



*Daniel Woldesenbet, Ph.D., P.E., Director*

399 Elmhurst Street • Hayward, CA 94544-1395 • (510) 670-5480 • [www.acgov.org/pwa](http://www.acgov.org/pwa)

**September 17, 2013**

**REQUEST FOR QUALIFICATIONS (RFQ)  
HAZARDOUS MATERIALS INVESTIGATION SERVICES**

**I. PURPOSE AND NEED**

The Alameda County Public Works Agency (Agency) and the Flood Control and Water Conservation District (District) seek the services of a qualified consulting firm for Hazardous Materials Investigation Services that includes Phases I and II site assessment, remedial actions, technical and regulatory guidance, and coordination with regulatory agencies. The services are needed to support transportation and flood control design, construction, maintenance, and other Agency and District projects and to comply with environmental laws and regulations. For more information on the Agency and District, go to: <http://www.acgov.org/pwa/index.htm>.

**II. MINIMUM QUALIFICATIONS AND EXPERTISE REQUIRED**

Firms must demonstrate the following expertise and experience:

- Phase I and Phase II site investigations as described in the current ASTM standards or as otherwise agreed;
- Advising and training Agency and District staff on handling construction site hazards;
- Remediation of contaminated sites;
- Lead and asbestos investigations and hazardous building materials surveys;
- Hazardous material abatement oversight;
- Geotechnical investigation services;
- Other similar or related tasks that Contractor is professionally qualified to perform and are needed for Public Works Agency and District activities.

**III. SUBMITTAL REQUIREMENT**

Firms interested in providing the services requested by this RFQ are requested to complete the attached "Statement of Qualifications Questionnaire" for "Hazardous Materials Investigation Services." Responses on the Questionnaire should not exceed 10 pages total, excluding resumes and organization chart.

**IV. SMALL LOCAL EMERGING BUSINESS (SLEB) CERTIFICATIONS FOR CONSULTANT FIRM AND SUBCONSULTANTS**

The purpose of the SLEB program is to provide incentives for SLEB participation in the public procurement process and to provide training and development opportunities to support their growth. Consultants not meeting the definition of a local small or emerging business are required to subcontract a minimum of 20% of the contract amount with SLEB(s) in order to be eligible for contract award. For more information regarding the SLEB program, go to: <http://www.acgov.org/auditor/sleb>. Consultants interested in submitting the SOQ should indicate if prime has an office located in Alameda County, and how the firm plans on meeting the SLEB requirements. Firms are encouraged to visit the online SLEB database at <http://www.acgov.org>, "Doing Business with Us/Small, Local & Emerging Business Program," "Online Services," "SLEB Certified Vendor Listing" for assistance in locating potential SLEB consulting firms.

V. SELECTION PROCESS

The District will review and evaluate all written SOQ Questionnaires submitted by the submittal deadline. The top three ranking firms will be short listed for an interview. The criteria of the evaluation will be based on the following:

- Consultant firm and personnel, and sub-consultant (if any) qualifications and experience as required in Section I above;
- Demonstration of understanding of services requested by this RFQ;
- Responsiveness and interest of firm as conveyed through the submittal;
- Meeting SLEB requirements;
- Sample of phase I and II reports and remedial plans;
- References, including contact information;
- A cover letter introducing the firm, the name and title, telephone number, and email address of the contact person.

VI. ANTICIPATED SCHEDULE:

RFQ Submittal Deadline: 3:00 p.m. PST	Tuesday, October 8, 2013
RFQ shortlisted by:	Tuesday, October 22, 2013
Oral Interviews:	Week of October 28, 2013
Final Ranking by:	November 4, 2013
Contract Negotiation with selected firm(s):	November, 12, 2013
Board Approval of Agreement:	November 2013
Begin Contract Work:	January 1, 2013

VII. SOQ SUBMITTAL DEADLINE

Five (5) hard copies of the completed Statement of Qualifications Questionnaire (and PDF version on CD-ROM) must be received by the Alameda County Flood Control and Water Conservation District, at the address below by **3:00 p.m. PST on Tuesday, October 8, 2013**. Submittals received after this date/time will not be considered, and will be returned to the Consultant unopened. Faxed submittals are not acceptable.

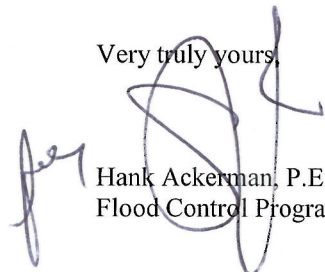
**County of Alameda Public Works Agency**  
**Attention: Jim Browne**  
**399 Elmhurst Street, Room 111**  
**Hayward, CA 94544**

For all questions concerning the RFQ, please contact Jim Browne or email [jimb@acpwa.org](mailto:jimb@acpwa.org) .

VIII. GENERAL CONDITIONS AND LIMITATIONS

The District reserves the right to amend the terms of this RFQ, to circulate various addenda, and/or to withdraw the RFQ at any time regardless of how much time and effort consultant firms have spent on their responses. Similarly, this RFQ does not commit the District to award a contract or to pay any company for preparation of a submittal in response to this RFQ.

Very truly yours,



Hank Ackerman, P.E.  
Flood Control Program Manager

HA/ka/jb

Attachment: Questionnaire

**STATEMENT OF QUALIFICATIONS QUESTIONNAIRE  
REQUEST FOR QUALIFICATIONS (RFQ)  
HAZARDOUS MATERIALS INVESTIGATION SERVICES**

This form (in Word format) is available for download at <http://www.acgov.org/pwa/>. Under "Doing Business with Us," select "Current List of RFPs/RFQs," and click on "RFP – Hazardous Material Investigation Services." Please limit answers to **15 pages** total, excluding resumes and organization chart.

**A. PROJECT TEAM: 25 points**

1. **Prime Consultant**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
\_\_\_\_\_

2. If main office is outside Alameda County, do you have an office in Alameda County? (1-5 points)

Yes  No

If yes, please list address and phone number of local office:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Firm Principal(s) for this project: (1-5 points)

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Proposed Project Manager for this project: (1-5 points)

Name/Title: \_\_\_\_\_

Phone: \_\_\_\_\_

5. Certified Small, Local, Emerging Business (SLEB)? Yes  No  (1-5 points)

a. Sub-consultant(s) (if any) SLEB(s)? Yes  No

b. What percentage of the work will be performed by SLEB(s)? (Minimum 20%) \_\_\_\_\_

c. List all sub-consultants' companies (SLEB, and/or Non-SLEB) names, anticipated work to be performed, names of principals, addresses, and telephone numbers.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. On a one-page organization chart or table, show key staff assigned to this project and their specific areas of expertise. Include titles and years with firm. **Please attach a copy of each key team member's resume** (1-5 points).

**B. EXPERIENCE AND PAST PERFORMANCE: (75 points)**

1. Describe your firm's experience providing hazardous material support services with similar government agencies in the last 5 years: (0 -10 points)

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2. Describe your firm's recent experience, certification, and equipment owned by the firm (have access) to support work outlined in the RFQ: (0 -10 points)

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3. List former clients for whom you have provided similar work (referenced in Questions B.1 and B.2 above) within the past six years, including names, addresses, contact information, and brief descriptions of work performed for each project: (0 - 5 points)

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4. Describe your firm's experience working with regulatory agencies performing soil analysis for beneficial re-use: (0 -10 points)

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6. Describe your firm's experience with remediation of contaminated sites, and dealing with contractors on a construction site: (0 -10 points)

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7. Describe your firm's experience recommending appropriate disposal of various levels of contaminated materials from project sites: (0 -10 points)

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8. Describe your firm's approach and experience with project management including budget control, scheduling, QA/QC, and contract administration: (1-10 points)

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Completed by: (Name/Title) \_\_\_\_\_

Date: \_\_\_\_\_