



PCBs in Caulk Project

REQUEST FOR PROPOSALS To Develop Best Management Practices (BMPs) To Reduce or Prevent Discharge of PCBs During Building Demolition/Remodeling

Issued March 4, 2010

Key dates

March 4	RFP released
April 2	Proposals due
April 5-16	Review panel evaluates proposals
April 19-23	SFEP schedules interviews with qualified applicants
April 26-May 7	Contractor interviews, final selection
May 10-28	Contract negotiation & execution
May 31	Start work

The San Francisco Estuary Partnership (SFEP), a project of the Association of Bay Area Governments (ABAG), a joint powers agency, formed under California Government Code Sections 6500, et seq., invites qualified organizations (such as a consultant or team of consultants) to respond to this Request for Proposals (RFP) for developing Best Management Practices (BMPs) to reduce or prevent discharge of polychlorinated biphenyls (PCBs) from release during building demolition/remodeling, as part of the PCBs in Caulk project managed by SFEP. This project is funded by the State Revolving Fund under the American Recovery and Reinvestment Act of 2009 (ARRA) and is subject to federal stimulus terms and conditions (to review standard ABAG contract conditions and ARRA terms, see project web page at <http://www.sfestuary.org/projects/detail.php?projectID=29>).

This RFP describes the information that must be included in the proposal, and includes the forms to be used for electronically submitting a proposal. Please read all parts of this RFP. Failure to submit information in accordance with the RFP's requirements and procedure may be cause for disqualification.

Background

San Francisco Bay has a TMDL (Total Maximum Daily Load, a regulatory cleanup program) in place for polychlorinated biphenyls (PCBs). State water quality regulators have adopted a TMDL implementation plan that addresses multiple sources of PCBs to urban runoff, which is one of the major pathways for ongoing PCB loads to the Bay. This project seeks to address one group of sources by reducing the amount of PCB-containing

PCBs in Caulk Project RFP for BMPs Development

historic building materials, such as sealants around building walkway segments and caulking around windows, which can contaminate urban runoff. Buildings constructed between 1950 and 1980 may contain PCBs in sealants, often at concentrations exceeding 10% by weight—2000 times higher than U.S. Environmental Protection Agency (EPA)'s legal limit. When these buildings are remodeled or demolished, PCBs from sealants or caulking may be released onto the ground and washed into urban runoff.

Programs to manage PCB-containing building materials in response to public health concerns (related both to direct exposures and to the adverse effect of PCBs on fisheries) were first developed in Switzerland and Sweden. In the United States, U.S. EPA has developed information resources to address PCBs in caulk, and cleanup projects have been undertaken in Northeastern states, especially Boston and New York.

Description of Project

The subcontractor selected via this RFP will develop Bay Area-specific best management practices (BMPs) to prevent release of PCBs from building materials into urban runoff, as well as a model implementation process (MIP) for those BMPs and a training program for inspectors.

SFEP, the Bay Area Stormwater Management Agencies Association (BASMAA), and some local municipalities will coordinate trial implementation projects for the BMPs and MIP in five locations. This component of the project is required by the Bay Area Phase I Municipal Regional Stormwater NPDES Permit (MRP).

San Francisco Estuary Institute (SFEI) will obtain Bay Area-specific information about the presence of PCBs in building materials, so that management actions can be targeted specifically to the structures most likely to contain PCBs that threaten water quality. BASMAA will coordinate with SFEI to identify at least 10 monitoring locations where information about PCB levels caulking/sealants can be collected by a portable x-ray fluorescence analyzer and/or through laboratory analysis.

The Project Manager at SFEP will direct this project with the assistance of a core Project Team composed of representatives from BASMAA, SFEI, TDC Environmental, LLC, and the San Francisco Regional Water Quality Control Board. The Project Manager and Team will convene a stakeholder Implementation Work Group comprising partner representatives, municipal staff, and regulatory agency staff to provide guidance and review drafts of project deliverables. Stakeholders will include representatives from U.S. EPA, California Department of Toxic Substances Control (DTSC), and other agencies, as well as from municipal governments and the construction industry.

Scope of Work

Develop written Best Management Practices, a Model Implementation Program, and training materials:

- Coordinate with Project Manager, Project Team and stakeholder Implementation Work Group to clarify objectives and available resources or inputs for work products. Communicate and coordinate with Project Manager and Project Team

PCBs in Caulk Project
RFP for BMPs Development

on execution of specific tasks. Support Project Manager in identifying stakeholders who should be added to the Implementation Work Group.

- Research existing regulatory controls/policies related to managing wastes and hazardous materials during building demolition/remodeling programs and current level of implementation. This task will include compiling existing BMPs used to manage PCBs in caulk during removal activities.
- Develop proposed best management practices (BMPs) to reduce or prevent discharge of PCBs during building demolition/remodeling. The BMPs will focus on methods to identify PCB-containing building materials and properly manage those materials through aspects such as handling, containing, transport, and disposal.
- Develop an implementation process and define circumstances that would trigger BMP implementation including model municipal regulatory controls/policies/ordinances.
- Develop training materials, including checklists(s), for building inspectors or other municipal staff who will be implementing BMPs. Provide implementation process and training materials to work group and project manager for review.
- For all deliverables, provide interim products to work group and Project Manager for review; and submit Draft and Final versions per deadlines below.
- Revise and finalize products in accordance with comments received from stakeholder group and feedback from trial implementations.

Schedule and Deliverables

This project has an accelerated timeline. Contractor must be ready to begin work May 31, 2010 and to complete project deliverables by October 15, 2011. See table for specific milestones and associated deadlines.

Task	Due Date
Meet with stakeholder Implementation Work Group. In person attendance is needed at 3 meetings.	1) June-July 2010, 2) August-September 2010, 3) one meeting TBD in 2011
<p>Research existing regulatory controls/policies related to managing wastes and hazardous materials during building demolition/remodeling programs and current level of implementation.</p> <p>Develop working draft best management practices (BMPs) to reduce or prevent discharge of PCBs during building demolition/remodeling. The BMPs will focus on methods to identify, handle, contain, transport, and properly dispose of PCB-containing building materials.</p>	<p>Preliminary: August 1, 2010</p> <p>Draft: September 15, 2010</p>
Revise BMPs with input from project team.	Revised: October 15, 2010

PCBs in Caulk Project
RFP for BMPs Development

Develop a draft model implementation process (MIP). Define circumstances that would trigger BMP implementation and develop model municipal regulatory controls/policies.	Preliminary: August 1, 2010 Draft: October 15, 2010
Revise MIP with input from project team.	Revised: November 15, 2010
Develop a program to train and deploy inspectors (e.g. municipal hazardous material or building inspectors) to ensure proper implementation of the BMPs and compliance with the program.	Draft: October 15, 2010
Revise model regulatory controls/policies, training materials with input from project team	Revised: November 15, 2010
Final BMPs, MIP, training materials, and training materials	October 15, 2011

Budget

The budget for this Project is \$150,000.

Desired Experience

Core areas of experience and expertise demonstrated in your proposal should include:

1. Assisting local governments to design and implement new policies or programs, particularly for environmental management or regulatory compliance;
2. Knowledge of municipal operations, including but not necessarily limited to permitting and inspection of building construction and demolition, redevelopment, and building facility management;
3. Knowledge of building industry practices for demolition, construction, and renovation;
4. Knowledge of state and federal regulations applicable to hazardous waste handling and disposal of PCB-containing materials;
5. Knowledge of implementation strategies for the SF Bay PCBs TMDL;
6. Knowledge of municipal stormwater (MS4) permit requirements in California (Bay Area preferred).

We seek candidates who are able to develop new processes and creatively apply existing models, such as for lead or asbestos abatement, in new areas. Candidates should have experience working with environmental assessment and remediation in unusual regulatory contexts. Experience with PCBs remediation projects, in caulk or other materials, is also desirable. Lastly, candidates should be familiar with stakeholder processes, possess strong communications skills, and be able to work successfully with a multi-person project team.

PCBs in Caulk Project
RFP for BMPs Development

Proposal Form

Required submissions include the proposal form (Appendix A) and references form (Appendix B), found on the following pages. Instructions for preparing the proposal are included in the forms. All proposals must be submitted electronically to Athena Honore (contact information below).

Proposal Evaluation Criteria and Selection Process

A selection committee composed of the Project Manager and several Project Team members (primarily BASMAA representatives) will review and evaluate applicants based on written proposals. Candidates whose written proposals scored highest may be interviewed. Proposals will be evaluated according to the criteria outlined in Appendix C.

Contract Award

Contract award shall be made to the responsible Contractor whose proposal is most advantageous to ABAG and the Estuary Partnership, evaluation factors, costs, and other factors, considered. Our objective is to obtain the highest qualified contractor to achieve the objectives within a realistic time frame and reasonable cost. Qualifications and experience as a whole are more important than cost.

This RFP does not commit ABAG to award a contract. We reserve the right to reject any or all proposals received in response to this request. The Applicant is informed that the award of any contract as the result of this solicitation is contingent upon the availability of Federal funds.

Questions/Point of Contact

Contact Athena Honore of the San Francisco Estuary Partnership with any questions related to this proposal.

ahonore@waterboards.ca.gov

(510) 622-2325

Additional Information

Please see the project web page, <http://sfestuary.org/projects/detail.php?projectID=29> for more information, including fact sheets and technical memos.

PCBs in Caulk Project
RFP for BMPs Development

Appendix A, Proposal Form

Please fill out all fields. Clarity and conciseness is essential; total proposal length is limited to 10 pages total (7 pages for Part A and 3 pages for Part B, according to instructions on the forms). All submittals in response to the RFP must be in electronic format. Please submit this Proposal Form (Appendix A) with completed References Form (Appendix B) to Athena Honore, PCBs in Caulk Project Manager, ahonore@waterboards.ca.gov.

Proposals must be received electronically by 5pm April 2, 2010. Late submittals may not be accepted.

I. Proposing Organization/s (1 page maximum)

Name of Primary Organization _____
Representative Name and Title _____
Phone Number and Email _____
Address _____
City and Zip Code _____
Phone Number _____

(If proposal is being submitted by a team, include information for each additional member of the team.)

Name of Organization _____
Representative Name and Title _____
Phone Number and Email _____
Address _____
City and Zip Code _____
Phone Number _____

Name of Organization _____
Representative Name and Title _____
Phone Number and Email _____
Address _____
City and Zip Code _____
Phone Number _____

PCBs in Caulk Project
RFP for BMPs Development

II. Relevant experience (4 pages maximum)

For each of the questions below, indicate the project(s) worked on, names and roles of key personnel from your firm/team and duration of the relevant activity.

A. Describe a maximum of 4 completed projects demonstrating working knowledge in all of the 6 core areas of experience and expertise:

1. Assisting local governments to design and implement new policies or programs, particularly for environmental management or regulatory compliance
2. Knowledge of municipal operations, including but not necessarily limited to permitting and inspection of building construction and demolition, redevelopment, and building facility management
3. Knowledge of building industry practices for demolition, construction and renovation
4. Knowledge of state and federal regulations applicable to hazardous waste handling and disposal of PCB-containing materials
5. Knowledge of implementation strategies for the SF Bay PCBs TMDL
6. Knowledge of municipal stormwater (MS4) permit requirements in California (Bay Area preferred)

Focus on tasks or outcomes that you consider most relevant to the scope of work in the RFP.

1. Project:

Names and roles of key personnel:

Activities and duration:

2. Project:

Names and roles of key personnel:

Activities and duration:

3. Project:

Names and roles of key personnel:

Activities and duration:

4. Project:

Names and roles of key personnel:

Activities and duration:

B. For a maximum of 3 projects, describe how your organization/team played a lead or key role in:

PCBs in Caulk Project
RFP for BMPs Development

- developing new processes and creatively applying existing models, such as lead or asbestos abatement, in new areas (for example, experience developing standards or serving on a national standards development committee)
- working with remediation in unusual regulatory contexts or PCBs remediation projects, in caulk or other materials.

1. Project:

Names and roles of key personnel:

Activities and duration:

2. Project:

Names and roles of key personnel:

Activities and duration:

3. Project:

Names and roles of key personnel:

Activities and duration:

C. Describe up to 2 projects where your organization/team's work was defined and/or reviewed by a group involving multiple stakeholders, or managed by a multi-person project team. Identify key communications and organizational skills that were important to completing your work and state who were the end users or target audience.

1. Project:

Describe stakeholder process, end users, duration, or other relevant information:

Describe organization and skills of project team:

2. Project:

Describe stakeholder process, end users, duration, or other relevant information:

Describe organization and skills of project team:

D. List existing relationships between the proposing organization/team and agencies or organizations that are Project Team members (BASMAA, SFEI, TDC Environmental, LLC, and the San Francisco Regional Water Quality Control Board) or active stakeholders (such as Bay Area municipalities). Focus on relationships involving personnel relevant to the scope of this RFP.

PCBs in Caulk Project
RFP for BMPs Development

III. Management and Communication (2 pages maximum)

A. Describe the organization/team's overall approach to the project, stating planning considerations for coordinating work among the various tasks, and describing the administrative expertise or resources that will be used to ensure this coordination.

B. List key personnel, with key qualifications not mentioned above and their anticipated assignment to individual tasks. Staffing assignments should be specific enough to demonstrate understanding of skills required and commitment of proper resources.

C. State who will be the lead representative for the organization/team, and how he/she expects to maintain and follow-up on communications with the Project Manager and Project Team.

PCBs in Caulk Project
RFP for BMPs Development

Appendix B: References Form (3 pages maximum)

Please submit together with completed Proposal Form (Appendix A) to Athena Honore, PCBs in Caulk Project Manager, ahonore@waterboards.ca.gov.

Include 2-4 references. **For team proposals**, include 1-3 additional references for each additional team member.

Proposals are due by 5pm April 2, 2010.

Name of Proposing Organization _____

Representative Name and Title _____

Phone Number and Email _____

References must not be relatives of the contractor's representative or owners. The references given must be for clients with projects similar in nature to the work scope as outlined in the RFP and performed within the last two years.

1. Client's Name

Description of project location and general objectives

Contact Person _____

Address _____

City and Zip Code _____

Phone Number _____

2. Client's Name _____

Description of project location and general objectives

Contact Person _____

PCBs in Caulk Project
RFP for BMPs Development

Address _____
City and Zip Code _____
Phone Number _____

3. Client's Name _____
Description of project location and general objectives

Contact Person _____
Address _____
City and Zip Code _____
Phone Number _____

4. Client's Name _____
Description of project location and general objectives

Contact Person _____
Address _____
City and Zip Code _____
Phone Number _____

PCBs in Caulk Project
RFP for BMPs Development

Appendix C: Evaluation Criteria

	Maximum score
I Submittal Format	<u>3</u>
A. Length	
B. Clarity and Conciseness	
II Experience	<u>30</u>
A. Project Lead	
B. Firm/Team/Personnel	
C. Relevant Projects	
III Management/Communication Structure	<u>22</u>
A. Organization of Tasks	
B. Communication with Project Manager & Project Team	
C. Approach to Project	
IV References	<u>5</u>
Total Written Proposal	<u>60</u>
VIII Interview (for selected candidates only)	<u>20</u>
A. Presentation	
B. Understanding of Context and Objectives	
C. Response to Questions	
Total Maximum Score	<u>80</u>