

REQUEST FOR QUALIFICATIONS (RFQ)

The City of Youngstown is seeking proposals from qualified firms for providing Asbestos Testing Services for Residential and Non-Residential Projects. Asbestos inspectors must be licensed in the State of Ohio for asbestos inspection and testing.

SCOPE OF SERVICES

The awarded consulting firm shall perform the following services:

Asbestos Inspection Services

1. On-site inspection, evaluation, sample collection and quantification of suspect Asbestos Containing Material (ACM)
2. Perform bulk sampling of suspected asbestos containing materials in accordance with applicable State and Federal Regulations.
3. Prepare and submit inspection reports for each inspected property including, at a minimum, the following information:
 - a. Address and Parcel ID of each property inspected
 - b. A brief description of the property
 - c. Name and license number of inspector
 - d. A list of suspect building materials collected including material description, site plan, precise location, photos, condition, and friability
 - e. A copy of the laboratory report for all materials collected

SELECTION PROCEDURE

Firms interested in being considered for selection should respond by submitting 5 (Five) copies of the Letter of Interest to the following address **by 4:00 PM on Friday March 25, 2016**.

Charles T. Shasho
Department of Public Works
26 S. Phelps Street
Youngstown, Ohio 44503

Responses received after 4:00 PM on the response due date will not be considered.

REQUIREMENTS FOR REQUEST FOR QUALIFICATIONS (RFQ)

1. Title Page

Show the name of respondent's firm, address, telephone number, name of contact person, date and the subject: Request for Qualifications for Asbestos Testing Services for Residential and Non-Residential Projects.

2. Firm Overview

Provide a brief history and description of your business organization and its asbestos testing practice. Include the location of offices and the number of professionals in each office. Include a discussion of the specific expertise and services that distinguish your firm.

3. Personnel and References

Provide the names, proposed roles, relevant licensing, background and experience, and availability of the personnel that would work on this project, and specifically identify the primary person(s) who will be responsible for managing the relationship with the City of Youngstown. Provide a list of five clients for which you have provided Asbestos Testing Services within the past 36 months.

4. Relevant Experience

Provide a narrative statement regarding your relevant experience. Describe your experience in providing asbestos testing services to other clients, including governmental entities. Describe the business practices that enable you to complete these tasks in an efficient, timely and, at times, expeditious manner.

5. Sample Asbestos Survey Report

Provide a Sample Asbestos Survey Report as part of Evaluation Criteria.

6. Potential Conflict of Interest

Identify any relationships or activities that might present a conflict of interest if you or your firm is selected to provide asbestos surveys as described in this RFQ.

7. Professional Liability Insurance

Describe the level of professional liability insurance carried, including the deductible amount to cover errors and omissions and negligence.

EVALUATION OF SUBMITTALS

All responses that meet the submittal requirements shall be evaluated based upon a scale of 100 points the following categories:

Selection Committee Members:

Charles T. Shasho, Abigail Beniston, and Kedar Bhide

| Category | Total Value | Scoring Criteria | Score |
|---|--------------------|-------------------------|--------------|
| | | | |
| Project Manager, Strength/Experience of Assigned Staff including Sub-consultants | 35 | See Note 1 | |
| Sample Asbestos Survey Report | 15 | | |
| Firm's Current Workload/ Availability of Personnel | 10 | See Note 2 | |
| Consultant's Past Performance | 20 | See Note 3 | |
| Project Approach | 20 | See Note 4 | |
| Total | 100 | | |

1. The proposed project manager for each consultant shall be ranked, with the highest ranked project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The rankings and scores should be based on each project manager's experience on similar projects. The selection committee may contact Ohio EPA and outside agencies if necessary. The experience and strength of the assigned staff, including sub-consultant staff, should be ranked and scored.

2. The consultant's workload and availability of qualified personnel, equipment and facilities shall be ranked and scored on a relative, differential scoring type basis. The scoring shall consider quantifiable concerns regarding the ability of a firm (or firms) rated higher in other categories to complete the work with staff members named in the letter of interest.
3. Has the consultant completed similar projects for other clients in the past 10 years? Have project team members worked on those projects? Was the client satisfied with the results of the work?
4. Is a clear understanding of the project stated and demonstrated throughout? Has the consultant addressed all of the requested information? Has the consultant offered additional insight into the project based upon their experience? Have potential problems or concerns been identified? Does the consultant offer any unique expertise?