



**REQUEST FOR PROPOSALS FOR  
HAZARDOUS MATERIALS and ENVIRONMENTAL  
CLEARANCE SURVEY SERVICES**

FOR THE

**HISTORIC CITY HALL REHABILITATION  
FEMA REPAIR and HAZARD MITIGATION**

CITY PROJECT NUMBER #5961.00

CITY OF ATASCADERO

October 2009

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I. **ADVERTISEMENT FOR ENVIRONMENTAL OR INDUSTRIAL HYGIENE CONSULTING SERVICES**

The City of Atascadero requests a written response to the Request for Proposal (RFP) for its consideration in selection of an **ENVIRONMENTAL or INDUSTRIAL HYGIENE CONSULTING SERVICES** for pre-construction services for the **Historic City Hall Rehabilitation / FEMA Repair and Hazard Mitigation, Project Number #5961.00, described as:**

The City of Atascadero is in the process of repairing its most important structure in the community, City Hall. The historic City Hall has been vacant since the 2003 San Simeon Earthquake left it yellow-tagged. Built between 1914 and 1918 with bricks made from local clay, this unique and beautiful building has become one of California's historical landmarks.



The Atascadero City Hall was originally designed and constructed to be the centerpiece of the Atascadero Colony, a utopian planned community by Edward Gardner Lewis. Designed with a Greek cross plan and situated on the historic El Camino Real, the building houses two separate and distinct rotunda spaces on the first and fourth floors in the center of the building, with offices ringing the perimeter. The 40' tall rotunda space on the first floor was originally designed to be a museum to showcase agricultural and mineral products and housed the Atascadero Historical Society Museum prior to the earthquake. It features decorative plaster, a coffered dome, clerestory windows and an elaborate chandelier. The 44' tall rotunda space on the fourth floor was originally planned to be the community library and was used as City Council chambers prior to the earthquake. The remainder of the building was utilized as office space for various City departments.

The building suffered significant damage during the San Simeon earthquake with the most visually apparent damage found from the fourth floor up due to the original construction methodology of the building. Constructed with a cast in place reinforced concrete frame with unreinforced masonry infill from the fourth floor down, the upper portion of the building from the fourth floor up is wood framing with unreinforced masonry bearing walls. The entire structure has damage throughout but it is this area of unreinforced masonry construction that will require deconstruction of the exterior down to structural framing and then upgrade and reconstruction of the historic façade. The lower portion of the building also has significant areas of repair and hazard mitigation that will center around the installation of shot-crete on the interior face of the exterior perimeter walls of the building.

The building is a qualified historic structure and is on the National Register of Historic Places in addition to being a California Registered Historical Landmark. The project will comply with the Secretary of the Interior's Standards.

Negotiations with FEMA are on-going, based on the damage assessments and repair recommendations developed by the design team.

The **ENVIRONMENTAL OR INDUSTRIAL HYGIENE CONSULTANT** will provide services in three separate and distinct phases, namely:

- Phase 1** - Provide asbestos, lead, mold and hazardous materials survey within the earthquake damaged structure,
- Phase 2** - Develop construction specifications detailing location, extent and controls needed to appropriately remove identified hazardous materials, including but not limited to asbestos, animal / bird waste, and lead containing materials,
- Phase 3** – Provide hazardous material abatement construction activities for plans developed in Phase 2 above.

Consultant shall conduct inspection(s) to identify the presence of:

- Building materials containing asbestiform minerals
- Lead-containing paints
- Mold
- Bird guano
- Other (hazardous materials that may be impacted during the course of project described in the contract documents)

Consultant shall develop:

- Work plan
- Construction documents (plans and specifications) to address hazardous materials being impacted during the course of described project.
- Attend pre-construction and project-related meetings
- Review/Approve Contractor's Submittals.
- Daily inspections of abatement contractor's work practices to determine compliance with specifications.
- Collection of contractor's daily submittals including air samples, sign in/sign out logs, waste manifests, and contractor activity reports.
- On-site presence during hazardous materials impacting work, including documenting activities and work practices, collection of photographs, and preparation of daily report.
- Daily monitoring outside of controlled/regulated areas (perimeter sampling)
- Visual/Clearance Inspection of work areas at completion of work
- Clearance air sampling:       PCM  
  TEM
- Dust-wipe sampling of affected work areas
- Within 30 days of completion of site abatement work, prepare and submit *Environmental Consultant's Hazardous Materials Project Closeout Report* including all required elements listed in site evaluation report.
- Clearly mark each point of penetration (core sampling) using fluorescent orange spray paint.
- Report any other hazardous material observed during inspection.

The complete request for proposal (RFP) packet will be available at [www.atascadero.org](http://www.atascadero.org) starting, Tuesday, October 13, 2009. **A MANDATORY PRE-BID JOB WALK WILL BE HELD WEDNESDAY NOVEMBER 4, 2009 AT 2:00 PM**, meeting at Historic City Hall, 6500 Palma Avenue, Atascadero, California. Hard hats will be **required** and job walk participants are expected to provide their own hard hat. It will be the responsibility of the firms responding to this RFP to check the City website twenty four hours prior to the mandatory job walk for any schedule changes. Consultant submittals must be received by 2:00 p.m. on Wednesday November 18, 2009. A short list will be determined by a screening committee; further steps in the selection process will be at the discretion of the selection committee.

Every effort will be made to ensure that all persons, regardless of race, religion, sex, color, ethnicity and national origin have equal access to contracts and other business opportunities with the City of Atascadero. The selected consulting firm(s) will be required to show evidence of their Equal Employment Opportunity policy.

## **II. PROJECT INFORMATION AND REQUIREMENTS**

### **A. PROJECT DESCRIPTION**

#### **Historic City Hall Restoration**

The Atascadero City Hall Restoration Project is currently in the construction document phase for the Deconstruction Phase and for the FEMA Repair and Hazard Mitigation Phase. The 58,000 square foot, four story plus structure is a Registered Historic Landmark with the State of California. It is anticipated that the construction costs will be approximately \$35 million dollars. The work is expected to be contracted in three phases beginning in June 2010. The project scope will include hazardous material abatement and deconstruction, earthquake damage repair and hazard mitigation pursuant to FEMA requirements, and the renovation and modernization of the structure for use once again as the community's City Hall. Significant foundation repair is anticipated, as well as handling, transporting and offsite storage and materials such as brick, veneers, casework and other historically significant architectural features.

**Project documents can be viewed and downloaded by going to [www.atascadero.org](http://www.atascadero.org) Located near the bottom of the page under *Hot Topics* is a link entitled *City Hall Rehabilitation Documents*. Click on the link and you will be taken to the page with the list of available project documents.**

### **B. PROJECT SCHEDULE**

The consultant shall perform the survey / assessment beginning in January 2010 and provide the City with bid ready abatement specifications by February 26, 2010. The abatement project is scheduled to be bid no later than March 15, 2010.

The Atascadero City Hall Restoration Project will begin with the first bid package to remove hazardous materials and required deconstruction in June 2010 to be completed by December of 2010. The second bid package will entail FEMA Repair and Hazardous Materials Mitigation and is anticipated to begin in March 2011 and be completed by mid September 2012. The third bid package will simultaneously construct the desired Code Upgrades, Restorations and Interior Renovations beginning in March 2010 and be complete by September 2012. The Construction Manager will assist in developing and refining the project schedule.

### **C. SCHEDULE FOR SELECTION PROCESS**

In accordance with established City of Atascadero procedures, City will review all submittals in response to the RFP and will select the preferred firm for the project. Proposing **Environmental or Industrial Hygiene Consultants** should make note of the anticipated interview period during the month of December 2009 and make themselves available during that period. The proposed selection process is as follows:

1. City begins issuance of RFP Packets on Tuesday, October 13, 2009.
2. Candidates must attend a **mandatory** Pre-Bid Job Walk on November 4, 2009 at 2:00 pm, meeting at Historic City Hall, 6500 Palma Avenue, Atascadero, California. Hard hats will be **required** and job walk participants are expected to provide their own hard hat.
3. Candidates submit response to RFP to City no later than 2:00 p.m., Wednesday, November 18, 2009.
4. The City Screening Committee will review submittals and determine which qualified candidates will be invited to present their proposals at an interview with the City Selection Committee.
5. City will announce the names of those candidates invited to interview by Wednesday, November 25, 2009.
6. Interviews are tentatively scheduled for December 09, 2009. The schedule of the interviews will be set at the convenience of the City Selection Committee.
7. The Selection Committee will recommend the preferred firm for the City Council's approval at their regular meeting of January 12, 2010.

The criteria for review of the submitted proposals and selection of the successful candidate are provided in Section IV.C (Page 11): **CRITERIA FOR SELECTION OF ENVIRONMENTAL OR INDUSTRIAL HYGIENE CONSULTING SERVICES.**

**D. DOCUMENTS PROVIDED TO SELECTED ENVIRONMENTAL OR INDUSTRIAL HYGIENE CONSULTANT PRIOR TO THE INTERVIEW:**

1. Standard Professional Services Contract
2. City of Atascadero's current project schedule.

**III. REQUEST FOR PROPOSALS SUBMITTAL REQUIREMENTS**

To be fully considered, the candidate shall comply with the following instructions:

**A. FORMAT**

1. Submittal of 8 ½" x 11" material shall be bound in 3-ring binder or comb-bound.
2. Include a Table of Contents.
3. Provide dividers with tabs to separate and identify each response item described below. The tabs shall be numbered (1, 2, 3, 4, 5, 6, 7, 8, 9 and 10) to correspond to each response item.

**B. REQUIRED RESPONSE ITEMS**

The RFP Submittal shall contain the following response items:

1. LETTER OF INTEREST

Provide a letter that expresses the candidate's interest in the proposed project and describes the candidate's perceived strengths to carry out the commission.

2. PROJECT TEAM ORGANIZATION

Provide an organizational chart indicating the relationship between the candidate-firm's staff members that are proposed to have responsibilities related to the proposed project. Indicate on the chart the names of key personnel, their titles and their proposed duties.

3. INDIVIDUAL CANDIDATE'S PROPOSALS

In response to the RFP, provide project data to support the following:

- a. Environmental or Industrial Hygiene Consulting Services for at least two projects with a value of at least \$20 million construction cost fully completed since January 1, 1999.
- b. Environmental or Industrial Hygiene Consulting Services on projects involving Registered Historic Structures.
- c. Environmental or Industrial Hygiene Consulting Services on projects federally funded and / or FEMA funded. Specific FEMA references should be provided.

4. RESPONSE TO SELECTION CRITERIA

Describe how and to what extent, the candidate firm satisfies, or intends to satisfy, each of the selection criteria.

5. KEY STAFF

Identify by names and titles key staff members who will be assigned to the project or who will otherwise play a major role in the proposed project. Briefly describe each individual's proposed role.

6. SUBCONTRACTORS/SUBCONSULTANTS

Subcontractors (subconsultants) to be used during the term of this project shall be identified, with a list of personnel to be assigned, their qualifications, education and experience.

7. LETTER OF ACCEPTANCE OF CITY OF ATASCADERO DOCUMENTS

- a. The candidate shall carefully review the standard City of Atascadero documents listed in paragraph II.D of this RFP and included in the Attachments.
- b. A letter, prepared on the candidate's letterhead, shall state the candidate's acceptance of said standard Professional Services Contract as written. The City of Atascadero reserves its right to require modifications to the attached standard documents prior to execution.

8. RESUMES

Submit a resume for each key staff member identified by candidate's response to Item 5 above. Include all relevant experience with similar projects, and indicate the position and duties performed on each such project. Provide a minimum of three professional references for each staff member preferably from similar FEMA and/or Historic Structure projects.

9. LITIGATION, MEDIATION, ARBITRATION

Identify any projects within the last five years that required participation in litigation, mediation or arbitration.

10. FEES

Based on the scope, the proposal should give a budget allocation among the three phases. The budget should also itemize the other direct costs for material expenses and travel to Atascadero by necessary personnel.

**C. SUBMITTING THE DOCUMENTS TO THE CITY OF ATASCADERO**

No later than the time indicated in the Advertisement for Environmental Or Industrial Hygiene Consulting Services, deliver six (6) copies of the bound RFP submittal documents, by messenger, Federal Express or equivalent to:

Russell S Thompson, PE  
Director of Public Works  
City of Atascadero  
6907 El Camino Real  
Atascadero, CA 93422

Do not send by US Mail.

#### IV. PRE-INTERVIEW AND INTERVIEW INSTRUCTIONS

##### A. PRE-INTERVIEW SUBMITTALS

By the last business day prior to the scheduled interview, those candidates invited to be interviewed shall deliver to the City of Atascadero at the location above, the following documents:

1. **CERTIFICATE OF INSURANCE**  
The candidate shall submit a Certificate of Insurance (photocopy) indicating the firm's present coverage.
2. City of Atascadero requires evidence of insurance coverage: general liability, automobile liability, and worker's compensation. If consultant does not currently have coverage in accordance with City of Atascadero requirements, documentation shall be submitted indicating that such coverage will be in place prior to execution of the consultant Agreement.
3. **PROFESSIONAL REFERENCES**

Include a minimum of three (3) professional references for the Environmental or Industrial Hygiene Consultants; for each reference include all of the items below (please, do not include formal letters of appreciation):

- a) Project name
- b) Nature of work performed
- c) Level of responsibility
- d) Time Span (start and end of the project-assignment)
- e) Agency/client's contact person name with *current* phone number

Insurance limits required per the following table:

**Capital Programs Insurance Limits  
For  
ENVIRONMENTAL OR INDUSTRIAL HYGIENE CONSULTING SERVICES**

<b>General Liability</b>	
Each Occurrence – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
Products – Completed Operations Aggregate	\$2,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000

<b>Business Auto Liability</b> – Each Accident – Combined Single Limit for Bodily Injury & Property Damage	\$1,000,000
<b>Workers Comp &amp; Employers Liability</b>	As required by Federal & State of Calif. Law
<b>Professional Liability</b>	
Each Occurrence	\$1,000,000 PSA;
General Aggregate	\$2,000,000 PSA;

**B. INTERVIEWS**

1. Interviews by the Selection Committee will be 60 minutes in total length. The first 30 minutes will be allowed for the candidate-team to present its Proposals, followed by a 30-minute question and answer session. Candidate’s key staff and consultants are encouraged to participate in the interview.
2. Interviews will be conducted at City Hall, Conference Room 5, 6907 El Camino Real, Atascadero, CA 93422.

**C. CRITERIA FOR SELECTION**

The proposals will be evaluated by City of Atascadero staff to select the firms that are most responsive to the requirements and objectives of the Request for Proposal.

The criteria for evaluating the proposals submitted will take the following items into consideration:

- Experience and reputation of the firm with similar FEMA/Historical structure projects, including a verification of data and references.
- Credentials and experience on projects of similar scope and complexity of key personnel assigned to the project.
- Understanding of project objectives and work tasks as evidenced in the written narratives and oral interview.
- Fee
- Schedule reasonableness, including the present workload of the firm and the availability of staff for the project.
- Consultant’s past record of performance in similar projects related to control of costs, quality of work and meeting schedules.