

**BERKELEY UNIFIED SCHOOL DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
HAZARDOUS MATERIALS INVESTIGATION AND TESTING SERVICES**

NOTICE IS HEREBY GIVEN that the Berkeley Unified School District ("District") is requesting qualified persons, firms, partnerships, associations, or professional organizations to provide Hazardous Materials Investigation and Testing Services for upcoming District facility improvement projects.

The purpose of this Request for Qualifications ("RFQ"), is to obtain information that will allow the Berkeley Unified School District ("District") to pre-qualify a limited number of Consulting Firms ("Consultant") to provide Hazardous Materials Investigation and Testing Services ("Services") for and on behalf of the District on various facilities improvement projects.

Respondents to this Request for Qualifications ("RFQ") should mail or deliver five (5) bound copies, one (1) unbound copy and one (1) electronic copy on flash drive of their Statement of Qualifications ("SOQ"), as further described herein, to:

**JOHN CALISE, EXECUTIVE DIRECTOR OF FACILITIES
BERKELEY UNIFIED SCHOOL DISTRICT
1720 Oregon Street
Berkeley, CA 94703**

ALL RESPONSES ARE DUE BY 2:00 P.M., ON May 12, 2020. Any SOQ received after that date and time will not be accepted and will be returned unopened.

Mark envelope: "Statement of Qualifications for Hazardous Materials Investigation and Testing Services." Fax or emailed responses will not be accepted. Late submittals will not be accepted or considered.

Each submittal must conform and be responsive to the requirements set forth in this RFQ.

District reserves the right to waive any informalities or irregularities in received submittals. Further, District reserves the right to reject any and all submittals and to negotiate contract terms with one or more respondent firms for one or more of the work items. District retains the sole discretion to determine issues of compliance and to determine whether a program management respondent is responsive, responsible, and qualified.

If you have any questions regarding this RFQ please email capitalprojects@berkeley.net before 2:00 p.m. on April 28, 2021. Questions must be submitted in writing.

The District makes no representation that participation in the RFQ process will lead to an award of contract or any consideration whatsoever. The District shall in no event be responsible for the cost of preparing any SOQ in response to this RFQ.

SOQs and any other supporting materials submitted to the District in response to this RFQ will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal, and are specifically requested to be returned. Vague designations and/or blanket statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure. Pursuant to (2006) 38 Cal.4th 1065, SOQs shall be held confidential by the District and shall not be subject to disclosure under the California Public Records Act until after either: (1) the District and the successful Respondent have completed negotiations and entered into an Agreement, or (2) the District has rejected all Proposals. Furthermore, the District will have no liability to the Respondent or other party as a result of any public disclosure of any SOQ.

B. FULL OPPORTUNITY

The District hereby affirmatively ensures that Disadvantaged Business Enterprises ("DBE"), Small L^o y^e PPO any qs Enterprises ("DBE"),

II. SCOPE OF REQUIRED SERVICES

Firm(s) shall provide Service with all building department and CDE requirements to the District for various facilities improvement projects on an as-needed basis.

The scope of such services could include but are not limited to:

The anticipated services may include, but are not limited to investigation, sampling and testing, preparation of various reports, and inclusion of all applicable CDE and DSA guidelines. In addition, each prequalified Consultant is expected to be qualified to perform and/or have experience in the following:

- A. Preparation of Limited Hazardous Material Survey Report
- B. Preparation and and review of Hazardous Materials Specifications
- C. Building inspection, surveying and testing
- D. Identification of hazardous materials of importance prior to destructive testing, demolition, and construction. CDE
- E. Preparation of removal specifications and plans, identification of all items that require abatement.
- F. Preparation of abatement procedures, including environmental and clearance air monitoring, quality control and assurance programs for field samplings.

In addition, each firm must:

- G. Perform all work in compliance with Asbestos Hazard Emergency Response Act, Title 8 of the California Code of Regulations, including sections 1529 and 15414.

agreement and must agree to the indemnity and insurance provisions contained in the District's standard agreement and confirm in writing that, if given the opportunity to contract with the District, the firm has no substantive objections to the use of the District's standard agreement.

IV. RELATIONSHIP TO OUTSIDE GOVERNMENTAL AGENCIES

Depending upon the scope of work, respondent may be required to assist the District in working with various outside governmental agencies, including but not limited to, the following as applicable: City or County Planning Commissions and Departments, the Department of Toxic Substance Control ("DTSC"), the regional air quality control district, the state and regional water quality control boards, the State Department of Education, the Division of the State Architect, the State Allocation Board, and the Office of Public School Construction. Respondent shall discuss its experience with each of these agencies.

V. CONFLICT OF INTEREST

Respondent shall certify that no official or employee of the District, nor any business enti s. s s

Provide five (5) bound copies, of the Statement of Qualification

The unbound copy shall be made as follows:

- No divider sheets or tabs
- Text printed on one side only (no back printing)
- Pages with proprietary information removed.
- A cover sheet listing the total number of pages, and identifying those pages that have had proprietary information removed.

The electronic copy will only be accepted in Microsoft Office Suite or PDF.

Each submission package will be reviewed to determine its completeness prior to the actual evaluation. If a respondent does not respond to all categories requested, the respondent may be disqualified from further consideration.

C. SOQ CONTENT REQUIREMENTS

1. TAB 1 – COVER LETTER (maximum of 1 page)

Provide a letter of introduction signed by an authorized officer of the firm. If the firm is a joint venture, duplicate the signature block and have a principal

Services ("Agreement") attached as Exhibit "A" to the RFQ. [INSERT FIRMS NAME] has reviewed the indemnity and insurance provisions contained in the Agreement. If given the opportunity to contract with the District, [INSERT FIRMS NAME] has no objections to the use of the Agreement."

Respondent shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or

Any State of California certification for your firm of Small Business or Disabled Veteran Business Enterprise status.

How sub-consultants are generally used by your firm and to what extent work is performed in-house versus by a sub-consultant.

3. TAB 3 – PROJECT APPROACH AND RELEVANT QUALIFICATIONS

Respondent must state qualifications for the anticipated scope of work and experience with projects of comparable size and complexity.

Provide a statement demonstrating your firm's or team's ability to accomplish the scope of services in a comprehensive and thorough manner with an aggressive schedule.

Describe your firm's experience with DSA and working within the DSA process as well as your firm's approach to DSA permitting and DSA final certification. DSA

5. **TAB 5 – LITIGATION AND CLAIMS HISTORY**

Provide a comprehensive five (5) year summary of the firm's litigation, arbitration, and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and the outcome, if any.

A SOQ failing to provide this requested information on claims, lawsuits, and/or litigation, and responses which assert attorney-client privilege and fail to provide the information requested, will be considered non-responsive, disqualified from the selection process, and will not be evaluated.

6. **TAB 6 – PROJECT TEAM SUMMARY**

The selected firm shall employ, at its expense, professionals properly licensed and skilled in the execution of the functions required for the applicable services as described herein.

Identify and provide resumes, including responsibilities, titles, licenses, certifications, and clearly identify experience in school projects, for key personnel and/or team members, including sub-consultants, and the roles to which they will be assigned. List dates of employment by your firm whether employed as an employee, independent contractor, sub-consultant, or otherwise, and office addresses for each of the identified personnel. Resumes shall include specific qualifications and recent related experience and shall include a list of references with contact names and phone numbers.

If any work is to be provided by sub-consultants include a statement as to how this shall be organized, including identified roles and qualifications of sub-consultants, if any. Note: firm(s) selected for inclusion in the District's pool of applicable consultants will be required to demonstrate long term relationships with any sub-consultants.

The District expects that the team shall remain intact through the duration of the Project(s). If a team member must leave, the District reserves the right to approve that team member's replacement

7. **TAB 7 – FEES**

Although this RFQ is not a request for a specific proposal, the District requires each respondent to provide a fee schedule for the types of service that you offer. Be thorough and specific as this will form the basis of any contract for services that may be presented by the District.

Provide detailed information on your billing practices (i.e. per project, monthly), including reimbursable cost categories (i.e. travel, computers and peripherals, printers, R,

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