



WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (WCRA)

REQUEST FOR PRICE QUOTATION FOR ASBESTOS CONSULTANT

Scope of Services:

1. Provide a comprehensive asbestos survey report in connection with the rehabilitation of ten (10) single-family residential properties in PDF format via email to tshutt@pbcgov.org, within ten (10) calendar days of receiving the order from the Agency, with a signed original and one (1) hard copy to follow by U.S. Mail, within fifteen (15) days of receiving the order from the Agency.
2. Report must meet the Asbestos Hazard Emergency Response Act (AHERA) guidelines and must be approved by Palm Beach County Department of Housing and Community Development. The survey and report must include the following:
 - a. Analysis of asbestos containing building materials containing less than 1% asbestos;
 - b. Point counting for all asbestos containing building materials above 1% asbestos;
 - b. Samples of vinyl floor tile indicating asbestos is not detected must be confirmed by transmission electron microscopy (TEM);
 - c. Joint compound analyzed as a separate layer;
 - d. Roofing material shall be sampled; and,
 - e. Analysis must be performed by a National Voluntary Laboratory Accreditation Program (NVLAP) accredited laboratory.
3. Provide alternative price quote for preparing design specification for the removal of asbestos containing materials from the properties listed in the asbestos survey report referenced in Items 1 and 2. The abatement is for pre-rehabilitation or pre-demolition of the affected building components and will include pre- and post- job submittals, two (2) revisions to the specification, and final clearance requirements. The specifications and abatement will be designed in accordance with all federal, state, and local laws and regulations.
4. Provide alternative price quote for asbestos abatement oversight including technical support, assistance in bidding, pre- and post-abatement meetings and job submittals, daily inspections supervision, and additional analysis.

Additional guidance regarding the survey requirements is attached

Minimum Qualifications:

1. Minimum qualifications include current licensure by the State of Florida as a Florida Licensed Asbestos Consultant (FLAC) for a minimum of three (3) years. Must provide proof of licensure with submission.
2. Proof that laboratory to be used by the firm has accreditation in good standing by NVLAP.
3. Documented experience from the last three (3) years with the performance of HHERA compliant asbestos surveys through staff and/or firm resumes.
4. Three (3) verifiable references from the last three (3) years.



Award Criteria:

Primary and Secondary Designation

This contract for services will be awarded based solely on price, assuming all threshold criteria are met by the respondent and the submission includes all required attachments. The WCRA reserves the right to make multiple awards for this solicitation. In the event that this right is exercised, the lowest responsive, responsible bidder shall be designated primary awardee and the next lowest responsive, responsible bidder shall be designated secondary awardee. The primary awardee shall be given the first opportunity to perform. The secondary awardee shall be contacted **only** after primary awardee has refused to perform. The primary awardee is expected to perform all work offered to them, unless they are unable to perform it for lack of resources or technical ability. The primary awardee may be found in default of the contract if it declines more than 20% of the offered work, or if it establishes a pattern of accepting only the more desirable work and declining the less desirable work.

Assignment of Weight Factors to Price Quotes

Evaluation of price quotes will be subject to weight factors in order to determine the successful respondent. The following weight factors are only used for the evaluation of quotes and not for compensation purposes:

Single-family homes	95%
2-4 unit properties	5%

Submission Requirements:

1. All responses must be submitted on the provided "Price Quotation Response Form". Bid responses on vendor letterhead/quotation forms shall not be accepted. Responses must be typewritten or printed in ink, and must be signed in ink by an agent of the company having authority to bind the company or firm. **FAILURE TO SIGN THE BID RESPONSE FORM AT THE INDICATED PLACES SHALL BE CAUSE FOR REJECTION OF THE BID.** *Responses that have a qualification for any price or additional items added will be deemed non-responsive.*
2. Completed forms for the following federal requirements:
 - a. Noncollusion Affidavit of Primary Bidder;
 - b. Anti-kickback Affidavit;
 - c. Certification of Nonsegregated Facilities; and,
 - d. Certification of Eligibility of Contractor.
3. Proof of proper licensing by the State of Florida as a FLAC for all potentially assigned staff.
4. Proof of accreditation being in good standing with NVLAP for the laboratory to be used to analyze all samples taken under the contract.
5. Resumes for all potentially assigned staff documenting experience with the provision of AHERA compliant asbestos surveys during the last three (3) years.
6. Three (3) verifiable references from the last three (3) years; and,
7. Proof of General, Professional, and Commercial Liability and Automobile Insurances.



Time Schedule:

WCRA will use the following timelines, which will result in the selection of an asbestos consultant. Dates subject to change if necessary.

RFQ Distribution/Posting	July 3, 2011
RFQ Submission Deadline	July 18, 2011, 3:00 p.m. (EST)

Cancellation/Termination:

1. Any response may be withdrawn prior to the date and time the proposals are due. Any response not withdrawn shall constitute an irrevocable offer, for a period of 90 calendar days.
2. WCRA reserves the right to terminate any contract resulting from this invitation at any time and for any reason, upon giving five (5) calendar days prior written notice to the Consultant. If said contract should be terminated for convenience as provided herein, the Agency shall be relieved of all obligations under said contract. WCRA shall only be required to pay to the Consultant that amount of the contract actually performed to the effective date of termination.

Methods of Submission:

All responses must be submitted in accordance with the Submission Requirements listed on page 3. Responses to this solicitation can be mailed, couriered, or hand delivered by July 18, 2011, 3:00 p.m. (EST) to:

Westgate/Belvedere Homes Community Redevelopment Agency
Attn: Thuy Shutt, Assistant Director
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409

If a response is submitted by U.S. Mail or any other delivery method, the respondent shall be responsible for its timely delivery.

PLEASE NOTE: ANY INCOMPLETE OR UNSIGNED SUBMISSIONS OR THOSE RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

RESPONSES NOT SUBMITTED IN THE REQUESTED FORMAT WILL NOT BE CONSIDERED



**WESTGATE/BELVEDERE HOMES COMMUNITY REDEVELOPMENT AGENCY (WCRA)
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PRICE QUOTATION RESPONSE FORM**

Asbestos Survey Fee Schedule for Each Structure/Property Type Listed:

Fee schedule for items below shall specify the number of samplings to be done per home, unit, or property, unit cost per additional sampling, point count, TEM cost per analysis, and applicable lab testing costs per analysis.

Single-Family Detached Home <i>(Total Number of Sampling:_____)</i>		Amount (\$)
1	Unit cost of additional sampling	
2	Point Count Cost per analysis for asbestos containing building materials indicating 1% or greater asbestos	
3	TEM Cost per analysis	
4	Asbestos Survey with no Point Counting	
5	Asbestos Survey with Point Counting for all asbestos containing building materials indicating less than 1% asbestos	
2-4 Unit Property <i>(Total Number of Sampling:_____)</i>		Amount (\$)
6	Unit cost of additional sampling	
7	Point Count Cost per analysis for asbestos containing building materials indicating 1% or greater asbestos	
8	TEM Cost per analysis	
9	Asbestos Survey with no Point Counting	
10	Asbestos Survey with Point Counting for all asbestos containing building materials indicating less than 1% asbestos	



Alternative Asbestos Consulting Services Price Quotes:

Fee schedule for items below shall detail the individual tasks identified in the Scope of Services, applicable hourly rates for each staff, duration of daily site inspection and supervision, and unit cost for additional analysis and applicable lab costs.

Asbestos Abatement Specifications		
11	Estimated time for completion	
12	Total Cost (\$)	
Asbestos Abatement Oversight		
13	Staff 1 (Title: _____) Hourly Rate	
14	Staff 2 (Title: _____) Hourly Rate	
15	Staff 3 (Title: _____) Hourly Rate	
16	Bidding Assistance	
17	Additional analysis for unexpected field conditions and applicable lab costs	
18	Total Cost (\$) Including Items 16 and 17	

By signing this response I am certifying that the above prices for services and that each are given on a per home, unit, or property basis.

Respondent	
Authorizing Signatory	
Signature	
Address	
Telephone	
Email Address	
Date	