



Oceanside Unified School District

**RFQ #1920-008
REQUEST FOR
QUALIFICATIONS/ PROPOSALS
FOR
HAZARDOUS MATERIALS SURVEY,
ASSESSMENT,
ABATEMENT CONTRACT
DOCUMENTS PREPARATION AND
INSPECTION SERVICES**

At San Luis Rey Elementary School

May 15, 2020

Proposition H Bond Program Management



REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN THAT THE OCEANSIDE UNIFIED SCHOOL DISTRICT of San Diego County, California, acting by and through its Governing Board, is requesting qualifications submittal for

**RFQ #1920-008
HAZARDOUS MATERIALS SURVEY, ASSESSMENT,
ABATEMENT CONTRACT DOCUMENTS PREPARATION AND
INSPECTION SERVICES**

The Request for Qualifications (RFQ) may be obtained from the Office of the Construction Program Manager, Oceanside Unified School District, 2111 Mission Avenue, Building E, Oceanside, CA 92058, or may be downloaded from the District's website at: <http://www.oside.us/procurement>. It is the Proposer's responsibility to check the website for notification of clarification and/or responses to questions. Questions regarding this RFQ shall be directed in writing to Penny McGrew via email at pennymcgrew@maasco.com no later than 2 p.m. on Wednesday, May 27, 2020. Responses to questions or clarifications will be posted on the above website by Wednesday, May 27, 2020, by 2 p.m.

Sealed qualifications submittals must be received in the Office of the Bond Construction Program, Oceanside Unified School District, 2111 Mission Avenue, Building E, Oceanside, CA 92058, up to but no later than 2 p.m. on Wednesday, June 3, 2015.

The Oceanside Unified School District reserves the right to reject any or all qualifications submittals, to accept or to reject any one or more items of a qualifications submittal, or to waive any irregularities or informalities in the qualifications submittals or in the bidding.

Dated this day of February 19, 2015

Publication Date: February 25, 2015



**NOTICE REGARDING DISCLOSURE
OF
CONTENTS OF DOCUMENT**

All responses to this Request for Qualifications (RFQ) accepted by the Oceanside Unified School District (District) shall become the exclusive property of the District. Upon opening, all qualifications submittals accepted by the District shall become a matter of public record and shall be regarded as public information, with the exception of those elements of each qualifications submittal which are identified by the preparers as business or trade secrets and plainly marked as “trade secret,” “confidential” or “proprietary.” Each element of a qualifications submittal that an applicant desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the District in any way whatsoever. If disclosure is required under the California Public Records Act or otherwise by law (despite the preparer’s request for confidentiality), the District shall not in any way be liable or responsible for the disclosure of any such records or part thereof.



REQUEST FOR QUALIFICATIONS

RFQ #14-15-003 HAZARDOUS MATERIALS SURVEY, ASSESSMENT, ABATEMENT CONTRACT DOCUMENTS PREPARATION AND INSPECTION SERVICES

SECTION I: INTRODUCTION

The Oceanside Unified School District (OUSD) is soliciting qualifications submittals for qualified Firms to provide Hazardous Materials Survey, Assessment, Abatement Contract Documents Preparation and Inspection Services required as part of the District's modernization and new construction program.

OUSD is requesting written Qualifications Submittals from qualified environmental consulting firms desiring to provide services for the bond program in the provision of asbestos, lead and other hazardous materials consulting services. General services include, but are not limited to, construction document review, building inspections for asbestos-containing material (ACM), lead-containing material (LCM), PCB light ballasts, mercury switches and other hazardous materials, bulk sampling for ACM and lead, X-Ray fluorescence (XRF) testing for LCM, preparation of abatement specifications/plans, ACM and LCM abatement compliance inspections including environmental and clearance air monitoring, quality control and assurance programs for field sampling, project support and analytical services for an emergency or planned repair, renovation, and demolition projects as required by the District.

The selected consultant(s) will be responsible for the review of construction documents, contractor shop drawings, training/medical records and contractor's proposed means and methods of performing specified work, recognizing that every item of work necessary to complete the project may not necessarily be described in the construction specifications or noted on the plans. The consultant(s) will monitor the abatement work to ensure compliance with contract specifications and all federal, state, and local regulatory requirements applicable to such work.

Selected firm(s) may be requested to provide services on more than one project concurrently and the District reserves the right to enter into more than one contract for the needed services. It is the District's plan to enter into one or more indefinite delivery indefinite quantity agreement(s) and to issue services authorizations for inspection services on a project by project (construction contract by construction contract) basis. The scope of anticipated services is provided in Section III.

A. PURPOSE

The purpose of this request for qualifications (RFQ) is to solicit qualifications submittals from qualified firms for performing the services of Hazardous Materials Survey, Assessment, Abatement Contract Documents Preparation and Inspection Services as needed in conjunction with the OUSD School Modernization and New Construction Program.

SECTION II. PROJECT DESCRIPTION

A. BACKGROUND

The District is continuing its bond construction program established with its \$195 million local bond measure, Proposition H, passed by the voters on June 3, 2008. The scope of work and value of the remaining projects associated with this project vary in size and magnitude. The work associated with the balance of the program includes school modernization construction projects and building construction. This capital improvement program requires the services of Hazardous Materials Survey, Assessment, Abatement Contract Documents Preparation and Inspection Services firms(s). Therefore, OUSD is requesting qualifications submittals from firms capable of providing Hazardous Materials Survey, Assessment, Abatement Contract Documents Preparation and Inspection Services as part of this program.

B. PROJECT SITES / PROJECTS

The project sites consist of various elementary, middle, and high schools located within the boundaries of Oceanside Unified School District. Projects include, but are not limited to, the Oceanside High School Performing Arts Center New Construction Project and various remaining modernization and new construction projects. This RFQ describes the background and services needed, the selection process and the minimum information that must be included when responding to this RFQ.

C. ANTICIPATED ISSUES

The District has conducted preliminary evaluations at several of the sites. The preliminary issues identified by the District include the following hazardous materials:

- Asbestos-Containing Materials (ACMs)
 - Vinyl tiles
 - Flooring mastic
 - Roofing
 - Drywall joint compound

- Stucco
- Transite pipe
- Lead-Containing Materials (LCMs)
 - Paint
 - Ceramic tile
 - Sinks
 - Toilets & urinals
- PCB Light Ballasts
- Mercury Switches
- Other hazardous Materials

SECTION III: SCOPE OF SERVICES

A. KEY FUNCTIONS OF THE CONSULTANT

The Consultant will be required to provide estimates and submittals, based on level of effort, for each site or project as requested by the District. Estimates and submittals shall be provided using the Unit Pricing & Estimate Sheet (Exhibit B of the sample District-Consultant Agreement attached to this RFQ). Upon reaching agreement with the District and issuance of a Work/Services Authorization (W/SA), the Consultant shall perform the required services in accordance with the provisions of the W/SA and District-Consultant Agreement. Consultant may add additional services offered by their firm using the same format as provided by the Unit Pricing & Estimate Sheet.

Consulting services will include the following phases:

PHASE I – Engineering Assessment

1. Review of available pertinent existing historical documentation of proposed areas where materials or areas ACM, LCM and/or other hazardous materials may be located.
2. Meet with District Representatives and Architects as needed to decide what abatement steps should be undertaken in connection with the modernization plans for selected schools.
3. Develop a management plan to identify hazardous materials.
4. Physically investigate school sites to conduct necessary sampling, analysis, and testing of materials not clearly identified as ACM, LCM and other hazardous materials and identify their nature and hazard potential.
5. Provide a written report (“Report”) for the school sites which shall include at a minimum the following:

- Summary of findings as to the type, extent, and location (by building) of hazardous materials to be disturbed.
- Type of impact anticipated by the work planned
- Recommendations for the abatement steps that should be undertaken to handle any disturbance and recommended methodology for same.
- Recommendations as to whether abatement of hazardous materials identified is necessary, desirable, and/or cost-effective and recommendations to avoid disturbing ACM or LCM that are not to be removed.
- Estimated costs of said abatement.

PHASE II – Scope of Work Document Preparation

1. Prepare a site specific hazardous materials Abatement Scope of Work and Specifications.
2. Assist in the preparation of bidding and contract documents for abatement contractors.
3. Be available to attend pre-bid meetings for bidding contractors.

PHASE III – Abatement Management/Final Report

1. Perform site audits of abatement activities to ensure contractor compliance with abatement scope of work and procedures.
2. Perform independent confirmation sampling of abatement activities.
3. Prepare final “Closeout Report” of abatement activities which as a minimum includes:
 - Test results of confirmation sampling events
 - Site inspection reports of abatement activities
 - Summary of abatement activities and certification that the abatement activities complied with all applicable Health and Safety laws, guidelines, and requirements of Cal/OSHA Title 8, the CDE (California Department of Education), the DTSC (Department of Toxic Substances Control), and the California Division of the State Architect (DSA).

B. INVENTORY OF AVAILABLE RESOURCES

The following information will be made available to consultant by District staff:

- Copies of any available existing hazardous material reports prepared by others,

- Any available record drawings of the subject school,
- Copies of relevant modernization design drawings currently being prepared.

C. DESCRIPTION OF REQUIRED SERVICES

The anticipated services to be provided will include some or all of the services identified below and in Exhibit A - Scope of Work, of the sample District-Consultant Agreement attached to this RFQ (to be provided as an addendum to

this RFQ, posted on the website at <http://www.oside.us/procurement> no later than May 27, 2020.)

1.1 Asbestos-Related Consulting Services

- 1.1.1 Provide State of California, Division of Occupational Safety and Health, Certified Asbestos Consultant(s) (CAC) or Certified Site Surveillance Technician(s) (CSST) for personnel as required to perform the following asbestos-related services.
- 1.1.2 **Phase 1, Engineering Assessment** - Construction project review and evaluation:
 - 1.1.2.1 Review specification and plans for proposed construction activities.
 - 1.1.2.2 Review contractors' shop drawings.
 - 1.1.2.3 Review contractors' means and methods of performing proposed construction activities.
 - 1.1.2.4 Review existing Asbestos Management Plan, Survey Reports, and supplemental bulk sample and analysis reports.
 - 1.1.2.5 Determine whether existing bulk sampling data is adequate to confirm or negate the presence of asbestos within the material type sampled per Asbestos Hazard Emergency Response Act (AHERA) and Asbestos School Hazard Abatement Reauthorization Act (ASHARA) sampling protocol.
 - 1.1.2.6 Perform building inspection of areas to be disturbed by proposed construction activities.
 - 1.1.2.7 Bulk sample suspect asbestos-containing building

materials not previously identified as asbestos-containing or non-asbestos containing. Perform confirmatory bulk sampling of suspect building materials per AHERA/ASHARA sampling protocol or where existing bulk sampling data is inconclusive.

- 1.1.2.8 Provide bulk sample analysis as required in Asbestos–Related Laboratory Services section.
- 1.1.2.9 Engineering Assessment Report - Prepare a concise report for Phase 1 which shall follow the required outline described in Section 1.1.2.10 of this Request for Proposal (RFP) and shall include at a minimum the following information: (Phase 1)
 - 1.1.2.9.1 On all pages of the report the name of the site being reported on.
 - 1.1.2.9.2 Location and type of materials to be disturbed based on a review of plans and site inspection.
 - 1.1.2.9.3 The determination if material is asbestos-containing or not, and the basis for the results.
 - 1.1.2.9.4 Type of impact anticipated by the planned scope of work.
 - 1.1.2.9.5 Recommendations for approved work practices.
 - 1.1.2.9.6 Recommendations to avoid disturbing ACM.
- 1.1.2.10 Report Outline - An Engineering Assessment Report shall be organized as follows and shall include at a minimum the following information:

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Section	Title
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	List of Acronyms
	Definitions
	Executive Summary

- 1 Introduction
- 2 Purpose and Scope of Services
- 3 Discussion of Historical Data
- 4 Visual Survey and Sampling
Methodology
- 5 Analytical Procedures
- 6 Discussion of Survey Results by
Material Type and Location Including
Impacts
- 7 Conclusions and Recommendations for
Approved Work Practices, Avoiding
Disturbances and Handling of
Disturbances
- 8 Confidentiality and Limitations

Appendices

Appendix A – Sample Location Drawings for ACM (Building Number, Bulk Sample ID Numbers, and Data for Historical and New Buildings)

Appendix B – Tables - Building Numbers, Bulk Sample ID Numbers, Results, and a Summary of ACM Anticipated to Be Impacted and the room and location designation.

Appendix C – Location and Quantities of ACM Anticipated to Be Impacted, by building numbers and material.

Appendix D – Previous Bulk Sample Analytical Results (From Asbestos Management Plan) and Consultants' Sample Analytical Results with Chain of Custody

Appendix E - Asbestos Survey "A" Forms

Appendix F – Consultant's Certifications

Appendix G – Chain of Custody for Returned Samples

- 1.1.3 **Phase 2, Scope of Work Document Preparation** - Design an asbestos abatement scope of work and specifications as required for the removal of Asbestos-Containing Material as appropriate.
- 1.1.4 **Phase 3, Abatement Management/Final Report** - Manage asbestos abatement projects in accordance with the consultant prepared Asbestos Abatement Scope of Work and Specifications. Upon completion of the abatement activity, prepare and submit a concise report for Phase 3 which shall follow the outline and within the time limitation

described in the compensation section herein.

2.1 Lead-Related Consulting Services

2.1.1 Provide current State of California, Department of Health Services Lead Certification for Inspector/Assessor, Project Designer, Supervisor, or Project Monitor as necessary for all staff who will perform the following lead-related scope of services.

2.1.2 **Phase 1, Engineering Assessment** - Project review and evaluation:

2.1.2.1 Review specifications and plans for proposed construction activities.

2.1.2.2 Review general contractor's shop drawings.

2.1.2.3 Review general contractor's means and methods of performing proposed construction activities.

2.1.2.4 Review existing District Lead Inspection Reports.

2.1.2.5 Determine whether existing sampling data is adequate to confirm or negate the presence of lead-containing material.

2.1.2.6 Perform building inspection of areas to be disturbed by proposed construction activities.

2.1.2.7 Test painted surfaces not previously identified as lead-containing or non-lead-containing using XRF testing. Perform confirmatory sampling of painted surfaces where existing sampling data is inconclusive.

2.1.2.8 Prepare a concise Engineering Assessment Report for Phase 1 which shall follow the format described in the Report Outline section of this RFP and shall include at a minimum the following:

2.1.2.8.1 On all pages include the name of the site being reported on.

2.1.2.8.2 Location and type of component to be disturbed based on a review of plans and site inspection.

- 2.1.2.8.3 The determination if the component is lead containing or not, and the basis for the results.
- 2.1.2.8.4 Type of impact anticipated by the work planned.
- 2.1.2.8.5 Recommendations for properly impacting Lead-Containing Materials.
- 2.1.2.8.6 Recommendations to avoid disturbing Lead-Containing Materials, where feasible.
- 2.1.2.9 Report Outline - An Engineering Assessment Report shall be organized and shall include at a minimum the following information:

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6	Discussion of Survey Results by
	Material Type and Location Including
	Impacts
7	Conclusions and Recommendations for
	Approved Work Practices, Avoiding
	Disturbances and Handling of
	Disturbances
8	Confidentiality and Limitations
	Appendices
	Appendix A – Sample Location Drawings for
	Lead-Containing Materials (Building Number,
	Bulk Sample ID Numbers, and Date for
	Historical and New)

Appendix B – Tables - Building Numbers, Bulk Sample ID Numbers (where applicable), Results, and a Summary of Lead-Containing Materials Anticipated to Be Impacted, and the Room and Location Designation.

Appendix C – Location and Component Type of Lead-Containing Material Anticipated to Be Impacted by Building Number and Material.

Appendix D – Lead-Containing Materials Inspection Forms and Consultant’s Sample Analytical Results with Laboratory Chain of Custody

Appendix E – Consultant’s Certifications

Appendix F – Chain of Custody for Returned Samples

2.1.1 **Phase 2, Scope of Work Document Preparation** - Design a lead abatement scope of work and specifications as required.

2.1.2 **Phase 3, Abatement Management/Final Report** - Manage lead abatement projects in accordance with the consultant prepared Lead Abatement Scope of Work and Specifications. Upon completion of the abatement activity, prepare and submit a concise report for Phase 3 which shall follow the outline and within the time limitation described in the compensation section herein.

3.1 Other Hazardous Materials Consulting Services

For PCB light ballasts, mercury switches and other hazardous materials provide services similar to services provided for ACM & LCM.

4.1 Asbestos-Related Laboratory Services

Following is a brief description of the requirements for the asbestos-related laboratory services. The Consultant shall comply with this section of the RFP.

4.1.1 Provide analysis of bulk asbestos samples by Polarized Light Microscopy (PLM) using the current method for the “Determination of Asbestos in Bulk Building Material,” EPA/600/R-93/116, “Interim Method of the Determination of Asbestos in Bulk Insulation Materials,” 40 CFR Part 763, Subpart E, Appendix E, and Section 285.33(1) of the NIST Handbook 150.

4.1.1.1 Multiple Layer Analysis – All samples identified with multiple layers of nonhomogeneous material shall be separated and each homogenous material shall be analyzed and reported as a separate material.

4.1.2 When requested, provide analysis of bulk asbestos samples utilizing point counting method of analysis. Point counting shall be performed using the current method for the “Determination of Asbestos in Bulk Building Material,” EPA/600/R-93/116, with the addition of point counting techniques and “Interim Method of the Determination of Asbestos in Bulk Insulation Materials,” 40 CFR Part 763, Subpart E, Appendix E, and Section 285.33(1) of the NIST Handbook 150.

4.1.2.1 Point counting will only be performed at the request of a designated District representative and only after consultant has received written approval.

4.1.3 If there is a dispute in analytical results between the District and the Consultant, the District will require the sample be reanalyzed at no additional cost to the District.

4.1.4 Provide analysis of asbestos air samples using Phase Contrast Microscopy (PCM) using the method as described in AHERA/ASHARA, 40 CFR Part 763.

4.1.4.1 All analysis of PCM samples shall be performed by personnel certified in NIOSH Method 582 or equivalent.

4.1.5 Provide analysis of asbestos air samples utilizing Transmission Electron Microscopy (TEM) for the determination of airborne asbestos fibers in the clearance of an abatement site using the methodology described in the 1987 Environmental Protection Agency (EPA) rule, “Asbestos-Containing Materials in Schools,” 40 CFR Part 763, Subpart E, Appendix A, enacted by the AHERA and ASHARA.

4.1.5.1 Air samples shall be analyzed according to either Yamate Level III procedure, or AHERA final rule and notice, 40 CFR Part 763, Appendix A to Subpart E, Unit III.

4.1.5.2 The consultant and laboratory shall be available to deliver, receive, and analyze samples for TEM clearance, and provide, at a minimum, verbal results seven days per week, 24-hours per day, as required.

4.2 Lead-Related Laboratory Services

Following is a brief description of the requirements for the lead-related laboratory services. The Consultant shall comply with this section of the RFP.

4.2.1 Provide analysis of lead samples utilizing either Inductively-Coupled Plasma, Atomic Emission Spectroscopy (ICP-AES) or Atomic Absorption Spectroscopy (AAS).

4.2.2 Waste characterization shall be performed in the order as follows:

4.2.2.1 Total Threshold Limit Concentration (TTLC) shall be performed. If the results are at or above 50 ppm then proceed to:

4.2.2.2 Soluble Threshold Limit Concentration (STLC) shall be performed if waste is disposed within California. If the results are at or above 5 µg/liter it is a hazardous waste.

4.2.2.3 Toxic Characteristic Leaching Procedure (TCLP) shall be performed. If the results are at or above 5 mg/liter then the material shall be classified as a Resource Conservation and Recovery Act (RCRA) hazardous waste.

4.3 Schedule and Deadlines

- a) Authorized District staff will provide the consultant with a project to be assessed along with a copy of drawings, when available, or with a scope of work in the absence of drawings. Consultant shall provide the District with a detailed proposal with pricing. The District will issue a Master Agreement based on proposals for each project. Assessment, review and sampling will be limited to those areas and materials that may be disturbed or impacted during the proposed project. Any additional work related to this site shall not proceed without a written approval from authorized District staff.
- b) Notice To Proceed (NTP) will be issued on separate proposals as these are identified. The completion dates for the work covered by each proposal shall be as follows:

Upon issuance of the NTP the work by the consultant shall commence within five (5) working days of the date of issue. The consultant shall pick up all plans and/or scope of work from the designated representative of the District.

The consultant shall provide 72-hours notice to the designated representative of the District prior to starting any on-site assessment or sampling. The consultant shall notify the school and coordinate with the site administrator for all work to be performed, including the date and time of the consultant's visit. (Sampling may only be performed when staff and students are not present in the areas to be sampled. The consultant shall not displace staff or students for sampling purposes.)

The evaluation of the scope of work and/or plans, as applicable, the review of the existing information in the District's Asbestos Management Plan and Lead Inspection Report, a physical assessment of the site/proposed work area(s), and any necessary bulk/XRF sampling shall be completed within ten (10) calendar days of issuing NTP.

The consultant shall complete the bulk sample analysis and XRF testing and provide a written report submitted within seven (7) calendar days of completion of sampling but not later than seven (7) days from the ten (10) day period required above.

Authorized District staff will issue a NTP for the preparation of plans and specifications for contracted asbestos/lead-containing material abatement work. The consultant shall submit the plans and specification within seven (7) calendar days of issuing the NTP.

The consultant shall attend the construction pre-bid meeting and the pre-construction conference.

5.4 Compensation

- a) The Consultant shall prepare and submit for review and approval a Closeout Report to the District within thirty (30) days upon completion of the abatement activity. The Consultant will be denied full compensation if the Closeout Report fails to meet the required outline discussed in the Report Outline section below in this RFP
- b) Report Outline – The Closeout Report shall be organized and shall include at a minimum the following information:

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- 5 Standards
- 6 Discussion and Results
- 7 Conclusions

Appendices

Appendix A – Abatement Work Plan

Appendix B – Agency Notification/Correspondence

Appendix C – Daily Field Reports

- Job Start Meeting Documents
- Abatement Activity Personnel
- Inspector’s Job Record
- Personnel Log
- Code of Conduct
- Notice of Completion
- Personnel Report
- Work Activity
- Survey of Conditions

Appendix D – Worker’s Documentation

- Sign In Sheets and Personnel Log
- Personnel Air Sampling Results
 - 1. Laboratory Results
 - 2. Air Monitoring Data Sheets
- Employee or Worker Certificates
 - 1. Employee Training Certificate
 - 2. Medical Certificate
 - 3. Respiratory Fit Test

Appendix E – Perimeter Air Sampling Data Sheets and Laboratory Results

Appendix F – Clearance Air and Wipe Sampling Data Sheets as appropriate, Laboratory Results, Clearance Forms, and Minor and Major Abatement Forms

Appendix G – Accreditation for Laboratory and Personnel

Appendix H – Waste Manifests for Hazardous and Non-Hazardous Shipments

Appendix I – Photographs

Appendix J – Licenses, Certification, and Registration

- California State Contractor License
- Cal/EPA Notification & Hazardous Waste Generator Identification
- Cal/OSHA Certificate of Registration, where applicable
- DHS Certification, where applicable
- Cal/EPA Hazardous Waste Transporter License
- CHP Hazardous Material Transportation License

- Insurance Certificate
- Accreditation Certificate
- Other related certificate or registration

SECTION IV. INFORMATION AND INSTRUCTIONS TO PROPOSERS

The following information is required in the qualifications submittals and should be submitted as follows:

A. QUALIFICATIONS CONTENTS

Transmittal Letter (not to exceed 1 page)

The qualifications submittal should contain a cover letter and introduction, including the company name, address, and the name, telephone number, facsimile number and e-mail address of the person or persons authorized to represent the company regarding all matters related to the qualifications submittals. A person authorized to bind the firm to all commitments made in the qualifications submittal shall sign this letter. The letter must also contain the following statement:

- a. “We have read the District’s Request for Qualifications (RFQ) Hazardous Materials Survey, Assessment, Abatement Contract Documents Preparation and Inspection Services and fully understand its intent. We certify that we have adequate personnel, equipment, and facilities to provide the District with the services that we have indicated we can provide. We understand that our ability to meet the criteria outlined in this RFQ shall be judged solely by the District.”

2. Executive Summary (not to exceed 1 page)

Include a brief summary of the most significant attributes that your firm has to offer and why your firm should be selected.

3. Firm Background/History (not to exceed 1 page)

Identify ownership of firm and provide a one-page history, including number of years your firm has provided similar services for both public and private sector clients. Include description of the proposed program approach to providing the anticipated services on concurrent projects. Identify the single entity that is the primary point of contact.

4. Location of Firm and Personnel (not to exceed 1 page)

Provide the principal address of the firm, and partners of joint venture firms, if applicable. If sub-consultants or subcontractors will provide any of the services included in the Scope of Services, provide the firms’ addresses.

- 5. Recent Experience (not to exceed 1 page)**
Provide details of the firm’s recent experience in providing the anticipated services for K-12 school facilities and/or public facilities completed in the State of California. Identify experience for both new facilities and additions projects and alterations to existing facilities.
- 6. Personnel and Capabilities (not to exceed 1 page)**
Include brief resumes of all individuals that will be available for providing the anticipated services. Describe the qualifications, certifications and capabilities of these personnel capable of providing the anticipated services and their experience in providing the services. Indicate the personnel that are employees of your firm, those of subcontractor firms, and those that will be available on an associate basis.
- 7. References (not to exceed 1 page)**
Provide five references, including name, organization, address and telephone number of persons who can attest to your firm’s and the proposed staff’s performance. Include references for services performed for the Oceanside Unified School District, if applicable.
- 8. Litigation History (not to exceed 1 page)**
Provide your firm’s history of any construction litigation in the past five years.
- 9. Disabled Veteran Business Enterprises (not to exceed 1 page)**
In accordance with Education Code section 17076.11 the District has a Disabled Veteran Business Enterprises (DVBE) participation goal of 3% per year of the overall dollar amount of state funds allocated to the District, and expended by the District pursuant to the Leroy F. Greene School Facilities Act of 1998. Please provide a discussion of how your firm intends to help the District meet this goal.
- 10. Professional Liability Insurance (not to exceed 1 page)**
Provide evidence that your firm is capable of meeting the following insurance requirements:

Automobile Liability	\$1,000,000
General Liability	\$1,000,000
Professional Liability	\$1,000,000
Workers Compensation	\$1,000,000

Proof of insurance coverage must be provided for consultant and sub-consultant personnel. Insurance is to be placed with insurers licensed to do business in the State of California as admitted carriers, have an “A” policy holders rating and a financial size rating of at least Class VII in accordance with the most current Best’s Key Rating Guide.

11. Unit Rate Pricing Sheet (not to exceed 1 page)

In a sealed envelope bound within the Qualifications submittal provide a services pricing sheet, which proposes the hourly rates for inspector classifications available for providing inspection services and all other applicable chargeable rates for services. The pricing will be reviewed only after the technical qualifications of the firms submitting Qualifications submittals have been evaluated.

12. Additional Information and Comments (No limit)

Include any additional information that you feel is pertinent in an appendix.

13. Signature Page

Indicate that the qualifications submittal will be valid for a period of at least six months, apply the signature of the person responsible for the submittal and a statement that said person has the authority to bind the company for this type of submittal.

B. SCHEDULE

The following is a tentative schedule of events:

<u>Action</u>	<u>Date</u>
Release of Request for Qualifications	May 15, 2020
Deadline for Submission of Questions	May 27, 2020 by 2 p.m.
Deadline for Receipt of Qualifications	June 3, 2020 by 2 p.m.
Interviews	TBD
Recommendation to the Board of Education	June 23, 2020

C. CONTACT / QUESTIONS / SUBMITTAL

In order to control information disseminated regarding this Request for Qualifications, interested Firms are directed not to make personal contact with members of the School Board and/or District Administration with the exception of the individual listed below:

Penny McGrew, Bond Construction Program Consultant
Pennymcgrew@maasco.com
FAX: 760.721.4369

All questions, interpretations or clarifications, either administrative or technical must be requested in writing by 2 p.m. on Monday, March 9, and directed to:



OCEANSIDE UNIFIED SCHOOL DISTRICT
PROPOSITION H BOND PROGRAM MANAGEMENT

Oceanside Unified School District
Bond Construction Office
2111 Mission Avenue
Oceanside, CA 92058
Attn: Penny McGrew
pennymcgrew@maasco.com (Email)
(760) 721-4369 (Fax)

The District reserves the right to revise the RFQ until the date specified in the Schedule of Events. The District expressly reserves the right to alter the Schedule of Events.

One unbound original, five (5) bound copies and (1) digital copy of the qualifications submittal must be submitted. All qualifications submittals must be complete and sealed. Facsimile (FAX) copies are not acceptable.

MARK ENVELOPES CONTAINING QUALIFICATIONS SUBMITTALS:

**“HAZARDOUS MATERIALS SURVEY, ASSESSMENT,
ABATEMENT CONTRACT DOCUMENTS PREPARATION
AND INSPECTION SERVICES”**

AND SUBMIT BY Wednesday June 3, 2020, at 2:00 p.m. TO:

**OCEANSIDE UNIFIED SCHOOL DISTRICT
OUSD BOND PROGRAM MANAGEMENT GROUP
2111 MISSION AVENUE, BUILDING E
OCEANSIDE CA 92058
ATTN: PENNY MCGREW**

**QUALIFICATIONS SUBMITTALS MUST BE RECEIVED BY
Wednesday June 3, 2020, at 2:00 p.m.**

(Qualifications Submittals received after that date and time will be reviewed at the District’s discretion.)

D. EVALUATION PROCESS AND CRITERIA

The District reserves the right to refuse all qualifications submittals and to waive any minor and/or technical submittal requirements if it is in the District’s best interest to do so. Prior to any contract award, the District reserves the right to reasonably suggest that the consultant team or teams be modified, as appropriate, in order to obtain the optimal consultant team to perform the scope of work. Any suggested modification to the team must be mutually acceptable to the team’s prime consultant.

The applicant must satisfy the District of its ability to perform the services required. The applicant must demonstrate a thorough understanding of each of



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the tasks identified in this RFQ.

In addition, the District may consider evidence of untimely and unsatisfactory performance on prior similar projects or litigation by the applicant on previous contracts to disqualify any applicant.

Evaluation of the qualifications submittals shall be based upon a competitive selection process. The evaluation of qualifications submittals will not be limited to price alone. Technical merit, experience and the interview results will also be considered in the selection process.

The following weighting criteria will be used to evaluate all Qualifications Submittals:

<u>Firm Experience</u>	
Schools	20 points
Regional	15 points
Other	10 points
<u>References</u>	15 points
<u>Personnel</u>	
Qualifications/Certifications	10 points
Experience	20 points
Total Capacity	10 points
TOTAL	100 points

SECTION V. GENERAL SPECIFICATIONS

A. DEFINITIONS

The words (A) “District”, (B) “Applicant” or (C) “Consultant” as used in this RFQ shall be understood to refer to (A) Oceanside Unified School District, (B) the qualified consultants, persons, firms or corporations which respond to this RFQ; and (C) the person, firm or corporation with whom the contract is made by said District or the agent or legal representative who may be appointed to represent such person, firm or corporation in the signing and performance of said contract.

B. INSTRUCTIONS AND QUESTIONS

District representative from whom the applicant will receive instructions:

Penny McGrew
OUSD Bond Construction Program Management Group
2111 Mission Avenue, Building E
Oceanside, CA 92058



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Fax: 760-721-4369
Email: Pennymcgrew@maasco.com

Questions regarding this Request for Qualifications should be directed to the person designated above. Do not contact any other District employee or official regarding this RFQ.

C. ADDENDA

If any person contemplating submitting a qualifications submittal for services listed herein is in doubt as to the true meaning of any part of this Request for Qualifications, he/she may submit to the Oceanside Unified School District Representative identified in Section B above, a written request for an interpretation or correction thereof. Such request must be made in writing to the District's representative no later than 2 p.m. on May 27, 2020.

Any interpretation or correction of District specifications will be made only by addenda, duly issued by the District Representatives identified in Section B above. Such addenda will be posted on the District webpage at <http://www.oside.us/procurement>.

D. WITHDRAWAL OF QUALIFICATIONS SUBMITTAL

Any applicant may withdraw its qualifications submittal, either personally or by written request at any time prior to the time set for opening qualifications submittals.

E. FIRM COMMITMENT OF AVAILABILITY OF SERVICE

Once a qualifications submittal is opened, an applicant is otherwise expected to maintain an availability of service as set forth in its submittal for at least six months after date from opening of qualifications submittal.

F. RESERVATIONS

The District reserves the right to reject any or all qualifications submittals and any item or item therein, and to waive any non-conformity of the submittal with this, whether of a technical or substantive nature, as the interest of the District may require.

G. DOCUMENTS TO BE CONSTRUED TOGETHER

The Request for Qualifications, the Qualifications Submittal and all documents referred to in the RFQ and the Contract to be entered into between the Consultant and the District and any modification to said documents, shall be construed together as one document.

H. ERRORS AND OMISSIONS

Applicant shall not be allowed to take advantage of any errors or omissions in Request for Qualifications. Full instructions will be given when such error or omission is discovered and timely called to the attention of the District.

I. SPECIFICATIONS NOT CONTRACTUAL

Nothing contained in this RFQ shall create any contractual relationship between any applicant and the District. The District accepts no financial responsibility for costs incurred by any applicant regarding this RFQ.

J. PATENT FEES: PATENT COPYRIGHT, TRADE SECRET AND TRADEMARK FEES

Each applicant shall include in the cost proposal any patent fees, royalties and changes on any patented article or process to be furnished or used in the prosecution of the work.

K. TAXES

Rates shall include all federal, state, local and other taxes.

L. STANDARD TERM AND CONDITIONS

PRIOR TO THE AWARD OF ANY WORK HEREUNDER, DISTRICT AND CONSULTANT SHALL ENTER INTO THE WRITTEN CONTRACT COMPLYING WITH THE TERMS AND CONDITIONS OF AN AGREEMENT AS SHOWN IN EXHIBIT "A." PROPOSERS RESPONDING TO THE RFQ ARE STRONGLY ADVISED TO REVIEW ALL THE TERMS AND CONDITIONS OF THE AGREEMENT.

The selected respondent(s) and each of its (their) sub-consultants and/or co-venture partners, shall comply with all applicable federal and California laws, including, but not limited to, Title VII of the Civil Rights Act 1964, as amended, Executive Orders 11224, 11375, and 12086, the California Fair Employment Practices Act beginning with labor code section 1410, and labor code section 1735, and any other applicable federal and state laws and regulations hereinafter enacted, including the Federal Americans with Disabilities Act (ADA). Consultants shall be responsible for establishing and implementing an ADA program within the consultant's work place. The respondent shall not discriminate against any prospective or active employee based on race, color, ancestry, national origin, religious creed, sex, sexual orientation, age, or marital status. The selected respondent shall cause the above provisions to be inserted in all contracts with sub-consultants/subcontractors for any work covered by this



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document so that such provisions will be binding upon each sub-consultant/subcontractor.

Prior to contract execution, proof of insurance at the levels specified in the specific contract will be required. Fingerprinting of all personnel who will visit school sites may also be required.

END OF DOCUMENT