

# Montezuma – Cortez School District RE-1 (owner)

400 N. Elm Street  
Cortez, Colorado 81321  
Phone (970) 565-7282

## REQUEST FOR QUALIFICATIONS/PROPOSAL (RFQ/P) FOR Environmental Consulting Services Existing Montezuma-Cortez High School

### 1.0 OBJECTIVE

The purpose of this RFQ is to solicit a Qualified Environmental Consulting Services firm to contract with the Owner and also work closely with the CDE to provide environmental consulting services for 1) asbestos and regulated building materials "survey"; and 2) "abatement project" design, bidding, contract administration, and air monitoring/clearance for the existing Montezuma-Cortez High School.

### 2.0 SOLICITATION SCHEDULE

Feb 5, 2015	RFQ/P Available
Feb 17 (2:00 pm)	Mandatory Pre-Bid (@ High School)
Feb 20	RFQ/P Clarification Deadline
Feb 24	RFQ/P Clarification Responses Due
Feb 25	Notice of Intent Submit Deadline
<b>Feb 27 (4:00 pm)</b>	<b>RFQ/P Submittal Responses due</b>
Mar 05	Candidates Notified of Intent to Award
Mar 10	Contract Negotiations Complete
Mar 10	Notice to Proceed provided to selected firm
	Decision Memorandum Sent to Unsuccessful Candidates

### 3.0 PROJECT INFORMATION

#### Owner Background

The Montezuma-Cortez School District RE-1 is a mid-sized school district serving the City of Cortez and its surrounding community. The student population of the school district is approximately 2,700 students and the school district employs 450 full or part-time employees. The district has 7 active schools (5 elementary – Manaugh, Kemper, Mesa, Lewis-Arriola, and Pleasant View; 1 middle school – Cortez Middle School, and 1 high school, Montezuma-Cortez High School) and also runs a pre-school (Beech Street Preschool), and also actively uses another decommissioned elementary school (Downey) as the Administrative Building, has a warehouse/food service building, a bus garage/storage facility and a maintenance building (the annex to the middle school). The school district also controls several properties that are currently de-activated, notably the Calkins building and Lakeview elementary school. The District serves a diverse community which includes traditional agricultural and ranching communities, a vibrant healthcare community, the Ute Mountain Ute Tribe in Towaoc, a large Navajo community, and a robust business and retirement community.

## Project Description

The environmental work described in this RFQ/P is in support of the new Montezuma-Cortez High School Replacement Project. Concurrent with completion of the new High School scheduled for the summer of 2015, the existing high school will be abated of hazardous materials and demolished. This RFQ/P is specific to the regulated/hazardous materials component of the overall scope of work.

The existing Montezuma-Cortez High School, located at 206 West 7th Street, Cortez, CO, was originally constructed in 1966 on a 15.39 acre site north of Seventh Street which was formally the home of the Cortez Pony League Park. The original building was approximately 106,957s.f.. It contained twenty-nine classrooms, a gymnasium with locker rooms, a kitchen, administration offices, an auditorium with a stage, a drama room, a music room, an arts room, a drafting room, and a vocational wing connected to the main building via a corridor. In 1979 a 19,265s.f addition was added at the northeast corner of the building. It created corridor 400 and contained the auxiliary gymnasium and mezzanine, four more classrooms, bathroom and locker room space, a storage closet, and a new mechanical room. A 7,006s.f. band room and practice rooms were added in 1993 west of the auditorium, and in 1999, six additional classrooms and 6,853s.f. were added. The art room 613 and computer lab 611 were added in 2005 for an additional 2,469s.f., bringing the total square footage of the building up to today's current size of 142,550s.f.

The school has documented the presence of regulated asbestos containing materials. The presence of additional materials such as lead paint, mercury, PCB's, etc may be possible but has not yet been confirmed. Supporting documents such as floor plans, existing surveys/ADHERA reports, etc will be made available as attachments to this RFQ/P (see Section 8.0 below) and/or as handouts at the pre-bid meeting.

### Funding:

The overall Project is funded in part by a Building Excellent Schools Today (BEST) grant through the Colorado Department of Education (CDE), with the remainder of the project funded by a successful 2012 district ballot election, as follows:

Funding Source	Base Amount w/o Reserve	5% Reserve Amount	Total Amount with Reserve	Percent Contribution
Local Bond Election	\$18,435,971	\$921,798	\$19,357,769	46%
CDE BEST Grant	\$21,642,226	\$1,082,112	\$22,724,338	54%
Total	\$40,078,197	\$2,003,910	\$42,082,107	100%

The BEST grant is for a total amount of \$42,082,107, of which \$2,003,910 is a reserve funding conditions. Reserve funding requests must be approved by CDE and are limited to issues that could not have been known about or planned for at the time the grant application was submitted. The BEST grant amount less the CDE reserve leaves a project budget of **\$40,078,197**. The budget for environmental and abatement activities is a small percentage of the overall Project budget.

### Contract Type:

It is anticipated that Environmental Services will be procured using a Time and Materials / Not to Exceed contract type and Abatement Services will be procured using a lump sum (fixed) contract type. However, the District reserves the right to select the delivery method if that is in the best interest of the District and is mutually agreeable with the vendor.

### Environmental Consulting / Abatement Milestone Schedule:

Time is of the essence. It is essential that the Milestone dates noted below are achieved. All subsequent demolition work MUST be completed by November, 2015 per the terms of the CDE BEST Grant.

March 10, 2015	Notice to Proceed
Mar 11-25	Survey - Document Review
March 30 - April 01	Survey - Site Visit - additional sampling (Spring Break)
April 8	Survey - Lab Testing
April 15	Survey - Final Building Inspection Report
April 22	Abatement - Design
May 06	Abatement - Bidding Completion and Award
July 13 - Aug 13	Abatement
Aug 19	Abatement - Final Air Clearance

## **4.0 PROPOSAL AND SELECTION PROCESS**

Interested applicants shall follow the instructions provided in this RFQ/P to be considered. The proposal and selection process will progress as follows:

### **Qualifications Submittal/Fee Proposal**

- Interested Firms shall review the Project Documents and provide a notification of intent to submit by the required date. Please provide a single point of contact and email address for all correspondence.
- Interested parties must attend the mandatory pre-bid meeting to be eligible to submit a response to this RFQ/P.
- All candidate requests for clarifications will be responded to via addenda which will be initially posted frequently on the District website during the solicitation period. Candidates are encouraged to check the District website frequently during the solicitation process. No inquiries will be accepted after the stated Request for Clarification deadline.
- Firms shall submit the required submittal items by the stated deadline.
- The District will score responsive and responsible firms based the selection criteria listed below.
- The results of the scoring will determine the apparent winner.

### **Acceptance and Rejection**

- The District shall enter into negotiations of contract terms with the apparent winner. If the apparent winner's fee exceeds the Owners budget and if subsequent negotiations with the apparent winner are unsuccessful, the Owner reserves the right to negotiate with the next highest-scoring Candidate.
- Upon successful negotiation, the apparent winner will be responsible for submitting an draft agreement to be used for this project. The Owner and the Owner's legal council will review the agreement using the template provided and negotiate terms prior to commencement of work.
- After the final selection has been made, the Owner will provide a completed summary of scoring matrix and a decision memorandum to each of the RFQ/P candidates.

### **Owner Conditions**

The District reserves the right to:

- Issue additional addenda to this RFQ/RFP
- Reject any and all submittals at any time, including without limitation the right to reject any or all nonconforming, nonresponsive, unbalanced, or conditional, qualifications;
- Waive any irregularities, informalities, or omissions in submittals at any time;
- Reserve the right to re-advertise when it is in the best interest of the Owner;
- Terminate, suspend, or modify the solicitation process or any contract negotiations entered into pursuant to the process at any time.

The Owner is not responsible for cost incurred in preparation of this proposal. Proposals will not be returned and become the property of the Owner once submitted, which could be publically shared. By submitting a proposal all Candidates agree to the terms and conditions of this RFQ/P and the RFQ/P will become part of the awarded Candidates contract.

## 5.0 COMMUNICATION

ALL correspondence regarding this solicitation, including final responses to this solicitation, shall be directed via email (and not via phone) as follows:

To:

Jim Ketter, KPMC LLC, Owners Rep Project Manager  
[kpmc@mydurango.net](mailto:kpmc@mydurango.net)

Copy:

Peter Robinson, Owners Rep Project Lead  
[peter@rcd-eng.com](mailto:peter@rcd-eng.com)

Alex Carter, Superintendent, Montezuma-Cortez School District  
[acarter@cortez.k12.co.us](mailto:acarter@cortez.k12.co.us)

Jamie Haukeness, Director of Support Services  
<mailto:jhaukeness@cortez.k12.co.us>

All correspondence shall be routed with the subject line labeled:

"**MCHS New High School - Environmental Services RFQ/P – YOUR COMPANY NAME - TOPIC** (RFC, Proposal, etc)".

The District's website will be used to post all information related to this solicitation. The District website address is:

<http://www.cortez.k12.co.us>

Candidates should not rely on any other statements, either written or oral, that alter any specification or other term or condition of the RFQ/P during the open solicitation period. **Candidates should not contact any team members or any individual associated with the Owner or the Colorado Department of Education (CDE) regarding this RFQ or this project.**

## 6.0 SUBMITTAL REQUIREMENTS

By the stated RFQ/P Phase I Submittal deadline, deliver Sections 1-5 of the submittal (defined below) as follows:

1 electronic copy via email, plus...

4 original print copies to:

Alex Carter, Superintendent,  
Montezuma-Cortez School District RE-1 (Owner)  
400 N. Elm / PO Drawer R  
Cortez, CO 81321

Organize your RFQ/P response using the following outline. Please separate each section with dividers or tabs using the appropriate section labels.

Submittal responses are to be limited to no more than 50 pages (excluding financial statements). Organization and brevity will be appreciated.

Electronic submittals shall be limited to no more than 10MB per email. If necessary, submittals may be broken down into multiple packages at logical break points, with subject lines labeled accordingly. For example...

**"MCHS New High School - Environmental Services RFQ/P – YOUR COMPANY NAME - RFQ Response - 1 of 3".**

Submittal responses shall consist of the following sections:

## **SECTION 1 – LETTER OF INTEREST**

A maximum two page letter of interest that includes a synopsis of the firm, business principals, distinguishing characteristics, approach to completing this project, primary contact information, capacity to complete the project, and signed by the principal-in-charge.

Submittal Cover letter shall acknowledge receipt of all addenda. All Addenda will be posted on the District website. Applicants shall check the District website frequently for new addenda. The District will issue an addenda summary email to all firms that submit a Notice of Intent to submit by the required deadline.

## **SECTION 2 – EXPERIENCE AND QUALIFICATIONS**

Firms are requested to provide the following information to the District in response to this RFQ.

**Firm History:** Provide information about your firm including:

- Address and phone number of home and any branch offices.
- Contact person, direct phone, fax and email address.
- Average staff size for each of the last three years.
- Provide proof that you firm has been in business as an environmental/asbestos consulting firm in CO for a minimum of five (5) years.
- Names and responsibilities of key personnel within your organization.
- Insurance coverage/limits currently in force, policy renewal dates, and agent name and telephone number. Insurance Coverage at the time of award shall be provided in accordance with the State of Colorado Office of the State Architects (OSA) requirements. Provide a sample or specimen certificate of insurance showing the firm's current insurance limits.

- Describe any claims, lawsuits or legal settlements your firm has had during the past five years or which are currently pending.

**Project Team:** Describe: Provide your firm's project organization structure and responsibilities.

- Identify the individual who will be the main point of contact and the team responsible for providing services for the duration of the project. The District reserves the right to determine the acceptability of this individual.
- Provide a list of key personnel, their skills and qualifications, certifications, technical competence, AND experience on similar projects. Individuals possessing state of CO certifications for Asbestos Inspector, Management Planner, Project Designer and Air Monitoring Specialist shall be represented in the list of personnel.
- Provide resumes for all team members (including key consultants) to include experience, credentials/certifications, background and responsibilities.

**Relevant Project Experience:**

- Describe your firms past experience in relation to the requirements of the project. Provide examples of projects of similar size and scope that your team and/or team members have worked on. Indicate which team members collaborated on the projects. Provide project information and references for five (5) similar abatement projects completed in the past 5 years, including two (2) abatement projects that were conducted prior to demolition of the facility. Provide project information and references for most recent school capital demolition project. Project information shall include project name, location, description of abatement work, initial abatement bid amount and final abatement contract amount.
- References shall include individual point of contact, telephone number, and email address (if available).
- Provide sample documentations/report excerpts for use in evaluation of work product. Provide a copy of an example ACM/RBM survey and abatement design submittal similar in scope to this abatement/demolition.
- Identify any other unique challenges/approaches that you have experienced that will assist the Owner with a successful project.

### **SECTION 3 –PROJECT APPROACH**

Firm shall provide a detailed narrative describing their project approach in terms of how the Scope of Work (outlined below) will be achieved. Firms shall provide details with respect to process, communication and coordination, key milestones, meetings (number and location) responsibilities of other team members, quality assurance plan, delivery/storage plan, vendor relationships, competitive bidding process, cost-control methodologies, on-line/digital project management, and other essential information relevant to the Scope of Work. Firms shall clearly note any deviations to the Scope of Work provided below including supplemental services not listed and/or exclusions.

#### **SCOPE OF WORK:**

##### **Phase I: ASBESTOS AND REGULATED BUILDING MATERIALS SURVEY**

1. Review of Historical Records/Data – Review available AHERA Management Plan information and Construction Document record drawings to gain information about known or assumed ACM in the facilities.
2. Inspection of building spaces to correlate homogeneous areas for floors, ceilings and walls, thermal system

insulation, exterior suspect materials, and other miscellaneous materials to existing management plan and sampling information. Note: School will resume session on April 06, 2015 following spring break. All destructive testing shall be patched / repaired prior to April 06 to eliminate potential safety hazards.

3. Determination of material quantities from drawings in order to determine the minimum number of samples to be collected per CDPHE Regulation. Where available, previous asbestos survey information shall be reviewed and utilized. However, if it is not possible to determine the accurate location of material samples with negative results, additional samples shall be collected.

4. Determination of a bulk sampling plan and bulk sampling of suspect materials. All samples shall be collected by AHERA-accredited and Colorado-certified Asbestos Inspectors.

5. Laboratory analysis of bulk samples, by Polarized Light Microscopy, by a qualified NVLAP-accredited laboratory. For the purposes of this proposal, assume the analysis of up to 100 PLM samples and 20 Point Counts, on 3-5 day laboratory turn-around

6. Inventory of Regulated Building Materials (RBMs). The Inventory of RBMs may include, but are not limited to, cooling/refrigeration equipment (CFCs), fluorescent lamps (mercury vapor), fire suppression systems, light ballasts (PCBs), mechanical equipment, mercury gauges, thermometers and thermostats, high pressure sodium and metal halide lamps, rechargeable batteries and transformers, and gymnasium flooring..

7. Preparation of a written report to include a summary of ACM/RBM identified, abatement Recommendations, bulk sample data, laboratory reports, floor plan drawings, and personnel certifications. In addition, a budgetary Opinion of Cost and Schedule for abatement shall be provided with the report.

#### **Phase II: ABATEMENT PROJECT DESIGN, BIDDING, ADMINISTRATION, AIR MONITORING/CLEARANCE**

(to be performed after building investigation has been completed and the abatement scope defined.

1. Preparation of bidding documents for bidding to abatement contractors. Abatement documents will include specifications for removal, drawings detailing the limits of the work areas, and specific contract requirements for the performance of the abatement work.

2. Conduct a mandatory abatement pre-bid conference, generation of pre-bid conference meeting minutes, publish of all necessary project addenda, and review and evaluation of abatement contractor bids, including a recommendation for award.

3. Attendance at project meetings as needed for the coordination and planning of work activities prior to the start of abatement, including assistance in processing of any regulatory variances required. This includes attendance at weekly progress meetings.

4. On-sight staffing of a Project Technician/Air Monitoring Specialist during abatement work for daily air monitoring, technical assistance to the abatement contractor, observation of compliance with project documents and regulations, post-abatement visual inspections of the work areas, and final air clearance sample collection. Assume 25 days of AMS work (Weekday) and 5 days of AMS work (Weekend) for this proposal.

5. Laboratory analysis of air clearance samples, by a laboratory successfully participating in AIHA PAT Program, prior at the completion of abatement. Clearance samples will primarily be conducted through Phase Contrast Microscopy (PCM). For this project assume 6 clearances (30 TEM samples) on a 6 hour turn around will be

required.

6. A written closeout report for the work conducted including all project documentation generated by the consultant for oversight and air monitoring. These include daily logs, inspection forms, air monitoring field data, visual inspection forms, manifest tracking forms, and laboratory final reports. All project documentation from the abatement contractor shall also be included in the closeout report. The contractor information shall include but is not limited to permits, daily logs, containment sign in sheets, OSHA monitoring, MSDS information, and waste manifests. The closeout report will be bound and clearly identified for the project.

#### **SECTION 4 – SCHEDULE / CAPACITY**

It is expected that your firm has the current capabilities and capacity to complete the project by the date listed in the project schedule. Provide a detailed schedule, including milestones, from the notice to proceed date through post-occupancy services.

Based on your current workforce and staffing in addition to the number of projects your firm currently has under contract or in negotiation does your firm have the capacity to complete this project? What percentage of your firm is currently involved in other projects? Include information as to how the location of the project will impact your operating procedure.

#### **SECTION 5 – REFERENCES**

Provide a comprehensive list of **ALL** school projects completed or begun within the last 5 years, with contact information, along with a project description. Identify in the reference list which projects this team has performed collectively.

References should be provided for projects that you highlight under similar project experience and for projects that your key personnel/proposed project manager(s) have managed.

#### **SECTION 6 - FEE PROPOSAL**

Prepare a detailed fee proposal as outlined below. The fee proposal should be based on the Scope of Work provided above and the terms and conditions provided in the draft Agreement (See SECTION 7 below). Failure to provide a fee proposal which addresses each of the items listed below may result in disqualification from the RFQ/P process. Fees shall include ALL costs of work including items such as travel, printing, etc.

MCHS FFE Fee Proposal

Firm: \_\_\_\_\_

ACTIVITY	Estimated Fee
<b>Phase I - Asbestos/Regulated Building Material Survey</b>	
1. Field Investigation for ACM (Items 1-4)	\$
2. Laboratory, Bulk Sampling (Item 5)	\$
3. RBM Inventory (Item 6)	\$
4. Final Report (Item 7)	\$
5. Reimbursable Expenses	\$
SUB-TOTAL	\$
<b>Phase II - Abatement Project Design/Bidding, Administration, and Air Monitoring</b>	
1. Abatement Design/Bidding (Items 1-3)	\$
2. Air Monitoring (Item 4)	\$
3. Laboratory, Air Sampling (Item 5)	\$
4. Closeout Report (Item 6)	\$
5. Reimbursable Expenses	\$
SUB-TOTAL	\$
TOTAL	\$
For general information only, provide an estimated range for abatement costs. This is for Owner budgeting purposes only and is non-binding.	\$
Confirmation that the following are provided herein:	Confirmed (yes?)
All scope items from the original RFQ/P will be addressed;	
Any exclusions with explanations;	
Hourly rates for all personnel involved in the project;	
Back-up for estimated reimbursable expenses (estimated number of site visits anticipated to complete the work; mileage, meals, lodging, etc)	
Breakout of fees for any non-required scope proposed;	

## **SECTION 7 - AGREEMENT**

Firms shall provide a draft Agreement for consideration by the District. The District, at its discretion, may select an alternate Agreement as the basis for a contract for services. The Agreement does not count against the 50 page maximum number of pages. However, organization and brevity will be appreciated.

### **7.0 SELECTION CRITERIA**

The awarded firm will be selected based on firm history, work experience, experience of proposed personnel, competitive billing rates and cost proposal for a distinct portion of the work. The cost proposal will also be used to determine if the proposed cost is competitive and consistent with other proposals. The District will choose the most qualified and most capable firm to perform the work as outlined above and further defined in the table below. The firm providing the lowest cost proposal will not necessarily be the awarded firm.

<b>RFQ Selection Criteria</b>	<b>Max Point Possible</b>
Section 1: <b>Letter of Interest.</b> How complete and concise was the letter of interest and RFQ/P response? Was the RFQ/P well organized, with complete information responding to all of the submittal criteria?	10 points
Section 2: <b>Experience and Qualifications</b> Provided a comprehensive and insightful experience and qualifications package which highlighted key personnel, required qualifications, technical competence, sample documentation, in addition to other items as stated.	30 points
Section 3: <b>Project Approach / Scope of Services.</b> Candidate has affirmed each of the Owners requirements for this project and demonstrates a clear understanding of Owner's needs and clear direction toward completing scope of work. Candidate has provided a project approach appropriate for the project.	30 points
Section 4: <b>Schedule.</b> Ability to complete the tasks within the timeframe needed. Submitted complete & understandable schedule.	10 points
Section 5: <b>References.</b> Candidate has provided a comprehensive project list with contact information for projects completed over the last five years.	10 points
Section 6: <b>Fee Proposal/Billing Rates.</b> Estimated costs are appropriate for the scope of work Firm's billing rates are comparable to other firms providing similar services	10 points
<b>Total Points</b>	<b>100 points</b>

### **8.0 RFQ/P SUPPORTING MATERIAL**

**The following documents are posted on the District website and are provided for informational purposes in regard to the project:**

1. Existing School Floor Plans
2. Most recent AHERA Re- Inspection / Management Planner Report