



Facilities Planning and Construction
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www.tstc.edu

REQUEST FOR QUALIFICATIONS

For
Environmental Consultant Services For
Texas State Technical College – Waco, Texas

Proposal # RFQ 140109
Posted Date: 01/09/14

All forms must be completed and returned for consideration.

Deadline for Submittal: 1-23-14 at 2:00 PM Central Daylight Time

<u>Mail Qualifications to:</u> Texas State Technical College Procurement Services Attn: Melissa Warren, Director 3801 Campus Drive Waco, Texas 76705	<u>Hand Deliver Qualifications to:</u> Texas State Technical College Procurement Services Attn: Melissa Warren, Director Patterson Hall, 2 nd Floor 103 10 th Street (on-campus address) Waco, Texas 76705
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Please note that the on-campus address is located on the TSTC Waco campus. There is a similar address in the downtown area of the city of Waco, Texas.
All bids MUST be delivered to the address listed on the TSTC campus
by the time and date listed above.

Faxed Qualifications will not be accepted.
Emailed Qualifications will not be accepted.
Late Qualifications will not be accepted.

<u>Texas State Technical College</u> <u>Physical Plant:</u> Selby Holder, Director 254-867-3704 3801 Campus Drive Waco, Texas 76705	<u>Texas State Technical College</u> <u>Office of General Counsel:</u> Susan Shafer 254-867-2082 3801 Campus Drive Waco, Texas 76705
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1. Services Requested

Texas State Technical College – Waco, Texas (TSTC Waco) is accepting qualification statements from qualified environmental consulting firms for the purpose of entering into a contract to provide various environmental consulting services for the TSTC Waco campus.

2. General Campus

TSTC Waco is a two-year vocational and technical training institution on an approximately 2,200 acre campus. The campus is located approximately eight miles north of the central business district of the city of Waco, Texas. The Campus is east of Interstate Highway 35 in McLennan County, Texas.

The campus was formerly the James Connally Air Force Base. The campus building structures include 210 duplexes, and 429 single family housing dwellings. The campus and facilities were inherited by TSTC through a 1960 U. S. Air Force Base / State of Texas real estate property transfer. The Red River Apartments complex was added in 1980, consisting of 56 two bedroom dwelling units. The Village Oaks Apartments were constructed in 1993 on the TSTC campus.

3. RFQ Requirements

Interested firms will be required to comply with the terms conditions and specifications outlined in this Request for Qualifications. TSTC is seeking qualified consultants for services related to asbestos management, environmental assessment, mold assessment, lead inspections, environmental consulting, and other hazardous materials consulting. Qualifications include Texas Department of Health up-to-date licensing for consulting services and abatement services. Various services will address, but not be limited to the following TSTC property:

- 3.1 Airport property
- 3.2 Leased tracts
- 3.3 Easements of record
- 3.4 Roads
- 3.5 Instructional areas
- 3.6 Residential areas
- 3.7 Administrative and support facilities and areas
- 3.8 Golf course property
- 3.9 Farm property
- 3.10 Any miscellaneous property

4. Services to be Provided

The Environmental Consultant will provide services in connection with any type of environmental consulting services requested by TSTC. The work will consist of assisting TSTC in continuing its air quality regulatory compliance, monitoring, and permitting program (TAHPR, NESHAP, and AIHA). The consultant will perform services on a task order basis as directed by the Physical Plant Department. The consultant will use available codes, standards, and technology to provide the service standard level of professional care. These services may include but are not limited to:

- 4.1 Conduct environmental due diligence for real property transfers.
- 4.2 Air quality investigations to support air quality concerns from the campus community, lead inspections, asbestos inspections, environmental consulting;
- 4.3 Air quality modeling;
- 4.4 Regulatory interpretation and notification of changes; Prepare notification documentation and responses for initial study, public notice, Negative Declaration, and Environmental Impact Report;

- 4.5 Preparatory work as per Texas Department of State Health Services (TDSHS);
- 4.6 Installation of engineering controls, i.e. air and/or abatement monitoring;
- 4.7 Inventory potential sources of environmental agents that may contribute to Environmental problems;
- 4.8 Identify locations and sources of moisture or water damage;
- 4.9 Investigate and identify problems which may contribute to air quality problems;
- 4.10 Inspect identified areas to identify sources of airborne dusts, fibers, and allergies;
- 4.11 Prepare surveys and reports for asbestos-containing material (ACM), lead-based paint (LBP), and Polychlorinated Biphenyls (PCBs) identification and abatement;
- 4.12 Assist in the preparation of Environmental Management Plan, Asbestos Management Plan, and necessary updates; Assist in selection of contractors and sub-contractors to conduct environmental work;
- 4.13 Provide detailed project budget, detailed project cost estimates, detailed project schedules, etc, related to services provided;
- 4.14 Represent the University's interest in meetings with environmental regulatory agencies and others as needed;
- 4.15 Prepare drawings, reports, tables, back-up data;
- 4.16 Quality control procedures; Oversee field remedial clean-up activities; Service Provider shall minimize disturbances to the users of the premises;
- 4.17 Comprehensive compliance reviews
- 4.18 Work with independent architectural and engineering firms as directed by the Physical Plant Project Manager;
- 4.19 Design reviews, construction observation, or consultation;
- 4.20 Final abatement inspections and final clearance sampling as appropriate for Texas Department of State Health Services.

As a part of the services to be provided, respondents are expected to have a working knowledge of Federal, State and Local Codes and have professional registration and/or certification in Texas.

5. Minimum Qualifications Criteria

The following minimum qualifications are required:

- 5.1 Texas resident.
- 5.2 Five years of experience as a firm or business performing environmental consulting services
- 5.3 Five similar projects or consulting services contracts
- 5.4 Licensure: Individual Asbestos Consultant - Verify evidence of current licensing as an individual asbestos consultant as per the Texas Department of State Health requirements in TAC Title 25, Part 1, Chapter 295, Rule 295.47(e). Consultant shall be certified by **American Industrial Hygiene Association (AIHA)** and comply with the standards and guidelines of the Texas Asbestos Health Protection Rules (TAHPR) and the national Emissions Standards for Hazardous Air Pollutants (NESHAP).
- 5.5 Demonstrate knowledge of current and proposed regulations, policies, and procedures impacting college and university campuses.
- 5.6 The firm must show cost management capabilities; ability to produce high quality reports and other documents as per submission requirements.

6. REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

6.1 STATEMENT OF INTEREST

- 6.1.1 Provide a statement of interest for the project including a narrative describing the prime firm's unique qualifications.
- 6.1.2 Provide a history and important statistics about the prime firm.
- 6.1.3 Provide a statement about the availability and commitment of the prime firm and its principal(s) and key members to undertake the project.

6.2 FIRM

- 6.2.1 Licensure: Individual Asbestos Consultant - Verify evidence of current licensing as an individual asbestos consultant as per the Texas Department of Health requirements in TAC Title 25, Part 1, Chapter 295, Rule 295.47(e). Consultant shall be certified by **American Industrial Hygiene Association (AIHA)** and comply with the standards and guidelines of the Texas Asbestos Health Protection Rules (TAHPR) and the national Emissions Standards for Hazardous Air Pollutants (NESHAP).
- 6.2.2 Demonstrate knowledge of current and proposed regulations, policies, and procedures impacting university campuses.
- 6.2.3 The prime firm must show cost management capabilities; ability to produce high quality reports and other documents.

6.3 PROJECT TEAM

- 6.3.1 Provide an organizational chart showing the roles of the prime firm and each consultant firm or individual.
- 6.3.2 For each consultant firm or individual that the prime firm proposes (if applicable):
 - Identify the consultant and provide a brief history about the consultant.
 - Describe the consultant's proposed role in the project and its related project experience.
 - List a project that the prime firm and the consultant have worked together on during the last five years.
 - Provide a statement of the consultant's availability for the project.
 - Provide resumes giving the experience and expertise of principals and key members for the consultant who will be assigned to the project.

6.4 REPRESENTATIVE PROJECTS

List a maximum of five projects for which the prime firm provided or is providing IAQ services which are most related to this project. List the projects in priority order, with the most related project listed first. Provide the following information for each project listed:

- Project name and location.
- Project owner including contact.
- Project construction/abatement cost and whether bid or negotiated if a contract was awarded was within or above Construction Cost Limitation established by the owner at preliminary plan stage.
- Project size in gross square feet.

- Dates for planning and construction/abatement of the project including the date the construction/abatement was substantially complete or is scheduled to be substantially complete.
- Description of prime firm's contracted responsibility for the project (prime professional, joint venture, or consultant).
- Description of services prime firm provided for the project.
- Project description.
- Project manager (individual responsible to the client for the overall success of the project).
- Project architect if applicable (individual responsible for coordinating the day-to-day work)
- Project designer if applicable (individual responsible for design concepts)
- Names of consultant firms and their areas of expertise
- Description of how this project is similar and why the services provided are relevant to this project.

6.5 REFERENCES:

Provide references for any three of the projects listed in response to Part Four.

The references shall include:

- Owner's name, owner's representative who served as the day-to-day liaison during planning, design and construction of the project, and the owner representative's telephone number.
- Construction contractor's firm name, contractor's representative who served as the day-to-day project liaison, and the contractor representative's telephone number.

6.6 BEST PRACTICES

- 6.6.1 Describe the project team's experience in improved indoor air quality.
- 6.6.2 Describe the prime firm's quality assurance program explaining the methods used and how the firm maintains quality control during the construction/abatement phases of a project. Provide specific examples of how these techniques or procedures were used for any three projects listed in response to Part Two.

6.7 PROBLEM RESOLUTION

- 6.7.1 Describe any administrative and/or physical challenges the prime firm anticipates in providing services for TSTC's projects and the prime firm's philosophy for resolution.
- 6.7.2 For any three projects listed in response to Part Four and completed within the last five years, describe any conflicts with the Owner, the Construction Contractor, or the Subcontractors, and describe the methods the prime firm used to resolve those conflicts.
- 6.7.3 Describe the prime firm's past performance on projects for TSTC within the last five years. If the prime firm has not previously provided services for TSTC, then identify and describe the prime firm's past performance on projects for the largest institution of higher education for which it has provided services within the last five years.

6.8 HISTORICALLY UNDERUTILIZED BUSINESSES

TSTC endeavors to promote full and equal opportunity for businesses to supply TSTC with goods and/or Services that are necessary to support TSTC's educational mission. In this regard, TSTC commits to select Proposers in accordance with (i) needs, (ii) resources, (iii) HUB goals and guidelines established by the Texas Legislature and the Texas Building and Procurement Commission, and (iv) policies and procedures for contracting with Historically Underutilized Businesses. As such, a HUB Subcontracting Plan must be included in this submittal of Qualifications. See the attached Exhibit, HUB Subcontracting Plan.

6.9 ADDITIONAL INFORMATION:

Provide any additional information that the prime firm believes may better describe its qualifications and/or be of benefit to the University including any past work history with Texas State Technical College.

6.10 SIGNATURE PAGE

Include one page with the printed name(s), title(s) and signature(s) of an authorized representative(s) of the business, authorizing and verifying the Qualifications and the HUB Subcontractor Plan included in the Qualifications.

7. Submission Format

Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.

- 7.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings. DO NOT USE METAL-RING HARD COVER BINDERS.
- 7.2 Additional attachments shall NOT be included with the Qualifications.
- 7.3 Submittals shall include a "Table of Contents" and give page numbers for each part of the Qualifications.
- 7.4 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Respondent is not required to number the pages of the cover, table of contents, dividers, or the HUB Subcontracting Plan.

8. Submission Conditions

Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed.

- 8.1 Incomplete Qualifications will be considered non-responsive and subject to rejection.
- 8.2 Qualifications and any other information submitted by respondents in response to this RFQ shall become the property of the Owner.

- 8.3 The Owner will not compensate respondents for any expenses incurred in Qualifications preparation or for any presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit Qualifications at their own risk and expense.
- 8.4 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ Submission Requirements, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 8.5 The Owner makes no representations of any kind that an award will be made as a result of this RFQ, or subsequent RFQ, or subsequent Task Orders. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 8.6 Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Qualifications.
- 8.7 **Right to Modify, Rescind, or Revoke RFQ** -- TSTC reserves the rights to modify, rescind, or revoke this RFQ, in whole or in part, at any time prior to the date on which the authorized representative of TSTC executes a Contract with the Selected Proposer.
- 8.8 **Binding Effect of Qualifications** -- Unless otherwise agreed in writing, signed by an authorized agent of TSTC, each Proposer agrees to and shall be bound by the information and documentation provided with the Qualifications.
- 8.9 **Signature, Certification of Consultant** -- The Qualifications Statement must be signed and dated by a representative of the Consultant who is authorized to bind the Consultant to the terms and conditions contained in this RFQ and to compliance with the information submitted in the Qualifications. Each Consultant submitting Qualifications certifies to both (a) the completeness, veracity, and accuracy of the information provided in the Qualifications and (b) the authority of the individual whose signature appears on the Qualifications to bind the Consultant to the terms and conditions set forth in this RFQ. Qualifications submitted without the required signature shall be automatically disqualified. See attached Exhibit, Signature Page.
- 8.10 **Risk of Loss, Damage, Delay** -- Proposer acknowledges and agrees to release and hold harmless the TSTC System, its campus components, Board of Regents, officers, employees, agents, and personnel, from and against any and all claims, liability, damages, and costs, including court costs and attorneys' fees, arising out of or pursuant to delivery of the Qualifications or failure to deliver the Qualifications to the Purchasing Office at TSTC, as designated in this RFQ.
- 8.11 **Use, Disclosure of Information** -- Proposer acknowledges that TSTC is an agency of the State of Texas, and is therefore required to comply with the Texas Public Information Act, Tex. Government Code Ch. 552. If a Qualifications Statement includes proprietary data, trade secrets, or information the Consultant wishes to except from public disclosure, then the Consultant must specifically label such data, secrets, or information as follows: **"PRIVILEGED AND CONFIDENTIAL -- PROPRIETARY INFORMATION."** To the extent permitted by law, information labeled by the Proposer as proprietary will be used by TSTC only for purposes related to or arising out of the (a) evaluation of Qualification Statements, (b) selection of a Consultant pursuant to the RFQ process, and (c) negotiation and execution of a Contract, if any, with the Consultant selected.
- 8.12 **Public Disclosure** -- All information, documentation, and other materials submitted in response to this solicitation are considered and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) after the solicitation is completed.

Please contact Jerry Sorrells by email at Jerry.Sorrells@systems.tstc.edu for requests.

- 8.13 **Compliance with Applicable Laws, Regulations, Ordinances, Board of Regents Policies, University Policies and Procedures** -- By submitting a Qualifications Statement, the Consultant agrees to and shall comply with all applicable local, state and federal laws and regulations, as well as with all applicable policies and procedures of the Texas State Technical College System. System policies and procedures may be accessed at the following Internet address: <http://www.tstc.edu>
- 8.14 **Safety** -- Consultant must comply with all applicable safety regulations, including but not limited to, the TSTC Waco, College Operating Procedure (9.16) Contractor Safety. The "COP" may be downloaded or viewed at this electronic link: <http://iam.tstc.edu/users/cop/COP9.16-01-13-03.pdf>
- 8.15 **Request for Electronic Copy** -- A Proposer may request an electronic copy of the RFQ pursuant to a written request sent to the Procurement Office at the address listed above.
- 8.16 **Request for Clarification by TSTC** -- TSTC reserves the right to request clarification of any information contained in a Qualifications Statement.
- 8.17 **Contract Award** -- A response to the solicitation is an offer to contract with Texas State Technical College based on the terms and conditions contained therein. RFQ's do not become contracts and are not binding until a written contract, signed by authorized College administrator and authorized personnel of the awarded vendor pursuant to this RFQ.
- 8.18 **Submitted Responsive Documents** -- The RFQ and submitted responsive documents, or portions of each, and at the College's sole discretion, may become incorporated by reference and a part of the written contract and will be binding on both the College and the Proposer after execution of the contract by both parties.
- 8.19 **Taxes** -- TSTC is tax exempt as a governmental subdivision of the State of Texas under Texas Tax Code Section 151.
- 8.20 **Ethics Conduct** -- Any direct, or indirect, actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in TSTC orders and contracts.
- 8.21 **Sexual Offender Search** -- TSTC recognizes that some sexual offenders have completed their court ordered sentencing and punishment. TSTC also recognizes that some sexual offenders, after having served their sentence, are considered to not be a threat to society, and the State of Texas has approved them to work in Higher Educational environments. The Respondent ensures that it and all of its subcontractors and assigns that will be on TSTC property have been searched on the Texas Public Sex Offender Registry. The Consultant also ensures that any employees or assigns that are on the Texas Public Sex Offender Registry or any other state or federal sexual offender registry are in compliance with federal laws and the laws of the State of Texas regarding sexual offenders. The Texas Public Sex Offender Registry website is: <https://records.txdps.state.tx.us/SexOffender>. The National Sex Offender Public Website is: <http://www.nsopw.gov/>. Any employees, subcontractors, or assigns that are shown on the website must be documented in the Qualifications. Include explanation and verification of any employees, assigns or subcontractors that appear on the sexual offender lists that have met the requirements of the State of Texas to work on the property of higher education facilities.

9. Selection

- 9.1 TSTC shall select the most qualified company based on the information contained in the proposal including references, based on a two-step process. Submissions will be reviewed and ranked and a short list of companies will be established to interview. After the

interviews, a selection will be made based on the combined scores of qualifications and the interview. If TSTC Waco is unable to reach a contract agreement with the selected company, TSTC Waco shall terminate further discussions and proceed to the next company in the order of selection ranking until a contract agreement is reached or all proposals are rejected.

The evaluation committee will evaluate and score each submittal based on the following criteria:

<u>Criteria</u>	<u>Weight</u>
<u>Scheduling and Management approach</u>	<u>20%</u>
<u>Quality of work on previous projects</u>	<u>15%</u>
<u>Relevant experience with TSTC Waco/Campus</u>	<u>15%</u>
<u>Key personnel relevant experience</u>	<u>20%</u>
<u>Schedule experience and compliance</u>	<u>10%</u>
<u>References</u>	<u>20%</u>

10. Documents Attached to this RFQ

Documents included in this RFQ that pertain to making a Qualifications Statement for this RFQ are listed as follows:

- 10.1 Agreement between Owner and Consultant (Only filled out in the event of contract award)
- 10.2 HUB Policy
- 10.3 HUB Subcontracting Plan Worksheet