



State of Idaho  
Department of Administration  
Division of Public Works

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August 15, 2023

**REQUEST FOR QUALIFICATIONS "RFQ"**

TO: Asbestos Abatement Professionals

FROM: PAT DONALDSON, Administrator  
Division of Public Works

A handwritten signature in blue ink, appearing to read "Pat Donaldson", with a smaller signature below it.

SUBJECT: REGIONAL ASBESTOS ABATEMENT PROFESSIONALS TO PROVIDE SERVICES FOR  
SMALL PROJECTS, STATEWIDE

**Statement of Qualifications, "SOQ," packages for furnishing Asbestos Abatement Professional services including: hazardous materials building surveys, inspections, design, oversight and air monitoring services to the State of Idaho, will be received at the Division of Public Works, located at 502 N. 4<sup>th</sup> Street, P.O. Box 83720 Boise, Idaho 83720-0072, until at 2:00pm, Mountain Standard Time, on September 20<sup>th</sup>, 2023.**

Submit five (5) copies of the SOQ; include one USB drive containing a PDF of the submittal. The submittal shall clearly identify the point of contact regarding the submittal, with e-mail address and phone number listed.

Questions that arise as a result of this RFQ should be addressed to:

STATEWIDE

Sydnee Weersing  
Division of Public Works  
Sydnee.weersing@adm.idaho.gov  
208-867-2930

**REQUIRED SERVICES:**

Types of projects requiring Asbestos Abatement Professional services may include the following: general industrial hygienist services, hazardous materials building survey reports that require collection and evaluation of test samples; design services for partial or complete remedial actions required for specific construction projects, including writing specifications that detail the general methods required for removal and disposal of

ACM; project oversight; air quality monitoring during the abatement process, including on-site analysis of air samples (Phase Contrast Microscopy); and final visual inspections with air clearance testing once removal is complete. Together, the design and specifications provided by the Asbestos Abatement Professional will be used in the contract documents for Abatement Contractors who will perform the actual removal of ACM material.

The Asbestos Abatement Professional's firm must have professionals certified to work in the State of Idaho, as required for their specific disciplines during the design and construction observation.

The Asbestos Abatement Professional will be required to upload all documents to DPW's Owner's web-based project management system, Projectmates. Documents may include, but are not limited to surveys, field and testing reports, schedules, etc.

### **PROJECT DESCRIPTION:**

Annually the State of Idaho, Division of Public Works constructs several projects, which require Asbestos Abatement Professional services. Services will relate to projects where the estimated fee plus reimbursable expenses do not exceed a set amount established by the Permanent Building Fund Advisory Council. The present limit is \$50,000 per project. Total fees to be authorized under these contracts will depend on legislative or agency funding and could vary greatly from region to region. The contracts are intended to be for a **three-year period**.

The ability to execute these small projects on short notice in a reasonably short time is a major concern. On-site administration is frequently required for these small projects, particularly when emergencies and critical timelines exist.

Asbestos Abatement Professionals will be selected for services STATEWIDE, to include all the areas listed below. A total of four (4) contracts are anticipated to be awarded.

**North Idaho:** Lewiston, Moscow, Orofino, Coeur d'Alene area north to the border with Canada. State institutions within this area include the University of Idaho, Lewis-Clark State College, Lewiston State Office Building, State Hospital North, North Idaho Correctional Institution, North Idaho College, and regional offices of the departments of Health & Welfare, Lands, Fish and Game, Transportation, and Labor.

**Southwest Idaho:** McCall, Boise, Nampa, Caldwell, Twin Falls, Burley, Gooding, and Jerome including the Capitol Mall, Idaho Correctional Institution, Health & Welfare and Agriculture Laboratories, Southwest Idaho Treatment Center, State Hospital West, Boise State University, College of Southern Idaho, College of Western Idaho, Idaho Educational Services for the Deaf and Blind and other state buildings in the area.

**Southeast Idaho:** Pocatello, Blackfoot, Idaho Falls and St. Anthony area including Idaho State University, State Hospital South, College of Eastern Idaho, Idaho Falls State Office Building, Juvenile Correction Center, Pocatello Women's Correctional Center and regional offices of the departments of Health & Welfare, Lands, Fish and Game, Transportation, Correction, and Labor.

Projects in the fringe areas of various regions may be assigned to Asbestos Abatement Professionals in adjacent regions depending on circumstances such as immediate workload, past involvement, or special experience.

**PROPOSED DATES:**

Receive SOQs: September 20, 2023  
Oral Interviews for Shortlisted Firms: Week of October 9, 2023  
Review by PBFAC: November 7, 2023  
Negotiate contracts: November 2023  
Contract Start Date: December 1, 2023

**RANKING OF SOQs AND INTERVIEWS:**

An evaluation committee consisting of two representatives from the Division of Public Works and two representatives from various State Agency staff will evaluate and rank the firms deemed to be the most qualified to perform the required services.

The ranking process of teams submitting Statements of Qualifications is accomplished in two steps. First, the selection committee will review and score the written SOQs based on the criteria in the Written Statement of Qualification Content (below). Second, the top 3-5 ranked teams will be invited to interview. The initial ranking, based on the written SOQ, is worth 75 points. The final ranking, based on the interview, is worth 25 points. These scores will be combined to give an overall score to rank the teams.

Interviews will last approximately one hour: 25-30 minutes for the presentation; 15-20 minutes for the selection committee's Q&A; and 5-10 minutes for the team's closing comments. It is important that team members who will be performing the work attend the interview.

The scores will be based on the table below.

<b>INITIAL RANKING OF WRITTEN SOQ</b>		
<b>Section</b>	<b>Category (see below for content)</b>	<b>Maximum Points Possible</b>
<b>A</b>	<b>Basic Firm Qualifications</b>	<b>15</b>
<b>B</b>	<b>Firm Member Qualifications</b>	<b>20</b>
<b>C</b>	<b>Technical Qualifications</b>	<b>20</b>
<b>D</b>	<b>Firm Management Approach</b>	<b>20</b>
<b>Total Points Available for Written SOQ</b>		<b>75</b>
<b>FINAL RANKING OF INTERVIEW</b>		
<b>Criteria</b>		<b>Maximum Points Possible</b>
<b>Competency and abilities to address the items that will be provided to the final ranked teams</b>		<b>20</b>
<b>Selection Committee's Q &amp; A</b>		<b>5</b>
<b>Total Points Available for Interview</b>		<b>25</b>
<b>Total Points Available</b>		<b>100</b>

## **AWARD:**

Based on the results of the Statement of Qualifications and Interviews, DPW will recommend a course of action to the PBFAC at their next regularly scheduled meeting after interviews have been conducted. If the ranking is approved, a notice of intent to negotiate will be issued by DPW. However, final award is contingent upon the successful negotiation of an Agreement.

## **WRITTEN STATEMENT OF QUALIFICATION CONTENT:**

It is critical to format the content of your written SOQ exactly as the categories "A-D" are listed below. The SOQs will be reviewed and ranked on information specifically requested in each of these categories. The proposals should be clear and to the point while addressing each item. Please limit each section to 5 pages and provide a cover letter with your SOQ that includes the email address and phone number of your team's primary contact person; failure to provide this information may result in the proposal being nonresponsive.

- A. Basic Firm Qualifications (15 Points Available):** Provide the following information relative to the submitting Asbestos Abatement Professional Firm:
- Provide Organization's information (i.e., How long organization has been in existence, number of personnel, business' tax organization, awards, associations, etc.).
  - Demonstrate production capabilities and resources available to meet the project schedules.
  - Provide four examples of previous projects with DPW or State Agency, in the last 5 years, where Asbestos Abatement Professional has provided services.
  - List any additional relevant general information.
- B. Firm Member Qualifications (20 Points Available):** Provide the following information relative to the submitting Asbestos Abatement Professional individual team members:
- List the specific names of professionals expected to accomplish the work. Provide resumes for each that outline their qualifications including: license numbers, education, training, relevant OSHA and EPA certifications, proof of accreditation required by the State of Idaho under IDAPA 17.04.05. and/or other special expertise.
  - Describe who will perform various tasks (planning, design, oversight, monitoring, testing, etc), the extent of their responsibilities, and the amount of their involvement from design through construction observation.
  - List past work experience where team members have provided asbestos abatement professional services to State Agencies.
  - List who performs quality control during design and construction observation.
- C. Technical Approach (20 Points Available):** Include a statement of the Firm's technical approach for providing asbestos abatement professional services, including:
- Describe how the Asbestos Abatement Professional determines the design specifications for the general methods required to remove and disposal of ACM. Does this change with different occupancies?
  - List any specific advantages that your team may have to get projects completed more quickly (i.e. portable testing equipment, qualified staff to interpret field test, multiple field offices).

- Provide at least one example of a remediation project that involved renovation or construction in an occupied building where a phasing and/or phasing plans were required. Explain the challenges and success of the project.
- Describe how the Firm will interface with Asbestos Contractors who will perform the actual removal of ACM material. Provide two examples where good collaboration with Asbestos Contractor led to a successful project.

**D. Firm's Management Approach (20 Points Available):** Include a statement of your firm's management approach for providing asbestos abatement professional services, including:

- Describe the Firm's management approach to address quality control, meeting schedules, and budgets.
- Describe the Firm's approach to gathering stakeholder's input and acceptance.
- Describe how the Firm will manage tasks, action items, emails, and phone calls.
- Describe how the Asbestos Abatement Professional maintains their staff's continuing education and certifications.
- Describe Firm's protocols for document retention.

#### **ADDITIONAL PROVISIONS**

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page at <https://dpw.idaho.gov/professional-services/>. It is recommended that responders to this RFQ check this page prior to making their submittal.

The Asbestos Abatement Professional shall warrant that they will not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States as required by Title 67, Chapter 79, Idaho Code. The Asbestos Abatement Professional shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

The contents of the SOQ may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. A sample agreement of standard terms and conditions is available from the Division of Public Works. Asbestos Abatement Professional will be required to sign an agreement including the State's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage. Candidate firms must have relevant certifications issued by the State of Idaho, at the time of submission and will provide proof with submission.

The State reserves the right to reject any or all submittals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of submittals resulting from this request and subsequent interviews. Refer to the Instruction for Design Professionals manual found at <https://dpw.idaho.gov/docs-forms-guides/> for more information.

**End of RFQ for Asbestos Abatement Professionals, Statewide**

