



**ADMINISTRATION & FINANCE
PURCHASING DIVISION
CITY OF WORCESTER, MA
455 MAIN STREET
ROOM 201, CITY HALL
WORCESTER, MA 01608
(508) 799-1220**



**Christopher J. Gagliastro, MCPPO
Purchasing Agent**

**RFP NO. CR-7884-M3
ISSUANCE DATE: 9/14/2022**

BUYER: MAUREEN MCKEON

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
REQUEST FOR PROPOSALS
NOTICE TO PROPOSERS**

RFP TITLE: Asbestos/Haz-Mat Monitoring and Testing Services/WPS

REFER TO PAGE 7 FOR PROPOSAL SUBMISSION INFORMATION

General Conditions

All proposals are subject to the terms, conditions and specifications herein set forth:

- 1. Scope: Provide asbestos monitoring and testing services on an as-needed basis as per the attached requirements and specifications of Worcester Public Schools for a one (1) year period from the date of contract. This contract may be renewed for a second and third year at the discretion of the City at the same contract unit prices.**
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the amount of N/A must accompany this proposal. This must be submitted under separate sealed cover marked "Proposal Security." In the case of default, the surety shall be forfeited to the City as liquidated damages.
3. All terms and conditions are applicable to this proposal except the following section(s) which are hereby deleted from this RFP: 27, 30
4. A performance bond in the amount of N/A will be required. If this proposal is accepted by the City and the Proposer shall fail to contract as set forth in these requirements and to give a bond in the aforementioned amount, within ten (10) days, (not including Sundays, Saturdays, or a legal Holiday) from the date of the mailing of a notice from the City to the Proposer, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the proposer has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the proposal security accompanying this proposal shall become the property of the City as liquidated damages.

Any prospective proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal opening date. All requests are to be in writing to the Purchasing Division and are to be in duplicate. No changes will be considered or any interpretation issued unless request is in our hands within 5 days (Saturdays, Sundays, and Legal Holidays excluded) before scheduled proposal submission date.

Any inquiries related to technical or contractual matters must be submitted in writing to:

**Maureen McKeon
Assistant Purchasing Director
City of Worcester, City Hall
455 Main Street, Room 201
Worcester, MA 01608
mckeonmp@worcesterma.gov**

5. Nothing herein is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. The City encourages participation by Minority and Women Owned Business Enterprises (M/WBE).
6. The following meanings are attached to the defined words when used in this RFP.
 - a) The word "City" means The City of Worcester, Massachusetts.
 - b) The word "Proposer" means the person, firm or corporation submitting proposal on these specifications or any part thereof.
 - c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - d) The words "Firm Price" shall mean a guarantee against price increase during the life of the contract.
7. All proposals and other documents relating to this RFP are subject to the public records provisions of M.G.L. c.30B, and shall remain confidential until the time specified in c.30B section 6 (d).
8. All material submitted by vendors becomes the property of the City. The City is under no obligations to return any of the material submitted by a vendor in response to this RFP.
9. Each vendor's proposal must remain in effect for at least 120 days from the deadline for its submission. The City will decide upon acceptance within 120 days of submission.
10. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
11. The City reserves the right to accept or reject any or all of the proposals submitted and waive informalities and technicalities.

12. The City will review and analyze each proposal, and reserve the right to interview selected proposers. The City shall select the proposer, which in the City's opinion, has made the proposal best suited to the needs and goals of the City and its operations and deemed to be in compliance with the terms of this RFP.
13. The Contractor will be required to indemnify and save harmless the City of Worcester for all damages to life and property that may occur due to his or her negligence or that of his or her employees, subcontractors, etc. during the contract derived from this RFP.
14. The Contract Agreement will be drafted by the City's Law Department in compliance with the terms of the RFP, and may incorporate the terms of this RFP and of the proposal selected.
15. The Proposer must certify that no official or employee of the City of Worcester, Massachusetts, is pecuniarily interested in this proposal or in the contract which the proposer offers to execute or in expected profits to arise therefrom, unless there has been compliance with the provisions of G.L.C. 43 section 27, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
16. Any proposal withdrawn after time and date specified, the proposer shall forfeit deposit on proposal as liquidated damages.
17. A vendor conference will be held as follows: N/A
18. The Contractor shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP, or its right, title or interest therein or its power to execute the same to any other person, firm, partnership, company or corporation without the previous consent in writing of the City. Should the Contractor attempt any of the above without the written consent of the City, the City reserves the right to declare the Contractor in default and terminate the contract for cause.
19. The Contractor shall obtain and maintain in force at all times during the term of the contract derived from this RFP, insurance coverage pertaining to Public Liability, Property Damage and Worker's Compensation in the following types and amounts:
 - a) PUBLIC LIABILITY INSURANCE - Contractor to supply the City of Worcester with certificates of insurance covering public liability in an amount not less than \$1,000,000.00 to any one person, and not less than \$ 1,000,000.00 on account of one accident.
 - b) PROPERTY DAMAGE INSURANCE - Contractor to supply the City with certificates of insurance covering property damage in an amount not less than \$1,000,000.00 for damages on account of any one accident, and not less than \$ 2,000,000.00 on account of all accidents.
 - c) COMPENSATION INSURANCE - The Contractor shall furnish the City with certificates showing that all its employees shall be connected with the management operations are protected under worker's compensation insurance policies.

20. The Contractor shall carry Public Liability Insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contract or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone in his or her employ during the execution of the contract derived from this RFP.
21. Prior to starting on the contract derived from this RFP, the Contractor shall deposit with the Purchasing Division, certificate from the insurer to the effect that the insurance policies required in the above paragraph have been issued to the Contractor. The certificates must be on a form satisfactory to the City.
22. All prices quoted must include inside delivery, and set-up in place F.O.B. destination to pre-designated City of Worcester departments.
23. No special charges will be allowed for rigging, packing, crating, freight, express, or carriage unless specifically stated and included in the vendor's proposal.
24. The award to the successful proposer may be cancelled in the event of vendor nonperformance as may be determined by the City.
25. The successful proposer shall comply with all applicable federal, state and local laws, ordinances, and regulations. The awarded contract shall be governed under the laws of the Commonwealth of Massachusetts.
26. Purchases made by the City are exempt from Federal and Massachusetts state taxes and proposal prices must exclude any such taxes. Tax exemption certificates will be furnished upon request.
27. When the contract is executed, a performance bond, in the full amount of the contract, is required. See paragraph 4. The bond will be of a surety company qualified to do business under the laws of the Commonwealth of Massachusetts. The cost of this bond is the vendor's responsibility. Bonds shall remain in force and effect thru the performance of the contract.
28. Expenditures by the City and authorization to spend for particular purposes are made on fiscal year basis. The City's fiscal year is the twelve month period ending June 30 of each year. The obligations of the City under any agreement to be reached are subject to the appropriation or authorization of the necessary funds. The City agrees to make reasonable efforts to obtain funding and all necessary authorization.
29. No amendment to the contract shall be effective unless it is in writing and signed by authorized representatives of both parties and is accepted by the City of Worcester.
30. The vendor (and its insurers, if any) shall bear all risk of loss or damage to the equipment which occurs in transit to the user site. The risk of loss or damage to purchased equipment shall remain with the vendor until the purchase price has been paid and title has passed. The vendor shall also bear the risk of loss or damage to leased or rented equipment during the

City of Worcester's possession and use thereof subject, however to such conditions and limitations as may be stated elsewhere in the contract.

31. The vendor shall not assign or in any way transfer any interest in the contract without the prior written consent of the City provided, however, that claims for money due or to become due to vendor from the City may be assigned to a bank, trust company, or other financial institution without such consent so long as notice of such assignment is furnished promptly to the City. Any such assignment shall be expressly made subject to all defenses, set-offs, or counter-claims which would have been available to the City against the vendor in the absence of such assignment.
32. None of the services to be provided by the vendor pursuant to the contract shall be subcontracted or delegated to any other organization, association, individual, corporation, partnership or other such entity without the prior written consent of the City. No subcontract or delegation shall relieve or discharge the vendor from any obligation or liability under the contract except as specifically set forth in the instrument of consent. Any subcontract to which the City has consented shall be attached to the original of the contract on file in the City of Worcester.
33. Neither party will be liable to the other or be deemed to be in breach of the contract for any failure or delay in rendering performance arising out of causes beyond its reasonable control and without its fault or negligence. Such causes may include but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, strikes, freight, embargoes, and unusually severe weather. If the vendor's failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the reasonable control of both the vendor and the subcontractor, and without the fault or negligence of either of them, the vendor shall not be liable for any excess costs for failure to perform, unless the equipment or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the vendor to meet the required delivery schedule. Dates or times of performance will be extended to the extent of delays excused in this section, provided that the party whose performance is affected notifies the other promptly of the existence and nature of such delay.
34. The vendor shall provide to the City of Worcester a warranty and a commitment which clearly states that all equipment and services proposed and supplied by the Vendor, and/or its subcontractors, performs as expected and promised by the Vendor.
35. The vendor represents that no person other than bona fide employees working solely for the vendor, have been employed or retained to solicit or secure this agreement upon an arrangement or understanding for a commission, percentage, brokerage fee, gift or any other consideration contingent upon the award or making of this contract. For breach or violation of the representation, the City shall have the right to annul the contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover the full amount of such commission, percentage, brokerage fee or other consideration.
36. Any contract made by the City in which the Purchasing Agent or any employee of his/her department, the heads of using agencies or any other officer or employee of the City having a part in the placing of such contract is financially interested, directly or indirectly, shall be void.

37. The vendor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, ancestry, age, sex, religion or medical handicap. The vendor agrees to comply with all applicable Federal and State Statutes, rules and regulations prohibiting discrimination in employment including: Title VII of the Civil Rights Acts of 1964; The Age Discrimination in Employment Act of 1967; Section 504 of the Rehabilitation Act of 1973; Massachusetts General Laws Chapter 151B, Section 4 (1) and all relevant administrative orders and executive orders.

If a complaint or claim alleging violation by the vendor of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD), the vendor agrees to cooperate with MCAD in the investigation and disposition of such complaint or claim.

In the event of vendor noncompliance with the provisions of this section, the City shall impose such sanctions as it deems appropriate, including but limited to:

1. Withholding of payments due vendor under the contract until vendor complies.
2. Termination or suspension of the contract.

SUBMISSION OF PROPOSALS
Instructions

38. Proposals must be submitted in two (2) packages according to the instructions below. The City intends to consider responses in the evaluation requirements before considering costs. Therefore, no reference to pricing may be made in the proposal of evaluation considerations.

A sealed package containing **the original and 1 PDF copy on a USB (thumb) drive** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Asbestos/Haz-Mat Monitoring and Testing Services/WPS -Evaluation Response

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. CR-7884-M3

A sealed package containing **the original copy and 1 USB drive with PDF** of the proposal **must** be labeled as follows:

Purchasing Agent, City of Worcester

Asbestos/Haz-Mat Monitoring and Testing Services/WPS - Costs

**455 Main Street, Room 201
Worcester, MA 01608**

Re: RFP No. CR-7884-M3

Cost proposal pages are located at end of specifications

Proposals must be delivered no later than Wednesday, October 12, 2022 at 10:00 AM LOCAL TIME. Late submissions will be rejected, regardless of circumstances. The City of Worcester is not responsible for submittals not properly marked.

The evaluation and cost proposals will remain confidential until a formal and finalized contract has been executed.

RFP EVALUATION

39. The City of Worcester Purchasing Agent will assign an evaluation team, hereafter referred to as the Selection Committee, to perform a full and complete evaluation of RFP submittals. The Purchasing Agent will ultimately forward a formal recommendation of award to the City Manager who has final award authority.
40. RFP evaluation responses will be evaluated by the Selection Committee based directly upon vendor's response to mandatory and comparative evaluation criteria. Vendors must meet or exceed the mandatory criteria requirements or be rejected as non-responsive.

Comparative criteria will be evaluated by the use of four rating categories as set forth by M.G.L. Chapter 30B:

1. HIGHLY ADVANTAGEOUS - Vendor's submittal meets all the stated requirements and offers significant performance above the stated requirements.
2. ADVANTAGEOUS - Vendor's submittal meets the stated requirements without risk or disadvantage.
3. NOT ADVANTAGEOUS - Vendor's submittal contains some risk or disadvantage but is not unacceptable.
4. UNACCEPTABLE - Vendor's submittal fails to meet the standards of the stated requirements.

After proposals have been assigned ratings on the basis of each evaluation criterion, a composite rating will be established by the Selection Committee. Submittals will then be ranked based upon finalized composite rating.

41. The Purchasing Agent will identify the most advantageous proposal based upon the rankings of the Selection Committee and an evaluation of the cost proposals received. The Purchasing Agent will forward a recommendation for award to the City Manager based upon the most advantageous proposal received considering evaluation rankings and cost proposals received.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

| Name | Address | Zip Code |
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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Email _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership, Full names and addresses of all partners

| <u>Name</u> | <u>Address</u> | <u>Zip Code</u> |
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Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name: _____

State of Incorporation: _____ Qualified in Massachusetts? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Email: _____

Telephone No. _____

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____
Street P.O. Box

City/Town State Zip

Place of Business in Massachusetts _____
Street P.O. Box

City/Town State Zip

Telephone No. _____

NOTE:

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

E.I. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____

TITLE _____

DATE _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print)

Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

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| <p style="text-align: center;">RFP Specifications for Asbestos/Haz-Mat Monitoring & Testing Services Worcester Public Schools, Facilities Department</p> |
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PART 1 - GENERAL

PART 1: General Summary

- A. These specifications outline the requirements necessary to maintain the Worcester Public School's (WPS) compliance with all recognized and generally accepted asbestos standards, including AHERA and ASHARA, and lead standards, 105 CMR 460.000: Lead Poisoning Prevention and Control.

This specification is intended to provide environmental services to assist in the management of:

- AHERA related asbestos management activities, including; asbestos inspections (six month periodic and three year re-inspections), bulk sampling, development and updates of asbestos operations and maintenance plans, development of designs for response actions, development of abatement bid specifications, and monitoring response actions by third parties, for the Worcester Public Schools (WPS).
- Lead paint related management activities, including; inspection, testing (X ray Fluorescence (XRF), Air and Wipe Sampling), design and monitoring of response actions, and generating reports.

This work is based on the most current information obtained from the MA Department of Labor Standards (DLS), MA Department of Public Health, and US Environmental Protection Agency (EPA) regarding state of the art environmental services, including, but not limited to; investigations, assessments, inspections, sampling, emergency response, and project design, monitoring and management.

This specification is intended to describe measures necessary for a vendor to provide all equipment, materials and labor associated with asbestos and lead based paint related services to all WPS buildings, and buildings owned, operated leased and considered for purchase (See attachment A) by WPS.

- B. The contact person for projects is James Bedard, Director, EMS and Capital Projects, WPS Facilities Department.
- C. Work under this agreement shall consist of, but not necessarily limited to, the furnishing of all necessary supervision, labor, materials, tools and equipment, necessary to perform the environmental services.
- D. The successful contractor(s) will have at least 10 years of experience in providing:
- a. Asbestos related environmental services, including; inspection, sampling, response action design and monitoring.
 - b. The contractor(s) must employ: Asbestos Project Monitors, Designers, Inspectors and Management Planners who hold current, valid licenses and accreditations from the Massachusetts Department of Labor Standards.
 - c. Lead paint related services, including;
 - i. Commonwealth of Massachusetts Licensed Lead Inspectors

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- ii. A company license from the Commonwealth of Massachusetts Department of Public Health Radiation Control Program. Authorized use of XRF lead paint analyzer.
- E. The Vendor(s) shall comply with State and Local Laws and Regulations accordance with M.G.L. Chapter 149, and shall obtain all official permits required and pay all fees for the same, including but not limited to building and mechanical permits.
- F. If necessary, the Worcester Public Schools reserves the right to review all materials invoices of the vendors to insure proper pricing of materials.
- G. Workmen's compensation and insurance requirements per attached.
- H. The City reserves the right to obtain quotations from other vendors for specific projects when it is in the best interests of the City.
- I. In the event WPS becomes dissatisfied with the performance of any Contractor or personnel assigned to perform the services under this agreement, the Contractor agrees, upon written request of the City, to assign substitute personnel with the above listed qualifications.

PART 2 - Scope of Work for Asbestos Related Work

- A. Deliverables - For asbestos management activities conducted, the Contractor will be responsible for:
- 1. Assigning Asbestos Project Monitors, Designers, Inspectors and Management Planners who hold current, valid licenses, accreditations and certifications from the Massachusetts Department of Labor Standards.
 - 2. Conducting asbestos periodic surveillance inspections, three year re-inspections and initial surveys (when specified) of asbestos containing materials in each educational building as needed. **All** information should be in a user-friendly document and easy to find and identify, for review by a layperson such as parents, teachers or other interested parties. The content and format must be approved by the Designated Person.

All inspections should involve the following activities and contain the following information in the **Record of Inspection Report**:

- a. A signature of each Asbestos Inspector who contributes to the re-inspection, including their accreditation numbers.
- b. All inspections will clearly identify the types, locations, amounts and conditions of the following:
 - i. any material that is assumed to be ACBM,
 - ii. any material that was sampled and determined to be non-asbestos containing, and
 - iii. any material that was sampled and determined to be ACBM.
- c. The name of the school and the address of the property that was inspected. The same location description of the property shall be used consistently in all project documentation.
- d. Three, dated signed copies of prioritized list of findings and recommended corrective response actions to the Designated Person or designee upon completion of all inspections within 30 days. In the following media format:
 - i. Access database or other database approved by WPS IT Department

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- ii. One electronic report for each building as well as the **Inspection Summary Report**
- iii. Two printed, signed hard copies
- e. A signed statement of the applicable determination(s) pursuant to §§ 763.99(a) (1) through (a) (6), that ACBM is or is not present in a homogeneous or sampling area of a school, based on the results of sampling conducted prior to December 14, 1987.
- f. Date of inspection activity.
- a. Recommendations for sampling of materials, which must be approved by the Designated Person or designee. Sampling protocols must be conducted in accordance with §763.86, and sent to a laboratory certified by DLS in accordance with 453 CMR 6.08 for analysis.
- b. Updates or addendums to AMP documents for inclusion in the AMPs, including but not limited to: lab data that is signed, training records, etc.
 - i. In addition, contractor will:
 - 1. Locate and review the school's AMP in in each school's Administrative office.
 - I. Create a list of schools where either the AMPs are missing entirely, or are incomplete, and will note which documents are missing.
 - II. Provide this information in the "Summary of Inspection Findings, and not in each individual building inspection report.
 - 2. Contractor will make recommendations for revising AMP when found to be lacking.
 - I. If approved, Contractor will draft revisions for WPS approval to be included in each AMP.
 - II. Contractor will provide recommendations to the Designated Person or designee as part of the Inspection Summary Report, not in the individual inspection reports.
- c. Inspection and Replacement of Asbestos Caution Sign (as specified by EPA and DLS, not the OSHA sign)- Inspect for the required caution signs in required locations (e.g. mechanical rooms). These actions are designed to ensure that at the conclusion of both the three year and six month inspections that all appropriate regulatory signage is in place. Where they are missing, the Contractor shall:
 - i. Post the signs. Note that all costs, materials and installation associated with new signage, are the responsibility of the contractor.
 - ii. Note the location of the signs on the building layout.
 - iii. Create a list schools where the signs are missing and/or incomplete, and submit the list to the Designated Person or designee as part of the Inspection Summary Report, not in the individual inspection report.

**RFP Specifications for Asbestos/Haz-Mat Monitoring & Testing Services
Worcester Public Schools, Facilities Department**

- g. **An Inspection Summary Report** – The Contractor shall provide the following administrative information in a summary report (not in the individual building inspection reports) for both the periodic surveillance and three year re-inspections:
- i. A list of schools where the AMP was missing or not up to date with current records.
 - ii. A list of schools and locations where signage was missing and replaced by the contractor.
- h. **Six Month Periodic Inspection** - The Contractor shall also conduct the bi-annual periodic surveillance of each facility per AHERA and DLS requirements and guidance. Periodic surveillance involves a visual inspection of all areas that are identified in the management plan as ACBM or assumed ACBM.
- i. The inspections must be performed by properly licensed asbestos inspectors.
 - ii. The contractor must visually inspect all homogeneous areas identified in the management plan as ACBM or suspected ACBM and record in the inspection report and AMP:
 1. whether there are any changes in the condition of the material (including if there are no changes),
 2. The date of the surveillance
 3. the name of the person conducting the surveillance
 - iii. List - the location of the ACBM/PACBM in each space, and the amount and condition (including percentage of damage) of ACBM/PACBM **per room**.
 - iv. Provide a summary of items requiring immediate response actions.
- i. **The Three Year Re-inspection** - In accordance with AHERA 40 CFR § 763.85(b), the Contractor must make a re-inspection of asbestos containing materials in each educational facility every three years.
- i. In addition to documenting the presence of ACBMs during the inspections, the Asbestos Inspector shall make a written assessment of the condition of the suspected, known and assumed ACBM's noted, as specified at § 763.88, and shall classify each of the identified ACBMs into one of the seven categories listed at § 763.88(b)(1)-(7).
 1. Material that was previously considered non-friable ACBM will be visually re-inspected and touched to determine whether it has become friable since the last inspection.
 2. Known and presumed ACBM shall be assessed for the following criteria in school buildings listed in Attachment A for the:
 - I. Quantity per room/functional space
 - II. Type of material and friability

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- III. Amount, extent and type of damage per room, including the condition of newly friable material(s) in areas where samples are collected. Consultant will take photos of damaged friable ACM for inclusion in the re-inspection report.
 - IV. Accessibility of the ACBM/PACBM
 - V. Damage potential based on air erosion, vibration and contact
 - VI. Preventive measures
 - VII. Operations and Maintenance guidance
 - VIII. Schedule for response actions.
 - IX. Classification of the identified ACBMs into one of the seven categories listed at § 763.88(b) (1) through (7).
- ii. In addition to the information required for all inspection reports listed above and in section A.2 (requirements for **all inspection reports**) of this specification, the contractor must provide:
 - 1. Dates:
 - Date of inspection activity.
 - Dates for recommended response actions to be started and completed.
 - iii. A signature of each Inspector and Management Planner who contributes to the re-inspection and asbestos management plan, including their accreditation numbers.
 - iv. The format must list the ACBM/PACBM in two different formats:
 - 1. Homogeneous area:
 - A total amount and summarized locations (e.g. room numbers) of ACBM or PACBM by **homogeneous area**.
 - Summary list of homogeneous areas in which material has become friable since the last inspection.
 - 2. Amount and condition of ACBM or assumed PACBM **per room**.
 - v. Recommendations for future bulk sample collection on each homogeneous area of newly friable PACM for submittal (for analysis at a NVLAP and AIHA accredited laboratory for analysis by Polarized Light Microscopy (PLM)). Sampling protocols must be conducted in accordance with §763.86, and sent to a laboratory certified by DLS in accordance with 453 CMR 6.08 for analysis.
 - vi. List of PACBM that were sampled and found not to contain asbestos.
 - vii. List of suspect ACBM that have not been previously sampled or identified.
 - viii. List of areas in each school that were inaccessible for inspection/testing.
 - ix. Asbestos Management Plan (AMP) - The Contractor shall assign its properly licensed Asbestos Management Planner to update the Management Plan to verify that all AHERA required elements are present, pursuant to 763.93(e)(1) through

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| <p style="text-align: center;">RFP Specifications for Asbestos/Haz-Mat Monitoring & Testing Services Worcester Public Schools, Facilities Department</p> |
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(12).

- x. Updates or addendums to O&M documents and other documents for inclusion in the AMPs, including, but not limited to; updated cleaning protocols, signed lab data, inspector certifications, response actions completed, etc.
- xi. A prioritized list of findings and recommended response actions to the Designated Person or designee with:
 - 1. Estimated cost for abatement, including costs for abatement, replacement materials, and design and monitoring services.
 - 2. A quote for the cost of a design and monitoring of recommended response actions.
 - 3. A recommended schedule for completing the response actions.
- i. An accurate listing of materials removed in the previous period. This material must be identified as removed from the inventory, and listed in the relevant location (e.g. room number where it was removed) listed in the report.
- ii. Photographs of damaged ACBM.
- iii. An approximate-scale, plan-view drawing of the structure(s). This drawing can also be used as a baseline from the last inspection, whenever available, but must be verified by the for accuracy by the contractor. It must denote all interior partitions and exterior walls, and include the following information:
 - a. ACM identified, and/or suspected ACBM,
 - b. location of ACBM removed, and
 - c. location of all ACM bulk samples collected by the contractor (previous sampling information can be added if available).
- iv. List of building homogeneous materials in each location that were sampled and found not to contain asbestos.
- v. An updated evaluation of resources needed to; 1) complete response actions successfully, and carry out 2) re-inspection, 3) periodic surveillance, 4) operations and maintenance activities, and 5) training.
- j. Asbestos Management Plan (AMP) for **newly constructed** school buildings. The Contractor will generate an AMP for the new building to contain:
 - i. The “Exclusionary Statement” (for each school building) signed by the accredited inspector, or the architect or project engineer responsible for the construction of a new school building built after October 12, 1988, stating that no ACBM was specified or used as a building material (40 CFR part 763.99(a)(7)). The Contractor will work with WPS to obtain the required “Exclusionary Statement” from architects.
 - i. The name, address and telephone number for the AHERA Designated Person (40 CFR part 763.93(e)(4)).

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- ii. The training records for the AHERA Designated Person (i.e., course name, dates, and hours of training taken) (40 CFR part 763.93(e)(4)).
- iii. A list of the name and address of each school building covered by the asbestos management plan and a statement that they do not contain ACBM (40 CFR part 763.93(e)(1)).
- iv. A dated copy of each year's annual notification of the asbestos management plan's availability to parents, teachers and employees, along with a description of the steps taken to effect the notification (40 CFR part 763.93(g)(4)).
- v. A "True and Correct Statement" signed by the Designated Person which certifies that the general, local education agency responsibilities, as stipulated by 40 CFR part 763.84, have been met or will be met (40 CFR part 763.93(i)).
- vi. The name of each consultant that contributed to the asbestos management plan, and a statement that each consultant is accredited by a state which has adopted a contractor accreditation program or is accredited by an EPA-approved course (40 CFR part 763.93(e)(12)).
- vii. Optional statement (required by WPS) signed by an accredited asbestos management plan developer that such a person has prepared or assisted in the preparation of the asbestos management plan or has reviewed such plan, and that such plan is in compliance with 40 CFR part 763, Subpart E (§ 763.93(f)).
- k. The contractor will also develop an access database (or other type of database if WPS IT Department approves) that will include information on the following:
 - i. an inventory of all ACBMs and photos, when available, and
 - ii. all required AHERA information including; location, quantities, assessment, recommended response action, ACBMs removed, etc.

B. Recommend Response Actions (including Operations and Maintenance activities)

- 1. The Contractor shall assign its properly licensed Asbestos Management Planner(s) to provide response action recommendations that are consistent with AHERA pursuant to 763.93(b) through (f).
- 2. The Contractor shall ensure that both response action and operations and maintenance recommendations described in the Management Plan are:
 - a. specific to the 1) site, 2) per each space and 3) ACBM involved, and
 - b. the response action implementation schedule is clear.

C. Either create or update the Operations and Maintenance Program - The Contractor shall assign its properly licensed Asbestos Management Planner to review the adequacy of the Operations and Maintenance Program (O&M), and either start with a new template or make updates or revisions to an existing O&M plan as necessary in conjunction with the Designated Person or assignee. The Contractor shall ensure that the O&M program is site-specific and ACBM/PACBM condition specific, and complies with EPA guidance for the in-place management of the types, amounts, locations and condition of the ACBM and presumed ACBM present in each school building.

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- D. Review LEA Recordkeeping - The Contractor shall assign its properly licensed Asbestos Management Planner to verify that all recordkeeping requirements are met, pursuant to 763.94. The Contractor shall notify the LEA which, if any, of these documents are missing from the Asbestos Management Plan. This information will be provided in the “Summary of Inspection Findings”, and not in each building inspection report.
- E. Review Notifications - The Contractor will consult with the Designated Person on methods to be used by the LEA for annual notification and outside contractor notification, so that the plan reflects the actual methods employed by the LEA. This information will be provided in the “Summary of Inspection Findings”, and not in each building inspection report.
- F. Ensure Compliance - The Contractor will advise the LEA, in writing, of any non-compliance that is within the LEAs authority to correct. This information will be provided in a “Summary of the Inspection Findings”, and not in each building inspection report.
- G. Conduct Initial Inspection Surveys when warranted - For inspections of buildings without existing asbestos surveys, the inspector must:
 - a. Visually inspect all areas to detect both friable and nonfriable ACBMs and touch all suspected ACBMs to determine friability. Suspected materials may be assumed to be asbestos containing.
 - b. Recommend other suspected materials not assumed to be asbestos-containing to be sampled in accordance with the protocols specified at § 763.86 and sent to a laboratory certified by DLS in accordance with 453 CMR 6.08 for analysis.
 - c. In addition to documenting the presence of ACBMs, the Asbestos Inspector shall make a written assessment of the condition of the suspected, known and assumed ACBM's noted during the inspection, as specified at § 763.88, and shall classify each of the identified ACBMs into one of the seven categories listed at § 763.88(b)(1) through (7).
 - d. The inspector must prepare a record of the inspection that includes the information specified by § 763.85(a) and submit such record and information to the Designated Person specified in accordance with § 763.84.
- H. Design Response Actions - The asbestos project designer is responsible for:
 - a. Designing the project, estimating the cost of abatement, developing project drawings, assisting the development of bid documents used in the contractor selection process, and establishing a project schedule. The design must be described in sufficient detail for an abatement contractor to use to determine the quantity of labor, materials, and equipment necessary for the work, and use to conduct the abatement. The design should include, but is not limited to:
 - i. the scope of the work with locations of ACBM to be abated on a layout of a floorplan, and removal, enclosure, and/or encapsulation work;
 - ii. physical isolation of the space;
 - iii. isolation of airborne contamination;
 - iv. isolation of waterborne contamination;
 - v. protection of room surfaces;
 - vi. worker protection;

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- vii. regulations and standards;
 - viii. sampling and analysis;
 - ix. waste storage, transport and disposal; and
 - x. procedures for clearing the area for re-occupancy at the end of the project.
 - b. Providing general consultation throughout the design/development process.
 - c. Assisting the Designated Person conduct site walk-throughs for contractors bidding on the response action projects.
- I. Monitor Abatement Projects – provide an asbestos project monitor to comply with the following scope:
 - a. The Asbestos Project Monitor certification authorizes the Contractor to function as the on-site representative of the Worcester Public Schools, interpret project specifications or asbestos management plans, and monitor and evaluate contractor with applicable rules, regulations, or specifications, including collection of the air and/or wipe samples at asbestos project sites.
 - b. The Contractor shall provide on - site project monitoring and testing as required by all federal, state, and local regulations concerning asbestos abatement project work in public school facilities. The licensed project monitor will perform the following duties on the worksite:
 - i. Abatement Contractor Oversight - The work must be carried out in accordance with the work practices specified at 453 CMR 6.14. The Project Monitor will:
 - 1. Monitor abatement company and their workers:
 - a. Ensure that the company has and follows an OSHA Hazard Communication Plan.
 - b. Check all credentials of Abatement Contractor's workers, including training certifications, and OSHA requirements such as; respirator fit tests, medical exam/physician's opinion, etc. prior to start of work.
 - c. Ensure workers are using proper standard operating procedures and personal protection equipment for asbestos abatement.
 - 2. Approve Site Conditions - at beginning, during and close of each work day:
 - a. Approve site conditions on project start-up, and then on a daily basis before the abatement contractor starts the project, and before they leave the site each day.
 - b. Ensure proper engineering controls are in place and fully operational prior to, during and following abatement work until regulated area has been approved for re-occupancy based on the air clearance test results. This includes management of the building's ventilation system to prevent migration of asbestos into non-regulated work areas in conjunction with the Designated Person or designee.
 - c. Ensure the Abatement Contractor posts and maintains proper signage of regulated work area.

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- d. Ensure that the Abatement Contractor is restricting unauthorized access to regulated work areas, and secures all assigned entrances and exits at the end of the workday.
 - e. Ensure that contract workers decontaminate themselves, and remove clothing and shoes worn in regulated work areas prior to entering non-regulated areas to prevent contamination.
 - f. Ensure that the Abatement Contractor does not cause or allow to be caused, conditions which may cause risk or hazard to the building occupants or general public, or conditions that might impair safe use of the facility.
 - g. Contractor is responsible for ensuring that the abatement contractor performs all work under this agreement without contaminating the building environment or adjacent areas with asbestos contaminated materials, and/or exposing building occupants to health hazards. This includes, but is not limited to; interiors of ductwork, outside project containment locations, machinery and equipment and any other release into unregulated spaces.
- ii. Project Monitoring - Visual Inspections, Air Sampling, and Air Clearances: The Asbestos Project Monitor must use aggressive sampling in the collection of the air samples, regardless of the method used for analysis, and all associated TEM analyses must be carried out by a laboratory certified pursuant to 453 CMR 6.08.
 - 1. Collect “work in progress” background air samples, analyzed on-site (utilizing PCM), to monitor fiber levels outside the work area(s).
 - 2. If elevated levels are detected, work will be stopped and corrective action taken.
 - 3. Perform close-out documentation - the visual clearance and conduct the air clearance monitoring required by 453 CMR 6.14(5):
 - a. Conduct a visual For projects involving 160 or fewer square feet or 250 or fewer linear feet of asbestos material, the NIOSH Method 7400 (phase contrast microscopy) may be used for the air clearance analysis.
 - b. For projects involving more than 160 square feet or more than 250 linear feet of asbestos material, the transmission electron microscopy method (TEM) found in Appendix A of Subpart E of 40 CFR 763 must be used for the air clearance analysis.
 - c. The project will be considered complete, and the associated work area barriers and warning signs may be taken down only after the work area passes both visual and air clearances.
- iii. Approve and Monitor Asbestos Waste Management Activities:
 - a. Workers are correctly packaging, labeling, storing in

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approved designated locations, and disposing of asbestos contaminated materials in a timely way per the contract requirements.

- b. Any area utilized for temporary storage of all asbestos contaminated waste must be approved by the Designated Person or their designee.
- c. The storage area shall be secured with required, conspicuously posted, warning signs to prevent unauthorized entry into the storage area.

iv. Problem Solving and Emergencies

- a. The Contractor shall consult with the Designated Person or designee on any potential problems which may arise in the course of the work, and shall provide the Designated Person or designee with technical assistance in solving these problems.
- b. The Project Monitor shall report any releases immediately to the Designated Person or designee.
 - i. Major fiber releases may warrant additional testing and response action planning.
 - ii. The Project Monitor will generate a Fiber Release Report (using WPS's Fiber Release Report Form) in conjunction with the Designated Person or their designee.

J. Respond to Fiber Release Episodes

- a. Respond within four hours to a fiber release when requested by WPS.
- b. Assist the Designated Person or designee in assessing extent of contamination through visible inspection and possibly air monitoring in the surrounding vicinity and throughout the building, as necessary. They may also take bulk samples of suspected materials.
- c. Assist the Designated Person or designee stabilize the release, including ensuring that:
 - i. Doors are secured (escape corridors must remain in operation) and signs are posted to prevent unauthorized personnel from entering the work area.
 - ii. Only authorized, trained personnel wearing protective equipment are allowed to enter area.
 - iii. Air handling systems are shut off or modified from the contaminated area to prevent the distribution of fibers to other areas of the building. If necessary, have trained personnel seal doors, windows, and air registers with 6 mil plastic sheets and duct tape.
- d. Recommend Response Action for minor and major fiber releases based on the need to isolate, abate, clean, or repair, if any.
 - i. Generate an Asbestos Project Design for mitigating a major fiber release.

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- e. Monitor clean-up and related abatement activities by licensed abatement contractor. Ensure that all procedures for removing the disturbed ACM and cleaning the area are conducted in accordance with regulations for large-scale asbestos abatement, including containment barriers, negative pressure ventilation, wet methods, personal respiratory protection and protective clothing, decontamination facilities, waste disposal and air testing.
- f. Work with WPS to fully document the episode using WPS's Asbestos Fiber Release report forms.

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PART 3 - Scope of Work for Lead Paint Related Work

A. Deliverables

1. Assigning Lead Inspectors, and Project Monitors and Designers, who hold current, valid licenses, accreditations and certifications. Personnel and/or company documentation should meet the following minimum criteria:
 - i. Commonwealth of Massachusetts Licensed Lead Inspector
 - ii. The inspector shall have training from the manufacturer, and either have a license, or the company has a license, and the inspector has authorization to use the XRF lead paint analyzer through the Massachusetts Department of Public Health, Radiation Control Program for a *Radioactive Material License Portable X-Ray Fluorescence Analyzer for The Detection and Analysis of Lead in Paint on Surfaces*.
2. Conducting lead inspections and testing to determine the presence and location of lead-based paint that need to be remediated. Includes, but not limited to:
 - i. Identifying and mapping areas to be assessed, assess areas and map sampling areas.
 - ii. Testing - XRF lead paint analysis and wipe and air sampling.
3. Generating lead inspection reports, which must include:
 - i. The address of the property that was inspected. The same location description of the property shall be used consistently in all project documentation.
 - ii. An approximate-scale, plan-view drawing of the structure(s), denoting all interior partitions and exterior walls, with identified or suspected lead based paint. The location of all lead samples collected shall be noted on this drawing.
 - iii. The original laboratory reports for bulk analysis. These reports shall have the signature of the analyst, a brief description of the analytical method used, and a statement of the current laboratory accreditation.
4. Designing lead abatement projects – involves; designing the project, estimating the cost of abatement, developing project drawings, assisting the development of bid documents used in the contractor selection process, and establishing a project schedule. The design must be described in sufficient detail for an abatement contractor to use to determine the quantity of labor, materials, and equipment necessary for the work, and use to conduct the abatement. The design should include but is not limited to:
 - i. the scope of the work with locations of lead based paint to be abated on a layout of a floorplan, and removal, enclosure, and/or encapsulation work;
 - ii. physical isolation of the space;
 - iii. isolation of airborne contamination;
 - iv. protection of room surfaces;
 - v. worker protection;
 - vi. regulations and standards;
 - vii. sampling and analysis;

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- viii. waste transport and disposal; and
- ix. procedures for clearing the area for re-occupancy at the end of the project.
- 5. Monitoring lead abatement projects.
 - i. Contractor will be responsible for monitoring all abatement procedures to ensure that they comply with applicable Federal, State, and Local laws and regulations, as well as the requirements of specific project specifications.
 - ii. Contractor shall determine airborne and surface concentrations of lead on site before, during, and after the completion of abatement activity.
 - iii. Contractor will provide Clearance Examination - a post-construction determination that no lead hazards are present in the dwelling. Inspector will provide a copy of a Letter of Full Deleading Compliance in accordance with federal and state lead paint laws and regulations.
- 6. Emergency Response – the contractor must respond to releases of lead based paint within four hours of WPS request.

PART 4 - Coordination of Work and Safety

- A. It shall be the responsibility of the Contractor to establish a sequence of his work to ascertain that all the labor, materials and equipment progress smoothly and on schedule. This may involve coordinating with asbestos or lead project monitor, occupant schedules, school calendar, other work underway or planned in building, etc.
- B. The Contractor shall coordinate all work with the Designated Person or designee, project monitor, school principal and senior custodian. The Contractor shall not leave any area inside or outside buildings unprotected, and shall take all necessary measures to keep these areas in a safe manner.
- C. All materials and equipment must be secured during and at the end of each workday so that building occupants, employees and the public may not injure themselves. All tools and equipment and asbestos and other waste must be removed from the job site at the end of each workday unless WPS approves otherwise.
- D. The Contractor shall be responsible for all damage resulting from improperly installed equipment, stored materials or equipment, improper sampling techniques, etc.

2.09 Quality Assurances:

- A. All materials, labor and deliverables shall conform to the standards set forth by MA Department of Labor Standards (DLS) and Massachusetts Department of Public Health.
- B. Competent workmen, skilled in their part of the work to be done, shall do all work, and all work shall be done in accordance with the highest standards of the trade, and in compliance with all safety requirements.

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- C. Provide at all times during the work adequate supervisory personnel who shall be thoroughly familiar with the type of work involved, and with the requirements of the contract documents and regulations pertinent to this work. Provide adequate numbers of skilled workers and other personnel to ensure the orderly, timely and proper work in accordance with the Contract requirements.

3.00 Permits and Fees:

The Contractor shall secure and pay for all permits, inspections, and licenses necessary for the accomplishment of the work under this contract.

**RFP Specifications for Asbestos and Lead Inspection, Design and Monitoring Services
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Vendor Checklist of Submission of Required Documentation and Exhibits

Bidder Name:

Date:

Instructions - Bidder to check off all the following items submitted:

Bid Documentation:

- ☐ 1. Resumes of Project Staff (please provide only those who will work on the project)
- ☐ 2. Project Summaries (only those related to the type of work in this bid request)
- ☐ 3. Letters of Recommendations (related to the type of work listed in the project summaries)
- ☐ 4. Reference Contact List (related to the work in this bid request)
- ☐ 5. Licenses and certifications of project staff and project equipment, if not listed on resumes or elsewhere in the bid response
- ☐ 6. Overview of the bidder's capacity and strategy to meet the specification requirements.

Asbestos Project Monitoring Documentation:

- ☐ Pre-Abatement Forms/Checklists (sample, completed forms)
 - ☐ 1. Set-up and prepare space for work
 - ☐ 2. Contractor OSHA programs – e.g. OSHA requires a Respirator Program (this information can be incorporated into other checklists)
 - ☐ 3. List of Contractor (and worker) Certifications-Licenses
- ☐ Abatement
 - ☐ 4. Monitor's Site Logs – sample completed log
- ☐ Post Abatement - Clearance Documents - sample completed forms:
 - ☐ 5. Final Air Sample Chain of Custody
 - ☐ 6. Final Air Sample Lab Reports (signed)
 - ☐ 7. Certificate Visual Inspection
 - ☐ 8. Tear Down Checklist

Asbestos Inspection Reports – sample completed reports:

- ☐ 10. 3-year re-inspection report
- ☐ 11. 6-month periodic surveillance inspection report
- ☐ 12. Sample report from asbestos database for a three-year re-inspection

Asbestos Designs for Response Actions – sample completed designs:

- ☐ 13. Abatement Design – for one of the following; removal, repair, encapsulation, enclosure
- ☐ 14. Major Fiber Release Design

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Vendor Checklist of Submission of Required Documentation and Exhibits

Asbestos Plans – one sample of each of the following completed plans:

- ☐ 15. Asbestos Management Plan - with required post abatement updates (e.g. ACM Remaining, Revisions to O&M Plan, Re-Evaluation of Resources).
- ☐ 16. Asbestos Management “Exclusionary” Plan - for a school with no asbestos (will include an exclusionary form and other AHERA required AMP docs)
- ☐ 17. Asbestos Operations and Maintenance Plan

Lead Paint - one (1) sample each of the following completed documents:

- ☐ 18. Lead Paint Inspection
- ☐ 19. Lead Abatement Project Design
- ☐ 20. Lead Paint Abatement Monitoring Project Documentation

**RFP Specifications for Asbestos and Lead Inspection, Design and Monitoring Services
Worcester Public Schools, Facilities Department**

Attachment #2: Evaluation Criteria

MANDATORY CRITERIA

1. Must demonstrate adequate past performance for lead and asbestos work.

- ☐ Project summaries provided in this response demonstrating relevant experience must be verified by submission of five (5) letters of reference for similar work conducted within the last 5 years.

2. Evidence of completed asbestos work:

- ☐ Must have currently Massachusetts licensed, accredited asbestos - inspectors, management planners, designers, and project monitors in the firm with no less than 10 years' experience.
- ☐ Must have completed asbestos inspections (AHERA 3 Year Re-Inspections and Periodic Surveillance Inspections) in no less than fifty (50) buildings for **Pre-Kindergarten through Grade 12** institutions in a **multi-location campus** setting, with each location of varying sizes and conditions.
- ☐ Must provide one (1) exhibit that is site specific for each of the following types of work:
 - ☐ Inspections – 1) three-year, and 2) periodic surveillance inspections
 - ☐ Abatement Project Monitoring, including samples of completed documents for pre-abatement, abatement and post abatement phases of project monitoring
 - ☐ Asbestos Management Plan
 - ☐ Asbestos Management “Exclusionary” Plan for a school with no asbestos
 - ☐ Asbestos Operations and Maintenance Plan
 - ☐ Design for Asbestos Response Action - Abatement
 - ☐ Design for Asbestos Response Action - Major Fiber Release

3. Evidence of completed lead paint work:

- ☐ Must have currently Massachusetts licensed lead inspectors in the firm with no less than 10 years' experience.
- ☐ Must provide one (1) exhibit that is site specific for each of the following types of work:
 - ☐ A completed lead paint inspection
 - ☐ A completed Lead Abatement Project Design
 - ☐ Documentation for one lead paint abatement monitoring project

**RFP Specifications for Asbestos and Lead Inspection, Design and Monitoring Services
Worcester Public Schools, Facilities Department**

Attachment #2: Evaluation Criteria

Instructions - Please use the checklist in Attachment #1 of this RFP to check-off the exhibit documents submitted by your company.

Company

1. Provide project summaries for completion of three-year re-inspection reports and periodic surveillance reports for no less than fifty (50) schools.

In addition, you must provide evidence of:

One (1) exhibit of a completed three-year re-inspection that that contains conditions requiring response actions, and meets the following criteria: is signed, is clearly written in lay language and well organized, and contains specific information regarding the location and condition (e.g. % damage, cause of damage, level of risk for further damage) of ACBM/PACBM, and a prioritized set of response action recommendations (removal, repair, enclosure, encapsulation, operations and maintenance) with dates for completion specific for ACBM/PACBM in each location.

One (1) exhibit of a three-year re-inspection report from an asbestos database that contains all of the required AHERA information as listed above.

One (1) exhibit of a completed six-month inspection with the location and condition of the ACBM/ PACBM clearly identified.

Highly Advantageous

The company demonstrates through their project summaries that they have generated three-year inspection reports for at least fifty (50) K-12 school buildings.

The exhibit of a completed three-year re-inspection that contains conditions requiring response actions, and meets the following criteria: is signed, is clearly written in lay language and well organized, and contains specific information regarding the location and condition (e.g. % damage, cause of damage, level of risk for further damage) of ACBM/PACBM, and a prioritized set of response action recommendations (removal, repair, enclosure, encapsulation, operations and maintenance) with dates for completion specific for ACBM/PACBM in each location.

The company provided one (1) exhibit printout of a three-year re-inspection report from an asbestos database with all of the required AHERA information.

The company provided one (1) exhibit of a completed six-month inspection with the location and condition of the ACBM/ PACBM clearly identified.

Advantageous – the company provided:

Project summaries of three-year inspection reports for between twenty-five (25) and forty-nine (49) K-12 school buildings.

One (1) exhibit three-year re-inspection report.

One (1) exhibit printout of a three-year re-inspection report from an asbestos database.

One (1) exhibit of a completed six-month inspection.

Not Advantageous

Either the project summaries were inadequate to demonstrate the company has provided service to at least twenty-five (25) K-12 school buildings, and/or one or more of the required exhibits (three-year inspection report, print-out from database for a three-year inspection report, six-month periodic surveillance inspection) were not submitted or were inadequate.

Comments: _____

**RFP Specifications for Asbestos and Lead Inspection, Design and Monitoring Services
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Attachment #2: Evaluation Criteria

2. Provide project summaries to demonstrate evidence of ten (10) asbestos designs provided to a k-12 school district.

In addition, provide:

One (1) completed exhibit of an Asbestos Design for an abatement response action, that is specific to a particular school building's conditions, is easily understandable, and adequate in scope to enable abatement contractors to conduct response action.

One (1) completed exhibit of an Asbestos Design for a Major Fiber Release, that is specific to a particular school building's conditions, is easily understandable, and adequate in scope to enable abatement contractors to conduct response action.

Highly Advantageous – Provided evidence of ten (10) asbestos designs. The two exhibits (one Asbestos Design and one Asbestos Design for a Major Fiber Release) are both specific to a particular school building's conditions, easily understandable, and adequate in scope to enable abatement contractors to conduct response actions.

Advantageous – Provided evidence of five (5) – nine (9) asbestos designs. Provided two exhibits (one Asbestos Design and one Asbestos Design for a Major Fiber Release).

Not Advantageous – Provided evidence of 5 or less asbestos designs. The bidder either did not submit one or both exhibits (one Asbestos Design and/or one Asbestos Design for a Fiber Release), or submitted an incomplete or generic Asbestos Design (not specific or specific enough to a school building's conditions).

Comments: _____

3. Provide project summaries to demonstrate evidence of, no less experience of twenty-five (25) monitoring projects of asbestos response actions.

In addition, submission of one (1) completed exhibits of project monitoring, that includes *completed* forms for Pre-Abatement monitoring (e.g. Checklist of Required Contractor Certifications/Licenses, Pre-Abatement Set-Up, OSHA requirements checklist), abatement monitoring (e.g. Monitor Site Logs, asbestos sampling chain of custody), and post abatement submittals (e.g. Final Air Sample Chain of Custody, Certificate Visual Inspection, signed lab reports).

Highly Advantageous – Evidence of twenty-five (25) asbestos monitoring projects, and submission of a completed document exhibits with related pre-abatement, abatement and post-abatement forms that are complete, documented, comprehensive, consistent with language in AHERA and clearly written.

Advantageous – Evidence of between ten (10) to twenty-four (24) asbestos monitoring projects, and submission of a completed exhibit with related forms.

Not Advantageous – Evidence of less than ten (10) exhibit asbestos monitoring reports, and/or not all required exhibits were submitted, and/or were inadequate.

Comments: _____

**RFP Specifications for Asbestos and Lead Inspection, Design and Monitoring Services
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Attachment #2: Evaluation Criteria

4. Provide project summaries to demonstrate evidence of developing no less than ten (10) of the following types of asbestos related “Plans”. Note the 10 project summaries can represent a combined total (e.g. 3 AMPs, 1 Exclusionary AMP, 6 O&M plans)

In addition, submission of the following exhibit “Plans” that are specific to a school, clearly written in lay language and are well organized, and contain all of the AHERA required elements:

One (1) completed exhibit of an Asbestos Management Plan (AMP) with required post abatement updates (e.g. ACM Remaining, Revisions to O&M Plan, Re-Evaluation of Resources).

One (1) completed exhibit of an “Exclusionary” AMP for a school with no asbestos (to include a completed “exclusionary form” and other AHERA required AMP docs).

One (1) completed Asbestos Operations and Maintenance (O&M) Plan with required AHERA information completed for a specific school.

Highly Advantageous – Project summaries were provided for ten projects. All exhibits were submitted, met all of the AHERA required elements, were specific to school, clearly written in lay language and were well organized. In addition, the one (1) exhibit of an AMP had the required post abatement updates (e.g. ACM Remaining, Revisions to O&M Plan, Re-Evaluation of Resources), one (1) completed exhibit of an AMP for a school with no asbestos included an “exclusionary form” and other AHERA required AMP docs, and the one (1) exhibit of the Asbestos O&M Plan was very site specific.

Advantageous – Project summaries were provided for between five (5) to nine (9) projects. All three of the required exhibits were provided; (1) AMP with required post abatement updates, (2) “Exclusionary” AMP for a school with no asbestos, and (3) Asbestos O&M Plan.

Not Advantageous – Less than five (5) project summaries were provided. Not all of the required exhibits were submitted, or all were submitted and some were inadequate; (1) AMP with required post abatement updates, (2) “Exclusionary” AMP for a school with no asbestos, and (3) Asbestos O&M Plan.

Comments: _____

5. Resumes of firm’s intended (only) team members with professional background, and Massachusetts accreditations, licenses and certifications on AHERA asbestos inspection, planning, designing and monitoring work.

Highly Advantageous - All team members have more than ten (10) years’ experience in AHERA asbestos inspection, planning, design and monitoring work.

Advantageous - Lead Consultant has ten (10) years of experience, and majority of team members have five (5) to nine (9) years’ experience in AHERA asbestos inspection, planning, design and monitoring work.

Not Advantageous - Lead Consultant has less than ten (10) years’ experience in AHERA asbestos inspection, planning, design and monitoring work, and the majority of team members have less than five (5) years’ experience in AHERA asbestos inspection, planning, design and monitoring work.

Comments: _____

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Attachment #2: Evaluation Criteria

6. Provide project summaries as evidence of ten (10) lead paint designs.

In addition, submission of one (1) completed lead paint abatement design exhibit that is site specific and addresses conditions found on-site, is easily understandable by abatement contractors and WPS personnel, and sufficient for an abatement contractor to conduct the abatement.

Highly Advantageous – Evidence of ten (10) lead paint designs. The submitted lead design exhibit is site specific, and addresses conditions found on-site, easily understandable by abatement contractors and WPS personnel, and sufficient for an abatement contractor to conduct the abatement.

Advantageous – Evidence of five (5) to nine (9) lead paint designs. The bidder submitted a completed lead design exhibit.

Not Advantageous – There was evidence of less than five (5) lead paint designs, and/or they did not submit a lead paint design exhibit.

Comments: _____

7. Provide project summaries as evidence of ten (10) lead paint inspections.

In addition, provide one (1) exhibit completed paint inspection.

Highly Advantageous – Evidence of ten (10) lead paint inspections, and submission of one (1) exhibit completed paint inspection.

Advantageous – Evidence of five (5) to nine (9) lead paint inspections, and submission of one (1) exhibit completed paint inspection.

Not Advantageous – There was evidence of less than five (5) lead paint inspection, and/or they did not submit a lead paint inspection exhibit.

Comments: _____

8. Provide project summaries as evidence of ten (10) lead paint monitoring project.

In addition, provide one (1) exhibit completed documentation of a lead paint monitoring project.

Highly Advantageous – Evidence of ten (10) lead paint monitoring projects and submission of one (1) exhibit completed documentation of a lead paint project.

Advantageous – Evidence of between five (5) and nine (9) lead paint monitoring projects and submission of one (1) exhibit completed documentation of a lead paint project.

Not Advantageous – There was evidence of less than five (5) lead paint monitoring projects, and/or they did not submit an exhibit for documentation of a lead paint monitoring project.

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Attachment #2: Evaluation Criteria

Comments: _____

- 9. Resumes of firm's intended (only) team members with professional background, with their Massachusetts licenses and certifications on lead paint inspections and use of an XRF lead paint analyzer listed on their resume or in an attached document or list.**

Highly Advantageous - All team members have more than ten (10) years' experience in lead paint inspection work. The company or staff is licensed by the Commonwealth of Massachusetts Department of Public Health Radiation Control Program to use an XRF lead paint analyzer.

Advantageous - Lead Consultant has ten (10) years of experience, and majority of team members have five (5) to nine (9) years' experience in lead paint inspection work. The company or staff is licensed by the Commonwealth of Massachusetts Department of Public Health Radiation Control Program to use an XRF lead paint analyzer.

Not Advantageous - Lead Consultant has less than ten (10) years' experience in lead paint inspection work, and the majority of team members have less than five (5) years' experience in lead paint inspection work. There is no evidence that the company or their staff is licensed by the Commonwealth of Massachusetts Department of Public Health Radiation Control Program to use an XRF lead paint analyzer.

Comments: _____

- 10. Capacity and capability of the firm to meet the proposal expectations. Proposals should demonstrate project understanding, as well as capacity and capability to meet the proposal requirements. Evidence of this should include a clear description of how the consultant would approach a project of this scope.**

Highly Advantageous—The proposal provides a clear, convincing approach to meeting the project scope of services, including sufficient scheduling and staffing during available school hours.

Advantageous—The proposal provides a less clear or less viable approach to implementing a project of this scope.

Not Advantageous—The proposal does not demonstrate a clear or convincing approach to meeting the project scope of services.

Comments: _____

- 11. Past performance. Project summaries provided in this response to demonstrate the required experience and past performance must be verified by submission of five (5) letters of reference for similar work conducted within the last 5 years. In addition, bidder must list reference contact information for similar projects.**

Highly Advantageous—The bidder demonstrates extensive experience and positive past performance in school AHERA inspection, planning, design and monitoring projects, and lead paint inspection, design and monitoring work represented in their project summaries. The bidder provided five (5) written references for similar work conducted in within the last 5 years that is listed in the project summaries to support claims to high quality work. In addition, the bidder lists contact information for other project references.

Advantageous—The bidder demonstrates some experience and positive past performance in AHERA inspection, planning, design and monitoring projects, and lead paint inspection, design and monitoring work represented in

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project summaries. The bidder provides between one (1) to four (4) written references related to project summaries to support claims to high quality work.

Not Advantageous—The bidder does not demonstrate adequate experience and/or positive past performance in AHERA inspection, planning, design and monitoring projects, and lead paint inspection work in their project summaries, and/or written references were either not included to support their project summaries, or were generic, and/or did not reference work conducted within the last five years, and/or lists of references were inadequate or unrelated to project work.

Comments: _____

Pricing Sheet

CR-7884-M3

Asbestos/Haz-Mat Monitoring & Testing

Please see separate Excel document provided in order to provide pricing.

The document is fillable in order to allow bidders to more easily submit their pricing.

Please note that ALL ITEMS MUST BE BID.