



**FORT ORD REUSE AUTHORITY (FORA)**  
**REQUEST FOR PROPOSALS (RFP) for**  
**PROFESSIONAL INDUSTRIAL HYGIENIST (IH) SERVICES**

**SCHEDULE OF EVENTS:**

Request for Proposals Issuance	Friday, October 2, 2015
<b>Mandatory</b> Site Inspection, Seaside Surplus II	Thursday & Friday, October 15-16, 2015
Deadline to submit questions	10:00 pm PST, Thursday, October 22, 2015
<b>Proposal Due</b>	<b>3:00 pm PST, Thursday, October 29, 2015</b>
Presentations and Interviews	November 2-6, 2015
Final Selection	Tuesday, November 10, 2015

**Point of Contact:**

Stan Cook  
 Senior Program Manager  
 Fort Ord Reuse Authority  
 920 2nd Ave., Suite A  
 Marina, CA 93933  
 Tel: 831-883-3672  
 Stan@FORA.org

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## **SECTION I: PURPOSE AND GENERAL PROVISIONS**

### **1. Purpose of Request**

Fort Ord Reuse Authority (FORA) is seeking Professional Industrial Hygienist Services which may include general hazmat assessments regarding toxic and hazardous substance identification, such as, but not limited to lead, asbestos, underground storage tank leaks, molds, other hazardous materials, wastes; report preparation, site assessments, preliminary plans, working drawings, and future abatement cost estimates; remediation and disposal, bidding support and construction support.

FORA will enter into **Contract** with a selected, qualified firm upon after contractual term negotiations. The Consultant shall use the necessary disciplines and/or qualified sub-contractors/consultants to perform the various services required by FORA. Services may be performed at specific locations on the Surplus II site. No amount of work is guaranteed under a Work Order Contract.

Specific Projects Amendments to the **Contract** will be prepared on an as-needed basis in the form of a Work Order. Individual amendments to the scope of services and total fee will be negotiated utilizing the rates specified in the **Contract**. The **Contract** will remain in force for three (3) years or until the maximum dollar amount is expended. The Work Order Contract may extend by FORA up to two additional one (1) year options, as deemed necessary by FORA. FORA does not guarantee that any Amendments will be made under the **Contract** during the contract period to the selected firm.

Inquiries and request regarding this proposal shall be submitted in writing to Stan Cook at [stan@fora.org](mailto:stan@fora.org) , Subject line: SURPLUS II RFP –S201 by 10:00 pm PST, Thursday, October 22, 2015 . If the subject line is not clear, it may result in a delayed response to the inquiry.

### **2. Background**

FORA was created by State legislation to oversee civilian reuse and redevelopment of the former Army base and remains the Department of Defense (“DoD”) recognized local reuse authority for the former Fort Ord. It is FORA’s responsibility to complete the planning, financing and implementation of reuse as described in the adopted 1997 Base Reuse Plan (“BRP”). The BRP opened the opportunity for negotiations with the Army to allow “no cost” transfer of redevelopment land to the local land use jurisdictions. The most significant contributing consideration that facilitated the below market and eventually “no cost” Economic Development Conveyance (“EDC”) land transfer was the economic impact on local jurisdictions to accomplish cleanup and removal of over 90 years of Army residue, dilapidated buildings, contaminants, and end-of-life cycle utility infrastructure left behind.

The Army left behind approximately 1,600 buildings that offered little or no use to the civilian community, ranging in age from the early 1900’s to the late 1980’s. These buildings have become dilapidated over time, contain various forms of hazardous materials, and are frequently targeted sites for vandalism and illegal dumping. Some of these buildings are large, multi-story concrete structures in close proximity to occupied military housing, National Guard facilities, military serving office buildings and civilian schools, college campus buildings

and other various uses. The remaining dilapidated buildings are not reusable and it has become cost prohibitive to remodel them given the amount of hazardous materials, health and safety code issues, and engineering challenges.

To date, approximately 22% of the reuse program adopted in the 1997 Base Reuse Plan has occurred. Throughout 2012, FORA conducted a comprehensive review of the BRP, concluding in a 2012 Base Reuse Plan Reassessment Report which outlined policy options and potential BRP modifications. Blight removal was identified as an overarching and significant remaining reuse effort in the 2012 Base Reuse Plan Reassessment Report.

### **3. *Project Location***

The project is located along the northern coastal area of Monterey County, FORA is approximately 125 miles south of San Francisco and 345 miles north of Los Angeles. The site is located within the jurisdictional boundaries of the cities of Seaside. The regional location of the Site is illustrated in Attachment A. Herein, the site will be referenced as SURPLUS II or “the Site.”

### **4. *Summary of Work***

The Fort Ord Reuse Authority (FORA) is seeking Industrial Hygienist (“IH”) services to support the removal of hazardous materials from buildings on the Surplus II site within the Seaside jurisdiction of the former Fort Ord land area in preparation for future building removal by others. FORA is collecting hazardous material/waste information to guide FORA and the City of Seaside with building removal at the Surplus II site. Surplus II contains 26 buildings comprised of ten (10) “Rolling Pin” structures, eight (8) “Hammerhead” structures, five (5) Administration buildings, two (2) Armories, and one (1) Cafeteria.

This Request for Proposal (RFP) is for professional IH services for the following

- Sample, Test and Identify hazardous materials in the buildings at the site and produce report of finding.
- Sample, Test and Identify site soil background contaminate levels and produce report of finding.
- Develop an initial IH monitoring plan to monitor hazmat removal.
- Provide an estimated cost for hazardous material removal.
- Provide an estimate for an Industrial Hygienist(s) to monitor the hazardous material removal.
- Provide an estimate for an Industrial Hygienist(s) to perform a completed hazardous material site soil background confirmation after hazardous material removal has been completed.

## 5. Requirements

Selected Industrial Hygienist firms shall provide professional hazmat consulting services and must demonstrate they can perform the following activities:

- a) The respondent must demonstrate compliance with the following FORA Prevailing Wage Requirement per FORA Master Resolution §1.01.050 and §3.03.090, as determined by the Director of the Department of Industrial Relations under Division 2, Part 7, Chapter 1 of the California Labor Code to workers performing “First Generation Construction.”
- b) General assessments for identification of toxic and/or hazardous substances such as but not limited to asbestos, Underground Storage Tanks (“UST”), molds, materials, or wastes in building interior spaces and surfaces, exterior surfaces, building construction materials, building electrical/mechanical systems, indoor air, water systems and on-site soils.
- c) Preparation of hazmat survey reports with location maps for future abatement of hazardous materials. Drawings are required to be delivered in a 2010 .DXF or .DWG format. Documents must be submitted in an acceptable electronic format.
- d) Knowledge of monitoring packaging, removal, transport and disposal, or if necessary, storage and/or containment of types of hazardous materials such as but not limited to asbestos, Lead-Based Paints (“LBP”), molds, materials, wastes, petroleum based oil wastes as well as being thoroughly experienced in dealing with Polychlorinated Biphenyls (“PCB”) and lead-related issues.
- e) Demonstrate broad knowledge and experience in implementing the rules and regulations of federal, state and local entities, including the Monterey Bay Unified Air Pollution Control District (“MBUAPCD”), which are involved in the identification, analysis, removal/containment, storage and disposal of hazardous substances such as but not limited to asbestos, LBP’s, molds, hazardous materials or wastes.
- f) Document general professional engineering for hazmat assessments regarding the identification of toxic and hazardous substances such as but not limited to: asbestos, lead, mercury, Title 22 Heavy Metals, Pesticides, Hydrocarbons, Volatile Organic Compounds, PCB’s, molds, etc., wastes; preparation of reports, preliminary plans, working drawings, and cost estimates for future abatement; remediation and disposal, bidding support and hazmat removal support.
- g) Access the services of a California State Certified environmental laboratory equipped to perform waste characterization analyses mandated by the Code of Federal Regulations (CFR) 40 and Code of California Regulations (CCR) Title 22 and in accordance with United States Environmental Protection Agency (“USEPA”) Solid Waste (“SW”)-846 test methods of evaluation of solid wastes, physical/chemical methods. The capabilities of the lab must include, but are not limited to, analysis by Atomic Absorption (“AA”), AA – flame, AA Spectroscopy – Graphite furnace, Fluorescence, Gas Chromatography (“GC”), and GC-Mass Spectrometry for regulated organics, X-ray Fluorescence, Organic Vapor Analyzer, Inductively Coupled Plasma/Atomic Emission Spectroscopy, pH, and flash-point testing.

- h) The firm shall be/have on staff: American Board of Industrial Hygienists (“ABIH”) Certified Industrial Hygienist (“CIH”), California Certified Asbestos Consultant (“CAC”), California Department of Public Health (“CDPH”) Certified Lead Inspector/Assessor and Project Monitor minimum. Firms are encouraged to include copies/proof of as many certifications or licenses that pertain to the performance of the projects listed in this solicitation. Work shall be signed and stamped by the CIH or an approved substitute.

**6. Submission and Delivery Instructions**

Proposal’s (Bid’s) will be accepted on or before the date/time indicated in the [“SCHEDULE OF EVENTS.”](#) Three (3) hard copies of the proposal, printed double sided, and one electronic copy (on a CD or DVD but not on USB) are required to be delivered to the FORA office. One of the three copies should be marked as the “Master Copy” and date stamped.

Proposals submitted by mail should be postmarked sufficiently in advance of the due date, and no later than listed in the “SCHEDULE OF EVENTS” to ensure delivery to the following address:

Stan Cook  
 Fort Ord Reuse Authority  
 920 2nd Ave., Suite A  
 Marina, CA 93933  
 Tel: 831-883-3672  
 Email: stan@FORA.org  
 Subject line: SURPLUS II RFP-S201

Hard copy and electronic proposals must be received no later than the time indicated in the [“SCHEDULE OF EVENTS.”](#) Delays due to the method used to transmit the proposal will be the responsibility of the proposer. The proposal must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery.

**7. Question and Clarification Process**

Any questions, interpretations or clarifications of this RFP must be requested in **writing**, either by email or hard copy. Written questions will be answered in **writing**, either by email or hard copy, and conveyed to firms that have received the RFP. **It is required to submit addenda with the bid package.** Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid. Questions, either technical or contractual, shall be directed to:

Stan Cook  
 Fort Ord Reuse Authority  
 920 2nd Ave., Suite A  
 Marina, CA 93933  
 Tel: 831-883-3672  
 Email: stan@FORA.org  
 Subject line: SURPLUS II RFP-S201

The last day respondents may submit questions about or request clarification of the requirements of the RFP will be as indicated in the [“SCHEDULE OF EVENTS.”](#)

**8. Mandatory Pre-proposal Meeting**

Respondents interested in discussing the project should meet at the FORA offices at the date and time as indicated on the "[SCHEDULE OF EVENTS.](#)" Attendance is **mandatory**. Respondents who do not participate will not be considered further. The pre-proposal meeting will provide all attendees the opportunity to openly discuss the project with the FORA program management team.

**9. Mandatory Site Inspection**

Respondents interested in viewing the specifics of the site should meet at the FORA offices at the date and time as indicated on the "[SCHEDULE OF EVENTS.](#)" Attendance is **mandatory**. Respondents who do not participate will not be considered further. The Site Inspection will provide all attendees the opportunity to openly view and discuss the site with the FORA program management team.

**10. Document Order of Priority**

The selected Consultant will be required to sign the Work Order Agreement, Scope of Services, Terms and Payment Conditions. In the event of any conflicts between documents, exhibits or attachments, the following order of precedence shall apply:

- A. Work Order Agreement
- B. The Contract and Exhibits referenced in the above Agreement
- C. Request for Proposal (RFP) document
- D. Respondent's Proposal

**11. Errors and Omissions**

If prior to the date fixed for submission of proposal, a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP or any of its attachments, Respondent shall immediately notify FORA in writing of such error and request modification or clarification of the RFP. Modifications will be made by addenda. Clarification will be given by written notice to all parties who have been furnished an RFP for submittal purposes, without divulging the source of the request. Clarifications will only be sent to responders who have notified FORA of their participation in this RFP process. All clarifications will be distributed electronically. Any clarifications must be requested by the date listed in the "[SCHEDULE OF EVENTS.](#)"

If a respondent fails to notify FORA prior to the date fixed for submission of a proposal of an error in the RFP known to Respondent, or an error that reasonably should have been known to Respondent, Respondent shall submit a proposal at Respondent's own risk, and if Respondent is awarded the contract, Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.

**12. Completion of Proposal**

Proposals shall be completed and should respond to all required aspects listed in this RFP. A proposal may be rejected if conditional or incomplete information is provided, or if it contains any alterations or other irregularities which could materially affected the quality of the proposal. Proposals which contain false or misleading statements or which provide references that do not support an attribute or condition claimed by the proposer, may be rejected. If, in the opinion of FORA that such information was intended to mislead FORA in their evaluation of the proposal, and the attribute, condition, or capability is a requirement of this RFP, the proposal will be rejected. Statements made by the proposer shall also be without ambiguity, and with adequate elaboration, where necessary, for clear understanding.

**13. Withdrawal of Proposal**

Respondents may withdraw a proposal by written request.

**14. Cancellation**

While it is the intent of FORA to proceed with this project, this solicitation does not obligate FORA to enter into an Agreement. FORA retains the right to cancel this RFP at any time should the project be cancelled, lose funding, or it is deemed in FORA's best interest. No obligation either expressed or implied, exists on the part of FORA to make an award or to pay any cost incurred in the preparation or submission.

**15. Award of Contract**

FORA reserves the right to award one or more contracts. A "Notice of Intent to Award" will be posted publicly for five (5) consecutive FORA business days prior to the award. Written/e-mail notification will be made to the unsuccessful proposers. Proposals will become public documents subject to disclosure laws after the Notice of Intent to Award. Evaluation methodology and basis for award are described in Section IV.

**16. Proposal Disposition**

Proposals become the property of FORA. The information contained within the proposals shall be held confidential until the date the award of this contract is officially made. Information contained in the received proposals becomes public property after that date and may be subject to disclosure laws. In order to protect any proprietary information from public disclosure, the Respondent must identify any information as such, upon submission of the proposal, must request protection of such information, and must state the reasons why protection is necessary, under the public disclosure laws. FORA reserves the right to make use of any information or ideas contained in submittals. All materials, ideas, and formats submitted in response to the RFP will become the property of FORA on receipt and may be returned at FORA option and at the Respondent's expense.

**17. Non-Endorsement**

If a submittal is accepted, the Respondent shall not issue any news releases or other statements pertaining to the award of an agreement which state or imply FORA endorsement of the Respondent's services.

**18. *Payment Terms***

Payment within 30 days of delivery of each invoice. Invoices to be provided within 7 days of FORA's acceptance of each deliverable.

**19. *Prevailing Wage***

If applicable, the respondent must demonstrate compliance with the following FORA Prevailing Wage Requirement per FORA Master Resolution §1.01.050 and §3.03.090, as determined by the Director of the Department of Industrial Relations under Division 2, Part 7, Chapter 1 of the California Labor Code to workers performing "First Generation Construction."

**End of Section I**

## **SECTION II: SCOPE OF SERVICES AND DELIVERABLES**

### **1. Scope of Work**

The Scope of Work for this proposal includes but is not limited to the tasks for the categories outlined in **Attachment B** and described below for the building types and locations listed in **Attachment C**. A complete and detailed description of required work will be furnished in each work order issued. Work Orders will be issued after the completion of each milestone, authorizing the Consultant to begin work. All work is expected to be completed within 12 months after of issuing the first work order.

### ***Proposals will be assessed using the criteria in SECTION IV: EVALUATION CRITERIA***

Prior to issuance of a Work Order the successful consultant will be required to provide FORA with a Certificate of Liability Insurance naming FORA as additional insured and proof of Workers Compensation Insurance.

### **Task 1 – Review of Previous Surplus II Hazardous Material Studies:**

The Consultant is required to review previous Army asbestos and lead-based studies of the buildings at Surplus II, as well as review pertinent federal, statutory and local regulations including those of the Monterey Bay Unified Air Pollution Control District (“MBUAPCD”). Provide a summary report of the review finding and applicability of these documents to the future removal of the Surplus II hazardous materials.

### **Task 2 – Perform a Site Soil Background Survey:**

The Consultant is required to conduct and document a site soil background survey to determine existing Asbestos, Lead, Mercury and other hazardous materials at the site. The Consultant is required to prepare an executive summary, a report and a PowerPoint presentation of the previous study review and of the site soil background levels and survey.

### **Task 3 – Prepare Hazardous Materials Survey Schedule, Surveys And Waste Profiles:**

The Consultant is required to prepare a Surplus II Hazmat survey schedule showing a test plan for each building’s hazardous material survey to be performed. The schedule shall be reviewed and approved by FORA staff prior to starting work. The Consultant is required to prepare and perform the following surveys per building to include walk-through(s) and required sampling for:

- Asbestos-Containing Materials (ACM)
- Lead Based Paint (LBP)
- Polychlorinated Biphenyls (PCB)
- Hazardous Materials/Chemicals
- Mold/Fungi
- Other

The Consultant is required to submit samples to a Monterey Bay Air Water Pollution Control District approved and California certified laboratory, accompanied by a chain of custody form for analysis. The Consultant is required to prepare a report of the Hazardous Material Surveys for each building and provide a summary PowerPoint of survey results. The Consultant is required to prepare hazardous waste profiles for each hazardous waste in each building.

**Task 4 – Provide an Estimate for a Hazardous Material Removal Monitoring Plan:**

The Consultant will be required to provide an estimate for preparation of and staffing a monitoring plan for an IH to monitor the hazardous material remediation of the Surplus II site. The estimate will be for a plan that will be developed by a certified designer which will clearly outline the metrics to be measured. The plan will include:

- Industrial Hygiene sampling plan following applicable regulatory and industry standards.
- Air Monitoring, Sampling, and Testing procedures for site air quality and waste characterization reports.
- Weekly Hazardous Material monitoring reports (in an electronic format) site recording air sampling results.
- Emergency Response Plan for IH monitoring staff.

**Task 5 – Provide an Estimated Cost for Hazardous Materials Removal**

The Consultant will be required to develop provide an estimated cost for the removal of Hazardous Materials from the Surplus II site based on similar work by abatement professionals or an estimate from a certified abatement company. The Consultant is required to supply the estimate and supporting information in a separate electronic report and PowerPoint summary.

**Task 6 – Provide an Estimate to Perform a Site Soil Confirmation Survey**

The estimate will be for services to perform a series of soil samples and tests after completion of the Surplus II hazardous material remediation has been completed. Task 7A summary report should test results and compare them to the baseline soil background survey conducted during **Task 2**.

**Task 7 – Perform a Bird and Bat Survey, if required.**

The consultant will provide the cost for a Bird and Bat Survey if required to successfully complete the Hazardous Materials Surveys identified above within the time frame proposed.

**2. Deliverables**

Deliverables shall be submitted in an acceptable electronic format (Excel, Word, PowerPoint) lab data, survey data, metrics, and logs to be submitted in an acceptable electronic database.

<b>Task</b>	<b>Deliverables</b>
TASK 1	Report: Previous Hazardous material studies
TASK 2	Report: Site Soil Background Survey
TASK 3	Reports: Hazardous material survey and Laboratory results for each building
TASK 4	Estimate: Monitoring Plan for IH services during hazmat removal
TASK 5	Estimate for Surplus II Hazardous Material Remediation
TASK 6	Estimate for site soil background survey to confirm completion
TASK 7	Bird and Bat Survey (if needed)

**3. Agreement of Professional Services**

See **Attachment D** for an Example of the Agreement of Professional Services to be used after successful selection of a consultant.

**4. Addenda**

FORA may modify this RFP, any of its key action dates, or any of its attachments, appendices or exhibits prior to the date fixed for submission of proposals, by an e-mail issuance of an addendum to the parties who have responded to the RFP for submittal purposes. Addenda will be numbered consecutively. No addenda will be issued during the last week of the proposal period. It is the responsibility of the proposer to provide their correct email address in order to receive electronic addendum notices. It is required to submit addenda with the bid package.

**5. Respondent's Cost**

Costs for developing proposals are entirely the responsibility of the Respondent and shall not be chargeable to FORA.

**6. Additional Requirements**

Federal and/or State regulations may require a Bird and Bat Survey (BBS) if work is performed within a regulated time window. Please determine if a BBS is a requirement for the proposed work. Please provide a line item in the schedule and the budget clearly delineating the expected timing and cost.

**END of SECTION II**

**SECTION III: SCHEDULE OF EVENTS**

**CRITICAL DATES:**

Request for Proposals Issuance	Friday, October 2, 2015
<b>Mandatory</b> Site Inspection, Seaside Surplus II	Thursday & Friday, October 15-16, 2015
Deadline to submit questions	10:00 pm PST, Thursday, October 22, 2015
<b>Proposal Due</b>	<b>3:00 pm PST, Thursday, October 29, 2015</b>
Presentations and Interviews	November 2-6, 2015
Final Selection	Tuesday, November 10, 2015

**End of Section III**

## **SECTION IV: PROPOSAL EVALUATION CRITERIA**

### **1. *Evaluation Process***

FORA staff will evaluate all proposal submittals. The evaluation process will consider all required information. Each criterion will be scored based upon a pre-determined point system described below. Interviews with the highest ranking teams may be scheduled at the sole discretion of FORA staff. FORA reserves the right at its sole discretion to reject all proposals, to waive non-material defects and to limit the number of RFP proposal teams selected for interview.

### **2. *Evaluation Criterion***

Submitted Proposals shall be evaluated on the following criteria:

- Statement of qualifications (1-50 pts)
- Experience providing assessment/monitoring projects in California on a former military base or currently operating military facility (1-100 pts)
- Experience successfully completing a project within the MBUAPCD (1-100 pts)
- Proposal Schedule Detail and Timeliness (1-100pts)
- Overall Proposal Cost and Milestones Cost (1-100pts)

**End of Section IV**

## **SECTION V: CONSULTANT PROPOSAL**

### **1. *Proposal Format and Content***

In general, proposals shall provide the professional and technical experience, background, qualifications, professional licensing and expertise of key personnel. The Respondent shall show that the team and its intended personnel possess demonstrated skills and experience in all areas of project scope. Respondent must comply with all of the following qualifications and requirements to be given consideration.

Proposals must be submitted in the format identified below. Proposals shall have a table of contents clearly identifying each section. Proposals must be bound in loose-leaf binders, printed double-sided, and provide one electronic copy on a CD or DVD. Please note that the maximum number of pages allowed under each section is stated below. Font size shall be 11 point and in Times New Roman or Arial.

The Statement of Qualifications content shall adhere to the following organizational format. Statements must be divided into the individual sections listed below, indexed, and tabbed:

#### **A. *COVER LETTER* (1 page max)**

The consultant is required to provide a cover letter confirming that all elements of the RFP have been reviewed and understood and shall be signed by an individual who is authorized to bind the firm contractually.

**B. PROJECT COST PROPOSAL (USE FORM PROVIDED BELOW)**

The consultant is required to provide their proposed cost to complete each project task listed below. Additional detail is appreciated.

Task ID	Deliverables	Bid
TASK 1	Report: Previous Hazardous material studies	
TASK 2	Report: Site Soil Background Survey	
TASK 3	Reports: Hazmat survey schedule, surveys and waste profiles	
TASK 4	Estimate: Monitoring Plan for IH services during hazmat removal	
TASK 5	Estimate for Surplus II Hazardous Material Remediation	
TASK 6	Estimate for site soil background survey to confirm completion	
TASK 7	Bird and Bat Survey (if needed)	
<b>TOTAL</b>		

Company Name:

---

Person Authorized to sign this proposal on behalf of the company:

---

Printed name of Authorized Person:

---

Date of Proposal: \_\_\_\_\_

**C. PROJECT SCHEDULE (USE FORM PROVIDED BELOW)**

The consultant is required to provide a draft project schedule showing their estimate of time required to complete each task once a work order has been signed. The total time to complete the project should not exceed one year from the time a work order has been signed. A Gantt chart will be appreciated.

<b>Task</b>	<b>Description</b>	<b>Weeks After Award</b>
TASK 1	Report: Previous Hazardous material studies	
TASK 2	Report: Site Soil Background Survey	
TASK 3	Reports: Hazmat survey schedule, surveys and waste profiles	
TASK 4	Estimate: Monitoring Plan for IH services during hazmat removal	
TASK 5	Estimate for Surplus II Hazardous Material Remediation	
TASK 6	Estimate for site soil background survey to confirm completion	
TASK 7	Bird and Bat Survey (if needed)	

**D. PROJECT APPROACH DESCRIPTION (1 page max)**

The consultant is required to describe their conceptual approach to performing this project.

**E. STATEMENT OF QUALIFICATIONS (5 pages max)**

The consultant is required to provide a description of the professional qualifications and licensing/certification of the firm’s key personnel and sub-contractors assigned to this project, specifically:

- Identify by name and title key staff members assigned to manage this project and their assigned role(s). Include resumes and copies of the pertinent certifications as an attachment to the proposal.
- Qualifications of any sub-consultants/contractors to be used on this project; explaining their role and the percentage of involvement.
- Years of experience providing environmental service military base, base closure projects.
- Years and experience working in the MBUAPCD jurisdictional area.

- Each project should list current information for all of the following:
  1. Project Name
  2. Violation, description, and how it was resolved
  3. Date of violation
  4. Agency Name, location
  5. Agency Contact person, individual with knowledge of the violation
  6. Agency phone number
  7. Agency fax number
  8. Agency e-mail

**F. EXPERIENCE (5 pages max)**

The consultant is required to demonstrate the following:

- A minimum of five (5) years of professional experience, under the same company name and license.
- Successfully completed private owner or public agency assessment/ monitoring projects in California, completed within the last five (5) years AND where the resultant, abatement/remediation/demolition contract was a minimum value of \$2M. with at least one (1) being for a public agency AND have a project size over 500,000 SF of facilities.
- Successfully completed assessment/monitoring projects in California on a former military base or currently operating military facility, completed within the last ten (10) years and where the resultant, abatement/remediation/demolition contract was a minimum value of \$2M, Project size must be over 500,000 SF of facilities.
- Successfully completed projects within the MBUAPCD, of any value, completed within the last five (5) years.
- Successful work experience demonstrating familiarity with the former Fort Ord.
- For each project list current information for the following:
  1. Project Name
  2. General Description of services provided and resultant project performed
  3. Owner/Agency Name, location
  4. Owners Contact person, individual with knowledge of the project
  5. Owners phone number
  6. Owners e-mail

Project information will be verified, if contact information is not current or the owner agent cannot be reached, then provided project will not be evaluated as part of the scoring.

**G. FEE SCHEDULE (1 pages max)**

Attach An Industrial Hygienist Services Fee Schedule For Your Company's:

- 1) Project Manager
- 2) ABIH Certified Industrial Hygienist (CIH)
- 3) California Certified Asbestos Consultant (CAC)
- 4) CDPH Certified Lead Inspector/Assessor
- 5) Project Monitor
- 6) Administration or Others

**2. Completeness of Proposal**

To be considered responsive to the RFP requirements, Respondents shall furnish verifiable evidence that their firm and personnel meet the minimum qualifications listed above.

**3. Submittal Procedure**

Submittal is due **3:00 pm PST, Thursday, October 29, 2015** as is listed in ["SCHEDULE OF EVENTS"](#). Three (3) copies of the proposal shall be submitted, at least one of which shall be identified as "master copy" and shall contain original signatures. Proposers will submit one copy electronically on a CD or DVD. Proposals received after this time will not be accepted. FORA reserves the right to duplicate or disseminate for internal use any material provided. All submittals become the property of FORA.

The submittal package shall be delivered to:

Stan Cook  
Senior Program Manager  
Fort Ord Reuse Authority  
920 2nd Ave., Suite A  
Marina, CA 93933  
**Attention: Stan Cook**

Faxed and emailed submittals shall not be accepted. The entire submittal package shall be sealed and include the name and address of the firm on the outside of the package; it shall be addressed as indicated above. The outside of the package should also indicate that it contains **"RFP, Professional Industrial Hygienist Services, FORA."** Each firm is solely responsible for the timely delivery of its package by the deadline prescribed. FORA will not be responsible for delays regardless of the reason. Failure to meet the submission deadline will result in disqualification from consideration.

#### 4. **Questions Regarding the RFP**

Any questions, interpretations or clarifications of this RFP must be requested in **writing**, either by email or hard copy. Written questions will be answered in **writing**, either by email or hard copy, and conveyed to firms that have received the RFP. Oral statements concerning the meaning or intent of the contents of this RFP by any person is unauthorized and invalid. Questions, either technical or contractual, shall be directed to:

Stan Cook  
Fort Ord Reuse Authority  
920 2nd Ave., Suite A  
Marina, CA 93933  
Tel: 831-883-3672  
Email: stan@FORA.org  
Subject Line: Surplus II RFP-S201 Clarification

*Note: If the subject line is not clear it may result in a non or delayed response to the inquiry.*

The last day Respondents may submit questions about or request clarification of the requirements of the RFP is **Thursday, October 22, 2015** and is indicated in the "SCHEDULE OF EVENTS".

#### 5. **References:**

- Fort Ord Reuse Authority, MASTER RESOLUTION, Adopted March 14, 1997, Amended February 13, 2014
- Attachment B Building Dossiers, Type 1-5

#### Online Resources

In carrying out this work a number of documents from various sources may be reviewed:

- [FORA Website](#)
- [Base Reuse Plan](#)
- [Reassessment Report](#)
- [Monterey Bay Unified Air Pollution Control District](#)
- [Marina Coast Water District](#)
- [City of Seaside](#)
  - [General Plan and Related Documents](#)
  - [Zoning Code](#)
  - [Main Gate Specific Plan](#)
- [County of Monterey](#)
  - [Fort Ord Master Plan \(2001\)](#)

**End of Section IV**

ATTACHMENT A: SITE ILLUSTRATION

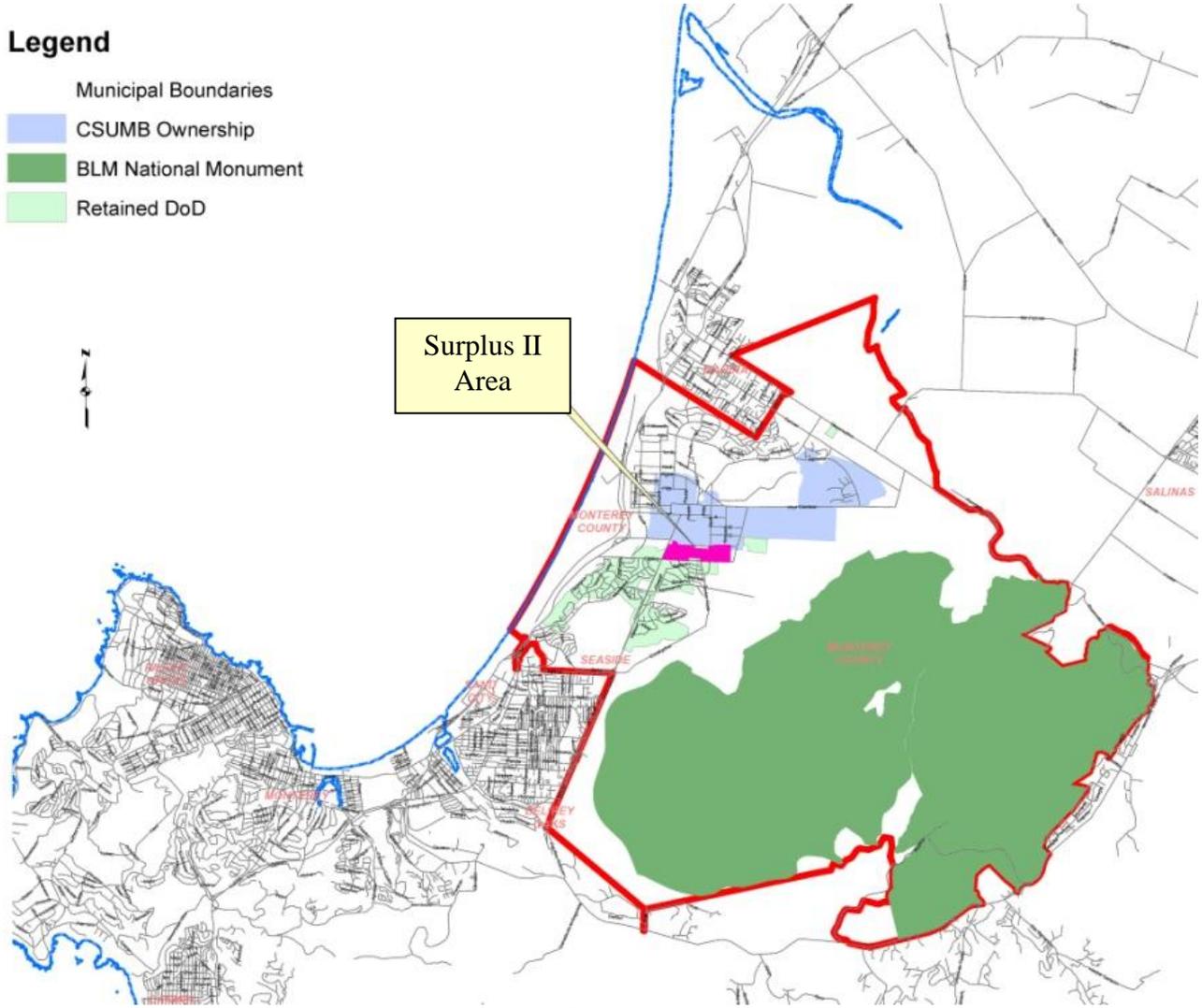


Figure A-1: Region

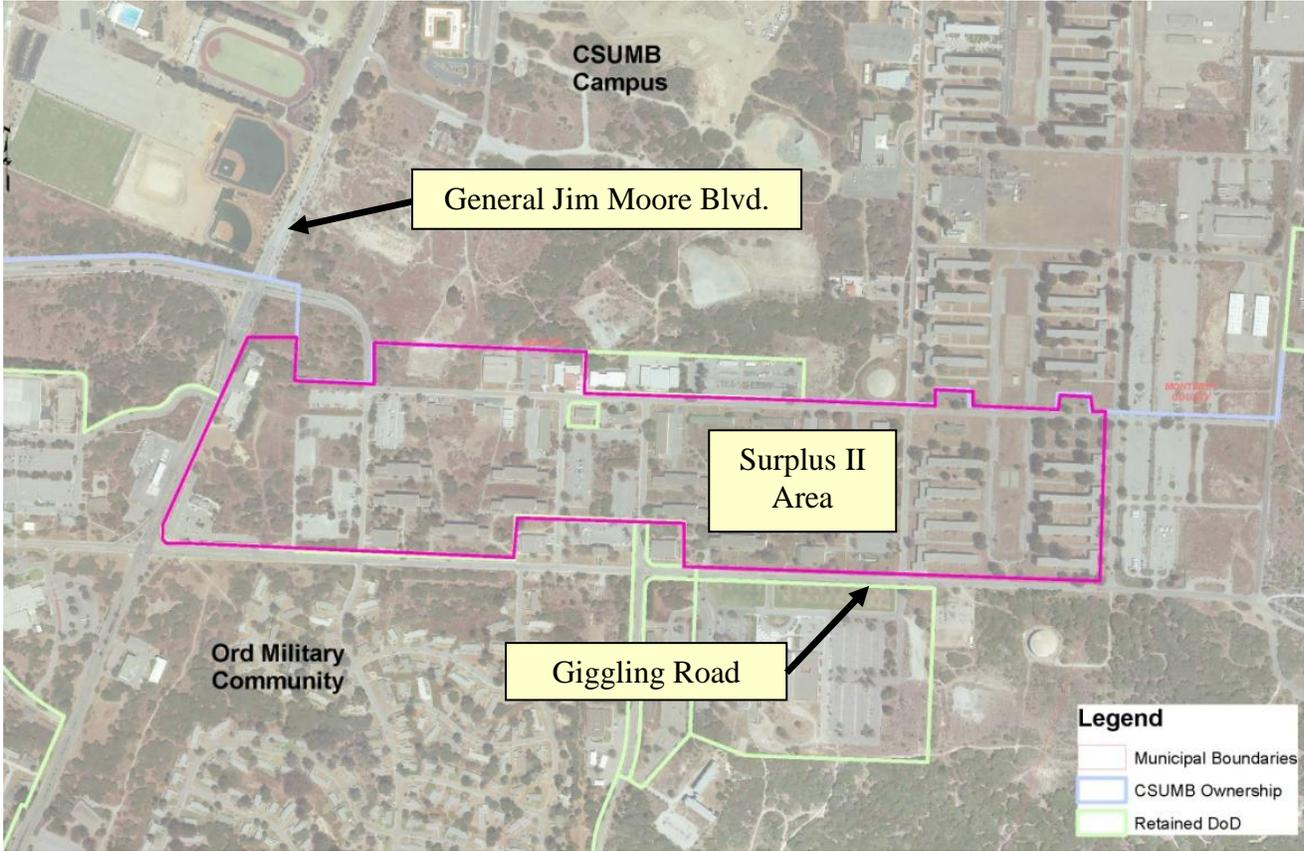


Figure A-2: Surplus II Site

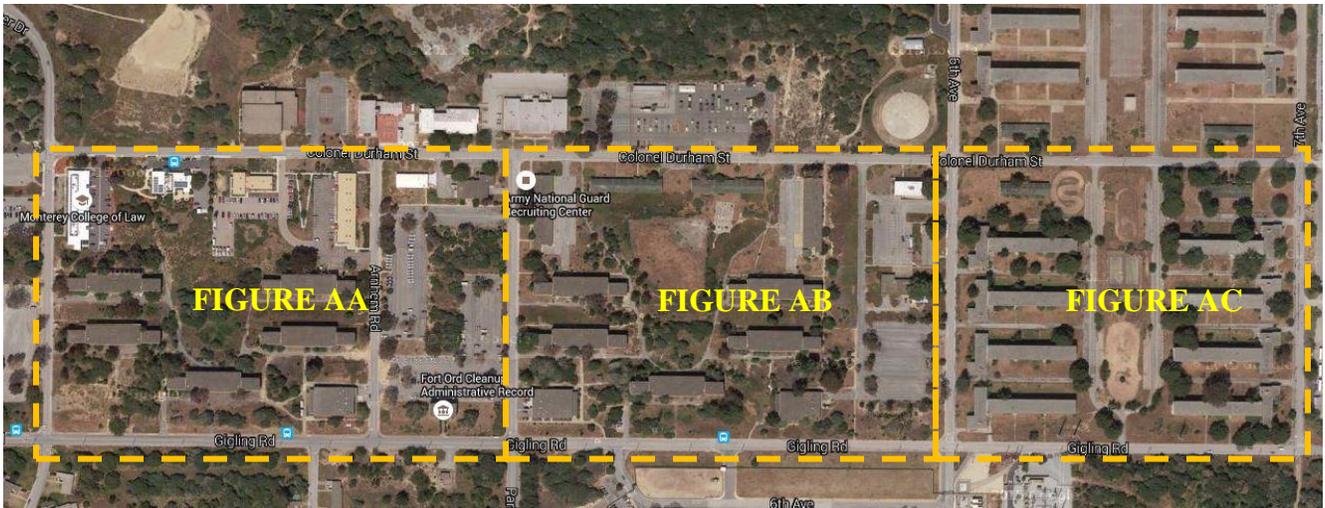


Figure A-3: Surplus II detail map key

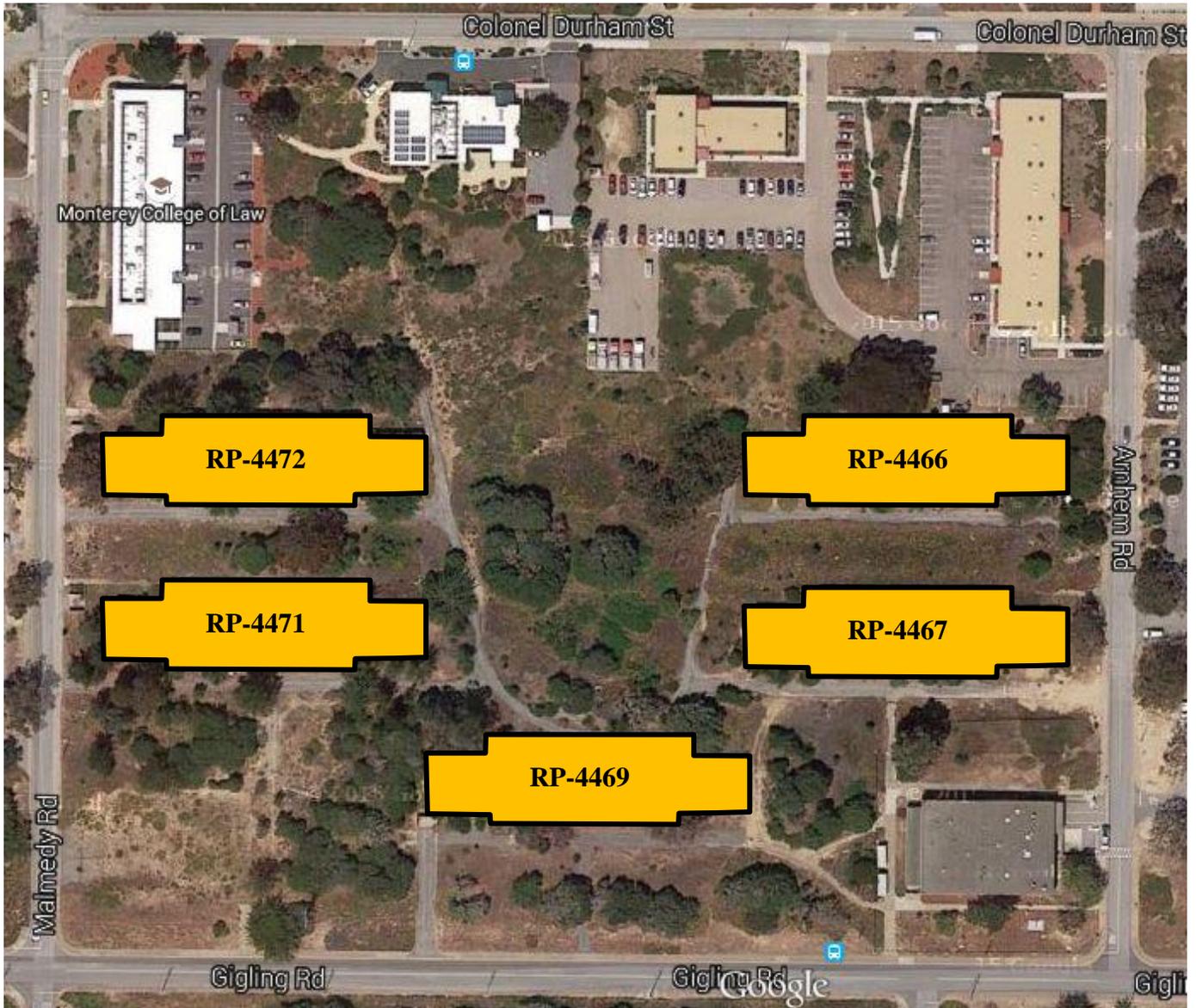


Figure AA: Existing Site and Buildings area detail

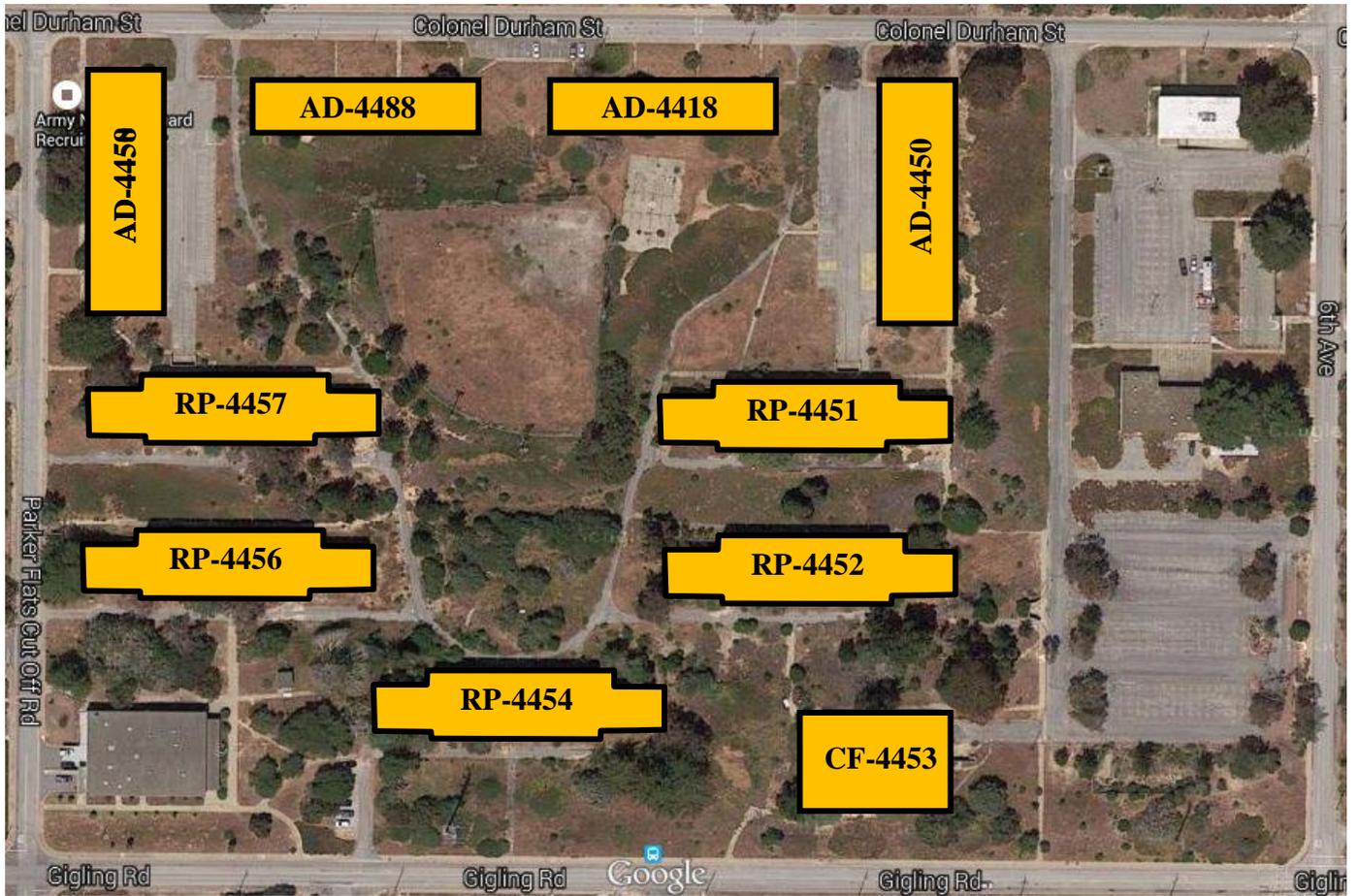


Figure AB: Existing Site and Buildings area detail

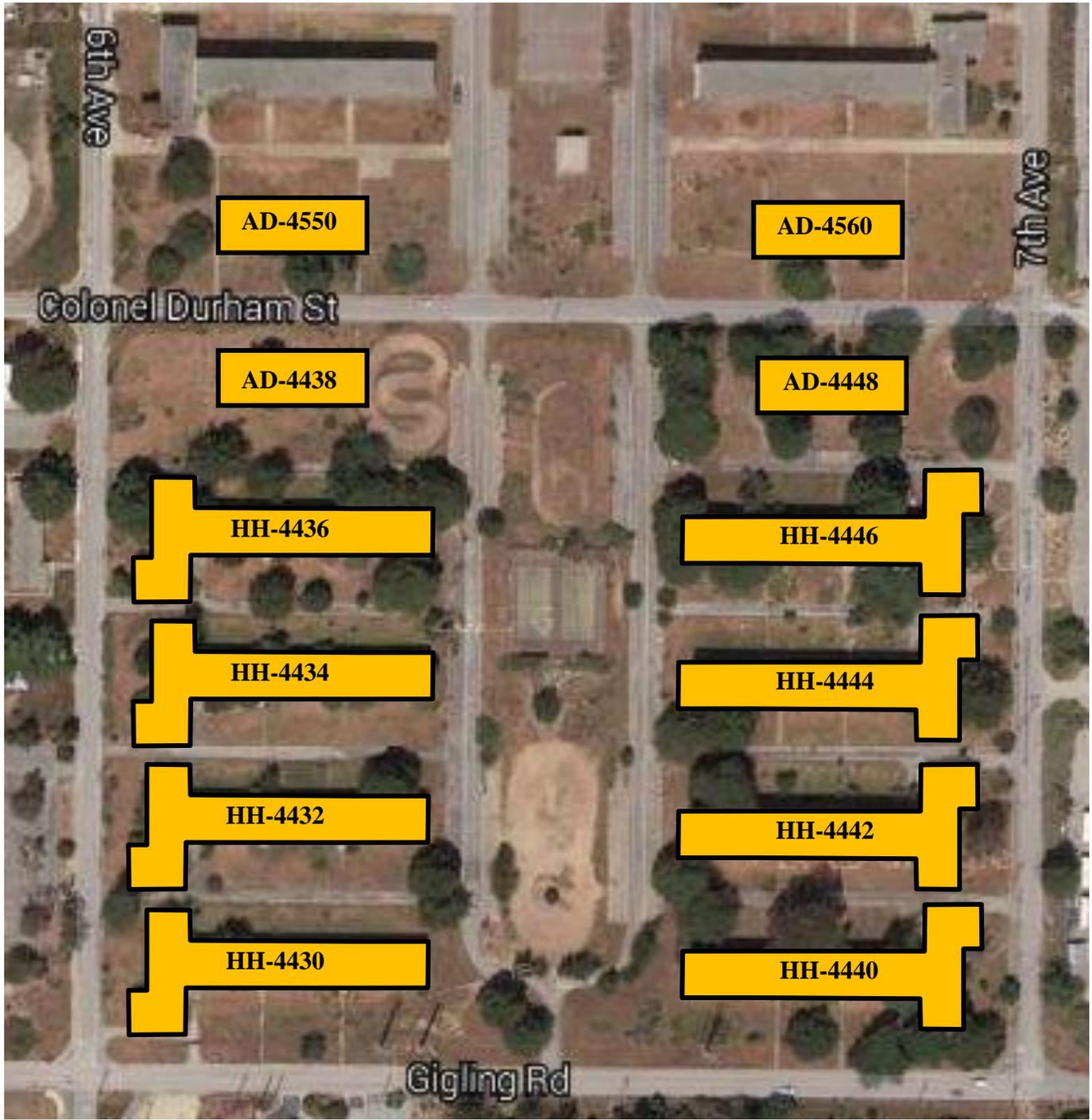


Figure AC: Existing Site and Buildings area detail

ATTACHMENT B: CATEGORIES OF SERVICES

1. Asbestos Air Sampling	Air sampling and analysis of samples collected. Sampling is to be conducted by companies and individuals credentialed by applicable regulatory bodies. Air samples collected at project sites and are analyzed utilizing Phase Contrast Microscopy at the project site. Responder is required to have the equipment for this work. Asbestos air samples collected for educational facilities must use Transmission Electron Microscopy analysis, and will be analyzed off-site.
2. General Air Monitoring	Includes but is not limited to pre-site analysis and on-site project management, testing and analysis (excludes asbestos air monitoring).
3. Asbestos Bulk Material Analysis	Analysis of bulk material collected as part of an inspection. Analysis must be conducted by laboratories adequately credentialed the use of which must be approved by FORA.
4. Fungal Investigation and Sampling	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for fungal organism concerns.
5. General Environmental Condition Evaluations	Evaluations of workplace issues that could include, but not limited to, regulatory requirements of the USEPA, MBUAPCD, California Occupational Safety and Health Act (“Cal-OSHA”) . Examples of these conditions could include, but are not limited to, the evaluation of suspect chemical fluids, PCB containing items, hazardous materials, and mercury.
6. Lead in Paint Sampling	Investigation, sampling, evaluating, reporting, and providing corrective recommendations for lead concerns. Such sampling is to be conducted by companies and individuals credentialed by the appropriate regulating bodies.
7. Hazardous Material Surveys with Electronic Database of Information	Conduct surveys for suspect asbestos containing, or other hazardous materials, building and site materials and provide corrective recommendations. Information must be put into an electronic format, and electronic data must be converted to portable document format (pdf) on CD-R media. Asbestos surveys and management plans are to be performed by individuals credentialed by the appropriate regulating bodies.
8. Other Hazardous Material	Investigation, sampling, evaluating, reporting, and providing Industrial corrective recommendations for other hazardous material Hygiene Services concerns, such as animal waste.

ATTACHMENT C: BUILDING INFORMATION AND TYPES

**Summary of Concrete Buildings**

<b>Seaside Blight Study Area - FORA Responsibilities</b>			
<b>Building Type</b>	<b>Approximate Building SF*</b>	<b>Number of Buildings</b>	<b>Total SF*</b>
<b>Type 1 – Hammerhead Buildings</b> Multi-story barracks with cafeteria attached. <i>FORA Designation: HH-xxxx</i>	40,653	8	325,224
<b>Type 2: Rolling Pin Buildings</b> Stand-alone multi-story barracks <i>FORA Designation: RP-xxxx</i>	40,587	10	405,870
<b>Type 3: Administration Buildings</b> One story admin buildings <i>FORA Designation: AD-xxxx</i>	4,590	6	22,950
<b>Type 4: Armory Buildings</b> One story armory buildings <i>FORA Designation: AR-xxxx</i>	12,194	2	24,388
<b>Type 5: Cafeteria Buildings</b> Stand-alone cafeteria <i>FORA Designation: CF-xxxx</i>	11,399	1	11,399
	<b>Total</b>	<b>26</b>	<b>789,831</b>

\* Note: Information comes from Army records and may be different than actual field conditions.

**(See Attached Building Dossiers for more information)**

**SURPLUS II BUILDING INDEX**  
**(See Attached Building Dossiers for more information)**

ARMY Survey Binder No.	Building No.	FORA No.	Last Known Building Use	Total Square Footage: Gross *	No. of Lvl's *	Date of Build *	Primary Building Material *
Volume 51							
	4408	AD-4408	Battalion Admin & Classroom	8,215	1	1954	Concrete Block
Volume 52							
	4418	AD-4418	Battalion Admin & Classroom	8,215	1	1954	Concrete Block
	4430	HH-4430	Enlisted Prsnnl barrak w/ Dining	40,017	3	1954	Concrete
	4432	HH-4432	Enlisted Prsnnl barrak w/ Dining	40,653	3	1954	Concrete
	4434	HH-4434	Enlisted Prsnnl barrak w/ Dining	40,653	3	1954	Concrete
	4436	HH-4436	Enlisted Prsnnl barrak w/ Dining	40,653	3	1954	Concrete
	4438	AD-4438	Battalion Headquarters Bldg	5,627	1	1954	Concrete Block
	4440	HH-4440	Enlisted Barrack w/o Dining	42,017	3	1954	Concrete
	4442	HH-4442	Enlisted Barrack w/ Admin	40,653	3	1954	Concrete
	4444	HH-4444	Enlisted Barrack w/o Dining	40,653	3	1954	Concrete
	4446	HH-4446	Enlisted Prsnnl barrak w/ Dining	40,653	3	1954	Concrete
	4448	AD-4448	Battalion Headquarters Bldg	5,125	1	1954	Concrete Block
	4450	AD-4450	Admin & Supplies Bldg	12,194	1	1954	Concrete
	4451	RP-4451	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete
Volume 53							
	4452	RP-4452	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete Block
	4453	CF-4453	Enlisted Personnl Dining Facility	11,399	1	1970	Concrete Block
	4454	RP-4454	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete Block
	4456	RP-4456	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete Block
	4457	RP-4457	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete
	4458	AR-4458	Administrative and Supply Bldg	12,194	1	1970	Concrete Block
	4466	RP-4466	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete
	4467	RP-4467	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete Block
	4469	RP-4469	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete
	4471	RP-4471	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete Block
	4472	RP-4472	Enlisted Barrack w/o Dining	40,587	3	1970	Concrete Block

\* Note: Information comes from Army records and may be different than actual field conditions.

**(See Attached Building Dossiers for more information)**

**ATTACHMENT D: EXAMPLE AGREEMENT  
FOR PROFESSIONAL SERVICES**

Agreement No. FC-\_\_\_\_\_

This Agreement for Professional Services (hereinafter referred to as "Agreement") is by and between the Fort Ord Reuse Authority, a political subdivision of the State of California (hereinafter referred to as "FORA") and \_\_\_\_\_(hereinafter referred to as "Consultant").

The parties agree as follows:

1. **SERVICES.** Subject to the terms and conditions set forth in this Agreement, Consultant shall provide FORA with services \_\_\_\_\_ as described in Exhibit "A." Such services will be at the direction of the Fort Ord Reuse Authority Board of Directors and/or the Executive Officer.

2. **TERM.** Consultant shall commence work under this Agreement effective on \_\_\_\_\_ and will diligently perform the work under this Agreement until \_\_\_\_\_ or until the work as described in Exhibit A is complete. The term of the Agreement may be extended upon mutual concurrence and amendment to this Agreement.

**COMPENSATION AND OUT-OF-POCKET EXPENSES.** The overall maximum amount of compensation to Consultant over the full term of this Agreement is not-to-exceed \_\_\_\_\_ including out of pocket expenses. OR -- HOURLY RATE/S COULD

BE USED

FORA shall pay CONSULTANT for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "A."

3. FORA shall pay Consultant for services rendered pursuant to this Agreement at the times and in the manner set forth in Exhibit "A."

4. **FACILITIES AND EQUIPMENT.** Consultant is not required to use FORA facilities or equipment for performing professional services. At the Executive Officer's request, Consultant shall arrange to be physically present at FORA facilities to provide professional services at least during those days and hours that are mutually agreed upon by the parties to enable the delivery of the services noted in the Scope of Services attached hereto in Exhibit "A."

5. **GENERAL PROVISIONS.** The general provisions set forth in Exhibit "B" are incorporated into this Agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of this Agreement, the other term or condition shall control only insofar as it is inconsistent with the General Provisions.

6. **EXHIBITS.** All exhibits referred to herein are attached hereto and are by this reference incorporated herein.



IN WITNESS WHEREOF, FORA and CONSULTANT execute this Agreement as follows:

By FORA \_\_\_\_\_ Date \_\_\_\_\_ By CONSULTANT \_\_\_\_\_ Date \_\_\_\_\_  
Michael A. Houlemard, Jr. Executive Officer

Approved as to form:

\_\_\_\_\_  
Jon R. Giffen, Authority Counsel

## EXHIBIT A

### SCOPE OF SERVICES

(This is an EXAMPLE Document and in this location of the Agreed upon Scope of Services will be inserted here after successful consultant selection.)

## EXHIBIT B

### GENERAL PROVISIONS

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1. INDEPENDENT CONSULTANT. At all times during the term of this Agreement, CONSULTANT shall be an independent Consultant and shall not be an employee of FORA. FORA shall have the right to control CONSULTANT only insofar as the results of CONSULTANT'S services rendered pursuant to this Agreement.
2. TIME. CONSULTANT shall devote such services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of CONSULTANT'S obligations pursuant to this Agreement. CONSULTANT shall adhere to the Schedule of Activities shown in Exhibit "A."
3. INSURANCE.
  - a. MOTOR VEHICLE INSURANCE. CONSULTANT shall maintain insurance covering all motor vehicles (including owned and non-owned) used in providing services under this Agreement, with a combined single limit of not less than \$100,000/\$300,000.
4. CONSULTANT NO AGENT. Except as FORA may specify in writing, CONSULTANT shall have no authority, express or implied to act on behalf of FORA in any capacity whatsoever as an agent. CONSULTANT shall have no authority, express or implied, pursuant to this Agreement, to bind FORA to any obligation whatsoever.
5. ASSIGNMENT PROHIBITED. No party to this Agreement may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.
6. PERSONNEL. CONSULTANT shall assign only competent personnel to perform services pursuant to this Agreement. In the event that FORA, in its sole discretion, at anytime during the term of this Agreement, desires the removal of any person or persons assigned by CONSULTANT. CONSULTANT shall remove any such person immediately upon receiving notice from FORA of the desire for FORA for the removal of such person or person.
7. STANDARD OF PERFORMANCE. CONSULTANT shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which CONSULTANT is engaged in the geographical area in which CONSULTANT practices his profession. All products and services of whatsoever nature, which CONSULTANT delivers to FORA pursuant to this Agreement, shall be prepared in a thorough and professional manner, conforming to standards of quality normally observed by a person practicing in CONSULTANT'S profession. FORA shall be the sole judge as to whether the product or services of the CONSULTANT are satisfactory but shall not unreasonably withhold its approval.

8. CANCELLATION OF AGREEMENT. Either party may cancel this Agreement at any time for its convenience, upon written notification. CONSULTANT shall be entitled to receive full payment for all services performed and all costs incurred to the date of receipt entitled to no further compensation for work performed after the date of receipt of written notice to cease work shall become the property of FORA.

9. PRODUCTS OF CONTRACTING. All completed work products of the CONSULTANT, once accepted, shall be the property of FORA. CONSULTANT shall have the right to use the data and products for research and academic purposes.

10. INDEMNIFY AND HOLD HARMLESS. CONSULTANT is to indemnify, defend, and hold harmless FORA, its officers, agents, employees and volunteers from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by the CONSULTANT or any person directly or indirectly employed by or acting as agent for CONSULTANT in the performance of this Agreement, including the concurrent or successive passive negligence of FORA, its officers, agents, employees or volunteers.

It is understood that the duty of CONSULTANT to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance of insurance certificates and endorsements required under this Agreement does not relieve CONSULTANT from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply whether or not such insurance policies have been determined to be applicable to any of such damages or claims for damages.

FORA is to indemnify, defend, and hold harmless CONSULTANT, its employees and sub-consultants, from all claims, suits, or actions of every name, kind and description, brought forth on account of injuries to or death of any person or damage to property arising from or connected with the willful misconduct, negligent acts, errors or omissions, ultra-hazardous activities, activities giving rise to strict liability, or defects in design by FORA or any person directly or indirectly employed by or acting as agent for FORA in the performance of this Agreement, including the concurrent or successive passive negligence of CONSULTANT, its officers, agents, employees or volunteers.

11. PROHIBITED INTERESTS. No employee of FORA shall have any direct financial interest in this agreement. This agreement shall be voidable at the option of FORA if this provision is violated.

12. CONSULTANT-NOT PUBLIC OFFICIAL. CONSULTANT possesses no authority with respect to any FORA decision beyond the rendition of information, advice, recommendation or counsel.