



## REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR ENVIRONMENTAL CONSULTANT

### Limon School District (Owner)

874 F Avenue, Box 249  
Limon, CO 80028  
Phone (719) 775-2350

**PROPOSAL DUE DATE/DELIVERY REQUIREMENTS- 11:00 a.m. January 6th, 2014**

**Deliver 1 electronic copy via email + 3 Original Copies to:**

### **Owner Contact Dave Marx**

874 F Avenue, Box 249  
Limon, CO 80028  
Phone (719) 775-2350 ext. 361  
marxd@limonbadgers.com

All official communication with Candidates and questions regarding this RFQ/P will be via email to the Owner Contact listed above. **No inquiries will be accepted after the clarification deadline as indicated in the project schedule.**

All Candidate inquiries will be responded to at the same time which will be after the "Clarification Deadline". Responses to clarification will be made available. Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

## **I. PROJECT SCHEDULE**

RFQ/P Available	12/19/13
<b>RFQ/P Responses due</b>	<b>1/6/14</b>
Award of Environmental Consultant Contract	1/8/14
<b>Notice to Proceed Given to Successful Firm</b>	<b>1/9/14</b>
Begin Survey work on site	1/10/14
<b>Survey (initial) Report Due</b>	<b>1/31/14</b>

## **II. BACKGROUND**

### Owner Background

Limon School District RE-4J encompasses parts of Lincoln and Elbert Counties with the school buildings located in Limon, about halfway between Denver and the Kansas border on Interstate 70. A school district was first established in Limon in 1889. The first grade school building was built not long after that on C Avenue. In 1901, due to a growing population a new grade school building was built at the corner of 2<sup>nd</sup> Street and F Avenue. In 1912, a new high school was built at the intersection of 8<sup>th</sup> Street and E Avenue. The grade school moved into a new building to the west of the high school in 1923. A gymnasium was built to the east of the high school in the mid-1920's. The grade school building built in 1923 is still in use today. A separate school district was established to manage the high school when the high school was built but the two school boards collaborated until re-organization in 1959. Over the years, the original high school and gymnasium buildings were demolished and replaced with additions to the grade school building. The most recent addition was a science room added to the north end of the high school addition in 2005.

The Limon School Board has reviewed the three project delivery models and has selected design/build as their delivery model.

### Project Description

The BEST funded proposal scope as defined in the approval includes: aging existing facilities (the 1950 Middle School and the 1923/53 Elementary School) will be demolished; existing athletic facilities will remain and receive upgrades; the reconfigured K-12 facility will provide a long-term sustainable LEED Gold facility with significantly lower operational and maintenance costs; the gross area of the proposed K-12 facility is 118,014 sq. ft. with all educational spaces to be right sized and efficiently located; corridors will be clearly organized optimizing supervision and security; core classrooms will be located in a two story classroom wing with clear separation of ES, MS and HS students; day lighting is optimized; shared spaces will be centrally located to all grade levels and accessed from the Commons; site circulation is optimized as the school is now set back from the street, all student arrival and departure is visible at the front of the school, including bus/parent drop-off and HS parking.

### Abatement Project Schedule

Demolition of the two story library and middle school program building will require the abatement of some ACM in early summer 2014. Abatement of other ACM may also be necessary, as required by the renovation goals during the summer of 2014. Abatement investigation related to the project will need to be completed in January 2014 to allow construction and design phasing to progress. Abatement design/bidding in order to award to facilitate construction will occur February/March 2014. Further ACM/RBM abatement investigation of the portion of Limon ES & HS to be demolished shall be conducted summer 2011. Further abatement will occur in 2014 and 2015 when school is not in session.

## **III. RFQ/P OBJECTIVE**

The purpose of this Request for Qualifications/Proposal is to obtain qualifications and capabilities from qualified individuals and firms interested in providing services for surveying/design/bidding for asbestos and regulated materials abatement, and other various environmental consulting services for Limon School District RE-4J.

## IV. SUBMITTAL REQUIREMENTS

### Qualifications Section:

In order to select the firm best qualified for the Limon School District project, we are asking that the prospective Firm respond to the following questions:

**Firm History and Services** – Provide a brief description of the firm, including years in business in CO, point of contact (with full contact information), services provided, and any other relevant information regarding the firm. Minimum requirement for years in business as an environmental/asbestos consulting firm in CO is five (5) years.

**Work Experience** - Provide information regarding relevant work experience and qualifications related to the proposed project. Provide project information and references for five (5) similar abatement projects completed in the past 5 years, including two (2) abatement projects that were conducted prior to demolition of the facility. Provide project information and references for most recent school capital demolition project. Provide specifically how “block filler/primer” is sampled for and how it is managed during demolition. Project information shall include project name, location, description of abatement work, initial abatement bid amount and final abatement contract amount. References shall include individual point of contact, telephone number, and email address (if available).

**Personnel Experience** - Provide a list of key personnel, their skills and qualifications, certifications, technical competence, experience on similar projects, capacity to undertake the project, and their availability throughout the duration of the project. Individuals possessing state of CO certifications for Asbestos Inspector, Management Planner, Project Designer and Air Monitoring Specialist shall be represented in the list of personnel.

**Document Quality** - Provide a copy of an example ACM/RBM survey and abatement design submittal similar in scope to this abatement/demolition.

**Insurance** – Provide sample Certificate of Insurance, indicating the firm possesses insurance coverage consistent with required coverage indicated in Exhibit A – Consultant Agreement. Prior to the commencement of any work, Firm shall forward Certificates of Insurance to Limon School District RE-4J. The insurance required shall be procured and maintained by the Firm for the duration of the contract. The insurance shall be with a carrier licensed in the state of Colorado and shall have “A” or better Best rating. Firm shall name Limon School District RE-4J as additional insured on all insurance except Workers' Compensation.

**Billing Rates** - Provide billing rate sheets for 2014 and 2015, if available. If 2015 rates are not available, indicate if 2015 rates are anticipated to increase from 2014 and provide information about the average rate increase over the previous two years.

### Proposal Section:

Provide a Proposal for the following services:

**Asbestos/Regulated Building Material Survey** – For the Limon PK-12 School Facility:

1. Review of Historical Records/Data – Review available AHERA Management Plan information and Construction Document record drawings to gain information about known or assumed ACM in the facilities.

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2. Inspection of building spaces to correlate homogeneous areas for floors, ceilings and walls, thermal system insulation and other miscellaneous materials to existing management plan and sampling information. Exterior portions of the building shall be surveyed for exterior suspect materials, as these materials were excluded from the initial AHERA inspection for the management plan.
3. Determination of material quantities from drawings in order to determine the minimum number of samples to be collected per CDPHE Regulation. Where available, previous asbestos survey information shall be reviewed and utilized. However, if it is not possible to determine the accurate location of material samples with negative results, additional samples shall be collected.
4. Determination of a bulk sampling plan and bulk sampling of suspect materials. All samples shall be collected by AHERA-accredited and Colorado-certified Asbestos Inspectors.
5. Laboratory analysis of bulk samples, by Polarized Light Microscopy, by a qualified NVLAP-accredited laboratory. For the purposes of this proposal, assume the analysis of up to 100 PLM samples and 20 Point Counts, on 3-5 day laboratory turn-around
6. Inventory of Regulated Building Materials (RBMs). The Inventory of RBMs may include, but are not limited to, cooling/refrigeration equipment (CFCs), fluorescent lamps (mercury vapor), fire suppression systems, light ballasts (PCBs), mechanical equipment, mercury gauges, thermometers and thermostats, high pressure sodium and metal halide lamps, rechargeable batteries and transformers.
7. Preparation of a written report to include a summary of ACM/RBM identified, abatement recommendations, bulk sample data, laboratory reports, floor plan drawings, and personnel certifications. In addition, a budgetary Opinion of Cost and Schedule for abatement shall be provided with the report.

**Abatement Project Design/Bidding, Administration, and Air Monitoring** – For the Limon School District demolition/renovation, provide the services outlined below for this project to be performed after building investigation has been completed and the abatement scope defined.

1. Preparation of bidding documents for bidding to abatement contractors. Abatement documents will include specifications for removal, drawings detailing the limits of the work areas, and specific contract requirements for the performance of the abatement work.
2. Conduct a mandatory abatement pre-bid conference, generation of pre-bid conference meeting minutes, publish of all necessary project addenda, and review and evaluation of abatement contractor bids, including a recommendation for award.
3. Attendance at project meetings as needed for the coordination and planning of work activities prior to the start of abatement, including assistance in processing of any regulatory variances required. This includes attendance at weekly progress meetings. For the purpose of this proposal assume 16 weeks – 20 hours per week for the project manager.
4. On-sight staffing of a Project Technician/Air Monitoring Specialist during abatement work for daily air monitoring, technical assistance to the abatement contractor, observation of compliance with project documents and

regulations, post-abatement visual inspections of the work areas, and final air clearance sample collection. Assume 25 days of AMS work (Weekday) and 15 days of AMS work (Weekend) for this proposal.

5. Laboratory analysis of air clearance samples, by a laboratory successfully participating in AIHA PAT Program, prior at the completion of abatement. Clearance samples will primarily be conducted through Phase Contrast Microscopy (PCM). For this project assume 6 clearances (30 TEM samples) on a 6 hour turn around will be required.
6. A written closeout report for the work conducted including all project documentation generated by the consultant for oversight and air monitoring. These include daily logs, inspection forms, air monitoring field data, visual inspection forms, manifest tracking forms, and laboratory final reports. All project documentation from the abatement contractor shall also be included in the closeout report. The contractor information shall include but is not limited to permits, daily logs, containment sign in sheets, OSHA monitoring, MSDS information, and waste manifests. The closeout report will be bound and clearly identified for the project.

**Proposed Fee –** Please provide a break down of the proposed fee as follows:

**Asbestos/Regulated Building Material Survey – Limon PK-12**

Field Investigation for ACM (Items 1-4)	\$ _____
Laboratory, Bulk Sampling (Item 5)	\$ _____
RBM Inventory (Item 6)	\$ _____
Final Report (Item 7)	\$ _____
Reimbursable Expenses	\$ _____
<b>Sub – Total</b>	<b>\$ _____</b>

**Abatement Project Design/Bidding, Administration, and Air Monitoring – Limon PK-12**

Abatement Design/Bidding (Items 1-3)	\$ _____
Air Monitoring (Item 4)	\$ _____
Laboratory, Air Sampling (Item 5)	\$ _____
Closeout Report (Item 6)	\$ _____
Reimbursable Expenses	\$ _____
<b>Sub – Total</b>	<b>\$ _____</b>

**TOTAL**      \$ \_\_\_\_\_

**General Conditions:**

The District reserves the right to reject any and all proposals or any part thereof, to waive or decline any formalities, informalities and any irregularities in any proposal received and to accept any portion of the proposal or all items if deemed in the best interest of the District. The selection or appointment of any firm under this Request for Qualifications is at the discretion of the Board of Education and is final without recourse. All firms submitting a proposal for consideration acknowledges the conditions stated herein.

Limon School District RE-4J will not be liable for any costs incurred by firms in the preparation of qualifications statements or proposals, or for any work performed prior to the award of a contract.

Proposals must include all information as asked for in this request. Failure to do so may result in rejection of the bid at the option of the Facilities Manager/Superintendent. The School District is exempt from City, County, State, and Federal Sales/Excise Taxes. Certification of tax exemption will be issued upon request.

Firms (and its employees, representatives and subcontractors) agree to abide by and comply with all applicable Federal, State and Local codes, laws, rules, and regulations in the performance of this contract. The firm, in its performance of this contract, shall comply with all of Board regulations, rules, and policies.

The awarded firm shall also secure all necessary licenses, permits, and privileges required for the proper performance of the work, and shall perform all work in accordance with laws, ordinances, codes, etc.

Successful firm shall comply with the Patriot Act (Office of Foreign Assets Control), and be able to provide documentation that all employees, suppliers, and subcontractors are not on the SDN list.

The awarded firm shall be held entirely responsible for any and all damage to adjacent property, accidents or injuries to employees and the public by reason of work included in these specifications or plans.

The firm shall not allow any laborer or employee to wear objectionable clothing or caps or use profanity in any manner while on school property. Use of illegal substances or tobacco on school property is strictly prohibited.

**Contractor's Responsibilities:**

Inspection of the work or materials shall not relieve the contractor of any obligation to fulfill the contract as prescribed. Work and materials not meeting specifications shall be corrected at Contractor's expense and unsuitable work or materials may be rejected.

Contractor will be responsible for providing a clean and safe environment surrounding the work area at all times including, if necessary, fencing of equipment, storage, and work area. Contractor shall furnish all required personal safety equipment.

Contractor shall perform work in accordance with good trade practice and in a neat manner to the satisfaction of the District and its Owner's Representative.

**Evaluation Criteria:**

The awarded firm will be selected based on firm history, work experience, experience of proposed personnel, competitive billing rates and cost proposal for a distinct portion of the work. The cost proposal will also be used to determine if the proposed cost is competitive and consistent with other proposals. The District will choose the most qualified and most capable firm to perform the work as outlined above and further defined in the table below. The firm providing the lowest cost proposal will not necessarily be the awarded firm.

<b>Selection Criteria</b>	<b>Point Value</b>
<b>Firm History and Services</b> – Complete description of firm history and services provided, including minimum of 5 years in business as an environmental/asbestos consulting firm in Colorado.	<b>20</b>
<b>Work Experience</b> – Complete information regarding 5 similar past projects, as well as most recent school capital demolition project, including project information and references.	<b>20</b>
<b>Personnel Experience</b> - Complete information regarding key personnel, including qualifications, certifications, technical competence, experience on similar projects, capacity to undertake the project, and their availability throughout the duration of the project.	<b>20</b>
<b>Document Quality</b> - Copies of an example ACM/RBM survey and abatement design submittal are provided, and appear to be complete and professionally assembled.	<b>10</b>
<b>Insurance</b> - firm possesses insurance coverage consistent with required coverage indicated in Exhibit A – Consultant Agreement.	<b>Item is a Prerequisite</b>
<b>Billing Rates</b> – Firm’s billing rates are comparable to other firms providing similar services.	<b>10</b>
<b>Proposal</b> – Information is complete in format requested and proposed fee is comparable to other firms.	<b>20</b>
<b>TOTAL POINTS</b>	<b>100</b>

**The undersigned hereby affirms that:**

He/she is a duly authorized agent of the proposee;  
 He/she has read the RFQ terms and conditions and any technical specifications, which were made available, and fully understands and accepts those terms unless specific variations have been expressly listed and identified with the firm’s response to this RFQ.  
 The proposal is being offered independently of any other responder.

SUBMITTING/RESPONDING FIRM: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Manual Signature of Agent

\_\_\_\_\_

Typed/Printed Name of Agent      Title of Agent

Note: Bid Proposals without the manual signature of an authorized agent of the proposing firm shall be considered non-responsive and ineligible for award.

Name of Contact Person (if different from Agent): \_\_\_\_\_

# Limon School District RE-4J Existing Floor Plan

