



Combined Request for Qualifications
and Proposals from Environmental
Services Consultants for the
Administrative Office of the Courts –
Office of Real Estate and Facilities
Management
OREFM-2012-04-CC

ISSUED: MARCH 18, 2013



ADMINISTRATIVE OFFICE
OF THE COURTS

JUDICIAL AND COURT ADMINISTRATIVE
SERVICES DIVISION

OFFICE OF REAL ESTATE & FACILITIES MANAGEMENT



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

JUDICIAL AND COURT ADMINISTRATIVE SERVICES DIVISION

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REQUEST FOR QUALIFICATIONS AND REQUEST FOR PROPOSALS

Date

March 18, 2013

To

Environmental Services Consultants

From

Administrative Office of the Courts (AOC),
Office of Real Estate and Facilities
Management

Subject

Combined Request for Qualifications and
Request for Proposals for Environmental
Services

Action Requested

You are invited to review and respond to
the attached Combined Request for Qualifications
and Proposals (RFQ/RFP) Number: OREFM-
2012-04-CC for Environmental Services
Consultants

Deadline

April 15, 2013 (1:00pm PST)

Submittal of Qualifications are to be sent to:
Judicial Council of California Administrative
Office of the Courts, Attention: Nadine
McFadden, 455 Golden Gate Avenue, 6th Floor,
San Francisco, CA 94102

For further information, please write to:
capitalprogramssolicitations@jud.ca.gov

RFQ/RFP SCHEDULE		DATES (PST)
1.	RFQ/RFP issued	Monday, March 18, 2013
2.	Pre-proposal teleconference: Participants: Dial 866-278-2170 password 5390618	Tuesday, March 26, 2013 11.00 am PST
3.	Mandatory registration required for all participating consultants to the following email address: capitalprogramssolicitations@jud.ca.gov	Friday, March 29, 2013
4.	Deadline for submittal of clarifications or questions regarding the RFQ/RFP. Email all questions, using the form for questions posted along with this RFQ/RFP, to the following address: capitalprogramssolicitations@jud.ca.gov	Tuesday, April 2, 2013 1:00 pm PST
5.	Modifications to the RFQ/RFP and/or answers to questions will be posted at: http://www.courts.ca.gov/rfps.htm	Tuesday, April 9, 2013 (estimated)
6.	<u>Submittal Deadline:</u> Judicial Council of California Administrative Office of the Courts Attention: Nadine McFadden, Fiscal Services, 6th Floor 455 Golden Gate Avenue San Francisco, CA 94102	Monday, April 15, 2013 1:00 p.m. PST
7.	Posting of Short Listed Consultants along with Interview Dates and Time posted on the Court website: http://www.courts.ca.gov/rfps.htm	Friday, April 26, 2013 (estimated)
8.	Interviews of Short List in Person (AOC office in Burbank) or by telephone.	Tuesday, April 30, 2013 11:00 a.m. PST
9.	Notice of Intent to Award posted on the court website: http://www.courts.ca.gov/rfps.htm	Monday, May 6, 2013 (estimated)
10.	Contracts executed	Monday, June 17, 2013 (estimated)
11.	Contract start date	Monday, July 1, 2013
12.	Contract end date	Thursday, June 30, 2016

This RFQ/RFP and all associated documents and addenda will be posted at
<http://www.courts.ca.gov/rfps.htm>

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1.0 BACKGROUND INFORMATION

The Judicial Council of California, chaired by the Chief Justice of California, is the chief policy making agency of the California judicial system. The Administrative Office of the Courts (AOC) is the staff agency of the Judicial Council. The Office of Real Estate and Facilities Management (REFM) carries out the environmental management responsibilities of the California Judicial Branch's facilities. REFM currently manages over 500 court facilities state-wide and supports various stages of designing and building new court facilities under legislative mandate.

The environmental services work requested in this Request for Qualifications/Request for Proposals (RFQ/RFP) shall be in accordance with the requirements expressed in this document and with the AOC contract applicable to the work, including but not limited to compliance with all applicable local, state and federal codes and regulations.

2.0 PURPOSE OF THIS RFQ/RFP

This combined RFQ/RFP is being issued to identify qualified environmental consultants to provide a range of services related to existing or new court facilities. The list of services may include one or more of the following:

- 2.1 Environmental site assessments (ESAs) Phase I, II and IIIs.
- 2.2 Lead-based paint, asbestos and/or mold testing, abatement plans and specifications, abatement project oversight, post abatement confirmation testing and reporting.
- 2.3 Soil, groundwater and indoor air quality testing, and reporting to evaluate human health risk related to chemical contamination in any or all media.
- 2.4 Design and implementation of hazardous chemicals and waste management program in compliance with local, state and federal agencies.

The AOC does not guarantee the amount or duration of work that may be awarded. Work assignments will be awarded based solely upon the AOC's needs. It is anticipated that contracts will be issued for a number of environmental consulting firms.

3.0 STANDARDS APPLICABLE TO THE PROVISION OF SERVICES

- 3.1 All work shall be performed in a safe manner and in accordance with CAL-OSHA guidelines.

The Consultant shall take precautions for safety and provide protection to prevent damage, injury or loss to:

- 3.1.1 Employees working under the contract and other persons who may be affected by the Consultant's work.

- 3.1.2 The buildings, materials, and land on which work is being performed that is under

care, custody or control of the Consultant or the Sub-Consultants; and other property at the project site, or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures and utilities, except as otherwise noted or specified.

- 3.2 The Consultant shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities bearing on the safety of persons or property, or their protection from damage, injury or loss.
- 3.3 The Consultant shall comply with all applicable laws, ordinances, rules, regulations and lawful orders of public authorities regarding the collection, storage and disposal of hazardous materials or equipment necessary for execution of Work.
- 3.4 The Consultant shall exercise extreme care in carrying out any work which involves explosives or other dangerous methods of performing the work, and shall use properly qualified individuals or entities to carry out the performance of the work in a safe manner so as to reduce the risk of personal injury or property damage.
- 3.5 When conditions of the work, in the judgment of the state, present unreasonable risk of injury or death to persons or property damage, the state may direct the Consultant to stop the work and not commence work again until all dangerous conditions are eliminated.
- 3.6 Maps, plats, reports, recommendations, descriptions and related documents shall be prepared and reviewed by or under the direct supervision of registered professional staff which is currently licensed in the State of California by the Board for Professional Engineers; a Department of Health Services (DHS) certified Project Monitor or Project Designer on staff; a Certified Asbestos Consultant (CAC) on staff; a Certified Industrial Hygienist (CIH) on staff; or equivalent in professional standard within the field of responsible activity. Certified professionals shall sign all final reports and recommendations.
- 3.7 Final documents shall include a certification stating that “the review and approval of work was done under the supervision of a registered professional staff who is currently licensed in the State of California” by the Board for Professional Engineers or equivalent in professional standards, and must be signed and sealed by the Registered Environmental Professional in California responsible for the quality. Rubber stamps of signatures are not acceptable. Rubber stamps of seals are acceptable. The certification may be in any form desired but shall contain the original signed statement at a minimum.
- 3.8 **CODES AND STANDARDS**

Work performed under the contract shall meet all applicable requirements of the following:

ACSM (American Congress on Surveying and Mapping, 1999)
CAL OSHA (California Occupational Safety & Health Administration)
DCA (California Department of Consumer Affairs)

RG (Registered Geologist)
FEMA (Federal Emergency Management Agency)
PE (Professional Engineer)
GPS (Global Positioning System)
CHG (Certified Hydro Geologist)
ASTM (American Standards Test Method)
CAL H & S (California Health & Safety Code)
CFR (Code of Federal Regulation)
CCR (California Code of Regulations)

4.0 SCOPE OF WORK

Consultant shall furnish, without limitation, all necessary labor, material, hardware, software, tools and equipment to complete the work as described in this document and the proposed scope of services. The intent here is to give a brief, general description of services which may be required. Consultant will conduct all work using applicable codes and standards providing the service to the level of professional care.

This scope of work includes, but is not limited to the following:

- 4.1 Conduct on-site inspection to identify issues related to environmental concerns.
- 4.2 Conduct environmental due diligence for real property transfers and acquisitions.
- 4.3 Carry out ESA Phase I site visits and investigations, in compliance with current regulations, codes and practices, providing detailed reports of findings and any subsequent recommendations.
- 4.4 Carry out ESA Phase II environmental on site inspections and field investigation for any or all medium (air, water, soil, and groundwater) to provide detailed reports and recommendations based on facility's present or past occupancy and use, and in compliance with current codes, standards and practices.
- 4.5 Carry out ESA Phase III remediation in compliance with current regulations, codes and practices, providing detailed reports of findings and any subsequent recommendations.
- 4.6 Assist in the selection of Consultants and sub-consultants to conduct environmental work, e.g., hazardous materials/hazardous waste management, air/soil/water/ground- water monitoring and clean up, underground storage tank (UST), aboveground storage tank (AST) management and reporting, Storm Water Pollution Prevention Plan (SWPPP), Spill Protection and Prevention Plan (SPPP), emergency response and worker's health and safety assessment and reporting, indoor air sampling and injury and illness prevention plans and report preparation and updates.
- 4.7 Complete and/or oversee on-site remedial clean-up activities that might be required on an emergency basis during construction.

- 4.8 Prepare permit applications and/or plans as specified by the implementing agency for on-site equipment and materials (e.g. HVAC equipment, boilers, backup generator, UST/AST, elevators, pressure vessels, potable water, SWPPP, SPPP and Hazard Materials Business Plans).
- 4.9 Provide third-party review and recommendations on the reports, documentation and deliverables originated by other consultants and sub-consultants.
- 4.10 Prepare surveys and reports for asbestos-containing material (ACM), lead-based paint (LBP), and Polychlorinated Biphenyls (PCBs) identification and abatement. Complete all required tests/sampling in order to meet regulatory requirements.
- 4.11 Represent the AOC's interest in meetings with environmental regulatory agencies.
- 4.12 Perform any other services described in the Consultant's Proposal provided in Attachment D.

Some Consultants may qualify to perform all services and tasks, using their own staff; others may conduct portions of work in-house and other portions via sub contracts. Other Consultants may partner with similar or complimentary Consultants to cover the full range of services requested. Consultants should only respond to this RFQ/RFP for the services for which they are qualified to provide or supervise and manage through subcontracts.

5.0 LICENSING AND CERTIFICATION

Maps, plats, reports, recommendations, descriptions and related documents shall be prepared and reviewed by or under the direct supervision of registered professional staff which is currently licensed in the State of California by the Board for Professional Engineers; a Department of Health Services (DHS) certified Project Monitor or Project Designer on staff; a Certified Asbestos Consultant (CAC) on staff; a Certified Industrial Hygienist (CIH) on staff; or the equivalent in professional standard within the field of responsible activity. Certified professionals shall sign all final reports and recommendations.

Consultant shall include all necessary details of work to ensure the final report is factual and unambiguous or speculative. Reports shall be complete and comprehensive in technical and non-technical terms where appropriate.

6.0 PROPOSAL SUBMISSION

- 6.1 Submit your proposal to the address specified on or before the date and time required as noted in the RFQ/RFP Schedule. All materials to be submitted may be sent by US mail, express mail, courier service of the prospective Consultant's choice, or by hand delivery to the AOC. E-mail submissions will not be accepted. Proposals received after the deadline will be rejected without review.

- 6.2 Responsive proposals should provide straightforward, concise information that satisfies the requirements noted above. Expensive bindings, color displays, and the like are not necessary and are strongly discouraged. Emphasis should be placed on brevity, conformity to instructions, requirements of this RFQ/RFP, as well as the completeness and clarity of content.
- 6.3 Proposals shall include the following:
- (1) Cover Letter indicating firm contact, address and website information.
 - (2) Attachment A – Submittal Content
 - (3) Attachment C - Price Proposal
 - (4) Submit one written and signed Payee Data Record, a copy of which can be found on the website posting of this RFQ/RFP. On the Payee Data Record, indicate the exact legal name under which you propose to contract with the AOC.
- 6.4 Submittals should include all of the following materials:
- (1) Four (4) written copies of your proposal, in accordance with all of the requirements requested in **Attachment A, Submittal Content**.
 - (2) Submit one (1) CD or flash drive with:
 - (2.1) The text of your entire proposal (all information requested in **Attachment A**) posted as a single PDF file on the disk or drive. Label the PDF file with the name of your organization and the words, **Complete Proposal - OREFM-2012-04-CC**.
 - (2.2) The text of your **Price Proposal only** (as specified in **Attachment C**) posted as a single MS Word file on the same disk or drive referred to above. Label the MS Word file with the name of your organization and the words, **Price Proposal for OREFM-2012-04-CC**.
 - (2.3) Label the disk or flash drive itself with the name of your organization and the following RFQ/RFP Number, **OREFM-2012-04-CC**.

PLEASE NOTE: DVBE documents are not to be submitted with your proposal. DVBE documents are to be submitted only by the **selected** Consultant. Information about DVBE resources can be found on the executive branch's website, <http://www.dgs.ca.gov/default.htm>

7.0 SELECTION PROCESS

- 7.1 An evaluation panel composed of AOC staff will review and score the proposals, based on the selection criteria.
- 7.2 AOC will post a short-list on the courts website <http://www.courts.ca.gov/rfps.htm>. Firms on the short-list will be notified of their interview time and place. Interviews will be held at the REFM offices in Burbank.
- 7.3 At any time, AOC may contact previous clients and owners to verify the experience and performance of the prospective Consultant and key personnel.
- 7.4 Selected firms will be posted on the courts website which can be found at <http://www.courts.ca.gov/rfps.htm>
- 7.5 Consultants selected under this RFQ/RFP will not be precluded from consideration nor given special status in any succeeding RFQ/RFPs for environmental services issued by the AOC.

8.0 EVALUATION OF PROPOSALS

At the time proposals are opened, each proposal will be checked for the presence or absence of the required proposal contents.

The AOC will evaluate the proposals on a 100 point scale using the criteria set forth in the table below. An award, if made, will be to the highest scored proposals.

Points	Criteria	100 points maximum
15	<p><u>Reporting:</u> Company’s accounting, audit and internal controls and reporting process and procedure.</p>	
15	<p><u>Experience of Company:</u> Demonstrated experience of the company in relation to the scope and quality of service provided to customers in the past.</p>	
20	<p><u>Qualifications:</u> Company’s ability to perform all functions necessary in providing the environmental services outlined in this RFQ/RFP.</p>	
50	<p><u>Cost:</u> The cost evaluation will based on company’s cost breakdown provided for staffing, services, and deemed to be in the best overall interest of the AOC.</p>	

9.0 RIGHTS

The AOC reserves the right to reject any and all proposals in whole or in part, as well as the right to issue a similar RFQ/RFP in the future. This RFQ/RFP is in no way an agreement, obligation, or contract and in no way is the AOC or the State of California responsible for the cost of preparing the associated submittal. One copy of a submittal will be retained for official files.

10.0 PARTICIPATING IN THE PROPOSAL PROCESS

- 10.1 A pre-proposal teleconference to explain the RFQ/RFP and answer general questions will be held on **Tuesday, March 26, 2013, at 11:00 a.m. PST, 866-278-2170 password 5390618**. Participation is encouraged but not mandatory.
- 10.2 Interested Consultants are asked to submit written questions on or before the date and time specified in the RFQ/RFP schedule, using the Questions Form provided in this RFQ/RFP, to the e-mail address specified in the schedule.
- 10.3 The AOC will post written responses to the questions on its website on the date specified in the RFQ/RFP Schedule
- 10.4 Prospective Consultants who intend to submit a proposal are required to declare their intention to participate by submitting an e-mail with the following information to the e-mail address given in the RFQ/RFP schedule on or before the date required.
 - 10.4.1. Name and address of your firm, designated contact person for this RFQ/RFP, including name, phone, fax and e-mail address.
- 10.5 Submit your proposal to the address specified in the RFQ/RFP schedule, on or before the date and time required. Incomplete submittals and/or submittals received after the deadline will be rejected without review. Submittals may be no longer than six (6)pages total. Supplemental materials are not necessary and will not be reviewed.

11.0 PROPOSED CONTRACT TERMS

The AOC intends to contract with Consultants using a Master Agreement that establishes the overall scope of the services to be provided, the obligations of the parties, and the prices and fees to be charged. Separate work assignments will be authorized under the Master Agreement by a signed Work Authorization in the form of Attachment D. Each such contract proposal will include details about the nature of the particular assignment or assignments the Consultant will perform for the AOC, the timeline(s) for the assignment(s), reporting guidelines and other information, as well as a firm-fixed-fee or not-to-exceed time and materials fee for services authorized.

A sample Master Agreement is provided as a separate document in the website posting of this RFQ/RFP. The term of the Master Agreement will be for three (3) years with one (1) one-year renewal option, beginning on **July 1, 2013 and expiring on June 30, 2016**.

The AOC reserves the right to modify or update the standard agreement in whole or in part at any time up to the signing of the agreement.

12.0 DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION GOALS

The State of California requires contract participation goals of a minimum of three percent (3%) for Disabled Veteran Business Enterprises (DVBE's). The AOC is subject to this participation goal. Upon selection of a Consultant for the project assignment under this RFQ/RFP, the AOC will require that the selected Consultant demonstrate DVBE compliance and complete a DVBE Compliance Form, which is attached in the Standard Agreement as Exhibit G.

13.0 ADMINISTRATIVE RULES

Incorporated in this RFQ/RFP and attached as Attachment B, is a document entitled "Administrative Rules Governing Requests for Qualifications/Proposals." Prospective Consultants shall follow these rules in preparation and submittal of their proposal. By virtue of submission of a written proposal, the prospective Consultant agrees to be bound by these administrative rules.