



HOUSING AUTHORITY OF THE  
COUNTY OF SAN BERNARDINO

**REQUEST FOR PROPOSALS**  
**ASBESTOS SURVEY AND TESTING SERVICES**  
**(PC 590)**

**Issue Date: May 9, 2011**

**Proposals Due: June 9, 2011 at 3 pm**

**Issued by:**

**Housing Authority of the County of San Bernardino  
715 E. Brier Drive  
San Bernardino, CA 92408**

**REQUEST FOR PROPOSALS**

**ASBESTOS SURVEY AND TESTING SERVICES (PC 590)**

Table of Contents

I.	INTRODUCTION.....	3
II.	PURPOSE.....	3
III.	BOARD .....	3
IV.	ADMINISTRATIVE PERSONNEL.....	3
V.	SCOPE OF SERVICES.....	4
VI.	RFP INSTRUCTIONS .....	4
VII.	RFP QUESTIONS FOR PROVIDERS.....	6
VIII.	RFP REVIEW .....	7
IX.	COMPANY QUALIFICATIONS.....	7
X.	SELECTION CRITERIA .....	7
XI.	RFP REQUIREMENTS AND CONDITIONS.....	8
XII	INSURANCE REQUIREMENTS.....	9
XIII	CONTRACT CONDITIONS .....	10

EXHIBITS:

- A. SCOPE OF WORK
- B. CONTACT INFORMATION FORM
- C. PROPOSAL FORM
- D. HUD FORM 5369 B OR C

**HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO  
Asbestos Survey and Testing Services**

**I. INTRODUCTION**

The Housing Authority of the County of San Bernardino, hereafter referred to as the HACSB was organized in 1941, under the U.S. Housing Act of 1937. We are governed by a seven-member Board of Commissioners, which includes two tenant commissioners and five appointed by the county board of supervisors. Our main purpose is to provide affordable housing to low and moderate income families, senior citizens and disable/handicapped individuals. We also provide self sufficiency programs and non-discriminatory housing assistance services.

HACSB owns and manages 1,319 public housing units, in a variety of configurations, throughout the County. Some of these units were constructed before 1978, and therefore, require assessment and testing for Asbestos containing materials prior to any interior repair/renovations.

The HACSB is seeking proposals from interested, qualified, companies/individuals to provide Asbestos Survey and Testing Services for property that the agency owns throughout the County of San Bernardino.

The selected consultants shall have qualifications and experience to perform the following:

- Conduct asbestos inspection services varying in scope as defined by and as selected by Housing Authority of the County of San Bernardino. These asbestos inspection services may range from simple reconnaissance-level observation (no sampling or testing) to full-scale asbestos surveys of sufficient detail which may include sampling, lab testing, and comprehensive report preparation to satisfy regulatory agencies in the course of building renovations, demolition, etc., involving asbestos containing materials (ACM).
- Prepare reports as defined and as required by Housing Authority of the County of San Bernardino that estimate quantity, location, and description of each suspect or confirmed ACM material supported by a map showing sample locations, and appropriate chain-of-custody and original lab results/tables appended. Survey report results must be concisely presented to facilitate estimation of abatement costs.
- Firms must be qualified to provide expert witness services relating to asbestos containing materials identification & testing.

The following industry and regulatory standards and all of the performance requirements that they contain shall be part of the requirements of the scope of

work for this category as if they were repeated in full herein, unless indicated otherwise by Housing Authority of the County of San Bernardino in a signed Work Order.

Asbestos and environmental guide books, standards, codes, regulations, ordinances and laws referenced for Asbestos Containing Materials Identification & Testing include but are not necessarily limited to the following:

- United States Environmental Protection Agency regulations; "Asbestos" as identified in (40 CFR 763 et seq.).
- United States Department of Labor, Occupational Safety & Health Administration standards; "General Industry Standards for Asbestos" as identified in (29 CFR 1910.10).
- United States Environmental Protection Agency guide book; "Guidance for Controlling Asbestos-Containing Materials in Buildings," June 1985 (referred to as "the Purple Book").
- United States Environmental Protection Agency regulations; "National Emission Standards for Hazardous Air Pollutants (NESHAPS)" as identified in (40 CFR 61.140, Subpart M, Asbestos).
- South Coast Air Quality Management District, rule 1403, Asbestos Emissions from Demolition/Renovation Activities".

**II. PURPOSE**

The purpose of this Request for Proposals is to solicit responses from qualified companies to furnish services to the HACSB as identified in the "Scope of Work" of this request.

**III. BOARD**

The powers of the HACSB are vested in its Board of Commissioners.

**IV. ADMINISTRATIVE PERSONNEL**

Susan Benner is the Executive Director of the HACSB.

**V. SCOPE OF SERVICES**

Respondents will be expected to provide Asbestos Survey and Testing Services as outlined in the attached "Exhibit A"- Scope of Work that has been provided.

**VI. RFP INSTRUCTIONS****a. Contact Information**

This RFP is being issued, as will any addenda by the HACSB. The contact person for the HACSB is:

## Request for Proposal

## PC590 Asbestos Survey and Testing Services

Marsha Zeller, Procurement and Contracts Dept.  
715 E. Brier Drive  
San Bernardino, CA 92408-2841  
(909) 890-0644 ext. 2176  
mzeller@hacsb.com

### b. RFP Submission and Format

By this Request for Proposals, the HACSB solicits proposals to be received by **3:00 p.m. (PDT) on June 9, 2011** in the form outlined below. **Late submittals will not be accepted.**

1. Proposals must be submitted by mail with **one (1) signed original and three (3) copies**. Any general information not specifically relevant to the proposal shall be omitted or bound in a separate document. At a minimum, the proposal shall include the following:
  - Identification of the company or individual(s) including name, address, telephone number, fax number, and email address;
  - Name, title, address and telephone number of contact person during the period of the evaluation process;
2. Proposal shall be submitted by mail to:

**Housing Authority of the County of San Bernardino  
Procurement & Contracts Department  
Attn: Marsha Zeller  
715 East Brier Drive  
San Bernardino, CA 92408-2841**

The envelope must be **sealed** and include the following notation on the bottom left hand corner of the proposal, **"Request for Proposal PC 590 for Asbestos Survey and Testing Services-Enclosed."** Please also include company/individual name on outside of envelope. The proposals will be evaluated based on the criteria established in this document. Proposals received after the specified date and time will not be accepted. Two or more companies may be selected for an interview.

3. **Facsimile Copies or emails will not be accepted.** All proposals will become property of the HACSB upon submission.

### c. RFP Terms and Conditions

The HACSB reserves the right to select more than one respondent (and will accept joint venture proposals), to select a respondent(s) for specific purposes or for any combination of specific purposes, and to defer the selection of any respondent(s) to a time of the HACSB's choosing.

**d. Board and Staff Communications**

Under no circumstances may any member of the HACSB or any staff member other than the contact specified in Section VI. a. above be contacted during this RFP process by any entity intending to submit a response to this RFP. Failure to comply with this request will result in disqualification. All questions should be in writing and directed to the individuals identified in Section VI. a above.

**e. Timetable**

<u>Event</u>	<u>Date</u>
Request for Proposal Released	May 9, 2011
Due Date for Questions	May 19, 2011 at 2:00 p.m.
Posting of Responses for Questions	May 24, 2011
Proposals Due	June 9, 2011 at 3:00 p.m.
Evaluation Process/Interviews	Week of June 13, 2011
Board Approval	July 2011
Award Contract	July 2011

If you have questions regarding this proposal, you must submit them in writing to [mzeller@hacsb.com](mailto:mzeller@hacsb.com) no later than **2:00 PST on May 19, 2011.**

Responses to all appropriately submitted questions will be posted on the HACSB website on or before **May 24, 2011.**

**The deadline for submissions in response to this Request for Proposals is 3:00 p.m. (PDT), June 9, 2011.**

Telephone or fax responses **will not** be accepted for this request. It is the intent of the HACSB to select an Asbestos Survey & Testing Services Contractor no later than **July 2011.**

**f. Release of Information**

Information submitted in response to this RFP will not be released by the HACSB during the proposal evaluation process or prior to a contract award.

**g. Proprietary Information**

If a respondent does not desire certain proprietary information in their response disclosed, the respondent is required to identify all propriety information in the response, which identification shall be submitted concurrently with the response. If the respondent fails to identify

proprietary information, it agrees by submission of its response that those sections shall be deemed nonproprietary and may be made available upon public request after a contract award.

**h. Term of Contract**

HACSB intends to award a contract for its requirements as follows:

The contract period of performance is for two base (2) years, beginning on or about June 15, 2011 and expiring June 14, 2013 with one (1) single-year option to extend the contract until no later than June 14, 2014, or until such time as terminated per the terms of the agreement. The initial engagement will be for a two (2) year period. In addition, HACSB shall have the option to extend the engagement for up to one (1) additional year, one year at a time. The option years shall be exercised by written amendments executed by the parties. After the initial three-year base period, the engagement shall be renewed, on a year-to-year basis, on a unilateral basis at the fee in the original proposal. Such renewal engagement shall be confirmed in writing.

Contractor shall perform its services hereunder in a prompt and timely manner and shall commence performance upon receipt of a written Notice to Proceed from HACSB. The Notice to Proceed shall set forth the precise date of commencement of the work.

Contractor shall make its non-exclusive services available during the entire contract period.

HACSB May award the contract at a time other than that stated in the Schedule. In which case HACSB, at its option, may shorten the duration of the contract or change the beginning and end dates, but in no case will the contract exceed the duration in as aforementioned.

**i. Contract Option Years**

HACSB will have the unilateral right in the contract by which, for a specified time, HACSB may elect to purchase additional services called for by the contract, or may elect to extend the term of the contract. The requirements below apply:

1. Any options that were requested by HACSB and/or contained in the Contractor's bid or offer must have been evaluated in making the contract award prior to exercising any such options.
2. Contractor shall not be allowed to change its proposed pricing for the option years since this pricing is considered in evaluating the Contractor's original proposal, therefore was the basis for awarding the contract unless otherwise provided herein.
3. Exercise of an option must be in accordance with the terms and conditions of the option stated in the initial contract award.

HACSB will provide a minimum of sixty days (60) written notice to the Contractor of HACSB' unilateral right to exercise the option years. The minimum time for the written notice may be waived by mutual agreement.

If HACSB does not provide written notice to the Contractor, then the contract shall conclude on June 14 of the year for which the contract was last awarded.

**j. Price Escalation:**

After the first contract period (and at the beginning of any ensuing contract period, there may be an escalation of labor costs allowed in the same amount of an escalation that occurs pertaining to the State of California Prevailing Wage Rates, Minimum Wages or the applicable HUD MWRD. For example if, at the end of the first contract period the listed Prevailing/MWRD wage rates increase 5% as compared with the listed rates on the date of the bid submittal deadline, the Contractor will be entitled to a 5% increase in the labor rates that they submitted in response to the proposal. For the option years, June 3 will be used for the baseline date to determine the listed wage rate. There shall be no more than one of these adjustments within any 12 month period during the contract. If the responsible governmental agency increases any rate more than once in a 12-month period; an exception may be granted.

**k. HACSB Reserves the Right to:**

1. Request an oral interview with, and additional information from, companies prior to final selection of a provider.
2. Consider information about a company in addition to the information submitted in the response or interview.
3. Reject any and all responses and waive any irregularities.

**VII. RFP QUESTIONS FOR PROVIDERS**

**a. Organizational and Personnel Background**

Provide an overview of your company, emphasizing its qualifications and major organizational strengths.

**b. Experience**

Discuss your experience, in serving as a provider of Asbestos Survey and Testing Services in a Residential Community/Complex setting.

**c. Miscellaneous Discussion Questions**

1. Identify the specific individuals who would be assigned to work with the HACSB and specify which person would be the primary contact person with the HACSB.
2. Provide an estimate of the time that will be required to perform Asbestos Survey and Testing Services for each Complex as outlined in Exhibit A.



**d. Price**

Provide a cost for the rendering of the services and clearly specify if any additional expenses will be charged to the HACSB in connection with this proposal.

**e. Affirmative Action**

The HACSB requires that each respondent be an Equal Opportunity Employer:

State that the respondent complies fully with all government regulations regarding nondiscriminatory employment practices.

**VIII. RFP REVIEW**

At a HACSB meeting, scheduled after such review, some of the companies that have responded may be asked to be available for interviews. If so, those companies will be given not less than three (3) business days notice, along with the date, time and place for the interviews. Expenses will be the responsibility of the respondent.

**IX. COMPANY QUALIFICATIONS**

Proposals shall be considered from responsible organizations or individuals engaged in the performance of Asbestos Survey and Testing Services. Proposals must include information on competency in performing comparable on-site patrol and surveillance, demonstration of acceptable financial resources, and personnel staffing. The vendor shall furnish detailed information on references, as well as background and experience with projects of a similar type and scope to include as a minimum:

**a.** Brief history of the company

**b.** A listing of five (5) references where similar services were performed. The client reference shall include the name of organization, contact person, address, and telephone numbers.

**c.** Vendor shall describe their understanding of the project scope, their proposed approach to performing the services, and submit a proposed schedule.

**X. SELECTION CRITERIA**

All proposals will be initially evaluated to determine if they meet the following minimum requirements:

**Minimum Proposer Qualifications (pass/fail):**

**a.** Experience of organization: Have at least five(5) years' experience in providing Asbestos Survey and Testing services for rental properties

and/or residential communities for other similar sized entities with similar scope;

- b.** Provide at least five (5) references for which like services have been performed within the past five (5) years; The HACSB reserves the right to contact any party that the Proposer has worked for in the past and to reject a Proposer based on past poor performance.
- c.** Meet other presentation and participation requirements listed in this RFP;
- d.** Have no outstanding or pending complaints as determined through the Better Business Bureau, State of California Department of Consumer Affairs, local law enforcement agencies, and have no unsatisfactory record of performance with any public agency; and
- e.** Have the administrative and fiscal capability to provide and manage the proposed services.

Proposals will be evaluated based on the selection factors listed below; the relative weight that each factor will receive in the evaluation is shown below.

**Selection Factors:**

Consultants' submittals will be evaluated based on the criteria listed in this section. In preparing your proposal to HACSB, it is important to clearly demonstrate expertise in the areas described in this document. Because multiple areas of expertise may be required for successfully performing projects under this Roster, the Consultant, either through in-house staff or sub-consultants, must demonstrate expertise or have available adequate quantities of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their proposal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the proposal, and if applicable, interviews, and reference responses. HACSB reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide additional materials beyond those requested, those materials should be included in a separate section of the proposal. In submitting a proposal, the Consultant agrees that any costs or prices proposed shall be valid for a minimum of 90 days from the date of the proposal.

The following criteria with a point system of relative importance, with an aggregate total of 100 points, will be utilized to evaluate each proposal:

Evaluation Criteria		Weighting (Max. Points)
1	<u>Qualifications and Experience:</u>  a) Firm's qualifications and experience with similar work including at least five years of demonstrated experience. b) Sub-consultants' qualifications and experience with similar work and their anticipated role on work under a contract to be awarded based on this RFP. c) Capability and demonstrated ability to comply with applicable industry and regulatory standards. d) Capability, experience, and applicable certifications and licenses of staff to be assigned to a contract based on this RFP.	40
2	<u>Project Timeline:</u>  a) Demonstrated ability of the firm and Sub-consultants to perform the required services on an on-call basis, often under very short deadlines. b) Quality of a typical time schedule for performing the required services you are submitting a proposal for.	30
3	Price Proposal: (fees), weighted, based on lowest price at 30 points  $Score = \frac{\text{Lowest Bidder's Price}}{\text{Bidder's Price}} \times 30$	30
<b>Maximum Total Points</b>		<b>100</b>

All responses to this RFP that are received will be screened for eligibility. As time permits, an evaluation panel will rate eligible proposals, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, HACSB reserves the right to request additional information and to interview firms to discuss their proposal.

Based on its evaluation, the panel will make a recommendation to HACSB's Board of Commissioners to place qualified firms on a Roster. As needs arise, HACSB will contact one firm on the Roster and negotiate a scope of work and compensation, formalizing the agreement in a Work Order to an On-Call Contract for the services. If HACSB and the firm are unable to successfully negotiate the terms of a Work

Order, HACSB reserves the right to contact another or other firms on the Roster with which to negotiate a Work Order.

## **XI. RFP REQUIREMENTS AND CONDITIONS**

### **Minimum Requirements**

This RFP sets forth the minimum requirements that all submissions shall meet. Failure to submit proposals in accordance with this request may render the proposal unacceptable.

### **Cost of the Proposal**

Costs incurred by any proposer in the preparation of its response to the RFP are the responsibility of the proposer and will not be reimbursed by the HACSB. Proposers shall not include any such expenses as part of their proposals.

### **Submission Requirements**

Forms included within this Request for Proposal must be included with proposal. HUD form 5369-B and 5369-C. Failure to submit mandatory forms could result in rejection of the company's proposal.

### **Clarification to Proposals**

The HACSB reserves the right to obtain clarifications of any point in a company's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of the company's response or responses.

### **Cancellation of the RFP**

The HACSB reserves the right to cancel this RFP at any time, for any reason, and without liability if cancellation is deemed to be in the best interest of the HACSB. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

### **Collusion**

Proposer, by submitting a proposal, hereby certifies that no officer, agent, or employee of the HACSB has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer; and that the proposer is competing solely in its own behalf without connection with, or obligation to any undisclosed person or company.

### **Contacts**

All questions concerning the RFP shall be directed to Marsha Zeller, whose contact information is provided above in section VI-RFP INSTRUCTIONS item a. To avoid all appearances of impropriety proposer should only contact the above referenced staff person and should not attempt to contact any HACSB

Commissioner or the Executive Director. No oral request for clarification or information will be accepted. All such requests must be in writing (by email, mail, fax, or hand delivery) and submitted to the HACSB no later than **2:00 PST on May 19, 2011**. All questions and clarifications shall be answered in one written addendum, to be issued no later than **May 24, 2011** to all respondents who have been duly recorded as having received a copy in the HACSB's RFP distribution log.

**Disputes**

In case of any doubt or differences of opinions as to the participation sought hereunder, or the interpretation of the provisions of the RFP, the dispute process shall apply.

Vendors may appeal the recommended award, provided the appeal is in writing, contains the RFP number, is delivered to the address listed in Section VI, a. of this RFP, and is submitted according to the time requirements listed below. The following shall apply to protests (unless otherwise specified, this section will use the term "protest" to also include disputes and appeals):

Solicitation: Vendors may protest a solicitation issued by HACSB. It must be received by the Contracting Officer before the bid or proposal submittal deadline, or it will not be considered.

Award RFP: Any protest against the award of a contract based on an RFP must be received by the Contracting Officer no later than two full business days after the bid submittal deadline, or before award of the contract, whichever is earlier, or the protest will not be considered.

Award RFP/RFQ: Any protest against the award of a contract based on an RFP or RFQ or appeal of a decision by HACSB to reject a proposal, must be received in writing by the Contracting Officer within three business days after notification to an unsuccessful proposer that they were not selected, or the protest will not be considered.

Rejection of Bid: Any protest of a decision by HACSB to reject a bid submitted in response to an RFP must be received by the Contracting Officer within two business days after being notified in writing of HACSB's decision, or the appeal will not be considered.

A written response will be directed to the appealing Vendor within fourteen (14) calendar days of receipt of the appeal, advising of the decision with regard to the appeal and the basis for the decision.

The decision of the HACSB shall be final and binding upon all parties.

**XII. INSURANCE REQUIREMENTS**

- A. **Proof of Insurance**, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors

used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.

- ☐ **General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *HACSB Additional Insured* or,
- ☒ **Commercial General Liability:** \$3,000,000; combined single limit bodily and property damage liability per occurrence; *HACSB additional named insured.*
- ☒ **Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB Additional Insured.*
- ☐ **Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- ☒ **Professional Liability:** \$1,000,000; per occurrence and aggregate.
- ☒ **Workers' Compensation:** statutory limits or,
- ☐ **Self Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- ☒ **Environmental Liability:** \$500,000; per occurrence and aggregate; *HACSB Additional Insured.*
- ☐ **Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *HACSB additional named insured.*
- ☐ **Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *HACSB Additional Insured.*

- B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

**C. Indemnification and Insurance Requirements**

**1. Indemnification**

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by

HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

**2. Additional Named Insured**

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

**3. Waiver of Subrogation Rights**

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.

**4. Policies Primary and Non-Contributory**

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

**6. Proof of Coverage**

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

**7. Insurance Review**

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager

is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

**XIII. CONTRACT CONDITIONS****Americans with Disabilities Act**

Proposer must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes.

**Law of the State of California**

The resulting contract will be entered into within the State of California and the law of said state, whether substantive or procedural, shall apply to the contract, and all statutory, charter and ordinance provisions that is applicable to public contracts within the County of San Bernardino and the State of California shall be followed with respect to the contract.

**Contract Terms and Final Selection**

The selected company will be expected to sign the HACSB's Contract Agreement, which will specify the term of service. If the selected applicant and the HACSB cannot come to terms with respect to the contract, the HACSB reserves the right to select the next most qualified applicant or to terminate this RFP and to re-issue a new RFP if no Proposer is acceptable to the HACSB.



**EXHIBIT A**  
**REQUEST FOR PROPOSALS (RFP)**

**Asbestos Survey and Testing Services**  
**Scope of Work**

**INTRODUCTION**

The Housing Authority of the County of San Bernardino (HACSB) is seeking proposals from qualified professional firms or individuals to assist HACSB in Asbestos Survey & Testing Services for properties within San Bernardino County, on an on-call basis that may include, Asbestos and or Lead Based Paint Survey and Testing Services at various Public Housing locations throughout the County of San Bernardino. HACSB owns and manages 1,319 public housing units in a variety of configurations, throughout the County. These units were constructed before 1978, and therefore require assessment and testing for Asbestos containing materials, prior to any interior repair/renovations.

The purpose of this Request for Proposals (RFP) is to select the most qualified firm for an On-Call Contract for Asbestos Survey & Testing Services that will not include any specific scope of work. Selected firm shall be able to provide the services described in this RFP within a time frame required by HACSB.

As work assignments arise, HACSB will contact the firm and negotiate the scope of work and compensation, to be formalized in a Work Order to the On-Call Contract.

The initial term of the contract to be created by this RFP shall be two (2) years. At HACSB's option, a Change Order may be executed, extending each Contract for up to one (1) additional single-year period, along with appropriate adjustments in compensation. In submitting a proposal to be considered for the Roster Program, the firm understands that there is no guarantee of any work or dollar amount under any On-Call Contract resulting from this RFP.

The selected consultants shall have qualifications and experience to perform the following:

- Conduct asbestos inspection services varying in scope as defined by and as selected by Housing Authority of the County of San Bernardino. These asbestos inspection services may range from simple reconnaissance-level observation (no sampling or testing) to full-scale asbestos surveys of sufficient detail which may include sampling, lab testing, and comprehensive report preparation to satisfy regulatory agencies in the course of building renovations, demolition, etc., involving asbestos containing materials (ACM).

- Prepare reports as defined and as required by Housing Authority of the County of San Bernardino that estimate quantity, location, and description of each suspect or confirmed ACM material supported by a map showing sample locations, and appropriate chain-of-custody and original lab results/tables appended. Survey report results must be concisely presented to facilitate estimation of abatement costs.
- Firms must be qualified to provide expert witness services relating to asbestos containing materials identification & testing.

The following industry and regulatory standards and all of the performance requirements that they contain shall be part of the requirements of the scope of work for this category as if they were repeated in full herein, unless indicated otherwise by Housing Authority of the County of San Bernardino in a signed Work Order.

Asbestos and environmental guide books, standards, codes, regulations, ordinances and laws referenced for Asbestos Containing Materials Identification & Testing include but are not necessarily limited to the following:

- United States Environmental Protection Agency regulations; "Asbestos" as identified in (40 CFR 763 et seq.).
- United States Department of Labor, Occupational Safety & Health Administration standards; "General Industry Standards for Asbestos" as identified in (29 CFR 1910.10).
- United States Environmental Protection Agency guide book; "Guidance for Controlling Asbestos-Containing Materials in Buildings," June 1985 (referred to as "the Purple Book").
- United States Environmental Protection Agency regulations; "National Emission Standards for Hazardous Air Pollutants (NESHAPS)" as identified in (40 CFR 61.140, Subpart M, Asbestos).
- South Coast Air Quality Management District, rule 1403, Asbestos Emissions from Demolition/Renovation Activities".

### **SCOPE OF WORK**

The selected firm or firms shall have qualifications and experience to perform the scope of work for one or more of the following described disciplines (A separate proposal must be submitted for each discipline you are applying for):

- Asbestos Containing Materials Identification & Testing
- Lead Based Paint Identification and XRF Testing

**Asbestos Containing Materials Identification & Testing:** The scope of work for this category may include, but is not necessarily limited to, the following components as listed below:

- Conduct asbestos inspection services varying in scope as defined by and as selected by HACSB. These asbestos inspection services may range from simple reconnaissance-level observation (no sampling or testing) to full-scale asbestos surveys of sufficient detail which may include sampling, lab testing, and comprehensive report preparation to satisfy regulatory agencies in the course of building renovations, demolition, etc., involving asbestos containing materials (ACM);
- Prepare reports as defined and as required by HACSB that estimate quantity, location, and description of each suspect or confirmed ACM material supported by a map showing sample locations, and appropriate chain-of-custody and original lab results/tables appended. Survey report results must be concisely presented to facilitate estimation of abatement costs.
- Firms must be qualified to provide expert witness services relating to asbestos containing materials identification & testing.

The following industry and regulatory standards and all of the performance requirements that they contain shall be part of the requirements of the scope of work for this category as if they were repeated in full herein, unless indicated otherwise by HACSB in a signed Work Order.

Asbestos and environmental guide books, standards, codes, regulations, ordinances and laws referenced for Asbestos Containing Materials Identification & Testing include but are not necessarily limited to the following:

- a.) United States Environmental Protection Agency regulations; “*Asbestos*” as identified in (40 CFR 763 *et seq.*), and,
- b.) United States Department of Labor, Occupational Safety & Health Administration standards; “*General Industry Standards for Asbestos*” as identified in (29 CFR 1910.10), and,
- c.) United States Environmental Protection Agency guide book; “*Guidance for Controlling Asbestos -Containing Materials in Buildings*”, June 1985 (referred to as “*the Purple Book*”), and,
- d.) United States Environmental Protection Agency regulations; “*National Emission Standards for Hazardous Air Pollutants (NEHACSBPS)*” as identified in (40 CFR 61.140, Subpart M, Asbestos), and,
- e.) South Coast Air Quality Management District regulations.

**Lead-Based Paint Identification and XRF Testing:** The Scope of Work for this category may include, but is not necessarily limited to, the following components as listed below:

- Conduct interior and exterior surface by surface investigations and inspections of all assigned buildings to determine the presence of Lead Based Paint (LBP) in or on the structures.
- Develop site specific sampling protocols to determine how many samples will be taken, on which surfaces they will be taken and using which sampling and collection procedures.
- Conduct an exterior investigation and inspection of the ground surfaces for all assigned buildings and sites to determine the presence of LBP in the soils
- Perform and prepare Lead Based Paint “Risk Assessments” to identify lead-based paint hazards on the selected and assigned sites and buildings. The assessment investigation should determine and report the existence, nature, severity, and location of the LBP hazards on the site and in the buildings.
- Perform and prepare Lead Based Paint “Lead-Hazard Screens” to identify lead-based paint hazards.
- Prepare and submit for laboratory analysis LBP; paint chips, dust, and soil samples.
- Perform or have performed laboratory analysis of all collected field samples for lead compounds in paint, soil, and dust samples.
- Perform X-Ray Fluorescence Testing (XRF) as required by the regulations, unless indicated otherwise by HACSB.
- Prepare and submit reports that detail the processes, procedures used, sampling methodologies conducted, laboratory results and findings as required by regulation and/or HACSB.
- Provide any and all personnel as may be required to satisfy the requirements as stated in the guide books, standards, codes, regulations, ordinances and laws referenced herein such as but not limited to; Certified Inspectors, Certified Project Designers, Certified Risk Assessors, and Certified Supervisors
- Prepare abatement project designs, occupant protection plans, and abatement specifications, in detail, as required by HACSB.
- Provide expert witness services relating to Lead Based Paint identification and testing.

The following industry and regulatory standards and all of the performance requirements that they contain shall be part of the requirements of the scope of work for this category as if they were repeated in full herein, unless indicated otherwise by HACSB in a signed Work Order.

Lead Based Paint environmental guide books, standards, codes, regulations, ordinances and laws referenced for Lead-Based Paint Identification and XRF Testing include but are not necessarily limited to the following:

- a.) United States Environmental Protection Agency regulations; Identification of Dangerous Levels of Lead; Final Rule as identified in *(40 CFR Part 745 et seq.)*.
- b.) United States Department of Housing and Urban Development regulations; as identified in *(24 CFR 35 et seq.)*.

- c.) The United States Code “Residential Lead-Based Paint Hazard Reduction Act of 1992” (*Pub. L. 101–550; 42 U.S.C. 4851 et seq.*), which hereafter is referred to as “Title X.”
- d) The U.S. Department of Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing.
- e) The Environmental Protection Agency (EPA) Guidance on Residential Lead-Based Paint, Lead-Contaminated Dust, and Lead-Contaminated Soil.
- f) The Environmental Protection Agency (EPA) Residential Sampling for Lead: Protocols for Dust and Soil Sampling (EPA report number 7474–R–95–001).
- g) ASTM Standard #E1726, “Standard Practice for Sample Digestion of soils for the Determination of Lead by Atomic Spectrometry.”
- h) ASTM Standard #E1727, “Standard Practice for Field Collection of Soil Samples for Lead Determination by Atomic Spectrometry Techniques.”
- i) ASTM Standard #E1728, “Standard Practice for Field Collection of Settled Dust Samples Using Wipe Sampling Methods for Lead Determination by Atomic Spectrometry.”
- j) ASTM Standard #E1729, “Standard Practice for Field Collection of Dried Paint Samples for Lead Determination by Atomic Spectrometry.”
- k) ASTM Standard #E1792, “Standard Specification for Wipe Sampling Materials for Lead in Surface Dust.”

**C. INFORMATION TO BE PROVIDED**

To be considered responsive to this RFP and to facilitate evaluations, submittals should address and be organized in the order of the outline given below and include the following information. Please refer to the section of this RFP on Submission Requirements for information on Required Number of Copies. Proposals should be limited to a total of 8 pages in not less than 11 point type (cover letter, resumes and other required attachments are not included in the page limitation.) A separate proposal must be submitted for each discipline you want to apply for.

Each proposal must have the completed Cover Page (see attached) and a Cover Letter briefly summarizing the firm’s qualifications and past experience relevant to the scope. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm’s behalf must sign the letter.

**Proposal Outline:**

- 1) Cover Page (see attached)
- 2) Cover Letter
- 3) Firm’s and Sub-consultants’ Qualifications (relates to Evaluation Criterion 1).
  - a) Outline your firm’s experience on the work required for the Contracts to be executed based on this RFP. Demonstrate that your firm possesses at least five years of experience in providing services for the discipline for which a proposal is submitted.

- b) Identify all Sub-consultants you may use on the Contract to be executed based on this RFP. Indicate their specific role(s), and outline their experience on similar or related work.
  - c) Describe how your firm is capable of and will comply with the scope of work outlined in this RFP (for the discipline you are submitting a proposal for) and with the applicable industry and regulatory standards.
  - d) Provide a list of members of the proposed team (including Sub-consultants), indicating the specific role of each member, and clearly identify the Project Manager.
  - e) Provide a professional resume for each key member of the proposed team (including Sub-consultants), indicating the extent of his/her experience on projects related to this type of work.
  - f) Demonstrate that the personnel and firms who will conduct and provide the services required by the particular discipline for which you are applying possess current licenses, certifications, and accreditations as required by any Authority Having Jurisdiction or by the applicable codes, regulations or laws. Demonstrate that any testing laboratories that will be utilized possess current licenses, certifications, and accreditations as required by any Authority Having Jurisdiction or by the applicable codes, regulations or laws.
- 4) Project Timeline (relates to Evaluation Criterion 2).
- a) Describe your ability to perform the required services on an on-call basis, often under very short deadlines, as required by HACSB.
  - b) Provide a typical time schedule for performing the required services for each of the disciplines you are submitting a proposal for.
- 5) Price Proposal (relates to Evaluation Criterion 3).
- a) Complete and submit the attached Price Proposal Table. The hourly rates quoted will be considered “not-to-exceed” hourly rates. If and when selected for a particular project (Work Order to the Contract), hours and reimbursables will be negotiated to determine a total Work Order estimate. Sub-consultants shall be included in reimbursables and will be reimbursed at cost. No mark-ups are allowed on reimbursable costs.
- 6) References (not included in Evaluation Criteria).
- a) Provide five recent references (name and current contact information-**fax or e-mail address is mandatory**) who may be contacted concerning your firm’s performance on the discipline for which you are submitting a proposal.

## EXHIBIT B

Contact Information Form

To: Marsha Zeller, Procurement and Contracts Dept.  
(900) 890-0644 Ext 2176, (909) 890-2349 Fax, e-mail  
[mzeller@hacsb.com](mailto:mzeller@hacsb.com)

This fax is to acknowledge that we are in receipt of your RFP #PC590 Asbestos Survey & Testing Services and have noted our intention to bid.

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**I PLAN TO SUBMIT A BID.**

- ☐ Yes, I will be submitting a bid.  
☐ Maybe, I need to research and get more information (contact HACSB-information listed above)

**NO BID.** Indicate *any* of the following. We:

- ☐ Do NOT desire to be retained on the vendor list.  
☐ Desire to be retained on the vendor list, but decline to bid based on the following:  
☐ Cannot comply with specifications/scope of work, Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ Cannot meet delivery requirements, Explain: \_\_\_\_\_  
\_\_\_\_\_  
☐ Do not regularly provide this type of product/service  
☐ Other, Explain: \_\_\_\_\_  
☐ Please update my information as listed above.

**HOW YOU FOUND OUT ABOUT THE BID.** Indicate *any* of the following. We:

- ☐ Checked the agency website  
☐ Received notice by fax or e-mail  
☐ Newspaper Ad, please list paper: \_\_\_\_\_  
☐ Trade Publication, please list: \_\_\_\_\_  
☐ Plan Room, please list: \_\_\_\_\_  
☐ Other, Explain: \_\_\_\_\_

## EXHIBIT C

## PROPOSAL FORM

Proposal: **Asbestos Survey and Testing Services PC 590**

Vendor Name:

To: The Housing Authority of the County of San Bernardino  
715 E. Brier Drive  
San Bernardino, CA 92408

1. The undersigned, having familiarized themselves with the local conditions affecting the cost of the work, and with the Specifications, if any thereto, hereby proposes to furnish all labor, materials, equipment and services required to provide such service(s) described in the scope of work in accordance therewith, for the sum of:

Item	Description	Yr1 2011-12	Yr 2 2012-13	Yr 3 2013-14
	Provide pricing for Asbestos Survey and Testing services per the specifications listed in RFP PC 590:			
	<b>Category 1-Asbestos Survey &amp; Testing</b>			
1	LABORATORY ANALYSIS			
	Bulk Analysis(Identification and Quantification) per sample			
	Ambient Air-per sample			
2	COLLECTION			
	Sample Collection—per hour			
	Sample Pick-up—per hour			
3	ON SITE ANALYSIS			
	Ambient Air Monitoring w/Fiber Counting			
4	ASSESSMENT & CONSULTATION/MANAGEMENT			
	Site Assessment—per hour			
	Consultation—per hour			
	Technical Report—per hour			
	Project Management—per hour			
	Project Management w/On-site Analysis—per hour			
	Specification Development—per			



	hour			
	Minimum Fee (if any)			
	Travel Charge(portal to portal)—per hour			
5	ADDITIONAL CHARGES/SERVICES			
<b>Category 2-Lead-Based Paint Survey &amp; Testing</b>				
1	LABORATORY ANALYSIS			
	XRF Test Analysis(Identification and Quantification) per sample			
	Paint Chip Test-per sample			
	Wipe Test-per test			
2	COLLECTION			
	Sample Collection—per hour			
	Sample Pick-up—per hour			
3	ON SITE ANALYSIS			
	Ambient Air Monitoring w/Fiber Counting			
4	ASSESSMENT & CONSULTATION/MANAGEMENT			
	Site Assessment—per hour			
	Consultation—per hour			
	Technical Report—per hour			
	Project Management—per hour			
	Project Management w/On-site Analysis—per hour			
	Specification Development—per hour			
	Minimum Fee (if any)			
	Travel Charge(portal to portal)—per hour			
5	ADDITIONAL CHARGES/SERVICES			

**Attach a fee schedule by position for additional work**

2. Proposer may submit bids on a category basis. Category 1: Asbestos Survey & Testing Services, Category 2: Lead-Based Paint Survey & Testing Services and/or the entire proposal. Proposer should indicate on the proposal form which category of service they will provide by entering their price in the appropriate section.

3. In submitting this proposal it is understood that the right is reserved by the Housing Authority of the County of San Bernardino to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within ninety (90) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

**NOTE: The penalty for making false statements in offers is  
prescribed in 18 U.S.C. 1001.**

Date \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Official Address)

\_\_\_\_\_  
(By)

\_\_\_\_\_

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(State License Number)

\_\_\_\_\_  
(Telephone Number)

**CURRENT CLIENT REFERENCES (required)***Submit this form with the BID, failure to do so is grounds for disqualification.*

Company	
Address	
City, ST, Zip	
Fax/Phone	
Contact Name/Title	
Type of	
Company	
Address	
City, ST, Zip	
Fax/Phone	
Contact Name/Title	
Type of	
Company	
Address	
City, ST, Zip	
Fax/Phone	
Contact Name/Title	
Type of	
Company	
Address	
City, ST, Zip	
Fax/Phone	
Contact Name/Title	
Type of	
Company	
Address	
City, ST, Zip	
Fax/Phone	
Contact Name/Title	
Type of	

Bidder's Company Name	
Legal Structure (corp./partner/proprietor)	
Principle Office Address	
City, ST, Zip	
Phone Number & Fax Numbers	
Email	
Federal Employer Identification Number	
Title of Person Authorized to Sign	
Print Name of Person Authorized to Sign	
Date Signed and Authorized Signature	