

ROSEMEAD SCHOOL DISTRICT



REQUEST FOR QUALIFICATIONS

For

INDUSTRIAL HYGIENE/ENVIRONMENTAL SERVICES

Issued: April 13, 2021

Due: May 4, 2021 at 11:00 a.m.

Prepared in consultation with:



HELPING SCHOOL DISTRICTS MEASURE UP

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1. SELECTION PROCESS and PROJECTED DATES

The process and projected schedule that the District will utilize in selecting a firm to perform services will be as follows:

<u>Action</u>	<u>Day</u>	<u>Date</u>
a. Release of Request for Qualifications	T	April 13, 2021
b. Last Day to Submit Letter of Intent and Questions for Clarification -must be received at or before 11:00 a.m.	F	April 23, 2021
c. Addenda Clarifications Issued by District	T	April 27, 2021
d. Deadline for Receipt of SoQ Responses -must be received at or before 11:00 a.m.	T	May 4, 2021
e. Screening/Evaluation	W-M	May 5-31, 2021
f. Issuance of Letter(s) of Intent	T	June 1, 2021
g. Consideration of Selection and possible Award of Contract(s) by Governing Board	Th	June 17, 2021

2. DESCRIPTION OF SERVICES AND GENERAL INFORMATION

A. Number of Firm(s) Anticipated to be Selected

The District intends to select one (1) firm to provide services.

B. Scope of Services Required

The Industrial Hygiene/Environmental Services firm and its personnel must be qualified and certified to provide the required services. Certifications shall include, but not necessarily be limited to:

- CIH-Certified Industrial Hygienist,
- CAC-Certified Asbestos Consultant,
- CSP-Certified Safety Professional,
- CDPH Lead Inspector.

The firm shall be capable of providing the following Minimum Basic Services:

- 1.) Lead Testing (XRF material identification)
- 2.) Asbestos Testing
- 3.) Mold Testing
- 4.) Development of Specifications for hazardous material abatement and Scope of Work for hazardous condition remediation
- 5.) Oversight of abatement/remediation (Abatement/remediation performed by others)
- 6.) Confirmation testing and report preparation after abatement/remediation (Abatement/remediation performed by others)

As the need may arise, the District may require and may utilize any other services the firm is qualified to provide.

C. Contract Term and Anticipated Projects

The contract signed pursuant to this RFQ will be for a one-year (1-year) term, with the possibility of two (2) one-year (1-year) extensions. This RFQ will be used to provide services for projects that occur during the term of the contract. All projects shall be assigned during the term of this agreement. During the last year of the contract, if the contract is scheduled to end prior to the completion of a particular project, the contract shall automatically be extended beyond the extension limits above so that its ending date will coincide with the end and closeout of that project. No new projects may be assigned during such an automatic extension.

The District may utilize SoQ Responses to this RFQ for services needed for existing conditions and current and/or future capital projects and/or maintenance program projects that may include: modernization, expansion, new construction, reconstruction, alteration, rehabilitation, repair, relocation, reconfiguration, upgrades, and other projects as may be identified, planned, modified, or prioritized/reprioritized, during the initial term of the agreement or two one-year extensions.

D. Background on the District

The District is a small K-8 public school district in Los Angeles County, California. Rosemead School District educates almost 2,400 Transitional Kindergarten through eighth grade students on a traditional calendar schedule. The Rosemead School District serves students who reside in Rosemead and portions of El Monte, San Gabriel, and Temple City.

The Rosemead School District was established in 1859, and is proud of its long tradition of academic excellence. The District is currently comprised of four elementary schools: Encinita Elementary School, Mildred B. Janson Elementary School, Savannah Elementary School, Emma W. Shuey Elementary School (TK-6th grades); and Muscatel Middle School (7-8th grades).

3. SUBMITTAL INFORMATION

A. STEP ONE-INTENT TO SUBMIT:

Firms MUST submit an email indicating that the firm intends to submit a Statement of Qualifications (SoQ), to the contact for the District's Facilities Consultant/Program Manager (contact information below), not later than 11:00 a.m. April 23, 2021. The email must contain the Firm name, address, and the contact person's name, email, and phone number. Receipt of these emails will be confirmed back. If a confirmation is not received back, it is the Submitter's responsibility to follow-up to assure that they have been added to the interest list. The Intent to Submit list will be used to distribute Addenda.

B. FACILITIES CONSULTANT/PROGRAM MANAGER CONTACT:

Firms interested in submitting SoQs are directed to make personal contact only with the person identified below and should not contact District Governing Board members, the Superintendent, Assistant Superintendents or any other officials or staff of the District. The district may reject SoQs if a firm or its representatives make direct contact with the District. Firms should contact the District's Facilities Consultant/Program Manager, shown below, concerning any questions:

Melinda Pure
melinda@ehanda.com
909.904.7112

Eric Hall & Associates
5245 Avenida Encinas / Suite A / Carlsbad / CA / 92008

C. STEP TWO-SUBMIT WRITTEN QUESTIONS, IF NEEDED:

All written questions received will be answered in writing and sent to all firms then on the Intent to Submit List. *Oral statements regarding this RFQ by any person(s) should be considered unverified information unless confirmed in writing.*

1. To ensure a response questions must be received in writing by **11:00 am April 23, 2021.**
2. The District reserves the right to revise and clarify this RFQ. Revisions to the RFQ shall be sent to all firms on the Interest List. **The last Addendum, if needed, will be issued on April 27, 2021.**

D. STEP THREE-SUBMIT STATEMENT OF QUALIFICATIONS: Each firm shall submit **an original unbound Statement of Qualifications with three (3) bound copies and one (1) electronic version on a thumb drive or Compact Disk (CD) in Adobe Portable Document File format** of the Statement of Qualifications prominently marked with **"Rosemead RFQ, Industrial Hygiene/Environmental Services-2021"** and the name of the firm submitting the SoQ. The unbound original should be secured with a binder clip in the upper left corner.

E. SUBMITTAL INSTRUCTIONS:

The SoQ shall be submitted to the District, as follows:

1. **Deadline for Submittal of Responses:**
 - i. **No later than 11:00 a.m. on May 4, 2021**
 - ii. *Late Responses will be returned unopened.*
2. **Method of delivery:**
 - i. **Hand delivery, USPS or other mail/shipping service.**
 - ii. *Responses sent by Facsimile (FAX) or email will not be accepted.*
3. **Delivery Address:**

Rosemead School District
**Attn: Rosemead RFQ – Industrial Hygiene/
Environmental Services- 2021**
3907 Rosemead Blvd.
Rosemead, CA 91770

F. ADDITIONAL SUBMITTAL INSTRUCTIONS AND INFORMATION:

1. Submission of SoQs by facsimile or e-mail is not acceptable. The Submitter is

entirely responsible for the means of delivering the SoQ to the appropriate office on time. Delays due to internal routing of misdirected proposals or due to verbal directions given by District staff shall be the responsibility of the Submitter. Thus, each SoQ must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery.

2. Submitters are required to disclose any relationships with the District and execute the non-collusion affidavit included with this RFQ.
3. The original SoQ shall be submitted and **signed in blue ink**, by an authorized individual or officer of the firm submitting the SoQ.
4. The Board of Education of the District reserves the right to accept or reject any or all SoQ submittals and may waive any minor deviation in any submittal. The District's waiver of any minor defect shall in no way modify the RFQ documents or excuse the Submitter from compliance with every other provision of this RFQ. The Board of Education of the District reserves the right to negotiate with any or all responsible submitters.
5. Submitters shall be responsible for any and all costs and expenses that they may incur in preparing the SoQ. The District shall have no obligation whatsoever for costs of SoQ preparation, interview (if applicable), fee negotiation or any other costs associated with this RFQ or any SoQ submitted in response to this RFQ.
6. **LATE PROPOSALS WILL NOT BE ACCEPTED.**
7. Modifications of SoQs submitted by a Submitter after the submittal deadline will not be considered unless the District requested the modifications.
8. Each SoQ shall be reviewed to verify that the Submitter has met the minimum requirements of the RFQ. Submitters must follow the required format specified in this RFQ in order to facilitate District review.
9. The District reserves the right to cancel this RFQ at any time.
10. Selection for projects under this RFQ, if applicable, does not guarantee that a contract will be awarded to the Submitter. The District may elect to not proceed with a project at its discretion. The District may also issue future solicitations that may augment or supersede this solicitation.
11. SoQs become the property of the District and may be returned only at the District's option and at the Submitter's expense. Information, excluding Submitter's financial information, if any, contained therein shall become public documents subject to the Public Records Act. Rates and prices charged for services does not constitute financial information.
12. The District reserves the right at any time to extend any of the deadlines in this RFQ.
13. Documentation associated with this RFQ may be viewed at:

<https://www.rosemead.k12.ca.us/Page/695>

4. ITEMS FOR INCLUSION IN THE REQUIRED SUBMITTAL DOCUMENTS:

All SoQ submittals shall address the following items in the order listed below and shall be identified in the submitted SoQ to match the following list.

A. Cover Letter

Addressed to: ***Rosemead School District
3907 Rosemead Blvd.
Rosemead, CA 91770
Re: Rosemead RFQ – Industrial Hygiene/Environmental
Services - 2021***

B. Business Information and Description of the Firm

1. Business name and contact information including mailing address, phone number, fax number, email address, website
2. Number of years in business
3. Name, of firm owner/president/principal
4. Form of Business Organization (sole proprietor, partnership, corporation/type)

This section should also provide a general overview of the firm, including information regarding the firm size, office location, and distance to the District Office. (The office location must be the office location from which personnel will be assigned to District projects.)

C. Work Approach

Describe how the firm will be responsive to the District and District projects and the approach that will be used in meeting the needs of the District. Describe what differentiates the firm from other firms. Describe the professional excellence and demonstrated competence of the firm.

D. Credentials and Relevant Experience, including a list of types of personnel and their certifications

E. Experience with the District, if applicable (of the Firm and/or Firm Personnel)

F. Confirmation that the Firm will provide Minimum Basic Services, and List of Additional Services that can be Provided by the Firm.

Minimum Basic Services

1. Lead Testing (XRF material identification)
2. Asbestos Testing
3. Mold Testing
4. Development of Specifications for hazardous material abatement and Scope of Work for hazardous condition remediation
5. Oversight of abatement/remediation (Abatement/remediation performed by others)
6. Confirmation testing and report preparation after abatement/remediation (Abatement/remediation performed by others)

G. Cost for Services

1. Provide a schedule of hourly rates and any other anticipated fees or costs.
2. Complete the Lead/Asbestos Testing, Reports and Specification Preparation Cost Worksheet for Janson ES – Attached. Also attached is a site plan of Janson ES to assist the submitter in estimating time required for testing.

H. Insurance

Attach certificate of insurance.

I. Claim/Litigation History (within the last five years)

J. Required Attachments:

1. “CERTIFICATION” FORM
2. “ACKNOWLEDGEMENT OF ADDENDA” FORM
3. “NON-COLLUSION DECLARATION” FORM (This form must be notarized.)

K. References – You must provide five (5) school district client references (preferred) or other client references. Reference letters may be included if desired but are not required.

District/Client	Contact	Phone	Email	Type of Services	Client from: [date] to [date]

5. EVALUATION

Firms submitting a SoQ are advised that all SoQs will be evaluated to determine the firm(s) that will best meet the needs of the District. Evaluation will include, but not necessarily be limited to the following criteria:

1. Years in business, staffing, and location
2. Relevant expertise/experience of personnel, responsiveness, professional excellence and demonstrated competence
3. Prior successful experience working with the District
4. Pricing
5. Claims/Litigation History
6. Client Satisfaction/References
7. Quality, completeness and responsiveness of Proposal.

6. INSURANCE REQUIREMENTS:

Submitters shall maintain in force, during the full term of the contract, insurance described below, unless it is determined by the District to be not applicable.

- A. The Submitter shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than one million dollars (\$1,000,000).
- B. The Submitter shall carry Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
 - 1) Owned, non-owned and hired vehicles;
 - 2) Blanket contractual;
 - 3) Broad form property damage;
 - 4) Products/completed operations; and
 - 5) Personal injury.
- C. The Submitter shall carry Professional Liability insurance, including contractual liability, with limits of one million dollars (\$1,000,000), per occurrence. Such insurance shall be maintained during the term of the Agreement and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of the Agreement adjusted for inflation. Failure to maintain professional liability insurance is a material breach of the Agreement and grounds for immediate termination.
- D. Each policy of insurance required in b. above shall name District and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of Submitter hereunder, such policy is primary and any insurance carried by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to District prior to cancellation; and, shall waive all rights of subrogation. Submitter shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Submitter shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Submitter fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Submitter, and in such event, Submitter shall reimburse District upon demand for the cost thereof.
- E. If Submitter subcontracts any portion of Submitter's duties, Submitter shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced, in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than five hundred thousand dollars (\$500,000) per occurrence.

REQUEST FOR QUALIFICATIONS – INDUSTRIAL HYGIENE/ENVIRONMENTAL SERVICES

CERTIFICATION

Board of Trustees
Rosemead School District

RE: Request for Qualifications – Industrial Hygiene/Environmental Services – 2021

Dear Members of the Board of Trustees:

The undersigned, doing business under the firm name of

_____,
having carefully examined the Request for Qualifications (RFQ) and the Instructions,
certifies that it is competent to perform all of the duties required therein, and is willing
and able to contract for the performance of the required services as specified in the RFP
and as required by law.

I certify that all information contained in this Statement of Qualifications/RFQ Response is true
and correct to the best of my knowledge and that I am authorized to submit this Response on
behalf of the firm.

SUBMITTED BY:

COMPANY

ADDRESS

CITY/STATE/ZIP

SIGNATURE

PLEASE TYPE OR PRINT NAME

TITLE

DATE

PHONE

NON-COLLUSION DECLARATION FORM

RE: Request for Qualifications – Industrial Hygiene/Environmental Services – 2021

State of California)
) ss.
County of _____)

I, _____, being duly sworn,
declare that I am the _____

of _____, the party making the foregoing submittal, that the submittal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the submittal is genuine and not collusive or sham; that the Submitter has not directly or indirectly induced or solicited any other Submitter to put in a false or sham submittal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Submitter or anyone else to put in a sham submittal, or that anyone shall refrain from submitting; that the Submitter has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the prices of the Submitter or any other Submitter, or to fix any overhead, profit, or cost element of the submittal prices, or of that of any other Submitter, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the submittal are true; and further, that the Submitter has not, directly or indirectly, submitted his or her submittal prices or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham submittal.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Dated this _____ day of _____ 201_, at _____ California.

Signature

[This form must be notarized]

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

RE: Request for Qualifications – Industrial Hygiene/Environmental Services – 2021

The undersigned acknowledges receipt of the following Addenda, all as listed below. The cost, if any, of such Addenda revisions has been included in the rates and prices of your submittal.

A. Addenda Number _____ Dated _____

B. Addenda Number _____ Dated _____

C. Addenda Number _____ Dated _____

D. Addenda Number _____ Dated _____

E. Addenda Number _____ Dated _____

Name of Submitter _____

Name of Authorized Signer: _____

Signature: _____

Date: _____

Lead/Asbestos Testing, Reports and Specification Preparation Cost Worksheet

SCOPE OF WORK: Test Janson ES (see attached map) for lead and asbestos; Prepare Reports and Abatement Specifications

	WORKER / TASK DESCRIPTION	RATE	UNITS	COST
A Onsite Work				
	Position Title	Task	Rate	Count
1		XRF lead testing	/ day	
2		Take 135 asbestos samples	/ day	
3				
4				
A SUBTOTAL				

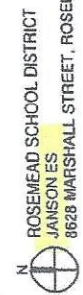
B Equipment				
	Item	Rate	Count	
1	XRF Instrument	/ each		
2		/ each		
3		/ each		
B SUBTOTAL				

C Laboratory Testing				
	Test	Rate	Count	
1	135 Samples for PLM sample analysis, 3-5 day TAT	/ each	135	
2	20 Samples, 1000 point count analysis	/ each	20	
				Subtotal
				Markup
C SUBTOTAL				

D Project Support, Report Preparation, Specification Preparation					
	Position Title	Task	Rate	Unit (hr or each)	Count
1					
2					
3					
4					
5					
6					
7					
8					
D SUBTOTAL					

Name of Submitting Firm:

TOTAL ESTIMATED COST (Subtotals A-D)	
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NOTE: BUILDING LETTER DESIGNATIONS ON THIS PLAN DO NOT CORRESPOND WITH DSA BUILDING DESIGNATIONS