

COUNTY OF YUBA
REQUEST FOR PROPOSAL

Asbestos Survey – County Wide



REVISED PROPOSAL DUE DATE:

Wednesday, April 28, 2010

By 5:00 PM

The County of Yuba wishes to complete an asbestos survey for the purpose of creating an asbestos management plan as required by OSHA/Cal-OSHA for ongoing maintenance and operation of its facilities in a safe manner. This RFP asks for proposals to do the survey work and clearance testing at each facility. Proposals should be broken down by facility so the County can choose the best value, which may include awarding all facilities and clearance testing to one vendor, awarding some facilities to multiple vendors, or clearance testing to multiple vendors. It may also include awarding the survey and clearance testing work on only a portion of the work at this time, as allowed by budget and the cost of proposals that are received.

I. SCOPE OF WORK

Services required by the County include:

- a) Inspection of facilities and collection of samples and laboratory analysis required by law and by accepted industry best practices to create a usable asbestos management plan.
- b) The following facilities should be included in the proposal:

Facility	Size/use	Construction Date	County Estimated Number of Samples
Courthouse 215 5th Street Marysville, CA 95901	241,646 sq ft Office & County Jail (168,000 is the jail)	Constructed in early 1960's. Major additions/renovations in 1992 & 2003.	600
Yuba Sutter Juvenile Hall & Camp Singer 1023 & 921 14th Street, Marysville, CA 95901	18,000 sq ft of juvenile detention 30,000 sq ft office, classroom and storage	Various.	120
North Annex 935 14th Street Marysville, CA 95901	15,000 sq ft of office space	Various, ranging back 50+ years.	40
Library 303 2nd Street Marysville, CA 95901	22,717 sq ft office and public library	1976	50
Probation & Surplus 4240 Dan Ave Olivehurst, CA 95961	12,000 sq ft office & classroom 5,000 sq ft storage	Prior church complex. Storage is in a metal building.	40
Animal Control 5245 Feather River Blvd Olivehurst, CA 95961	4700 sq ft Building – cat room offices, etc. 1,500 sq ft kennel	Built in 2003	20

Government Ctr 915 8th Street Marysville, CA 95901	85,000 sq ft Office	Prior Wards built in 1970's, gutted and reconstructed entire interior 2004	200
Packard Ave 5730 Packard Ave Marysville, CA	105,000 sq ft Office & Medical Office	New Construction 2007	200
Airport Administration 1364/1366 Sky Harbor Olivehurst, CA 95961	1,612 sq ft	Constructed 1978	10
Training & Restaurant 1336/1340 Sky Harbor	4,446 sq ft	Constructed 1950-1960	20
Tower Building 1352 Sky Harbor	Unknown 40 ft high	Metal construction, built in 1979	5
Hangars (2)	100,000 sq ft	1953 – use: aircraft storage 50,000 sq ft each	60
Hangars (2)	100,000 sq ft	1979 – use – aircraft storage, metal construction, 50,000 sq ft each	60
Hangar	50,000 sq ft	1990 metal construction, concrete floor	30

- c) Preparation and submission of a formal report which shall include location of asbestos samples taken, percentage of asbestos content in accordance with code and standard practice.
- Report shall include a map of facility with clear indication of sample location, which clearly corresponds to results so that map can be used in asbestos management plan and easily used by maintenance personnel to identify where asbestos exists, so appropriate actions may be taken.
 - Report shall also include photographic evidence of location sample. Consultant shall photograph the location of each sample and the photograph shall include the sample identifier. All photos shall be included in the report.
 - Report shall include the actual lab report.
 - Report shall include a textual description of the sample and a reference coordinating with the map and the photo.
 - Report shall be organized by facility.

- d) Subsequent to abatement, consultant to provide clearance testing including air test, physical sample test and clearance report.
- e) County will provide maps as they exist for each facility in hard copy and in electronic copy, where they exist. Consultant shall redline maps where inaccuracies are found, so that sample selection is accurately reflected on the maps, and opportunity for confusion and error are reduced.
- f) County has several partial previous studies and shall provided selected consultant with copies of existing asbestos survey reports from all facilities where they exist. Consultant shall review existing test samples and reports to determine where samples are needed. Where samples are not needed, consultant shall include a reference to the existing report, and include the report as an addendum.

Key Tasks:

- 1. Collect samples from each facility & have samples tested at a certified lab.
- 2. Collect sufficient samples to certify that facility has been tested and can be trusted to use in performing building maintenance.
- 3. Prepare reports to be used in creation of asbestos management plan, and to be used by personnel in the future to accurately identify location of asbestos containing materials.
- 4. Collect samples in a manner to cause as little damage as possible, as all facilities are operating facilities.
- 5. Subsequent to abatement, conduct clearance testing to those locations indicated.

Please provide pricing per facility. County may choose to award all or none of the survey work by facility. Vendor should also propose and provide pricing for a different number of samples per facility if they propose a different number is more appropriate. County expects that actual number of samples taken shall not exceed proposed number by more than 10%, so consultants should carefully consider the proposed number of samples. However, it is understood that unforeseen circumstances may occur and any samples required in excess of 10% shall require a formal written amendment to the agreement. It is expected that if the number proposed in this RFP is not acceptable to the vendor, that the vendor shall offer an alternative number.

II. STATEMENT OF QUALIFICATIONS

All vendors are required to provide the following information with their submissions:

- A profile of the firm outlining its history and experience.
- A detailed listing of asbestos survey and inspection experience. Vendors must have a minimum of five (5) years experience in the performance of Asbestos Material Surveys.

- A listing of the labs that the vendor will utilize to carry out the work, including address and contact information. Labs must be fully accredited by National Institute of Standards and Technology in the National Voluntary Laboratory Accreditation Program, or equivalent.
- A complete list of personnel who will be assigned to this survey. This will include relevant experience, qualifications, and responsibilities, etc. In addition, the consultant shall have knowledge of and be capable of applying all codes, standards and regulations to this project.
- A minimum of three client references from projects of similar size and scope.

III. ADDITIONAL REQUIREMENTS

- a) Selection will be made by a County Evaluation Team. The Evaluation Team may deem it necessary to schedule presentations and/or interview applicants and key personnel. The County retains the right to interview applicants as part of the selection process. Members of the Evaluation Team are not to be contacted by the proposers.
- b) All work performed shall be in compliance with appropriate OSHA standards, as well as all Federal, State, County, and local ordinances and regulations. Consultant must obtain all licenses and permits required.
- c) All work performed and completed under the resulting agreement is subject to the acceptance of the County or its authorized representative.
- d) Consultants shall furnish to the County, *upon award of contract*, certificate of insurance naming the County as an additional insured party in amounts requested by County and maintain such insurance during term of contract.

IV. EVALUATION CRITERIA

The County reserves the right to cancel this Request for Proposal for any reason without any liability to any Consultant or to waive irregularities at its discretion. This solicitation does not constitute a contract, offer of employment, or offer of purchase. The County may select any Option or combination of Options outlined in the scope of work at its own discretion. The County makes no representation that any contract will be awarded to any respondent to this solicitation. The County also reserves the right to reject any and all proposals at its sole discretion.

The contract(s), if awarded, will be awarded to the Consultant whose proposal is considered the best value to the County. Best value will be determined based on price, responsiveness, and responsibility:

- a) The lowest price is determined by the total cost to the County.
- b) Responsiveness means a Consultant who has submitted a proposal that conforms to the solicitation documents in all material aspects.
- c) A responsible Consultant shall mean a Consultant who has the capability, in all respects, to fully perform the contract requirements and the moral and business integrity and reliability that will assure good faith performance. Qualifications, interview, financial history and experience may all be taken into consideration.

Thus the result will not be determined based solely on price. Although price is a factor, the County will consider awarding the contract(s) to the Consultant that meets the best interest of the County as interpreted by the County.

The County may award all or part of the facilities listed in this RFP to any single vendor and the subsequent clearance testing to one or more vendors. Both the Asbestos Survey Proposal forms and Clearance Testing Proposal form must be included with the consultant's proposal.

V. PRE-PROPOSAL CONFERENCE

A pre-proposal conference & discussion, followed by a site walk will be held on April 15, 2010, beginning at 9:00am.

Time: April 15, 2010 9:00am
Place: Meet at the Yuba County Courthouse
215 5th Street
Marysville, CA 95901

We will have a required pre-proposal conference & courthouse walk through. We will proceed with optional site walks of all included facilities. Due to the extensive nature of this RFP, Vendors should expect to spend most of the day doing the facility walk. The County anticipates that the information provided will be very helpful and will improve proposals; therefore encourages participation in all of the site walks.

VI. PROPOSAL SUBMITTALS

Please include the following with your proposal in this order:

- Statement of Qualifications
- Scope of Work
- Detailed Cost Estimate
- Attached Proposal Form for Asbestos Survey
- Attached Proposal Form for Clearance Testing

VII. TERMS AND CONDITIONS

Proposals are subject to the following terms and conditions:

- a) **Contract Term:** The term of the agreement resulting from this solicitation is expected to be no more than six months. The contract is expected to start in May 2010.
- b) **Contract Form:** The final contract(s) will incorporate the appropriate terms and conditions from this solicitation.
- c) **Submittal Instructions:** Before submitting a proposal, Consultants shall fully inform themselves as to all conditions and limitations and shall include in the proposal a sum to cover the cost of all items. Two copies of proposals must be submitted in a sealed envelope, clearly marked "**Asbestos Survey**" to:

Yuba County Department of Administrative Services
Attn: Purchasing and Contracts
915 Eighth Street, Ste. 119
Marysville, California 95901

No responsibility will attach to a County employee for the premature opening of a proposal not properly addressed and identified. Proposals will not be publicly opened and read. Proposals will be privately reviewed and evaluated by a County evaluation team.

- d) **Proposal Due Date:** In order to be considered, proposals must be received at the above address not later than **April 28, 2010 at 5:00pm**. A proposal may be withdrawn by written request received from the County prior to the time set for the closing date.
- e) **Proposal Validity:** Proposals must be valid for a period of not less than ninety days after the solicitation closing date.
- f) **Contact Information:** Andrea Armstrong, Contracts and Purchasing Administrator, is the designated contact person for questions related to this Request for Proposal.

g) **Questions:** All questions must be received in writing by **Wednesday, April 21, 2010**. Please submit questions in writing to the address listed above, or by e-mail to: aarmstrong@co.yuba.ca.us. Responses will be returned in writing and only the answers in writing will constitute an amendment as the correct, accurate and binding response from the County. All questions and responses will be posted and shared with all participants, applicants and consultants.

Andrea Armstrong
(530) 749-7880

**COUNTY OF YUBA
PRICE PROPOSAL FORM**

(Please include this 4 page form with your Proposal along with a Detailed Cost Estimate.)

The undersigned has carefully checked all figures in his/her proposal and understands the County of Yuba will not be responsible for any errors or omissions in preparing this proposal. The proposal shall remain valid for any and all services provided for a period of sixty days.

RFP NAME: _____

FIRM NAME: _____

CONTACT NAME: _____

ADDRESS OF FIRM: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

FEDERAL ID NUMBER: _____

BUSINESS LICENSE NUMBER: _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

PLEASE LIST 3 REFERENCES WITH LOCATION AND TELEPHONE NUMBER:

**COUNTY OF YUBA
PRICE PROPOSAL FORM
ASBESTOS SURVEY**

(Per sample breakdown by facility is REQUIRED)

<i>Facility</i>	<i>County Estimated Number of Samples</i>	<i>Per Sample Price</i>	<i>Total Price for survey and report with County number of samples</i>	<i>*Proposed Number of Samples & Total Price</i>
Courthouse 215 5 th Street Marysville, CA	600			
Yuba Sutter Juvenile Hall & Camp Singer 1023 & 921 14 th Street Marysville, CA	120			
North Annex 935 14 th Street Marysville, CA	40			
Library 303 2 nd Street Marysville, CA	50			
Probation & Surplus 4240 Dan Ave Olivehurst, CA	40			
Animal Control 5245 Feather River Blvd Olivehurst, CA	20			
Government Center 915 8 th Street Marysville, CA	200			
Packard Ave 5730 Packard Ave Marysville, CA	200			

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Airport Administration 1364/1366 Sky Harbor Olivehurst, CA 95961	10			
Airport Training & Restaurant 1336/1340 Sky Harbor	20			
Airport - Tower Building 1352 Sky Harbor	5			
Airport - Hangars (2)	60			
Airport - Hangars (2)	60			
Airport - Hangar	30			

*If the number of samples required by your proposal is different than the number of "County" indicated samples, please indicate the quantity required and state the reason for the difference.

COUNTY OF YUBA
PRICE PROPOSAL FORM
CLEARANCE TESTING

STANDARD PER REPORT PRICING: _____

PRICE PER AIR TEST: _____

PRICE PER PHYSICAL TEST: _____

SEE NEW FORM ONLINE