Industrial Hygiene Consultants to provide environmental and industrial hygiene consulting services for lead, asbestos and microbial hazard material testing and surveying, preparation of hazardous material construction documents and monitoring during abatement procedure for the 2011 Prop A Bond school projects.

Industrial Hygiene firms should be familiar and experienced with all procedures and requirements with respect to California public schools. This program has rigid schedule requirements and firms will be expected to demonstrate the ability to provide services to schedule requirements.

**RFQ package will be available online December 7, 2016 @:**

**<http://www.sfusd.edu/en/doing-business-with-sfusd/current-rfps-rfqs-and-rfis.html>**

The RFQ provides a detailed description of the requirements for the submission. Any Addenda issued to this RFQ will also be posted online.

## A. INTRODUCTION

### 1. Overview

The San Francisco Unified School District Bond Program is seeking Statement of Qualifications (“SOQ”) from Industrial Hygiene Consultants to provide environmental and industrial hygiene consulting services for lead and asbestos material testing and surveying, preparation of construction documents hazardous material and monitoring during abatement procedure for the 2016 Prop A Bond school projects involving modernization and minor additions.

- SOQs- submit six (5) bound copies in 8-1/2” x 11” format.
- Length of SOQ – Max 20 pages (excluding Appendix A, B and C single side, resumes, references and billing schedules)
- Hand deliver the SOQs to:

Alberto Vasquez  
San Francisco Unified School District  
135 Van Ness Avenue Room 206  
San Francisco, California, 94102-5207

Direct all comments or questions regarding this RFQ to:

Fe Bongolan  
Bond Program Contracts Administrator  
[BongolanF@sfusd.edu](mailto:BongolanF@sfusd.edu)  
415.241.4315  
San Francisco Unified School District  
135 Van Ness Avenue Room 207  
San Francisco, California, 94102-5207

All participating Industrial Hygiene Consultants must have an existing working business location within a 50-mile radius of the city limits of San Francisco, CA.

**ALL SOQS DUE NO LATER THAN 2:00 PM ON JANUARY 13, 2017**

**LATE SUBMITTALS WILL NOT BE CONSIDERED**

**MAXIMUM POSSIBLE POINTS: 100 points**

### 2. Description of Projects and Scope of Work

The Prop A 2016 Bond Program provides for School facilities improvement which may include modernization of existing facilities, additions and new schools, accessibility upgrades, health, life safety, seismic upgrades, food service upgrades, information technology upgrades and infrastructure and maintenance improvements.

The Consultant will provide lead, asbestos, PCB and other hazardous materials abatement surveys, cost estimates, design, and abatement monitoring services for modernization of selected 2016 Bond projects. Abatement surveys will be conducted in areas to be modernized, in the path of construction or as directed by the District. Consultant shall furnish all labor, supervision, hygienists, technicians, tools, equipment, supplies, reports, documentation, tests, perform all air sampling and insure the abatement contractor complies with all applicable Environmental Protection Agency and Cal/OSHA regulations and procedures.

### **3. Methodology of Contracting for Industrial Hygiene Consultant Services and Basis of Fees**

The District will determine project assignments for the selected pool of consultants firms. Contracts will be awarded to selected firms upon final project assignments and cost proposals. Being selected to the pool does not commit the District to contracting with any given consultant or guarantee work will be assigned.

Industrial Hygiene firms should be familiar and experienced with all procedures and requirements with respect to California public schools. This program has rigid schedule requirements and firms will be expected to demonstrate the ability to provide services to schedule requirements.

Fees shall be based on the firm's standard billing rate as submitted in the SOQs and shall be a time and material contract with a not to exceed amount for the determined scope of work at each school projects.

### **4. Description of Services**

These services may include but are not limited to the following:

#### **A. Pre-design and Design Services**

1. Bar chart schedule of project timelines.
2. Review of SFUSD records of asbestos (AHERA) inspections, lead-based paint surveys and/or sampling, and drinking water sampling. Conduct approved asbestos, lead, and hazardous materials surveys to comprehensively inspect all areas impacted by the renovation project and to fill in missing material data. Present material data results in a finish schedule/matrix format for Architect's use.
3. Meet with Project Teams to determine the nature and extent of scope of work, discuss the hazardous material findings, and phasing, schedules, etc. for each project.
4. Prepare site-specific contract hazardous material abatement specifications for removal and disposal of hazardous materials using the approved SFUSD master contract documents as templates. Modify plans as project scopes expand, contract, or change.
5. Provide 90% hazardous material abatement plans and specifications for review and comment by the Architect, District Consultants and Project Managers. Upon receipt of comments and final coordination, prepare final bid documents and submit to Architect for inclusion into the final bid package.
6. Hazardous material abatement drawings will and specifications shall comply with the District's Drawing Standard Guidelines. The Architect, upon request, will provide electronic baseline files for each project for the Consultant's use as baseline drawings. All drawings must be prepared using AutoCAD or compatible program.
7. Prepare and/or participate detailed hazardous material abatement cost estimates for asbestos, lead, and other hazardous materials. Abatement cost estimates must be comprehensive and take into account the project schedule, phasing and level of effort required to complete the project.

8. Assist Architects and SFUSD Project Managers on pre-construction related activities such as bid walks, bidder solicitation, clarifications to asbestos, lead, and hazardous materials related contract documents and preparing any necessary documents to support proposed scope modifications.
9. Prepare site specific presentations for Teacher's, Staff and Parents regarding the hazardous material abatement scope of work and abatement process as needed. Presentations may include a question and answer period at the end of each presentation. Multiple presentations may be required at selected projects.
10. Provide on-going consultation to District Project Managers, Architects and District Consultants on asbestos, lead, general construction dust and any other indoor air quality related issues.
11. Respond to site issues, unforeseen conditions, regulatory inspections/citations, site emergencies, spills, etc. on an emergency response basis and prepare detailed and comprehensive report at conclusion of each incident.
12. Prepare closeout documents per SFUSD District Standards.

## **B. Inspection and Monitoring Services**

1. Work with District to develop scopes of work for coordination of on-site monitoring of asbestos, lead, and other hazardous materials impacting work.
2. The Consultant will be accessible by phone and available 24-hours / 7days a week during the construction phase.
3. The Consultant shall provide observation of the Contractor's performance during the abatement project, including set up and removal of work area isolation as required by regulation. The Consultant shall provide containment area visual inspections.
4. Conduct on-site monitoring of asbestos, lead, and other hazardous materials impacting work during renovation projects. Prepare daily monitoring reports on standardized reporting formats to document on-site monitoring during the abatement of asbestos, lead, and other hazardous materials.
  - Daily worker log.
  - Work area sign in and out logs.
  - Photographs of decontamination setup, and during abatement and post abatement activity.
  - Daily Inspectors Log.
  - Other forms and/or logs as required by State and Federal regulations (i.e., filter change logs, etc.)
5. The Consultant will provide pre-abatement and during abatement air samples in compliance with applicable regulations and as directed by the District.
6. Consultant will provide clearance air samples for TEM and lead water analysis in compliance with regulations and as directed by the District.
7. Written request for any additional compensation must be submitted by the Consultant in writing along with justification for this work. Written request must be reviewed and approved by the District in writing before invoicing for this work. Approval can be issued only from a District designated representative.
8. Consultant will provide consulting services for assessment, screening and remediation of any moisture and/or mold encountered during the project.

### **C. Closeout Services**

1. Upon completion of the project, the Consultant will submit to the District a project close out binder which includes all logs, forms and information collected during the construction process, Final Inspection Report, Final Clearance Report and any copies of the manifest, certifying the work area is released for normal activity.

### **D. Optional Services**

Consultant to provide experienced staff member with knowledge of industrial hygiene principals and strong familiarity with asbestos, lead, and other hazardous materials identification and remediation practices to be assigned to work with the District as a Project Coordinator on a part-time or full-time basis. Project Coordinator duties may include hazardous material abatement project coordination, hazardous material consultation, water damage and mold consultation, technical services, document review, quality assurance / quality control, non-project specific tasks, hazardous material related presentations and a variety of special projects in support of the Bond Program.

## **5. Insurance Requirements**

Each firm awarded a contract will be required to maintain, in full force and effect and at their own expense, insurance policies with companies certified with the California Insurance Commission. Please include the name of your insurance providers in your response. The following minimum insurance is required in order for your firm/joint venture group to qualify for participation in these projects:

- Worker's Compensation Insurance (Statutory limits)
- General Liability Insurance (\$2 million/per occurrence)
- Automobile Insurance (\$1 million/per occurrence)
- Professional Liability Insurance (\$1 million/per occurrence)
- Pollution Legal Liability (\$1 million/per occurrence)
- Employer's Liability (\$1 million/per occurrence)

If any policy is written on a Claims Made Form, the consultant must provide a project specific policy to continue the coverage for two (2) years beyond the date of the individual project completion.

Prior to issuance of a Notice to Proceed, each firm must provide the District with original "wet signature" certificate(s) of insurance that includes the following:

- The San Francisco Unified School District and its Board, Officers and employees, shall be named as additional insured parties on General Liability and Automobile policies. Endorsements must be submitted with the certificate(s);
- 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.

## B. DISTRICT PROCESS FOR CONSULTANT SELECTION

The District will create a pool of industrial hygiene consultants from which it can assign specific projects. All SOQs will be scored through a preliminary screening process outlined in section C along with verification of reference contacts. Those Firms who qualified through the preliminary screening process may be invited to participate in the final screening process which may consist of an interview and/or presentation. Specific information regarding the interview will be available upon notification of the Firm completing the preliminary screening.

The District reserves the right to contract with any firm responding to this RFQ for all or portions of the above-described phases, to reject any SOQ as non-responsive, and not to contract with any firm for the Services described herein. The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek SOQs from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any response to this RFQ.

Responses to this RFQ will become the property of the District and subject to the California Public Records Act, Government Code sections 6250, *et seq.* Those elements in each response that are trade secrets as that term is defined in Civil Code section 3426.1(d) or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," or "PROPRIETARY" may not be subject to disclosure. The District shall not be liable or responsible for the disclosure of any such records including, without limitation, those so marked if disclosure is deemed to be required by law or by an order of the Court. A firm that indiscriminately identifies all or most of its response as exempt from disclosure without justification may be deemed non-responsive. In the event the District is required to defend an action on a Public Records Act request for any of the contents of a response marked "Confidential," "Proprietary," or "Trade Secret," the firm agrees, by submission of its response for the District's consideration, to defend and indemnify the District from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Records Act.

## C. SOQS 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 (maximum length: 1 pages, 0 points max.)**
2. **Professional Qualifications and Experience, Project Approach (25 points max. – 8 pgs )**
  - a) The full name and address of the firm or team. Confirm that the office is within 50 miles of the SFUSD facilities office located at 135 Van Ness Avenue in San Francisco.
  - b) Name, email address and phone number of a designated contact person
  - c) A brief description of the firm including 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 services described in this Request for Qualifications.

- e) Discuss your firm's understanding of the services required for these projects (primarily renovation and modernization scope) and provide an outline or description that clearly demonstrates:
1. Your project team's approach to completing the necessary field work, lab work, and design tasks in order to meet a project's Scope of Work requirements on schedule.
  2. List of representative projects (minimum of 10 projects) undertaken in the last five years demonstrating school experience. Include project title, description of services provided, project duration, owner contacts and telephone numbers. The District may or may not contact those listed on the reference list.
  3. Please briefly discuss the firm's safety program covering field activities. Please provide the firms Workman's Compensation Experience Modification Rate.
  4. Have you received any Cal OSHA citations in the last three years?
  5. Your approach to quality assurance and your process for quality control.

**3. Project Staffing Approach (15 points max. - 4 pgs. + resume as Appendix A)**

- a. 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.
- b. Provide a narrative discussing your approach to staffing, sub-consultant management and delivering timely and quality service on five or more project assignments running concurrently.
- c. Staffing - 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. Identify the number of licensed/certified members on your staff.
- d. Provide brief resumes for any identified sub-consultants. (As an appendix A)

Required staff qualifications:

1. **Project Manager**  
Project Manager must be a certified Asbestos Consultant, maintain current AHERA Contractor Supervisor accreditation, and be DHS interim certified as a Lead-related construction Project Monitor. Any consultants working under the direction of this Project Manager must be experienced in the management and supervision of large lead and asbestos removal projects. EPA course accreditation must be verifiable.
2. **Project Designer**  
Project Designer must be a Cal/OSHA Certified Asbestos Consultant, maintain current AHERA project designer accreditation, and be DHS interim certified as a Lead-related construction project designer. The certification and accreditation may be for one firm member. However, in that case that particular firm member must be the person providing the project design.
3. **Field personnel**



All field and laboratory personnel shall work under the supervision of a Certified Industrial Hygienist.

4. Surveyors  
Asbestos surveyors/building inspectors shall be EPA accredited and certified by Cal/OSHA as Site Surveillance Technicians and DHS interim certified as Lead-related Construction Inspector Assessors.
5. Industrial hygienists/air monitoring  
Industrial hygienists/air monitoring personnel shall be EPA accredited for supervision of asbestos abatement Projects, and have completed the NIOSH 582 course "Sampling and Analysis of Airborne Asbestos Fibers." These personnel shall be DHS interim certified as Lead-related Construction Inspector Assessors.

**4. Billing Rates and Fees (15 points max – 5 pgs.)**

- a. Provide fee schedule with the hourly billing rates for each type of employee anticipated to be assigned to the project. Make sure that the employee types (billing line entries) clearly correlates with the project-specific titles used in Section C.2, and resumes and listings provided as Section C.3.
- b. Provide monitoring shift costs for shift monitoring including labor, equipment, materials, and laboratory analysis of up to 6 asbestos (via PCM) or lead air samples on a 24-hour turnaround basis excluding clearance samples. Include costs for 4-hour, 8-hour, 10-hour and 12-hour shift monitoring on Monday through Friday (Regular Shifts) and 4-hour, 8-hour, 10-hour and 12-hour shift monitoring for weekends and holidays (Premium Shifts). Note that a high percentage of monitoring shifts are conducted during non-school hours on Monday through Friday.
- c. Provide laboratory preparation and analytical costs for all types of samples that are anticipated to be collected and analyzed as part of the Bond Project. Include the cost for rush, 24-hour, 48-hour and 3-5 day turnaround analysis.

**5. Work Product Sample (30 points max. provide as Appendix B)**

- a. Provide in an appendix B one copy of the work product sample for each item listed below. There is no page limit. (Failure to provide these samples may result in the response being rejected as “non-responsive”.)
  1. Hazardous Materials (Asbestos, Natural Occurring Asbestos (NOA) soil and/or Lead) Inspection Report.
  2. Hazardous Material data finish schedule/matrix
  3. Hazardous Material abatement drawings and specifications (Asbestos and/or Lead). Drawing size is limited to 11"x17".
  4. A daily report daily report or other routine periodic communication used to advise a client of the status of an asbestos and/or lead remediation project being monitored.
  5. A report or letter identifying a special circumstance or condition arising upon a worksite and your recommendations for addressing the issue.

6. Project Closeout Report (Provide the report cover, table of contents and narrative only)
7. Report on onsite water intrusion or moisture screening inspection and remediation recommendations.

**6. DVBE Goals (0 points. – ½ page)**

Meeting DVBE goals, describe your firm's approach, either directly or through sub-consultants or sub-contractors.

**7. Insurance (5 points max. -1pg)**

Provide copy of current insurance coverage issued by Consultant's Insurance carrier that meets minimum District requirements (see section A.5).

**8. Prior Claims (-/+ 10 points max provide as Appendix C)**

Provide a complete listing of the formal (written) claims presented to the firm, joint venture partners, outside consultants, and/or subcontractors in the past three years. Include:

- a. The name of the claimant.
- b. A brief description of the claim.
- c. The dollar value of the claim.
- d. Whether the claim was accepted, rejected, or if settlement of any type was made in full or part without admission of guilt or negligence. If handling of the claim is still in process, clearly indicate "resolution pending".
- e. End the list with statement "Under penalty of disbarment I certify this list to be complete and accurate." Have the statement dated and signed by a company principal or senior representative. In the case that the firm, joint venture partners, outside consultants, and/or subcontractors as a group do not have any errors or liability claims presented in the past three years submit the statement "Under penalty of disbarment I certify that firms, joint venture partners, outside consultants, and/or subcontractors represented by this Qualifications do not have any claims associated with errors or liability in the past three years.". Have this statement signed and dated by a company principal or senior representative.

## EVALUATION CRITERIA SCORING SHEET

Evaluation Criteria	Points	Score
<b>1. Introductory and Cover Letter</b>	<b>0</b>	
<b>2. Professional Qualifications and Experience Project Approach</b>	<b>25</b>	
a) Describe the firm and its typical services b) Distance from SFUSD and contact information c) Describe the professional qualifications and experience d) Discuss your firms understanding of services: Provide a list of representative projects (min of 10) undertaken in the last 5 years demonstrating your team's K-12 public school experience.	<i>Poor: 0-5</i> <i>Marginal: 6-13</i> <i>Acceptable: 14 -18</i> <i>Exceeds: 19-25</i>	
<b>3. Project Staffing Approach</b>	<b>15</b>	
a) Firm size b) Describe your firms staffing approach c) Provide Names and Resumes (as appendix A)	<i>Poor: 0-4</i> <i>Marginal: 5-8</i> <i>Acceptable: 9-12</i> <i>Exceeds: 13-15</i>	
<b>4. Billing Rates</b>	<b>15</b>	
a) Provide fee Schedule hourly rates b) Provide Monitoring shift cost c) Provide Laboratory Prep and Analytical costs	<i>Poor: 0-4</i> <i>Marginal: 5-8</i> <i>Acceptable: 9-12</i> <i>Exceeds: 13-15</i>	
<b>5. Work Product Sample (as Appendix B)</b>	<b>30</b>	
a) Work product sample (Failure to provide these samples may result in the response being rejected as "non-responsive".)	<i>Poor: 0-7</i> <i>Marginal: 8-15</i> <i>Acceptable: 16 -23</i> <i>Exceeds: 24-30</i>	
<b>6. DVBE Goals</b>	<b>0</b>	
Describe how your firm/joint venture group will encourage DVBE participation in these projects.		
<b>7. Insurance</b>	<b>5</b>	
a) Provide a copy of current insurance coverage that meets minimum District requirements: <ul style="list-style-type: none"> <li>• Workers Compensation Insurance –(Statutory limits)</li> <li>• General Liability Insurance - \$2 million/per occurrence</li> <li>• Automobile Insurance - \$1 million/per occurrence</li> <li>• Professional Liability Insurance - \$1 million/per occurrence</li> <li>• Pollution Legal Liability (1 million/per occurrence)</li> <li>• Employer's Liability (1 million/per occurrence)</li> </ul>		
<b>8. Prior Claims (as Appendix C)</b>	<b>+/- 10</b>	
Provide complete listing of formal claims for the past three years including: <ol style="list-style-type: none"> <li>a) Name of claimant</li> <li>b) Description of the claim</li> <li>c) Dollar value of claim</li> <li>d) Status of claim</li> <li>e) Signature on list of claims</li> </ol>	<i>Poor: 0-3</i> <i>Marginal: 3-5</i> <i>Acceptable: 5-8</i> <i>Exceeds: 8-10</i>	

**SUGGESTED LENGTH OF PROPOSAL/SUBMITTAL:**  
**20 single sided pages plus Appendix A, B and C**  
**MAXIMUM POINTS POSSIBLE: 100 points**

#### IV. RFQ SCHEDULE (Subject to change)

- Advertise RFQ Advertisement: December 7, 2016
- RFQ Available December 7, 2016
- Written Questions Accepted up to: December 14, 2016
- Addenda Posted to Website By: December 19, 2016
- **Proposals Due no later than: January 13, 2017 at 2:00 P.M.**
- Shortlist Notification: February or March 2017
- SFUSD Board Approval: March or April 2017

#### NOTES

- **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 SOQ 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 SOQ in response to this RFQ.
- The District will be confirming accuracy of all information submitted in response to this RFQ.