

City and County of San Francisco

Mayor's Office of Housing

REQUEST FOR PROPOSALS FOR Laboratory Analysis of Lead Content in Bulk and Dust Wipes RFP# LHR20011

CONTACT: Phuong Thai, phuong.thai@sfgov.org

Background

San Francisco is the fourth largest city in California and serves as a center for business, commerce and culture for the West Coast. The City and County of San Francisco (the "City") established by Charter in 1850, is a legal subdivision of the State of California with the governmental powers of both a city and a county under California law. The City's powers are exercised through a Board of Supervisors serving as the legislative authority, and a Mayor and other independent elected officials serving as the executive authority.

The Mayor's Office of Housing receives federal funds from the Housing and Urban Development Department to perform lead hazard reduction and remediation services for approximately 160 housing units. The program targets various low income, pre 1940 units of families with children age six and younger, in high-risk, lead-based paint areas. MOH is currently seeking proposals for an accredited laboratory to provide lead analysis services.

Intent of this RFP

It is the intent of the Mayor's Office of Housing to identify the most responsive and qualified Proposer(s) to negotiate a contract for Laboratory Analysis of Lead Content in Bulk and Dust Wipes Services. Proposers are not guaranteed a contract.

Contract period is anticipated to be December 1, 2011 through December 1, 2016 for a total possible contract period of 5 years. Contractor selected must be available to commence work on or before **December 1, 2011**.

Schedule*

RFP advertised and issued April 19, 2011

Deadline for RFP questions May 10, 2011

Deadline for proposals May 20, 2011

*Each date subject to change. Check website for latest schedule.

RFP Questions and Communications

In lieu of a pre-response conference and to ensure fair and equal access to information about this RFP, fax or e-mail your questions in advance to Phuong Thai at 415.701.5552 or phuong.thai@sfgov.org.

Questions must be in writing and received before 5pm on May 10, 2011. No questions will be accepted after this time with the exception of City vendor compliance or Human Rights Commission subconsulting requirement questions.

1. Introduction

General terms used in this RFP. The “Proposer” refers to any entity submitting a proposal to this Request for Proposals (“RFP”). The “Contractor” refers to the Proposer awarded a contract for services under this RFP.

1. Statement of Need and Intent

What is the City seeking? The City and County of San Francisco’s Mayor’s Office of Housing is seeking proposals for an accredited laboratories licensed to provide lead content analysis from samples collected from surface coatings such as paint chips, XRF samples, soil and dust wipes.

1.2 Background of the Mayor’s Office of Housing

The City and County of San Francisco’s Mayor’s Office of Housing has been awarded a grant from the U.S. Department of Housing and Urban Development (HUD) Office of Healthy Homes and Lead Hazard Control, to perform lead hazard reduction and remediation services on approximately 160 housing units. The program will target various low-income, pre 1940 units of families with children age six and younger, in high-risk, lead based paint areas. This RFP requests proposals for an accredited laboratory that provides lead content analysis services.

The Program requires lead hazard reduction assessment by collecting samples from surface coatings to identify for lead hazards in properties. Samples are collected to determine the lead content which undergoes laboratory analysis. These specifications, terms, conditions and any contract addenda describe the laboratory analysis services sought by the City and County.

2. Scope of Work

This scope of work is a general guide to the work the City expects to be performed, and is not a complete listing of all services that may be required or desired.

To minimize duplication of effort and to allow the City to coordinate data requests and data available for the services requested within this RFP, as well as for previous and future projects, the selected Contractors' findings and data may be shared by the City with other City contractors, as deemed appropriate by the City.

Each Proposer should demonstrate its capabilities by providing summaries of representative projects. The City will negotiate the specific scope of services, budget, deliverables, and timeline with the highest-scoring Proposer selected for contract negotiations. There is no guarantee of a minimum amount of work or compensation for any Proposer(s) selected for contract negotiations.

Selected Contractor will work closely with the Mayor's Office of Housing in providing all materials and labor necessary to transport, analyze and promptly report lead content of paint, soil and dust samples in accordance to HUD guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing. All samples must be analyzed utilizing ASTM Method D3335-85a or equivalent. Bidding laboratories may submit modifications to the following procedures. Acceptance of such modifications is based upon the Lead Hazard Reduction Control Program's review and approval.

In accordance to federal, state, and local guidelines, the following are methods used for analysis in lead samplings:

Paint Sample Analysis

The Lead Program Inspector/Assessors will collect surface samples (chips) or paint, varnish, shellac or other coating applied to the building components and submit these samples in zip lock bags for analysis. The selected Contractor shall report all results from laboratory analysis of paint chips using the physical dimension of percent (%) by weight and equivalent parts per million (ppm).

Dust Wipe Sample Analysis

The Lead Program Inspector/ Assessor will collect dust wipe samples on filter paper or baby wipe (type) media from the surfaces of building components and submit the samples in closed hard shell containers for analysis. Technicians will also record and submit the surface area dimensions provided in inches of the wiped area. The contracting laboratory shall analyze to report all results from laboratory analysis of dust wipe samples using physical dimensions in micrograms per square foot (μ /ft²).

Soil Sample Analysis

The Lead Program Inspector/Assessors will collect soil samples in zip lock bags for analysis. The contracting laboratory shall report all results from the laboratory analysis of soil samples using the physical dimensions parts per million (ppm) by weight only.

Reporting

The results of all samples submitted within a batch must be reported together (i.e. results from all matrices must be released at the same time). The laboratory shall guarantee delivery of analysis results no later than five business days following receipt of samples. Should the laboratory fail to provide results to the City and County of within five business days of relinquishment, results shall be forwarded to the City and County as soon as possible at no charge. The City and County reserves the right to deem samples void, re-inspect the site and retain an independent vendor to complete the analysis of samples from this specific site. The laboratory shall be responsible for the cost of retaining an additional vendor to perform analyses. Results may be submitted electronically.

Quality Assurance

The City and County intends to periodically evaluate the accuracy and precision of results produced by the contracting laboratory for its Quality Assurance/Quality Control (QA/QC) policies and protocols in lead-based paint inspection and analysis. Samples may be submitted at unknown times to evaluate the accuracy of results reported. It is critical that the results reported from the laboratory be within a limited margin of error based on the total mass of lead per sample. If the results for percent recovery reported by the contracting laboratory deviate beyond a 20% margin of error (beyond 25% samples with target values less than 25µ/ft²), the City and County shall consider all sample results in the same batch invalid. Voided samples shall be considered lost.

3. Proposal Submission Requirements

3.1 Time and Place for Submission of Proposals

Proposals and all related materials must be received by **5:00 pm on Friday, May 20, 2011**. Proposals may be delivered or mailed to:

Puong Thai
Mayor's Office of Housing
1 South Van Ness Avenue, 5th Floor
San Francisco, CA 94103

Submit one original and five copies, all individually bound of your entire application by no later than **5pm on May 20, 2011 to the Mayor's Office of Housing**. Postmarks will not be considered in judging the timeliness of submissions. **Proposals submitted by e-mail or fax will not be accepted.** Late submissions will not be considered, including those submitted late due to mail or delivery service failure. Note that Proposers hand-delivering proposals to Mayor's Office of Housing may be required to open and make packages accessible for examination by security staff.

3.2 Content of Response Package

RFP# LHR2011 Lead Laboratory Analysis

Complete, but concise proposals, are recommended for ease of review by the Evaluation Team. Proposals should provide a straightforward and concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Marketing and sales type information should be excluded. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposing agency's name should be indicated on the top right hand corner of each page to ensure that MOH can identify your RFP

in the event that the pages become detached. Proposers are required to provide all information requested below.

A. Cover letter and Table of Contents

Submit a letter of introduction describing the work to be done and an affirmative commitment to perform the work as specified. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

B. Format and Content

1. Description of firm's or individual's experience and expertise in performing laboratory analysis of lead content in bulk and wipes; including years of experience of the firm's key personnel and their qualifications/experience, training, degrees, or certifications.
2. Describe the firm's or individual's capacity and capability to perform the required scope of services.
3. Provide a description of the experience and qualifications of each key person on the project team, the project manager and a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the City's prior approval.
4. Provide an organizational chart and resumes of all personnel proposed to perform analysis work on City and County samples. Clearly demonstrate the placement of project staff and their responsibility.
5. Submit a list of material safety data sheets of all chemicals used in analysis of City and County samples. Bidding laboratories must also submit a copy of other health and safety-related programs mandated by federal, state, and/or local regulation (e.g. HazCom, IPP, medical surveillance, respiratory protection, etc). *Attach to your appendix section.*
6. Provide references for the lead consulting firm, lead project manager, and all subconsults, including the name, complete address, and telephone number for at least 3 but no more than 5 recent clients (preferably other public agencies).

C. Fee Proposal

The City intends to award this contract to the firm that it considers will provide the best overall program services. The City reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

Please provide a fee proposal in a sealed envelope that includes the cost for the following:

1. Total fee to include all services including sample drop off, transportation, temporary archiving (12-month retention) and waste disposal for one year.
2. Breakdown of cost for submitted samples, using City and County approved analytical procedures.
3. Electronic transmission of result
4. The cost of one site audit

4. Proposal Evaluation

This section describes the guidelines used for analyzing and evaluating the proposals. It is the City's intent to select Proposer(s) for contract negotiations that will provide the best overall service package to the City inclusive of fee considerations. Proposers selected for contract negotiations are not guaranteed a contract. This RFP does not in any way limit the City's right to solicit contracts for similar or identical

services if, in the City's sole and absolute discretion, it determines the proposals are inadequate to satisfy its needs.

4.1 Evaluation Team

City representatives will serve as the Evaluation Team responsible for evaluating Proposers. Specifically, the team will be responsible for the evaluation and rating of the proposals, for conducting reference checks, and for interviews, if desired by the City.

4.2 Minimum Qualifications

Bidding laboratories must be recognized by the U.S. Environmental Protection Agency as participating in the National Lead Laboratory Accreditation Program (NLLAP). Bidding laboratories must provide copies of scores confirming proficiency in lead analysis under the Environmental Lead Analytical Testing Program (ELPAT). The successful bidder must maintain ELPAT proficiency for the entire term of the contract.

Bidding laboratories must be accredited for metal analysis by an organization recognized by NLLAP as having a Memorandum of Understanding with EPA, American Industrial Hygiene Association (AIHA) or the American Association for Laboratory Accreditation (AALA).

Bidding laboratories currently without accreditation must demonstrate submission of an application for accreditation prior to the issue date of the RFP.

Any proposal that does not demonstrate that the Proposer meets the minimum requirements by the deadline for submittal of proposals will be considered non-responsive and may not be evaluated or eligible for award of any subsequent contract(s).

Evidence of Insurance:

- Proposer must have a Worker's Compensation insurance policy in accordance with the applicable laws of the State of California.
- Commercial General Liability of not less than \$1,000,000 per occurrence to protect the Risk Assessment contractor against claims for bodily injury or death and damage to the property of others. This shall cover the use of all equipment and vehicles or site(s) not covered by automobile liability insurance.
- Automobile liability or owned and non-owned motor vehicles used on the site(s) or in connection therewith of not less than \$1,000,000 per occurrence for bodily injury or death and damage to the property of others.
- Professional liability (Errors & Omissions) insurance of not less than \$1,000,000 per occurrence to protect Risk Assessment contractor against claims.

4.3 Proposal Evaluation Criteria

A selection committee comprised of City staff will evaluate all proposals responsive to the submittal requirements. There will only be one phase to the selection process which is the evaluation of the written proposals. The selection committee intends to evaluate and score the proposals generally in the following sequence:

1. Project Approach (10 points)

- a. Understanding of the project and the tasks to be performed, etc.
- b. Reasonableness of work schedule and fee proposal.

2. Assigned Project Staff (20 points)

- a. Recent experience of staff assigned to the project and a description of the tasks to be performed by each staff person; and
- b. Professional qualifications and education; and
- c. Workload, staff availability and accessibility

3. Experience of Firm and Subconsultants (20 points)

- a. Expertise of the firm and subconsultants in the fields necessary to complete the tasks; and
- b. Quality of recently completed projects, including adherence to schedules, deadlines and budgets; and
- c. Experience with similar projects; and
- d. Results of reference checks.

Contractor Selection Processes

Selection

The selection committee will select the highest ranking/scoring Proposer with whom the Mayor's Office of Housing staff will commence contract negotiations. If a satisfactory contract cannot be negotiated in a reasonable time with the selected Proposer, then the Mayor's Office of Housing, in its sole discretion, may terminate negotiations and begin contract negotiations with the next highest scoring Proposers if deemed qualified. The Mayor's Office of Housing, in its sole discretion, has the right to approve or disapprove any staff person assigned to its projects before and throughout the contract term. The Mayor's Office of Housing reserves the right at any time to approve, disapprove, or modify proposed project plans, timelines and deliverables.

Interviews, if pursued by the City, will consist of standard questions asked of selected Proposers, and specific questions regarding individual proposals. Interviews will be worth 50 points. Points awarded for interviews will be separate from the points awarded during the Proposal Evaluation process. The lead staff members that will be assigned to the project should be present for the interview, as well as the lead staff of subconsultant partner(s), including Local Business Enterprise firms.

The City has sole and absolute discretion over whether interviews will be conducted or not to select Proposers for contract negotiations.

Reference Checks

Reference checks may be used to determine the applicability of Proposer experience to the services the City is requesting and the quality of services and staffing provided to prior clients, including adherence to schedules/budgets and Proposer's problem-solving, project management, and communication abilities, as well as effectiveness of performance, deliverables and outcomes.

Other Terms and Conditions

The selection of any Proposer for contract negotiations shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

5. Protest Procedures

5.1 Protest of Non-Responsiveness Determination

Within five (5) working days of the City's issuance of a notice of non-responsiveness, any Proposer that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

5.2 Protest of Contract Award

Within five (5) working days of the City's issuance of a notice of intent to award a contract under this RFP, any Proposer that has submitted a responsive proposal and believes that the City has incorrectly selected another Proposer for award may submit a written notice of protest by mail or e-mail (fax is not acceptable). Such notice of protest must be received by the City on or before the fifth (5th) working day after the City's issuance of the notice of intent to award a contract.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the Proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

5.3 Delivery of Protests

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) or by fax will not be considered. Protests must be delivered to:

Phuong Thai
Mayor's Office of Housing
1 South Van Ness Ave., 5th Floor
San Francisco, CA 94103