

STATE OF NORTH DAKOTA

NORTH DAKOTA
DEPARTMENT OF TRANSPORTATION

REQUEST FOR PROPOSAL

ASBESTOS AIR MONITORING SERVICES

RFP Title: NDDOT Phase 1 Air Monitoring

RFP Number: DOT09-001

September 12, 2008



INTRODUCTION

North Dakota Department of Transportation (NDDOT) is seeking an asbestos air monitoring firm to carry out asbestos air monitoring and work area inspection service in the Department of Transportation building in Bismarck, North Dakota during asbestos abatement and reconstruction activities. The firm and its individuals selected for this project must be certified and licensed by the North Dakota Department of Health as asbestos project monitors.

The abatement project will include the removal of asbestos-containing fireproofing, floor tile, thermal system insulation and other asbestos-containing materials from the third and fourth floors and the penthouse.

This project will be the first of phase of a five phase project to removal all asbestos from the facility.

The majority of the work under the contract (Phase 1) will take place from October 15, 2008 to November 23, 2008. The award of Bid Alternates may require additional site work between November 23, 2008 and April 1, 2009.

Digital copies of the Asbestos Abatement Specification and Drawings for this project are available for review in Adobe Acrobat format. E-mail Dave Gutterud at dave@indoorweb.com for a copy of these documents.

RFP Available From: Kevin Bartram
Mutchler Bartram Architects
300 NP Ave, Suite 101
Fargo, ND 58102
(701) 235-5563
(701) 235-5435 fax

Submit Proposals To: Mr. Russ Buchholz
North Dakota Department of Transportation
Information Technology – Room 110
608 East Boulevard Ave
Bismarck, ND 58505-0700
(701) 328-2560
(701) 328-4545 fax
rjbuchholz@nd.gov

PROJECT TIMING

It is presently the desire of NDDOT to develop this project according to the following schedule:

Proposals Due	October 7, 2008 at 2:00 PM
Abatement Start Date	October 15, 2008
Project Completion – Base Bid	November 23, 2008

This schedule is based on the acceptance of bids under the Base Bid of the Asbestos Contractor specification. The possibility exists, however, that this schedule may be revised or extended depending upon the award of Bid Alternates.

CONTACT PERSONS

Owner's Representative	Mr. Russ Buchholz North Dakota Department of Transportation (701) 328-2560 rjbuchholz@nd.gov
Architect	Mr. Kevin Bartram Mutchler Bartram Architects (701) 235-5563 kbartram@mbapc.com
Consultant/Project Mgr	Dave Gutterud Indoor Environment Group, Inc. (651) 779-4300 dave@indoorweb.com

SCOPE OF WORK

We are requesting proposals from all qualified vendors to work with NDDOT, their architect, Mutchler Bartram Architects (MBA) and their environmental consultant, Indoor Environment Group, Inc., (IEG) to perform all required and requested air monitoring services for the duration of the abatement project. The selected firm will:

1. Review and evaluate all documents already created as part of the project including the asbestos abatement specifications, the General Contractor specifications and the project drawings, which will be provided by Owner upon award of the contract.
2. Attend abatement contractor coordination activities including the pre-construction conference and periodic construction meetings.
3. Provide project air monitoring services for the duration of the project including, but not limited to, work area sampling, adjacent sampling and clearance sampling.
4. Perform and document daily, work area set-up, pre-encapsulation, post-encapsulation and work area completion inspections.
5. Monitor and document work in progress. Air monitoring technician must be on-site at all times during asbestos-related activities.
6. Enforce asbestos contractor compliance with project specifications.
7. Complete and submit weekly project reports.
8. Complete and submit project completion report upon completion of the project.

AIR MONITORING

This section describes air monitoring services to be carried out by the selected firm to verify that the building beyond the work area and the outside environment remains uncontaminated. This section also identifies maximum airborne fiber levels for both inside and outside the work area.

1. SAMPLING STRATEGY

- a) **Work Area Isolation:** Adjacent air sampling shall be conducted to detect faults in the work area isolation such as contamination of the building outside of the work area with airborne asbestos fibers, failure of filtration or rupture in the differential pressure system, or contamination of air outside the building.
 - i) Collect a minimum of 2 adjacent air samples per work area per 0 to 5 hour work shift.
- b) **Work Area Airborne Fiber Count:** Monitor airborne fiber counts in the work area. The purpose of this air monitoring will be to detect airborne asbestos concentrations that may challenge the ability of the work area isolation procedures to protect the balance of the building or outside of the building from contamination by airborne fibers.
 - i) Collect a minimum of 2 work area samples per work area per 0 to 5 hour work shift.
- c) **Work Area Clearance:** Sample and analyze air samples to determine if fiber counts have been reduced to an acceptable level.

2. STOP ACTION LEVELS

- a) **Inside Work Area:** Monitor airborne fiber concentrations in the work area to ensure concentrations remain below 1.0 fibers per cubic centimeter of air (f/cc). If the fiber counts rise above this figure for any sample collected, the work practices will be evaluated and revised to lower airborne fiber concentration.
 - i) If airborne fiber counts exceed 1.0 fibers per cubic centimeter for any period of time the abatement contractor shall be required to cease all work except corrective action until sampling has indicated that fiber concentrations are below 0.5 fibers per cubic centimeter.
- b) **Outside Work Area:** If any air sample collected outside of the work area exceeds the base line established below or 0.009 f/cc whichever is greater, immediately and automatically stop all work except corrective action. Work shall not resume until the cause of the evaluated fiber level has been determined and corrective action has been taken to alleviate the source of the elevated fiber level.

- i) If the high reading was the result of a failure of work area isolation measures initiate the following actions:
 - (1) Require the abatement contractor to immediately erect new critical barriers to isolate the affected area from the balance of the building. The critical barriers shall be erected at the next existing structural isolation of the involved space (e.g. wall, ceiling, floor).
 - (2) Decontaminate the affected area.
 - (3) Required respiratory protection must be worn in affected area until area is cleared for re-occupancy in accordance with air sampling results.

3. ANALYTICAL METHODS

- a) Phase Control Microscopy (PCM) analysis will be performed using the NIOSH 7400 method. This analysis will be carried out at the job site for all project samples. A microscope and qualified technician with at least NIOSH 582 certification and two years experience must be set up at the job site. Verbal reports on air samples must be available within one hour of sample collection.
- b) Transmission Electron Microscopy (TEM), if necessary, will be performed off-site by an independent laboratory as selected by the Consultant. Results of these samples must be available within 48 hours of collection unless otherwise indicated by the Owner.
- c) Laboratory Certifications: The selected firm must be proficient in the AIHA PAT program, AIHA laboratory accreditation program or other proficiency program or an acceptable round robin program as approved by the Owner. Evidence of compliance must be posted on site.
- d) Within 48 hours of collection, the Contractor's OSHA compliance monitoring results shall be posted at the job site. This posting shall include the sampling time, volume collected, the name of the person sampled, and activity the individual was involved with. Analysis of these samples will be the responsibility of the abatement contractor.

4. SAMPLE VOLUMES

- a) General: The number and volume of air samples collected by the Owner's Representative and by the Contractor will be related to the type of activity in progress, the airborne particulate level, and to the number of personnel involved with the removal activity. These samples shall be in accordance with currently accepted industrial hygiene practices and shall be in compliance with applicable State and Federal regulations and the abatement specifications.

b) Schedule of Air Samples:

- i) Before Start of Work: The air monitoring firm will collect air samples in the removal areas to determine background fiber concentrations.
- ii) Daily: From start of work area preparation until area has passed clearance monitoring, daily samples shall be collected. These shall include the air samples required by the North Dakota Department of Health, OSHA and the abatement specification. Additional samples will be collected as circumstances dictate.

(1) Daily monitoring shall include, but not limited to the following:

- (a) Adjacent Sampling
- (b) Work Area Sampling
- (c) Air Filtration Monitoring
- (d) Monitoring of Waste Transfer
- (e) Decontamination Chamber Monitoring

- iii) The Contractor's OSHA exposure monitoring shall be in compliance with OSHA regulations. The Contractor will be responsible for the collection and analysis of all OSHA compliance monitoring samples. The air monitoring firm shall review the contractor's compliance with these rules and maintain a log of sample results.

(1) The selected air monitoring firm will be allowed to analyze the Contractor's OSHA compliance samples for this project but fees for those analyses should not be included in the air monitoring firm's proposed fees. Analysis of any samples other than project related samples required under this contract is not permitted on the project site or during normal project hours.

5. PERSONAL AIR MONITORING

- a) The Owner, or any of it's agents for this project, will not be responsible for the collection or analysis of the Contractor's OSHA personal exposure samples.

6. CLEARANCE TESTING

- a) To determine if the elevated airborne asbestos structure concentration encountered during abatement operations has been reduced to the specified level, the air monitoring firm will secure samples and analyze them according to the following procedures:
 - i) Aggressive sampling procedures as described below will be followed.
 - ii) PCM samples will be collected and analyzed as indicated below.

- iii) Work Area Clearance: Upon meeting the PCM Clearance requirements. The work Part of IV Section L. Project Decontamination of the abatement specification can continue.

- b) Aggressive Sampling
 - i) All Air Samples will be taken using aggressive sampling techniques as follows:
 - (1) Before sampling pumps are started, the exhaust from forced-air equipment (leaf blower with approximately 1 horsepower electric motor) will be swept against all walls, ceilings, floors, ledges and other surfaces in the room. This procedure will be continued for 5 minutes per 10,000 feet of room volume.
 - (2) One 20-inch-diameter fan per 10,000 cubic feet of room volume will be mounted in a central location at approximately 2 meters above the floor, directed towards the ceiling and operated at low speed for the entire period of sample collection.
 - (3) Air samples will be collected in areas subject to normal air circulation away from HEPA units, room corners, obstructed locations, and sites near windows, doors or vents.
 - (4) After air sampling pumps have been shut off, fans can be removed from the area.

- c) Sample Quantities/Analysis (PCM)
 - i) In each homogeneous Work Area after completion of all cleaning work, a minimum of 5 air samples will be collected for analysis.
 - ii) Sample quantities are based on Work Area volume of less than 25,000 square feet. For Work Areas larger in size, one additional sample should be collected for every 5,000 square feet over 25,000 square feet.
 - iii) Samples will be collected on 25mm cassettes with extension cowl and 0.8 micron mixed cellulose ester filter media.
 - iv) Analysis: Fibers on each filter will be measured according to the NIOSH 7400 Method
 - v) Release Criteria: Decontamination of the work site is complete when every Work Area sample collected is at or below 0.01 fibers per cubic centimeter. If any sample is above this level, the decontamination process is incomplete and recleaning per Part IV; Section L Project Decontamination of the abatement specification is required.

- d) Work of this Section will not begin until the visual inspection described in “Part IV; Section L. Project Decontamination” of the abatement specification is complete.

FIRM/PERSONNEL REQUIREMENTS

The firm must have completed at least 2 projects of similar size and nature within the last three (3) years to qualify for consideration. The firm must also be involved in the AIHA PAT program or similar proficiency program for PCM analysis of asbestos air samples.

On-site air monitoring technicians must have completed a NIOSH 582 or equivalent course, meet the criteria defined by OSHA regulation 29 CFR 1926.33(F), be considered proficient by the AIHA asbestos analyst registry or be participating in the AIHA PAT program or similar, be currently licensed by the State of North Dakota as a project monitor and have a minimum of two years experience on the asbestos air monitoring field.

The technician(s) assigned to this project must be on-site during all asbestos-related activities. Indoor Environment Group’s Project Manager must be notified prior to the technician leaving the site during working hours except during lunch or break periods. The Owner will not reimburse hours off-site.

The Owner and Consultant shall have the authority to review, approve and change the monitoring technician as necessary.

INSURANCE REQUIREMENTS

The firm must carry, at a minimum, the following coverage for the duration of the project with the Owner listed as and additional insured.

- \$1,000,000 asbestos specific professional liability insurance
- \$1,000,000 general liability insurance
- Meet State of North Dakota workers compensation requirements

Insurance information will be reviewed to ensure compliance with State requirements.

PROPOSAL REQUIREMENTS

All proposals must be arranged, numbered and responded to in the order of requirements listed below. Restate the requirement and then respond to it. Please respond to every item. If you have no experience with that item, say so. If you have experience with that item, give examples.

- 1) State your understanding of the scope of the project and all deliverables of the project as you see by your firm.
- 2) Describe your experience with similar projects. Include experience regarding the following:

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- a) Asbestos abatement air monitoring projects in last three years.
 - b) Asbestos abatement air monitoring of similar size and complexity.
 - c) This information can be provided on SF 255 or in another format of your design. In either case, include descriptions of the project's scope of work and special considerations.
- 3) Resumes and/or summaries of the qualifications and applicable technical experience of all firm personnel who will most likely be involved with this project. Describe the availability of these staff members. Include certification and licensure information specific to asbestos design. Ensure compliance with the Firm/Personnel Requirements section of this RFP.
 - 4) Provide the name, e-mail address and phone number of the firm's contact person.
 - 5) Detail your plans for billing and activity reporting.
 - 6) Outline your current and projected workload.
 - 7) Provide four references for similar projects in which your firm has been involved. Provide a brief summary of the work performed. Include the name, address and phone number of the contact person and obtain their permission to use them as a reference.
 - 8) Provide a copy of the firm's most recent laboratory accreditation information, laboratory number and proficiency testing/round robin results. Refer to requirements stated earlier in the RFP.
 - 9) Provide a copy of the firm's current insurance certification. Ensure that these requirements meet the criteria expressed in the Insurance Requirements section of the RFP.
 - 10) Provide a copy of the firm's current North Dakota Contractor's License, North Dakota Department of Health Asbestos Firm License and a copy of the Project Monitor Certification for at least one of the firm's North Dakota Department of Health certified project monitors. If the firm does not currently hold any or all of these licenses or certifications include a summary of your plan to secure the required licenses and certifications prior to October 14, 2008.
 - 11) Provide a completed Project Fee Schedule form as provided in this RFP.

SEQUENCE OF EVENTS

The following will be the sequence of events in the qualification and selection process:

Proposals due	October 7, 2000 at 2:00 PM
Selection made	October 2, 2008

PROPOSAL DEADLINE

Submit an original copy of your response and two (2) copies to this RFP no later than 2:00 PM on October 7, 2008 to the attention:

Russ Buchholz
North Dakota Department of Transportation
Information Technology – Room 110
608 East Boulevard Ave
Bismarck, ND, 58505
(701) 328-2560
(701) 328-4545 fax
rjbuchholz@nd.gov

Proposals must be submitted in sealed packages clearly marked “Air Monitoring Services for Asbestos Abatement and Reconstruction” on the outside of the package.

QUESTIONS & CLARIFICATIONS

All questions regarding the RFP or relating to this project must be submitted in writing to Indoor Environment Group, Inc. by 10:00 am on October 6, 2008. These questions will be answered no later than 2:00 pm on October 6, 2008.

Questions must be in writing and faxed or e-mailed to:

Dave Gutterud
Indoor Environment Group, Inc.
(651) 779-4300
(651) 304-1536 fax
dave@indoorweb.com

EVALUATION AND SELECTION

NDDOT will only consider proposals received prior to 2:00 PM on October 7, 2008. All late proposals will be considered unresponsive and will not be considered.

A selection committee will evaluate each proposal. These proposals will be evaluated according to the RFP requirements, the firm’s qualifications, experience, and the Fee Schedule. The selection will not be based solely on price. NDDOT reserves the right to interview firms regarding their proposal.

Firms not selected will be notified in writing.

RIGHT OF REJECTION & NEGOTIATION

North Dakota Department of Transportation will negotiate final fees and details with the selected firm.

NDDOT reserve the right reject any or all proposals. NDDOT further reserve the right to waive or renegotiate errors, technicalities, formalities, and irregularities in any proposal.

AWARD PROTESTS

The contact person from each firm will be notified by fax once the intent to award is made. Firms wishing to protest must have their formal protest letter to NDDOT no later than five (5) working days from the date appearing on the letter announcing the intent to award. No protest letter will be accepted after this time. Protests should be sent to attention of:

Russ Buchholz
North Dakota Department of Transportation
Information Technology – Room 110
608 East Boulevard Ave
Bismarck, ND, 58505
(701) 328-2560

DISCLOSURE

No use or disclosure of price, terms, of techniques in the proposals will be made to any individual or entity outside of NDDOT unless required by North Dakota's open record law, NDCC 44-04-18. In the event of an award, the reports submitted pursuant to the requirements of such contract by the contractor receiving the award may be disclosed, reproduced, etc. at NDDOT's option. NDDOT is a public agency and is subject to North Dakota's open records laws. At the conclusion of this selection process, the contents of all proposals will be placed in the public domain and will be open to inspection by interested parties.

OWNERSHIP OF PROPOSALS

All proposals submitted regarding this RFP become the property of NDDOT. At the conclusion of the selection process, the contents of all proposals will be placed in the public domain and be open to inspection by interested parties. See above under "Disclosure"

COMPLETENESS OF INFORMATION, FUTURE NEGOTIATIONS, AND RIGHT TO REJECT

NDDOT reserves the right to seek or require verification, validation, or clarification of data and information presented in the proposals.

NDDOT reserves the right to further negotiate with any potential firm after proposals are opened; to conduct a secondary selection process with any firms submitting proposals; and to reject any or all proposals.

NDDOT reserves the right to prioritize the project functionality for successful project completion. This right includes the ability to remove or postpone certain functionality due to cost or other factors.

REGISTRATION WITH THE STATE

The selected firm must obtain a Certificate of Authority to conduct business in the state. Certificates are available from the Secretary of State's Office, 600 E Boulevard Avenue, First Floor, Bismarck, ND, 58505-0700.

While it is not necessary to be registered with the state to submit a proposal, the successful firm will be expected to register with the Secretary of State before execution of the contract. It is strongly recommended that all firms have current (within the last 90 days) Certificate of Good Standing from their state of origin. This is often the primary delay in getting registered with the state. The successful firm will also be required to provide proof of insurability.

If the firm does not currently hold any or all of these licenses or certifications they will be asked to provide written assurance that they will be able to secure the required licenses and certifications prior to October 14, 2008. If certification and licenses cannot be provided by October 14, 2008 the Owner reserves the right to cancel the contract and award to work to the next responsible firm.

APPROVED VENDOR REQUIREMENT WAIVED

Proposals will be accepted from vendors that are not currently approved vendors on the State's bidders list (but vendors must be registered with the North Dakota Secretary of State as indicated above). The successful offeror will not be required to register as an approved vendor; however, the vendor will be required to complete a vendor application to receive payment and provide a W-9, if a 1099 reportable service is being provided.

For information about vendor registration, visit the State Procurement Office Vendor Registry website at: <http://www.nd.gov/spo/vendor/registry/> or call 701-328-2773 or infospo@state.nd.us.

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FEE SCHEDULE

Project Information:

Asbestos Air Monitoring –North Dakota Department of Transportation

The undersigned, having examined the request for proposal provided for this project and having reviewed the conditions affecting the work, hereby propose and agree to furnish services necessary for the completion of the work as outlined in the RFP dated September 26, 2000 according to the following schedule:

On-site air monitoring services

Daily Rate – 8 hours * \$ _____

Daily Rate – 10 hours * \$ _____

Daily Rate – 10 hour weekend/holiday * \$ _____

Hourly rate – days under 8 hours ** \$ _____

Hourly overtime rate + \$ _____

Project Management – hourly rate \$ _____

PCM sample analysis over 15 samples per day – per sample \$ _____

* Includes specified number of hours of air monitoring services, analysis of up to 15 PCM samples per day (averaged over the course of the week) and all travel, lodging, equipment and materials expenses required for the completion of duties specified in the RFP including project completion report preparation (no additional charges for report writing will be accepted).

** A minimum of 4 hours may be charged for any partial day on-site. Includes a pro-rated sample quantity and all expenses normally included in the daily rate.

+ Standard workweek is five (5) ten (10) hour workdays. Standard rate will be paid for air monitoring services provided according to this schedule. Overtime rates will only be paid for working over 10 hours per day or working over 50 hours per week. All overtime work must be pre-approved by the Owner and Indoor Environment Group, Inc.

FIRM: _____

ADDRESS: _____

PHONE #: _____

FAX: _____

NAME: _____

TITLE: _____

e-mail: _____

SIGNATURE: _____

DATE: _____