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ASBESTOS MANAGEMENT

INSPECTOR AND MANAGEMENT PLANNER

August 3, 2010

R E Q U E S T F O R P R O P O S A L



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INTRODUCTION AND BACKGROUND

PURPOSE OF THE REQUEST FOR PROPOSAL

The Rocky Mountain Biological Laboratory at Gothic (RMBL) was established in 1928 and has become an internationally known facility that supports research into biological phenomena in the Rocky Mountains outside of Crested Butte, Colorado. Located at approximately 9700 feet above sea level RMBL's location facilitates work in the Alpine and sub-Alpine zones as well as supporting work at lower elevations in the neighboring region.

RMBL has about 70 buildings some dating from the late nineteenth century most from the mid twentieth century.

- RMBL needs to have information about asbestos containing materials for both maintenance and construction purposes and to insure worker protection and compliance with requirements of Colorado Law.
- Some buildings are known to have asbestos containing floor covering.
- Current plans for relocation and renovation will require reliable knowledge about the presence or absence of asbestos containing material.
- RMBL requires assistance in developing a phased plan for inspection of all buildings and development of management plans as required based on the result of inspection.
- RMBL may require abatement project design based on decisions that result from the inspection and management planning process.

These activities are part of RMBL's ongoing efforts to comply with current Colorado State regulations related to asbestos containing materials and are focused on developing a comprehensive plan to inform management decisions related to the existing buildings.

RMBL is therefore seeking to identify and select a properly accredited independent individual or firm to perform the activities listed above. The remainder of this document provides additional information that will allow a provider to understand the scope of the effort and develop a proposal in the format desired by RMBL.

ADMINISTRATIVE

CONTRACTUAL CONTACT

Any questions regarding contractual terms and conditions or proposal format must be directed to:

Name	Robyn Edwards
Address	P.O. Box 519, Crested Butte, CO, 81224
Phone	970-642-3883
FAX	970-349-7481
Email	plant@rmbbl.org

DUE DATES

All proposals are due by 5:00PM, August 20, 2010 and should be delivered by electronic means in Portable Document Format (.pdf) E-mail proposals to plant@rmbbl.org. Any proposal received at the designated location after the required time and date specified for receipt shall be considered late and non-responsive. Late proposals will not be evaluated.

SCHEDULE OF EVENTS

Event	Date
1. RFP Publication	08/16/10
5. Proposal Due Date	08/20/10
6. Target Date for Review of Proposals	08/24/10
8. Anticipated decision and selection of Vendor(s)	09/01/10
9. Anticipated commencement date of work	09/10/10

GUIDELINES FOR PROPOSAL PREPARATION

PROPOSAL SUBMISSION

Selection of an Inspector and Management Planner resulting from this RFP will be based upon the most compelling presentation of qualifications and experience and that which in the sole opinion of the RMBL will best serve their needs and preserve their interests.

RMBL reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential proposer,
- Accept other than the lowest priced offer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers.

A proposal shall be submitted in several parts as set forth below. Please confine submission to those matters sufficient to define qualifications and experience and to provide an adequate basis for RMBL's evaluation.

Proposals received in response to this RFP will be incorporated into the final agreement between RMBL and the selected provider. The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Deliverables
4. Project Management Approach
5. Appendix: References
6. Appendix: Individual or Company Overview

The detailed requirements for each of the above-mentioned sections are outlined below.

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the offeror's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

SCOPE, APPROACH, AND METHODOLOGY

This section should include a description of each kind of ability being requested and indicate sound understanding of the tasks required to meet the need for overall project planning and identification of phases as well as perform the required Inspection and Management Planning tasks

- Familiarity with Regulation No. 8, Part B – Asbestos, of the Air Quality Control Commission, Colorado Department of Public Health and Environment. The most recently amended version of which became effective January 30, 2008.
 - <http://www.cdphe.state.co.us/ap/asbestos/Reg8asbestos.pdf>
- Familiarity with underlying Federal Law,
 - [40 CFR Part 763 – Asbestos](#)
 - <http://www.epa.gov/fedrgstr/EPA-TOX/pre1994/3269-8.pdf>
 - [40 CFR Part 61, Subpart M - National Emission Standards for Asbestos](#)

DELIVERABLES

Include descriptions of the types of reports used to summarize inspection results and provide information on management plan contents. Colorado Accreditation for Asbestos Inspection and Management planning. Include photo copies of certification

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by project phase and estimates of travel expenses. Provide a schedule of costs for laboratory testing procedures required.

APPENDIX: REFERENCES

Provide three recent or current references for which you have performed similar work.

APPENDIX: PROJECT TEAM STAFFING

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members.

APPENDIX: COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from above address), direct telephone and fax numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering Asbestos consulting services.

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to technical, cost, and management requirements. Evaluation of offers will be based upon the offeror's response to the RFP and subsequent interview which may be conducted by telephone or in person, or both.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Compliance and Record Retention Officer:

1. Completion of all required responses in the correct format.
2. The extent to which qualifications and experience fulfills RMBL's stated requirements as set out in this RFP.
3. An assessment of the Offeror's ability to deliver the needed assistance and leadership in accordance with the specifications set out in this RFP.
4. The Offeror's stability, experience, and record of past performance in delivering such services.

RMBL may, at their discretion and without explanation to the prospective Offerors, at any time choose to discontinue this RFP without obligation to such prospective Offerors.