

## Request for Qualifications (RFQ)

### REGULATED and HAZARDOUS MATERIALS PROFESSIONAL SERVICES

**Submittal Deadline: December 21, 2020**

The University of Washington, through UW Facilities (UWF) is soliciting Statements of Qualifications (SOQ) from experienced and certified regulated and hazardous materials firms to provide “on-call” (or “as-needed”) services for surveys, abatement, remediation and mitigation design, air and exposure monitoring, environmental and safety compliance audits, construction oversight and other related consulting services for a variety of construction projects.

#### **RFQ Coordination**

This RFQ is being facilitated by UWF Procurement & Sourcing. General questions and process clarifications can be addressed through the general email at [uwfbuy@uw.edu](mailto:uwfbuy@uw.edu).

#### **Master Agreement**

UWF intends to select more than one firm to enter into a Master Agreement. The Agreement will have no guaranteed contract amount. As specific needs arise, the parties will negotiate a specific scope of work and fee then formalize a work agreement through a *Work Authorization Form*. Work authorizations under each Master Agreement must be executed prior to the expiration of the Master Agreement using a form provided by UWF.

The initial term of the Master Agreement will be for three (3) years with an option to extend the Agreement by amendment for an additional two (2) year period of service (for a maximum of 5 years). Hourly rates established submitted will remain in effect through the first year of the Master Agreement. Selected consultants may request a rates renegotiation at the end of term. Adjusted rates, if accepted, shall be authorized by an amendment to the Master Agreement.

#### **Scope of Services**

Awarded consultants may be asked to perform the follow services include, but are not limited to:

- Surveys for asbestos, heavy metals e.g., lead, mold, PCBs and other building regulated materials, includes sampling and analysis by certified laboratory;
- Abatement design, remediation, removal, or similar design (e.g., AHERA);
- Cost estimating for abatement/remediation;
- Review of contractor submittals and cost estimates;
- Project Safety Observations, onsite walk-throughs, and assessments
- Onsite abatement/remediation observation including air monitoring and exposure and obtaining laboratory results;
- Inspections and audits of general and subcontractors compliance with facility remediation and demolition related to regulated building materials summary of work in accordance with applicable laws for regulated building materials in construction and general industry. Reports may be requested by Owner.

- Recommendations regarding the handling and disposal of waste (regulated and non-regulated);
- Chemical safety, handling, and disposal;
- General Bioremediation Contamination; including animal habitats
- Review and/or development of Health and Safety Plans; identifying type, extent and location of hazardous materials at each building
- Project Health and Safety Plans, including COVID-19 Prevention Plan
- Emergency planning and response; establish 24-hour (emergency) contact information with UWF for major projects.

The selected firms will work under the direction of UWF and will work closely with other University of Washington organizations, such as Environmental Health and Safety.

### **Minimum Qualifications (pass/fail)**

To be considered, each firm must have a minimum of five (5) years experienced, licensed and certified in the State of Washington and Seattle as a business in industrial hygiene. Also, each firm will need to be insured and bonded for a standard level of care for the type of work to be provided.

Employees of the firm shall have certifications and training in **all** of the following categories:

- Certified Industrial Hygienists (CIH);
- Asbestos (AHERA Building Inspectors, AHERA Project Designers, AHERA Management Planner)
- Lead Work (EPA);
- Certified Asbestos Supervisors;
- Lead Risk Assessors;
- 40-Hour HAZWOPER

Consultants that do not meet the minimum qualifications will not move forward in the selection process. Firms may address sub-consultants or partners that are hired to meet these requirements and UWF will consider those partners as part of the submission and meeting minimum qualifications.

*Please place copies of all certifications and evidence of meeting the minimum qualifications in an Appendix.*

### **Submittal Requirements and Evaluation Criteria**

The SOQ must include, and will be evaluated based on, the following criteria. Each firm's SOQ must include an index and be organized by discrete sections corresponding to the criteria and in the same order as below.

#### **1) Letter of Interest (Pass/Fail) (2 page maximum)**

Each firm shall provide a cover letter, on company letterhead, expressing interest, including:

- A. A summary of your firm's qualifications and experience with the Scope of Services
- B. Acknowledge that you have reviewed any addenda issued to the RFQ, as posted on the University's website.
- C. Outline the size of your firm and discuss your firm's general capability of managing one or more projects of this type, simultaneously, on an "on-call" basis.
- D. If you have multiple offices, identify the office that will manage and administer the projects.
- E. The name and contact information of the individual in your firm that the University should contact regarding questions about your SOQ and scheduling a potential interview. The contact information

should include the following: name of individual, title, firm name, contact title, address (city, state, zip code), telephone number, and e-mail address.

F. Acceptance/acknowledgement of UWF Terms and Conditions

Acceptance of the UW Term and Conditions: The University intends to utilize a *Master Agreement for Regulated Building Materials Professional Services* for this work (a sample form of which is attached). Each firm must affirm in their letter of interest that the terms and conditions of this agreement are acceptable, or if the firm takes exception to any of the proposed language in the agreement. UWF makes no commitment that it will modify any of the terms of the standard agreement based on the firm's suggestions but seek your acknowledgement.

**2) Relevant Experience and Past Performance of the Firm (30 points)**

Please discuss your firm's expertise and experience in providing:

A. "on-call" or "as-needed" consulting services

Please include two (2) examples of contracts where your firm was awarded "on-call" contract(s). Please list the client, scope of services, duration of the contract, deliverables and/or performance requirements. Specify your average response time for testing, hazmat incident response, and any typical services.

B. Consulting services similar to the Scope of Services

- i. Please discuss your firm's experience and subject matter expertise with elements of the Scope of Services, be sure to cover your subject matter expertise(s) and full-range of capabilities. The University is interested in having a variety of specialists available, highlight those services that distinguish you from your competitors.
- ii. Please include three (3) examples of contracts you have held that you believe best represents your experience as it relates to our Scope of Services. Please list the client, scope of services, duration of the contract, deliverables and/or performance requirements.

UWF would like to have at least three (3) separate examples to review, at the same time appreciate brevity. If you believe you have contracts that cover both parts of criteria 2 and are less than five total, please feel free to submit the most relevant. UWF would also like to see examples other than the University and would appreciate submissions that speak to work on other campuses, with other clients, etc.

**3) Team and Staff Experience (25 points)**

- A. Please provide a general overview of your firm's employees and their relative experience. How many employees and their general roles and responsibilities. Provide an organizational chart with titles, roles, certifications and functions.
- B. With the Scope of Services in mind, and your past experience, please present the team you will most likely assign to support UWF if awarded a master agreement.
- C. Include resumes of key personnel, including an account manager or point of contact, at least two (2) project managers who will be directly responsible for the oversight and execution of any work that may be assigned, and at least three (3) technician-level staff, as well as any office support. Propose at least one licensed industrial hygienist to be continuously assigned to the UW and other technically qualified personnel (WAC 296-62 and WAC 296-155).

*Resumes should be provided in an Appendix to the SOQ and each should be no more than 2 pages.*

**4) Approach to Services (20 points)**

- A. Using the scenario/hypothetical of a remodel project of two floors of a health sciences facility, which includes lab space and classrooms in a 1960s era building, describe your approach to Services. A General Contractor will be hired to complete the renovation.

At a minimum, please address the following:

- i. How will you staff the project? Name the roles and responsibilities. Discuss how you will create availability for the Key Personnel you have listed in the last criteria. Why?
  - ii. What tasks will you propose to complete? Why?
  - iii. How will you advise UWF in interactions with the general contractor?
  - iv. What deliverables would you produce?
  - v. What general advice would you give UWF?
- B. General discussion on approach to services. How do you typically approach services such as this? What do you find to be key to customer service and customer satisfaction? Discuss your current contract/client portfolio and, if awarded, how you will ensure that the UW will fit within your current workload? How will you ensure that our calls and project needs will fit within our project time lines?

**5) References (5 points)**

Please provide three (3) references for similar/relevant work completed by your firm. References should be selected from projects for colleges/universities, school districts, public agencies, or other comparable clients discussed in your SOQ. Cited references should include project name, reference name, title, project role, and current contact telephone number. Refer to the Selection Process section of this RFQ for information about how reference checks will be used in the evaluation process. *UWF would prefer to see references other than the University.*

*Please have reference limit to two (2) pages and place in the Appendix.*

In the event that information obtained from the reference checks reveals concerns about the firm's past performance or their ability to successfully perform the work of the Master Agreement to be executed, the University may, at its sole discretion, may rank your firm lower and may not to move forward in the selection process. In conducting reference checks, the University may include itself as a reference if the firm has performed work for UWF, even if the firm did not identify the University as a reference. Likewise, UWF reserves the right to check references for the firm from other owners and designers even if they were not identified by the firm as references in the Statement of Qualifications submitted.

**6) Safety and Environment (20 points)**

Safety and protecting the campus is critical. It is expected that every consultant and service provider also is aware of the UW safety and environmental management requirements and helps to ensure the highest standards not only in their work, but in the services to be provided and support our construction projects.

- A. Please discuss your approach to oversight and support to prime contractors in the safety environments. What services do you find most effective in helping UWF and our projects be successful in this space?
- B. Describe your environmental management program.

- C. Provide details and supporting data on your safety program, quality control procedures, and safety records.

**7) Business Equity Inclusion (10 points)**

It is part of UW's core mission to create opportunities and include diverse businesses in all contracts and projects. As such, we expect all of our partners to also maximize inclusion to the practical extent possible.

- A. Please discuss any scopes within the Scope of Services under which your firm would typically use another business (e.g. testing labs, supplies, etc.). Please include names and opportunities that you that you have leveraged in the past, or that you see as an opportunity moving forward.
- B. In the example contracts discussed in Criteria 2, if there were any sub consultants used to provide services, or support your work, please identify and discuss if you see those opportunities as a possible inclusion strategy.

Please note that the UW's business diversity and equity inclusion programs are focused on second-tier, indirect spend. We would like to understand if you, yourself, identify as a diverse firm but our program and deliverables will focus on sub-consultants, service providers, and supplies, etc.

**Weighting and Scoring**

The SOQ will be evaluated based on the following points for each evaluation criterion:

	<b>SOQ Evaluation Criteria</b>	<b>Weighting (Maximum Points)</b>
1	Letter of Interest Acceptance of UWF Terms	Pass/Fail
2	Minimum Qualifications	Pass/Fail
3	Experience and Past Performance	30
4	Staff Experience	25
5	Approach to Services	20
6	References	5
7	Safety	20
8	Business Equity	10
	<b>Total Points</b>	<b>100</b>

**Submittal Requirements**

Respondents are asked to submit one (1) PDF/electronic format of the Statement of Qualifications containing the above-listed information to [uwfbuy@uw.edu](mailto:uwfbuy@uw.edu) no later than the submittal deadline stated on the first page of this RFQ, or as modified by any subsequent addenda. **Submittals should not exceed ten (10) double-sided pages (20 pages total), excluding title pages, dividers, resumes, organization charts, and/or exhibits placed in an Appendix.**

Consultants are responsible for ensuring receipt of the SOQ to UWF by the deadline stated above, and should take into account delays or technical issues that may occur when using electronic submissions. Submittals received after the deadline will not be considered.

UW Facilities  
 Attention: UWF Procurement & Sourcing  
[uwfbuy@uw.edu](mailto:uwfbuy@uw.edu)

Any addenda issued for this RFQ will be published at the following website address:  
<https://facilities.uw.edu/projects/business-opportunities/solicitations>. Consultants are responsible for checking the website for any addenda prior to submission of qualifications. If you are unable to download the addenda, you may contact the individual noted at the end of this RFQ.

### Selection Process

The SOQs will be reviewed by an evaluation committee and the highest scored firms may be invited to an interview. Interview questions, dates, times and suggested attendees will be send via email. The initial thinking is that firm(s) will be evaluated in the interview based on the following points for each interview evaluation criterion listed below:

	<b>Interview Evaluation Criteria</b>	<b>Weighting (Maximum Points)</b>
1	<u>Overall Approach and Level of Service:</u> Firm's understanding of, and approach to, the Scopes of Services needed, including commitments to UW needs and response times.	TBD
2	<u>Communication:</u> Effectiveness of communication between team members and the interview committee, and approach to communication with project participants during projects and evidence of supporting both the success of the project, contractor and the UW as a whole.	TBD
3	<u>Response to Interview Questions (to be provided):</u> Clarity of expression and thoroughness in firm's presentation, and in providing insightful answers to questions asked by the interview committee. Quality of questions asked by the firm.	TBD
4	<u>Business Equity:</u> Ideas and commitment to strategies to create opportunities for diverse businesses within the Scope of Services	10
	<b>Total Points:</b>	<b>100</b>

The highest scored firms based on the *total accumulative* points from the SOQs and interviews, will be invited to enter into negotiations with UWF.

### Anticipated Consultant Selection Schedule

Issue Request for Qualifications

November 30, 2020

Deadline for Questions

December 14, 2020

Responses to Questions	December 18, 2020
Statements of Qualifications due	December 21, 2020
Selection and notification of firms to possibly be interviewed	Week of January 11, 2021
Possible Interviews of selected firms	Week of January 18, 2021
Announcement of highest-scoring firms(s)	Monday, January 25, 2021
Execute Master Term Agreement	Friday, January 29, 2021

**Business Equity Enterprise Inclusion**

The University of Washington is committed to providing the maximum practicable opportunity for participation in contracting by all diverse Business Equity Enterprises (BEE).

UWF has determined that a goal of 5% inclusion of BEEs is practicable and attainable for this contract. No minimum level of BEE participation shall be required as a condition for receiving an award. Prior to the execution of the standard agreement(s) for this project, UWF and the selected firm(s) shall agree on an *aspirational* BEE goal.

UWF recognizes the following as BEEs:

Certified Business Enterprises (CBE): Any business certified with:

- Greater Seattle Business Association
- Office of Minority and Women’s Business Enterprises
- The Northwest Minority Supplier Development Council
- Women’s Business Enterprise Council

Lesbian/Gay/Bisexual/Transgender Business Enterprise (LGBTE): More than 50% owned and controlled by at least one person who is a member of the LGBTQIAP community.

Minority Business Enterprise (MBE): More than 50% owned and controlled by at least one person who is a member of one or more of the following minority groups:

- Asian Pacific American
- Black American
- Hispanic American
- Native American
- Subcontinent Asian American

Small Business Enterprise (SBE): A sole proprietorship, corporation, partnership, or other legal entity that:

- Can attest that it is owned and operated independently from all other businesses and,
- Conforms to the U.S. Small Business Administration Size Standards of the North American Industry Classification System (NAICS) Codes in which it is to be engaged at the UW; or
- Is certified with the OMWBE

Veteran’s Business Enterprise (VBE): Certified with the Washington State Department of Veteran’s Affairs

Women's Business Enterprise (WBE): More than 50% owned and controlled by one or more women.

Minority Women Business Enterprise (MWBE): More than 50% owned and controlled by a minority women.  
(See MBE for minority categories)

**Appeals**

Those that wish to appeal, or takes issue with, this request, process, or subsequent contract, may submit their written protest to the RFP Coordinator for consideration within three (3) business days of any determination by UWF. All protests/appeals will be reviewed and resolved prior to any Award being issued. Protests should contain facts that evidence discrimination, unfairness, impropriety, or similar and how the firm has, or will be harmed. All internal evaluation documents and submissions will be reviewed by the UWF Chief Operations Officer, with any protest.

Within seven (7) business days of receipt of a protest, the Chief Operations Officer will make a determination as to accept the appeal and change previous determinations made by the selection committee, or to uphold. Determinations made by Chief Operations Officer shall be final and will exhaust administrative remedies in this matter.

**Questions**

All questions regarding this RFQ should be emailed to UW - Facilities Procurement & Sourcing at [uwfbuy@uw.edu](mailto:uwfbuy@uw.edu).

**Attachments**

1. Sample: Master Agreement for Professional Services

Publication date(s) in the *Seattle Daily Journal of Commerce*: December 2, 2020

**-END OF REQUEST-**