	<p style="text-align: center;">Request for Proposals Solicitation No. ADEQ18-00007515 Description: Asbestos and Lead Consultant and Abatement Services</p>	<p style="text-align: center;">Arizona Department of Environmental Quality 1110 W. Washington Street Phoenix, AZ 85007</p>
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Section 1-A
Solicitation Summary

Date: July 20, 2017


1.0 What State Is Soliciting:

The Arizona Department of Environmental Quality (ADEQ), Procurement Section, as authorized under A.R.S. § 41-2501 is seeking to establish one or more “statewide” contracts to satisfy the needs for all state agencies, boards, and commissions, as well as participating purchasing cooperative members (collectively, the Eligible Agencies) to provide **Asbestos and Lead Consultant and Abatement Services**. The Intent of this Solicitation is to contract with qualified individuals and/or organizations to provide the following environmental services on a demand basis: environmental site assessment/ site investigation/remediation; asbestos and lead-based paint assessment and/or abatement; environmental engineering services; air engineering services; industrial hygiene/indoor air quality and microbial services; environmental training; waste disposal; laboratory and analytical services; drilling services; wildlife removal and relocation; and environmental assessment/impact statements. The Special Terms and Conditions provide a more detailed definition of Eligible Agencies, and a list of all state agencies and purchasing cooperative members is available on the State Procurement Office website at:

<https://spo.az.gov/procurement-services/cooperative-procurement/state-purchasing-cooperative>.

2.0 How State Anticipates Contracting:

The State anticipates awarding multiple contracts. Whether or not it actually enters into any contracts, how many contracts it enters into, and how work is awarded between those contracts are all at the State’s discretion. Further, the State will use any awarded contracts on an as-needed basis; it makes no guarantee as to its actual spending under them.

	Request for Proposals Solicitation No. ADEQ18-00007515 Description: Asbestos and Lead Consultant and Abatement Services	Arizona Department of Environmental Quality 1110 W. Washington Street Phoenix, AZ 85007
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3.0 What's in the Solicitation:

1	ProcureAZ file #1: ADEQ18-00007515 RFP Solicitation Documents	
	Part 1: Summary and Instructions	Section 1-A: Solicitation Summary
		Section 1-B: Standard Instructions to Offerors
2	ProcureAZ file #2: ADEQ18-00007515 RFP Solicitation Documents	
	Part 2: Scope and Pricing Documents (Technical and Commercial)	Section 2-A1: Scope Document (Scope of Work) Contains Exhibits to Section 2-A1 Asbestos and Lead Consultant Services
		Section 2-A2: Scope Document (Scope of Work) Contains Exhibits to Section 2-A2 Asbestos and Lead Abatement Services
		Section 2-B: Pricing Document Asbestos and Lead Consultant Abatement Services.
3	ProcureAZ file #3: ADEQ18-00007515 RFP Solicitation Documents	
	Part 3: Contract Terms and Conditions	Section 3-A: Special Terms and Conditions
		Section 3-A1: Exhibit to Special Terms and Conditions – Insurance Requirements
		Section 3-B: Uniform Terms and Conditions
4	ProcureAZ file #4: ADEQ18-00007515 RFP Solicitation Documents	
	Part 4: Offer Forms (Microsoft Word and Excel Attachments)	

4.0 How and When Proposals Are Due:

Proposals will only be accepted **online** in the “ProcureAZ” system at <https://procure.az.gov> until the “**Bid Opening Date**” indicated in ProcureAZ for the Solicitation No. shown at the top of this page. Proposals must be in the State Procurement Office’s possession online no later than that deadline.

LATE PROPOSALS WILL NOT BE CONSIDERED. No extension or grace period will be given for delays or incomplete proposals caused by internet connectivity problems, file uploading difficulties, or misunderstanding of the requirements or procedures for online submission in ProcureAZ.

QUESTIONS are to be posted within ProcureAZ, “Q & A” tab and are due on August 3, 2017 by 3:00pm MST Phoenix, AZ Local Time.

OFFERORS SHOULD READ THIS ENTIRE SOLICITATION CAREFULLY.

5.0 Pre-Offer Conference

State **will not** conduct a Pre-Offer Conference for this Solicitation. Refer to paragraph 2.8 of the [Instructions to Offerors](#) for more information.



Request for Proposals
 Solicitation No.
ADEQ18-0007515
 Description:
Asbestos and Lead Consultant and Abatement Services

Arizona Department of Environmental Quality
 1110 W. Washington Street
 Phoenix, AZ 85007

6.0 Offer Validity Period

You must hold the Offer open for **60 (Sixty) days** after the "Bid Opening Date" indicated in the ProcureAZ. Refer to paragraph 6.1 of the Instructions to Offerors for more information.

7.0 Required Attachments (Part 4 of the Solicitation Documents: Offer Forms in Microsoft Word and Microsoft Excel)

To be Responsive, your Initial Offer must contain all of the following Attachments:

Refer to paragraph 4.2 of the Instructions to Offerors for more information.

No.	Title	Offeror Action Required	Form Provided
Attachment 1	Offer and Acceptance Form	Refer to paragraph 3.4 Evidence of Intent and 4.9 Offeror Certification of the <u>Instructions to Offerors</u> .	✓
Attachment 2-A with Appendices and Supplements	Experience and Capacity Questionnaire	Provide all required information and answer all questions with respect to your company's ability to do the work of this Solicitation : experience with similar scope and clients, staff having the relevant experience, etc. Page maximum is five (5) pages for narrative summary. Do not include organization name or any identifying information on this narrative. Copies of Offeror's ADHS certified parameter list, table of current status of any proficiency testing by method and references (Do not include ADEQ references) are not included in the five (5) page narrative maximum.	✓
Attachment 2-B with Appendices and Supplements	Organization Profile	Provide the required information and answer the questions with respect to your company in general : organization and structure; financial health; licenses, certifications, etc.	✓
Attachment 3-A with Appendices and Supplements	Method Proposal (Method of Approach)	Provide your proposal specific to this Solicitation as to the means and methods you will apply to carrying out the Work. Submission is a five (5) page maximum. Do not include organization name or any identifying information on this Attachment.	✓



Request for Proposals
 Solicitation No.
ADEQ18-00007515
 Description:
Asbestos and Lead Consultant and Abatement Services

Arizona Department of Environmental Quality
 1110 W. Washington Street
 Phoenix, AZ 85007

No.	Title	Offeror Action Required	Form Provided
Attachment 3-B	Key Personnel Proposal	List the proposed key personnel and assignments; limited to two (2) pages per employee. Key personnel includes laboratory manager(s), project administrator, senior analyst(s) person that will be responsible for submitting reports to Department, quality assurance personnel, and key personnel that is responsible to ensure reporting requirements are met. Do not include organization name or any identifying information on this Attachment. Do not include Key Personnel names.	✓
Attachment 3-C with Supplements	Proposed Subcontractors	List the proposed Subcontractors and scope to be delegated to each.	✓
Attachment 3-D with Appendices	Performance Guarantee	Not Used/Reserved	✗
Attachment 3-E	Boycott of Israel Disclosure	Attest to participation or non-participation in any boycott of Israel	✓
Attachment 4 with Appendices	State Pricing Document (See attached Excel Document)	Pricing shall be submitted on an all-inclusive basis and shall include all cost associated with performance of the Scope of Work, including without limitation, labor rate, labor benefits, payroll burden, insurance, Workers' Compensation, fees, all taxes, profit, overhead (including repairs and maintenance if applicable), administrative costs, reporting, cost of archiving data, and all other related cost factors for products and/or services offered in response to this solicitation. Complete and submit attached Excel document titled "Pricing Sheet" with Offer. Refer to "Part 4 Offer Forms – Attachments" for additional instructions. Bidders must insert \$1.00 in the "UNIT COST" field in ProcureAZ to ensure acceptance of Offer by the ProcureAZ system.	✓
Supplements to Attachment 4	Contractor Price Lists/ Catalogs	Not Used/Reserved	✗
Attachment 5-A with Supplements	Designation of Confidential Information	Indicate what, if any, information in Offer is confidential, trade secret or proprietary (see paragraph 4.7 of the Instructions to Offerors).	✓
Attachment 5-B	Conformance Statements	Attest that Offer conforms to the Solicitation (see paragraph 3.5 of the Instructions to Offerors)	✓



Request for Proposals
 Solicitation No.
ADEQ18-0007515
 Description:
Asbestos and Lead Consultant and Abatement Services

Arizona Department of Environmental Quality
 1110 W. Washington Street
 Phoenix, AZ 85007

No.	Title	Offeror Action Required	Form Provided				
Attachment 5-C with Supplements	Insurance and Bonding Evidence	Provide the following as indicated by the "●" mark; if neither one is marked, then no Attachment 5-C is required: <table border="1" style="margin-top: 10px;"> <tr> <td style="text-align: center;"><input checked="" type="radio"/></td> <td>Satisfactory evidence that the required insurance called for in <u>Exhibit 1</u> to the <u>Special Terms and Conditions</u> is already in place by current certificate of insurance or that Contractor can obtain it by broker's letter.</td> </tr> <tr> <td style="text-align: center;"><input type="radio"/></td> <td>Satisfactory surety letters as evidence that Contractor can obtain the required bonds or other security called for in <u>Exhibit 1</u> to the <u>Special Terms and Conditions</u>.</td> </tr> </table>	<input checked="" type="radio"/>	Satisfactory evidence that the required insurance called for in <u>Exhibit 1</u> to the <u>Special Terms and Conditions</u> is already in place by current certificate of insurance or that Contractor can obtain it by broker's letter.	<input type="radio"/>	Satisfactory surety letters as evidence that Contractor can obtain the required bonds or other security called for in <u>Exhibit 1</u> to the <u>Special Terms and Conditions</u> .	✓
<input checked="" type="radio"/>	Satisfactory evidence that the required insurance called for in <u>Exhibit 1</u> to the <u>Special Terms and Conditions</u> is already in place by current certificate of insurance or that Contractor can obtain it by broker's letter.						
<input type="radio"/>	Satisfactory surety letters as evidence that Contractor can obtain the required bonds or other security called for in <u>Exhibit 1</u> to the <u>Special Terms and Conditions</u> .						
Attachment 5-D	Offer Checklist	Attest that each item on the checklist has been provided with or as part of Offer.	✓				
Attachment 6	Additional Attachments	Any other documentation required by the Solicitation to be submitted with or as part of Offer.	×				

8.0 Proposal Submittal

- 8.1 Vendors may submit proposals for either or both disciplines listed in the scope documents;
 - 8.1.1 2-A1, Asbestos and Lead Consultant Services and/or;
 - 8.1.2 2-A2, Asbestos and Lead Abatement Services
- 8.2 To submit a proposal for the Asbestos and Lead Consultant Services disciplines Vendors must complete in their entirety the excel worksheets A1, A2, A3 and A4 in Attachment 4, Pricing Sheet;
 - 8.2.1 A1-Asbestos Consultant Labor
 - 8.2.2 A2-Lead Consultant Labor
 - 8.2.3 A3-Asbestos Consultant Services
 - 8.2.4 A4-Lead Consultant Services
- 8.3 To submit a proposal for the Asbestos and Lead Abatement Services disciplines Vendors must complete in their entirety the excel worksheets A1, A2, A3, A4 and A5 in Attachment 4, Pricing Sheet;
 - 8.3.1 A1-Asbestos Abatement Labor
 - 8.3.2 A2-Lead Abatement Labor
 - 8.3.3 A3-Abatement Equipment Pricing
 - 8.3.4 A4-Asbestos Abatement Services
 - 8.3.5 A5-Lead Abatement Services



Request for Proposals
 Solicitation No.
ADEQ18-0007515
 Description:
Asbestos and Lead Consultant and Abatement Services

Arizona Department of Environmental Quality
 1110 W. Washington Street
 Phoenix, AZ 85007

8.4 To submit proposals for both Asbestos and Lead Consultant Services and Asbestos and Lead Abatement Services complete both document sets listed in paragraph 8.2 and 8.3

If Offer elects to not provide pricing in a category specified, type in “No Bid”

9.0 Task Order Award

- 9.1 Vendors awarded a Task Order for Asbestos and Lead Consultant Services shall not receive a Task Order award for Asbestos and Lead Abatement Services.
- 9.2 Vendors awarded a Task Order for Asbestos and Lead Abatement Services shall not receive a Task Order award for Asbestos and Lead Consultant Services.

10.0 Evaluation Criteria

In accordance with A.A.C. R2-7-C316, each Offer will be evaluated on the following criteria, listed in their relative order of importance from most important to least:

First: **OFFEROR’S PROPOSED APPROACH**, as set out in Offeror’s response to Attachment 3-A, taken together with Offeror’s responses to Attachments 3-B, 3-C, 3-D, 5-B, and 5-C, and any other aspect of the Offer that Procurement Officer determines is appropriate.

Second: **OFFEROR’S EXPERIENCE AND CAPACITY**, as demonstrated in Offeror’s response to Attachment 2-A, taken together with Offeror’s responses to Attachment 2-B and any other aspect of the Offer that Procurement Officer determines is appropriate.

Third: **OFFEROR’S COST PROPOSAL**, as provided in Offeror’s response to Attachment 4.

11.0 Financial Information

During the evaluation process, additional information will be requested by the Procurement Officer to explain the financial health of the origination. The following chart explains what will be requested:

(Dollars entered in Thousands)

PARAMETERS	
Income statement	
Net sales	\$
Operating income	\$
Balance sheet	
Total Current Assets	\$
Total Assets	\$
Total Current Liabilities	\$
Total Liabilities	\$
Retained earnings	\$
Market value of equity	\$



Request for Proposals

Solicitation No.

ADEQ18-00007515

Description:

Asbestos and Lead Consultant and Abatement Services

Arizona Department of Environmental

Quality

1110 W. Washington Street

Phoenix, AZ 85007

After the proposal due date, those contractors who are evaluated and are within the competitive range will be required to complete and submit the financial information in paragraph 11.0. This will be requested by the Procurement Officer via email with a due date of 2 business days.

12.0 Required Monitoring and Reporting

- 12.1 Contractor Performance Review (CPR) (Attachment 5-D) The Contractor shall perform all duties under this Contract in a manner acceptable to the Department. The using agency Project Manager also known as Procurement Officer Representative will complete a CPR after completion of a Task Order or at the end of each Fiscal Year. Additional Metric information may be added after contract award within the best interest of the state.
- 12.2 The Contractor may be evaluated based on the following ratings and performance categories:
- Quality: Compliance with Contract Requirements; report accuracy; effectiveness of personnel; and technical excellence.
 - Timeliness of Performance: Met interim milestones; reliability; responsive to technical direction; completed project on time; and met delivery schedules.
 - Cost Control: Kept to the forecast within 20%, Utilize cost savings, adherence to the cost sheets, followed the State Travel guidelines and submitted change orders within allotted time.
 - Business Relations: Effective management; reasonable/cooperative behavior; responsive to Contract requirements; notification of problems; flexibility; and proactive versus reactive.
 - Using Agency Project Manager completes a brief description of the Task Order requirements;
 - Using Agency Project Manager Evaluates Contractor performance and assigns a rating for quality, cost control, timeliness of performance and business relations categories including a brief narrative for each rating if deemed appropriate.
 - Forwards the CPR to the Contractor.
 - The Contractor shall be granted 7 days from the date the Contractor's receipt of the CPR to review and provide a response to the Using Agency Project Manager regarding the contents of the report.
 - The Contractor reviews the CPR.
 - The Contractor provides a response (if any) to the Using Agency Project Manager on company letterhead.
 - The Contractor may submit comments, rebuttals (disagreements) or additional information to the Using Agency Project Manager that contest the CPR ratings.
 - The Contractor completes Contractor representation information; and
 - The Contractor forwards the report to the Using Agency Project Manager within the designated time frame.
- 12.3 If the Contractor does not respond to the CPR within the designated time frame, the specified ratings in the report are deemed appropriate for the evaluation. In this instance, the Using agency Project Manager shall sign and file the CPR. **A CPR is considered complete only after the using agency Project Manager signs the report. The using agency Project Manager will provide a copy of the completed report to the Contractor.**



Request for Proposals
Solicitation No.
ADEQ18-0007515
Description:
Asbestos and Lead Consultant and Abatement Services

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Quality
1110 W. Washington Street
Phoenix, AZ 85007

13.0 Tentative Schedule

In order to assist Offerors in scheduling, the following dates are provided as a tentative schedule:

July 25, 2017	Issue Solicitation available in ProcureAZ.
August 3, 2017	Last Day Questions may be Submitted.
August 15, 2017	Proposals Due Date.
August 17-30, 2017	Committee Evaluation Process.
August 31, 2017	Discussions/Revisions/BAFO (If Required).
September 5, 2017	Contract Award.

End of Section 1-A