

**REQUEST FOR PROPOSAL FOR  
HAZARDOUS MATERIAL INSPECTION AND MANAGEMENT PLAN DEVELOPMENT**

**June 1, 2012**

Culver City Unified School District ("District") is seeking qualified firms to provide hazardous material surveying, testing and on-site observations at District facilities.

Should you have any questions concerning the information contained in this RFP document, please submit them via e-mail no later than June 8, 2012 to Mike Korgan, Director of Maintenance, Operations & Transportation at [mikekorgan@ccusd.org](mailto:mikekorgan@ccusd.org).

**Each firm should submit an RFP response by 4:00 PM, on Thursday, June 15, 2012, to Mary Caruso, Director of Purchasing, 4034 Irving Place, Culver City, CA 90232.**

**A. SCOPE OF SERVICES GENERAL**

General services to be provided by the consultant selected via this RFP shall be performed in accordance with the Asbestos Hazard Emergency Response Act (AHERA), and Title 8 of the California Code of Regulations, as well as all applicable local, state and federal laws.

The scope of services shall include but not be limited to the following:

- I. Conduct an initial inspection to identify and map the location of Asbestos-Containing Building Material (ACBM).
  - a. The initial inspection to identify and map the location of ACBM shall be done by testing. A properly qualified AHERA inspector shall take samples for lab testing. The goal is to identify material that actually contains asbestos.
- II. Draft complete and updated asbestos management plans for District sites to ensure compliance with AHERA.
  - a. The "Designated Person" needs to be identified in the plan. The plan should also document the training of the Designated Person, training of custodian and maintenance staff if required, immediate response and abatement actions, the current amount of ACBM, and compliance with other parts of the AHERA regulations.
- III. General Requirements:
  - a. The firm will assign only those consultant(s) who are bona-fide employees of said firm to perform the functions specified under this RFP ("Asbestos Inspectors"). Any consultant(s) assigned to provide services under the terms of the Independent Contractor Agreement ("Agreement") awarded must hold a valid, current license in the appropriate discipline(s) issued by the authorized California agency.
  - b. Upon award of Agreement, and prior to initiating the inspection, the

Asbestos Inspector(s) shall work with the District identified Designated Person. Prior to visiting District sites to initiate inspections, the Asbestos Inspector(s) shall coordinate with the Designated Person and present a current, valid form of identification and a current, valid Asbestos Inspector license issued by the authorized California agency.

- c. The inspection shall be performed pursuant to 40 CFR 763.85(4)(b)(3)(i) through (vii), and at a minimum, the consultant(s) shall:
  - i. Visually inspect and assess, under 763.88, the condition of all friable known or assumed ACBM.
  - ii. Collect samples and submit the samples for analysis in accordance with 763.86 and 763.87 for each homogeneous area of friable material that is assumed to be ACBM. All samples will analyzed by a laboratory with current National Voluntary Laboratory Accreditation Program accreditation.
- d. The inspection report will clearly indicate the date of inspection, and shall be signed by each inspector and/or management planner who contributes to the inspection and the review or revision of the management plan.
- e. The inspection report will identify homogeneous areas consistent with the terms and intent of AHERA. For the purpose of satisfying the scope of work under this RFP, only materials that are uniform in color, texture and size will be considered homogeneous.
- f. The firm will submit the inspection report in a user-friendly document that, when reviewed by parents, teachers or other interested parties, will clearly identify the types, locations, amounts and condition of the following:
  - i. any ACBM that is assumed to be ACM,
  - ii. any material that was sampled and determined to be non-asbestos containing, and
  - iii. any material that was sampled and determined to be ACM.
- g. The firm will develop a management plan for each District site that is consistent with the industry standard and demonstrates a state of the art work product that reflects current technology and best practices.
- h. The firm will submit the inspection report to the DISTRICT within 30 days of the inspection, for inclusion into the newly drafted management plan.
- i. The firm shall ensure that response action(s) recommendations described in the management plan are specific to each site and to the ACBM involved, and that the implementation schedule is clear.
- j. The firm shall assign its properly licensed consultant(s) to develop the management plan which shall include accurate quantities and locations of ACM.
- k. The firm shall assign its properly licensed consultant(s) to draft the management plan to verify that all AHERA required elements are present,

pursuant to 763.93(e)(1) through (12).

- I. The firm shall assign its properly licensed consultant(s) to ensure that all recordkeeping requirements are met, pursuant to 763.94, including:
  - i. A current designated person statement,
  - ii. Dated copies of annual notifications and method of notification,<sup>1</sup>
  - iii. Training records,
  - iv. Periodic surveillance records,
  - v. Response action records,
  - vi. Outside contractor notification,<sup>2</sup> and
  - vii. The firm shall notify the District which, if any, of these documents are missing from the management plan.
  
- m. The firm shall assign its properly licensed consultant(s) to review the adequacy of the Operations and Maintenance Program (O&M) and make updates or revisions as necessary. The firm shall ensure that the O&M program is site-specific, and incorporates best practices and/or industry standards for the in-place management of the types, amounts, locations and condition of the ACBM identified or assumed to be present in each school or administrative building. The firm shall ensure that any analytical reports for bulk sample analysis are included in the O&M program.

As part of the O&M Program, the firm shall provide an updated evaluation of resources needed to complete response actions successfully and carry out inspection, operations and maintenance activities, periodic surveillance and training.

- n. The firm shall assign its properly licensed consultant(s) to provide response action recommendations that are consistent with AHERA pursuant to 763.93(b) through (f).
  
- o. The firm will ensure that the management plans developed for the District contain the proper protocols for the District to correct any non-compliance that is within the District's authority to correct, including but not limited to:
  - i. Failure to designate a person to ensure AHERA requirements are fulfilled,
  - ii. Failure to train the designated person or maintenance/custodial personnel,
  - iii. Failure to implement a response action, and
  - iv. Failure to post warning labels adjacent to friable and nonfriable ACM in routine maintenance areas, and if the signs are not readily visible upon entry and read as required under AHERA.

---

<sup>1</sup> The firm will consult with the Designated Person on methods to be used by the District for annual notification and outside contractor notification, so that the plan reflects the actual methods employed by the District.

<sup>2</sup> The firm will consult with the Designated Person on methods to be used by the District for annual notification and outside contractor notification, so that the plan reflects the actual methods employed by the District.

- p. The firm will provide two complete copies of the inspection report and management plan for each site within the District.

**B. REQUIRED INFORMATION AND FORMAT**

In order to be considered for selection pursuant to this RFP, the respondent entities will submit the following items in the specified order.

I. Cover Letter

This letter should introduce the firm (team) or individual and must be signed by an authorized officer of the lead firm or organization. This letter should be no longer than 1 page.

- a. If submitting as a team, note which team member (company) is the prime consultant or lead joint venture partner, or if it will be a prime-sub consultant(s) contractual relationship.
- b. Identify primary contact person for your firm (team).

II. Licenses

- a. Each proposing firm is required to submit to the District:
  - i. a copy of the licenses of all employees of the firm who are authorized to conduct inspections and develop management plans in California.
  - ii. a copy of any citations or violations issued to the firm or any of its employees who are authorized to conduct inspections and develop management plans in California.
  - iii. a copy of professional liability insurance for errors and omissions in the amount of \$1 million to cover the Asbestos Inspectors and Asbestos Management Planners in its employ.
  - iv. a copy of the firm's business certificate indicating that the firm is in good standing.

III. Provide Resumes of Project Personnel Qualifications:

Please provide resumes (no more than 2 pages each) for each of the project personnel. These resumes must represent projects over the last 10 years. Please also indicate number of years employed by firm, or joint venture team member, or sub-consultant.

IV. Consultant Company History (please include for all team member firms) including:

- Number of Years in business
- Annual Revenues
- Number of Employees (company-wide)
- Number of Employees located in Southern California Counties (San Diego, Orange, Los Angeles, Riverside, San Bernardino)

V. Project Experience & References (Company employees)

Please provide information in the following format for districts where your firm provided similar services or is currently providing similar services:

Years	School District	Contact Person	Title	Phone
20__-__	XYZ District	Smith, James	Dir. of Planning	(XXX) XXX-XXXX

VI. Litigation

Provide specific information on termination for default, litigation settled or judgments entered within the last (5) five years related to your firm, joint venture partners, or sub-consultants (only provide sub-consultant's targeted to perform in excess of 20% of the work). Also, provide information relative to any convictions for filing false claims within the past 5 years.

VII. Request for Proposals

Provide in the form of a proposal the rates for the body of services your firm is prepared to provide the District.

VIII. Declaration

Submit a declaration under penalty of perjury by an authorized corporate officer or principal, stating that reasonable diligence has been used in preparation of the proposal submitted in response to this RFP and that all information provided in response to Paragraphs (a) through (c) below is true, correct and complete.

- a. Type of organization or company structure.
- b. Number of years the firm has been in business.
- c. Location of principal office that will be responsible for the implementation of the Agreement.

**C. SUBMITTAL REQUIREMENTS**

The individual or official of this firm who has the power to bind the firm contractually must sign the proposal.

The proposal preparation and associated direct costs are the sole responsibility of the consultant and will not be reimbursed by the District.

Three (3) copies of the proposal shall be submitted as indicated on page 1 of this RFP.

**D. BASIS OF EVALUATION**

The proposals will be evaluated based on each firm's qualifications, relevant experience with similar work, financial strength, litigation history, K-12 School or Community College District references and rates. All proposals will also be evaluated based on experience providing the same services for other districts throughout the State of California.

**E. SCHEDULE**

RFP issuance date	June 1, 2012
Questions (deadline)	June 8, 2012
Deadline for submission of Proposal	June 15, 2012
Evaluation of Proposals	June 18 – June 20, 2012
Recommendation to Board	June 26, 2012
Notice to Proceed	June 27, 2012

**F. ASSIGNMENT OF WORK**

The District may select multiple firms for execution of District work.

**G. Independent Contractor Agreement**

The District has provided a form of Agreement with this RFP. Any comments or objections to that form of Agreement shall be provided in writing with the proposal submitted in response to this RFP. Only comments or objections to the form of Agreement provided in writing with the proposal will be considered by the District. No comments or objections to the Agreement will be considered that do not meet the requirements set forth above.

**H. EVALUATION & ACCEPTANCE OF STATEMENT OF QUALIFICATIONS AND REQUEST FOR PROPOSALS**

The District reserves the right to reject any and all proposals, to amend the RFP, or to discontinue the process at any time.

**I. INSURANCE**

Consultant shall, at all times during the term of the awarded Agreement, carry, maintain and keep in full force and effect, a policy or policies of insurance as required by the District.