

## REQUEST FOR QUALIFICATIONS

Environmental and/or Industrial Hygiene Consultants  
September 2013 – September 2016

The San Francisco Unified School District (SFUSD) is seeking the services of multiple qualified Environmental and/or Industrial Hygiene Consultants to support asbestos and lead-impacting construction projects as well as other industrial hygiene support services. In the interest of streamlining the bidding process, and reducing the burden on Consultants bidding on multiple projects, the SFUSD is soliciting Response Submittals and Work Product Samples as described within this Request for Qualifications (RFQ), which will be used to assess Consultant skills, knowledge, and abilities to provide services over the next three years:

- Consultants providing Response Submittals to this RFQ will not be required to provide qualification information for individual projects during this time period.
- Consultants providing Response Submittals to this RFQ may still be required to prepare and submit project-specific work plans, completed SFUSD Standard Agreements, Proposed Fees, and Basis of Charges for individual projects, no later than the date and time specified on individual Requests for Proposals (RFPs).
- Consultants will not be permitted to submit new or modified Response Submittals to this RFQ based on initial contract awards.
- Selected consultants will be required to obtain and submit "wet-signature" copies of Certificates of Insurance (General Liability and Automobile naming the SFUSD as an "Also Insured") within 14 days of their notification of selection. Consultants must maintain these policies or equivalent replacements in force through the end of the September, 2016 unless they remove themselves from the "Prequalified" list.
- Selected consultants who fail to provide Response Submittals for two or more RFPs issued by the SFUSD under the terms and conditions of this RFQ may be either temporarily or permanently excluded from being invited provide Response Submittals from further work under this RFQ.

Response Submittals may be used as the basis for contract awards through September 2016. SFUSD reserves the right to issue separate and independent RFQs and RFPs for industrial hygiene and/or environmental consultant services during the period that consultants are qualified under this RFQ. SFUSD also reserves the right to require consultants performing work under the terms of this RFQ to submit their samples to one or more SFUSD prequalified laboratories for analysis, with laboratory analysis charges being billed directly to SFUSD.

## Prospective Projects

Consultants who are selected under the terms of this RFQ will be sole parties entitled to submit truncated Response Submittals (Proposed Work Plans, Completed SFUSD Standard Agreements, Proposed Fees, and Basis of Charges) on SFUSD projects requiring industrial hygiene and/or environmental consultant support. In the short-term, scheduled projects requiring such support include:

- Asbestos/Lead Surveys for various SFUSD projects.
- Asbestos and/or lead monitoring during the removal and replacement of roofs at multiple sites during the summer.
- Lead and/or asbestos monitoring during window replacement at multiple sites.
- Asbestos and/or lead monitoring during miscellaneous ADA-associated building upgrades, renovations and modernization projects (multiple sites).
- Other environmental needs of SFUSD, i.e., Indoor Air Quality Investigation, mold, etc.

**Specific information for each of the listed projects will be provided in the Request for Proposal issued for each project. DO NOT contact SFUSD for additional information on the above list. SFUSD reserves the right to add, remove, or modify projects from the list provided.**

## Response Submittal

In the response to the RFQ, please provide **four** copies of a Submittal to include the following: Separate individual submittal elements and clearly mark any miscellaneous documents to identify which submittal element the document is intended to address:

1. Introductory/Cover Letter (Maximum Length 2 pages, Evaluation Points Assigned 0) – Clearly identify:
  - the full legal name for your firm,
  - the preferred abbreviated (“short form”) name,
  - the name of a single point of contact for the RFQ process,
  - the point of contact’s telephone and fax numbers, as well as their email address, and
  - the mailing address to be used for all written correspondence.
  - whether the firm is interested in providing other industrial hygiene support services in addition to asbestos and lead-related surveys, monitoring, and associated services.
2. Qualifications (Evaluations Points Assigned 20 Maximum):
  - 2.1. Staff Availability and Qualifications: Using the *Consultant Staffing Roster* form provided as Attachment 1 to this RFQ, provide a list of staff who are available to be assigned to work on SFUSD projects, (an “electronic” version of this form will be available on the SFUSD Contracts Compliance Office website). For each staff member provide:

- The staff member's usual and customary billing classification. **Make sure that the billing classification terminology used matches that used in the Fee Schedule submitted as part of Response Submittal Element 5.**

Note – For specific projects, individual staff members may be placed and billed at **lower** classifications and rates than those specified on the *Consultant Staffing Roster*. Indicate these changes on the Response Submittals submitted for individual projects. Individual staff members may **not** be billed at higher classifications and rates than those specified on the *Consultant Staffing Roster* without advanced notification and authorization by the SFUSD.

- Years associated with the company preparing the *Consultant Staffing Roster* as well as the total years performing similar types of work in all employment settings ("in the profession");
- Credential numbers for any American Board of Industrial Hygiene Certification, Engineering Registrations, and/or Board of Certified Safety Professional Certifications, if staff member holds such credentials (include any codes indicating the class or type of credential);
- Indication as to whether the staff member holds AHERA, Cal/OSHA, and/or California Department of Health Services accreditations for asbestos or lead work;
- Indication as to whether the staff member is a subcontractor, consultant, or otherwise not a direct employee of the company preparing the *Consultant Staffing Roster*;
- Indication as to whether the staff member resides more than 60 miles outside of San Francisco (i.e. outside of the greater San Francisco Bay Area); and
- Any notes regarding special qualifications or skills for the listed staff member. Number the notes sequentially and provide as an attachment to the *Consultant Staffing Roster*. The total notes provided should not exceed on 8.5" x 11" page per page of *Consultant Staffing Roster*.

**Do not** attach resumes, training and professional certificates, and/or similar documents as notes and do not include such documents in your Response Submittal. Such documentation may however be requested as part of the assessment of Response Submittals.

2.2. (Maximum Length 5 pages) The names of laboratories that will be used to analyze samples, along with a description of the laboratory's qualifications and history, and the names of principal representatives, analysts, or owners. Include a list of each laboratory's certifications and accreditations numbers, the date of the initial certification or accreditation, and the date of the most recent renewal. **Do not** include actual copies of certifications or accreditation documents, nor of literature issued by the laboratory for sales or marketing purposes, may such documentation be requested at a future date. (**Note:** All labs being used under this RFQ shall indicate on all the lab reports, the exact description of the material that was sampled, the sample material location and all locations of the sampled material at the campus).

3. References (Minimum 3 verifiable References, Maximum 5 verifiable References, Maximum 2 pages per reference. Evaluation Points Assigned 20 Maximum). **Do not use SFUSD projects and/or staff as any of your references.** Provide:

- The full name e-mail and address of the reference company, agency, or firm.
- The name and phone number of the contact person for the firm. Prior to submitting your proposal, verify that this person is still employed by the firm and that the telephone number is accurate at the time that the Proposal is prepared. Should the principal contact person have left the firm either include their new employer and contact phone number, or list an alternate contact person.
- Dates for which work was performed.
- A description of the work performed.
- The number of the consultant's staff that were involved in the project.
- Approximate dollar value of (a) the consultant's work and (b) the overall project cost.
- Notes and comments regarding any key features or items of interest for the project, with specific focus on innovative feature or actions taken by the consultant.

Note – Preference will be given to project references (a) in the San Francisco Bay Area and/or (b) involving school districts.

4. Errors and Claims (No page limit, Points Deducted Up to Maximum of 25). 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:
  - The name of the claimant.
  - A brief description of the claim.
  - The dollar value of the claim.
  - 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".

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 Proposal 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.

Note –At the discretion of the SFUSD, errors and claims for company segments not directly involved in the provision of services to the SFUSD may be excluded from consideration. Please fully describe the nature of any errors or claims to allow this determination to be made.

5. Basis of Charges (Maximum length, 5 pages, Evaluation Points Assigned 10). Provide:
  - 5.1. A fee schedule with the hourly billing rates for each type of employee anticipated to be assigned to SFUSD projects. Make sure that billing classifications used on the fee schedule match those listed in in Element 2, the

*Consultant Staffing Roster.* Failure to do so may result in your Response Submittal being disqualified as “non-responsive”.

- 5.2. The percentage mark-up that will be added to all supplies and materials (sampling supplies, printing costs, etc.) over the actual cost paid by the firm.
- 5.3. A description of any charges that may be levied for travel. The SFUSD will not pay for any travel costs to or from points outside of a 25 mile radius of San Francisco, nor for any airfare, overnight lodging, or meals.
- 5.4. The laboratory preparation and analytical costs for bulk asbestos and lead samples, drinking water samples analyzed for lead, and other types of samples that are anticipated for the project. Include the cost for:
  - 5.4.1. “routine turnaround” analysis with the number of business days required for such analysis.
  - 5.4.2. 24 hour “rush analysis
  - 5.4.3. emergency analysis with the time required for such analysis.
  - 5.4.4. Include any special preparation or handling fees that are anticipated for sample analysis.

Note – On November 7, 2006 the City of San Francisco’s voters approved Proposition F, the “Sick Leave Ordinance” codified as Chapter 12W of the San Francisco Administrative Code, which provides that employers must provide paid sick leave to employees – including part-time employees, temporary workers, and participants in Welfare-to-Work Programs who are employed within the geographical limits of the City and County of San Francisco. It only has a prospective effect.

Several consultants and contractors have asked the SFUSD to bear the cost of this Sick Leave Ordinance. The SFUSD, which is a separate legal entity from the City and County of San Francisco, does not have the legal authority to waive or alter Proposition F’s requirements. All employers who have employees meeting the requirements of Proposition F must address the fiscal implications of Proposition F and factor it into their budgets, bids, and/or negotiations for compensation. The SFUSD will continue to expect that all consultants and contractors will comply with all applicable State, Federal, and local laws and regulations including Proposition F.

Additional information regarding the Sick Leave Ordinance can be obtained from the San Francisco Office of Labor Standards Enforcement:

City Hall, Room 430  
1 Dr Carlton B Goodlett Place  
San Francisco, CA 94102  
Phone: (415) 554-6235  
[www.sfgov.org/olse](http://www.sfgov.org/olse)

6. Disabled Veteran Business Enterprise (DVBE) Participation (Minimum 3%), (Maximum Length 2 pages excluding OPSC forms, Evaluation Points Assigned 5). Complete and submit the Office of Public School Construction (OPSC) forms for DVBE participation and/or provide documentation of Good Faith Efforts to encourage DVBE participation. OPSC DVBE forms are available at the following website:

<http://www.documents.dgs.ca.gov/pd/dvbe/dvbereg.pdf>

7. Acknowledgement of Required Insurance (Maximum Length 1 page. Evaluation Points Assigned 0 -- Failure to provide this Element may result in the Response Submittal being classified as "non-responsive"): Submit a statement signed by a company principal or senior representative certifying that under penalty of disbarment, the company has the ability to obtain, submit, and maintain the following forms of insurance, with all documentation being available within two weeks of the notification of selection:
- Evidence that the company maintains Workers' Compensation Insurance meeting all statutory and regulatory requirements.
  - Certificates of Insurance naming the SFUSD as an "Also Insured":
    - General Liability Insurance (\$1 million minimum)
    - Automobile Insurance (\$1 million minimum)
  - Evidence of Professional Liability Insurance (\$1 million minimum).

Insurance policies or equivalent replacement policies must be maintained in force continually through the end of Fiscal Year 2015-2016 (June 30, 2016).

8. Acknowledgement of Access to SFUSD (Maximum Length 1 page. Evaluation Points Assigned 0 -- Failure to provide this Element may result in the Response Submittal being classified as "non-responsive"): Submit a statement signed by a company principal or senior representative certifying that under penalty of disbarment:
- 8.1. the company maintains an office within 60 miles and 2 hours access time (under normal conditions) to all locations within the city limits of San Francisco.
  - 8.2. a majority of personnel (>50%) assigned to SFUSD projects work out of this office and/or reside within a 60 mile radius of San Francisco.

**Samples of Work Product:** (submit **one** copy of the samples of work product)

(No page limit. Evaluation Points Assigned 45 Maximum) Accompanying the Response Submittal described above, submit **one** copy the following work product samples. **Do not use work product prepared for the SFUSD as your samples. Failure to provide these samples may result in a Consultant's response submittal being classified as "non-Responsive".**

- 9.1. Hazardous Materials (asbestos and/or lead) Inspection (Survey) Report. Provide a cover sheet indicating the approximate fee charged for the inspection and preparation of work product, the number of staff members required to perform the inspection, the approximate time required to conduct the inspection, and notes regarding any items of special interest associated with the inspection.
- 9.2. A 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.
- 9.3. A report or letter identifying a special circumstance or condition arising upon a worksite and your recommendations for addressing the issue.
- 9.4. Project Closeout report including information typically provided to the client.

- 9.5 *Optional* – A maximum of two different types of reports demonstrating industrial hygiene capabilities outside the area of asbestos and lead identification and remediation. Examples of reports can include general industrial hygiene surveys, noise evaluations, mold assessments, or radiation surveys conducted on behalf of a client.

### **Responding To This RFO**

1. If you are considering submitting your Qualifications immediately email your name and company contact information to both **picazor@sfusd.edu** and **cc: cabralr@sfusd.edu** with statement **“2013-2016 IH/Environmental Consultant Prequalification”** in the subject line. Accurate contact information is required so that you may be notified of any clarifications and amendments that are issued, as well as being included on distribution for any Requests for Proposals which may be issued simultaneously with this RFO. **Consultants 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 Qualifications.**
2. Verify that your proposal is complete, containing all elements listed in the Response Submittal section. For your convenience, a checklist is provided as Attachment 2. Incomplete proposals may be classified as Non Responsive and will result in the consultant being removed from consideration for project awards.
3. Submit four copies of your Response Proposal and one copy of your Samples of Work Products no later than **2:00 PM Thursday, April 11, 2013** to the Contracts Office in Room 208 at SFUSD located at 135 Van Ness Avenue. Late submittals will be rejected. Address the proposals to:

**Fe Bongolan**  
Contracts Administrator  
San Francisco Unified School District  
135 Van Ness Avenue, Room 208  
San Francisco, CA 94102

RESPONSE SUBMITTAL ENCLOSED  
2013 IH/Environmental Consultant Prequalification

4. Questions and requests for clarification must be presented in writing no later than the close of business on Tuesday April 2, 2013. Clearly mark any requests for clarification with the subject **“2013 IH/Environmental Consultant Prequalification”**. Direct your inquiries to Fe Bongolan at the address specified in Item 3 above, or by email at [BongolanF@sfusd.edu](mailto:BongolanF@sfusd.edu), or FAX to (415) 355-6988.

### Attachments:

1. Consultant Staffing Roster
2. Response Submittal Checklist

**Attachment 1**  
Consultant Staffing Roster

*You Can Obtain A Computer-Fill able (Microsoft Excel format) version of the Consultant Staffing Roster by emailing [picazor@sfusd.edu](mailto:picazor@sfusd.edu).*



San Francisco Unified School District  
**Industrial Hygiene / Environmental Consultant Staffing Roster**

**Company Name:** \_\_\_\_\_

**Preparation Date:** \_\_\_\_\_

**Prepared By:** \_\_\_\_\_

<b>Employee Name</b>	<i>Use Classifications From Fee Schedule</i>  <b>Billing Classification</b>	<i>List Number of Years</i> <b>Experience</b>		<i>List Certification or Registration Number</i> <b>Professional Credentials</b>			<i>Indicate Affirmative ("Yes") Answers With an "X" in the Appropriate Column</i>													<b>Notes</b>  <i>Number sequentially, attach sheet with notes</i>	
		<b>With Company</b>	<b>Total In Profession</b>	<b>CIH</b>	<b>PE</b>	<b>CSP</b>	<b>AHERA</b>			<b>Cal/OSHA</b>		<b>CA Dept of Health Services</b>			<b>Subcontractor or Other Non-Company Affiliate</b>	<b>Resides &gt;60 Miles from San Francisco</b>					
							<b>Building Inspector</b>	<b>Management Planner</b>	<b>Project Designer</b>	<b>Contractor Supervisor</b>	<b>Asbestos Consultant</b>	<b>Site Surveillance Technician</b>	<b>Project Monitor</b>	<b>Inspector/Risk Assessor</b>			<b>Project Designer</b>				

**Company Officer's Certification** (complete for each page submitted): *Under penalty of perjury and/or disbarment, I certify that the information provided is accurate. If selected, my company will immediately notify the San Francisco Unified School District of changes in status for the listed personnel.*

**Company Officer Name & Title (Print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Attachment 2**  
Response Submittal Checklist

	<b>Response Submittal Element</b>	<b>Points Available</b>	<b>Submitted</b>
1.	Introduction/Cover Letter	0	
2.	Qualifications <ul style="list-style-type: none"> <li>• Consultant Staffing Roster</li> <li>• Laboratory Information</li> </ul>	20	
3.	References	15	
4.	Errors and Claims Statement	- 25	
5.	Basis of Charges <ul style="list-style-type: none"> <li>• Fee Schedule</li> <li>• Markup</li> <li>• Travel Charges</li> <li>• Laboratory Costs</li> </ul>	20	
6.	DVBE Participation	5	
7.	Acknowledgement of Required Insurance	Required	
8.	Acknowledgement of Access Requirements	Required	
9.	Samples of Work Products: <ul style="list-style-type: none"> <li>• Survey Report</li> <li>• Daily Report</li> <li>• Special Report</li> <li>• Closeout Report</li> <li>• <i>(optional)</i> Other IH Reports</li> </ul>	40	