

REQUEST FOR PROPOSALS (RFP)

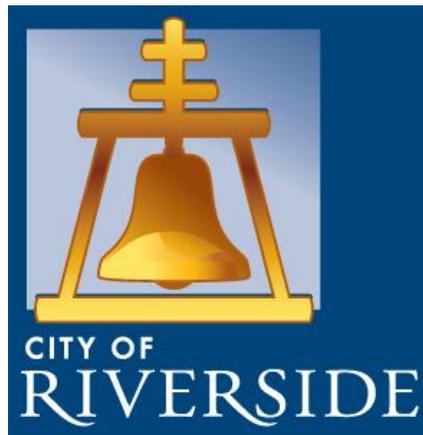
to complete a

comprehensive asbestos assessment for 3 residential multi-family apartment buildings located at 1705, 1725 and 1733 7th Street Riverside, CA. with a 5 day turnaround time

Housing RFP No. 10

Issued: December 6, 2013

**Proposals Due: December 18, 2013
no later than 2 P.M.**



HOUSING AUTHORITY OF THE CITY OF RIVERSIDE

Request for Proposals

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EXHIBIT "A" – Site Map

Exhibit "B" – Scope of Work

Exhibit "C" – Bid Cost Proposal (to be completed, and submitted with your proposal)

1. PURPOSE

Purpose

The Housing Authority of the City of Riverside (Authority) is seeking a qualified environmental firm to conduct a pre-demolition environmental survey for the presence of Asbestos Containing Materials (ACM) at 1705, 1725 and 1733 7th Street. The survey is required to satisfy all requirements of a pre-demolition survey, in accordance with Cal-OSHA Rule Title 8 CCR 1529 & 1532.1 and NESHAP/SCAQMD Rule 1403 as it pertains to this project only.

2. BACKGROUND

City of Riverside

As of 2011, the City of Riverside had an estimated population of 303,871 and is currently ranked the 12th largest city in California. Located in the Santa Ana River Valley approximately 60 miles east of Los Angeles and 100 miles north of San Diego, the City has historic roots, a progressive outlook, and a tradition of stable, elected civic leaders committed to maintaining a diversified economy, balanced land uses, quality developments and cultural amenities.

The City is home to four internationally recognized colleges and universities, including the prestigious University of California, Riverside with an expanding student population of 20,746 (Fall 2010). Riverside has a large and diverse economy with the Inland Empire's largest number of businesses and total jobs. Incorporated in 1883, Riverside is a Charter City with a unique blend of historic charm and modern city features. The community is rich in history, art and culture, and its residents enjoy excellent ballet, symphony, art, museums, theater and the Citrus State Historic Park and public school districts that are applying innovative techniques to develop a highly sought after workforce.

The City is an important financial and professional center with numerous legal, accounting, brokerage, architectural, engineering, software firms and banking institutions. The downtown is anchored by the historic Mission Inn, which has earned a reputation as the "Downtown of the Inland Empire." The downtown is also home to many state government offices, the Riverside County Administrative Center and a system of county, state and federal courts serving the Inland Empire.

Riverside's diverse manufacturing base includes such sectors as electrical instruments, plastics, wood and metal fabrication, food processing and recreational vehicles. Technological and manufacturing companies are supported by educational institutions offering specialized training and research partnerships. Businesses benefit from excellent freeways, rail access, high-speed fiber optic telecommunications, reasonable land and building costs, city owned electrical and water systems and a large general aviation

airport. Riverside citizens are proud of the city's unique character born from a tradition of careful planning. Through the City's Office of Historic Preservation, it is committed to preserving the past as a firm foundation for the future. Over 100 City Landmarks, 20 National Register Sites offer enjoyment and education to city residents and visitors.

3. PROJECT SITE DESCRIPTION

It is the goal of the Housing Authority to demolish all structures named in this RFP and issue a separate Request For Proposals ("RFP") to develop between 25 and 35 affordable housing units on the subject sites.

Site Description:

The project consists of 3 individual apartment buildings, 1705 1725 and 1733 7th Street. 1725 and 1733 are contiguous. Each property is further described below:

1705 7th Street Apartment Complex (Senior Apartments)

- Year Constructed: 1988*
- "L" shaped in Plan
- 2 stories in height
- 12 – 1 bedroom apartment units
- Surface parking lot
- 1 common laundry room
- At the time of writing of this RFP all units are vacant except for 1 (Unit #6)

*There is evidence of loose vinyl tile under some of the carpet in some of the second floor units.

1725 7th Street Apartment Complex

- Year Constructed: 1964-1965
- "I" shaped in Plan
- 2 stories in height
- 10 – 1 bedroom apartment units
 - Units 9 and 10 are inaccessible due to structural defects (2nd Floor)
 - Units 5,6 and 7 (all 2nd Floor) are boarded
 - Unit 8 (2nd floor) is occupied
 - All units on the 1st floor are occupied with the exception of Unit #4
- Surface parking lot
- 1 common laundry room

1733 7th Street Apartment Complex

- Year Constructed: 1964-1965
- “L” shaped in Plan
- 2 stories in height
- 21 – 1 bedroom apartment units
 - All units are vacant
- Surface parking lot
- 1 common laundry room

4. SITE CONTROL

The Housing Authority owns all properties. There is an on-site property manager. The on-site manager will arrange access to the units, if access to the occupied units is required; a 24-hr notice prior to entry is required.

5. PROPOSAL REQUIREMENTS

The Department requires each firm to submit Proposals clearly addressing all of the requirements outlined in this RFP and attached as Exhibit B – Scope of Work.

The detail of the Proposal shall be limited to ten (10) pages and must include a minimum of three (3) references, which include the address, telephone number, and email address of each reference. Résumés and company qualification brochure data may be included over and above the 10-pages, provided they are located in an Appendix at the back of the Proposal.

Should the consultant have concerns about meeting any requirements of this RFP, the consultant shall include a clearly labeled subsection with individual Statements specifically identifying the concerns and exceptions.

Though the consultant may submit a Proposal organized according to its preference, it must be clear and concise. The Proposal must contain information covering the following:

A. Team Identification

Experience and Background – It is essential that the Authority understand the experience and capabilities of the firm as well as the technician who will be performing the sampling, analysis of samples and drafting the report and recommendations. Clearly state the name, address and phone number of the person who will serve as the contact during the selection process.

B. Relevant Development Project Experience and Background

1. Explain how the proposal will meet the Purpose of the project.

2. Provide a summary of experience in conducting similar assessments for Public Agency owned/financed projects.

C. Cost

1. Cost for providing a 5-day turnaround

D. References

A minimum of three references must be provided. It is preferable if they relate to project where Federal (Department of Housing and Urban Development – HUD) dollars were used to fund the project.

6. INSTRUCTIONS AND SCHEDULE FOR SUBMITTAL OF PROPOSALS

All Proposals shall be signed and sealed by a duly authorized representative of the Company. The name and mailing address of the individual executing the Proposal must be provided.

The Authority shall not be liable for any pre-agreement expenses incurred by any company in relation to the preparation or submittal of Proposals. Pre-agreement expenses include, but are not limited to, expenses by company in: preparing a Proposal or related information in response to RFP; negotiations with Authority on any matter related to this RFP; and costs associated with interviews, meetings, travel or presentations. Additionally, Authority shall not be liable for expenses incurred as a result of Authority's rejection of any Proposals made in response to this RFP.

Submittal Method

Submit digital copy of proposal to: Sherold@riversideca.gov

Community Development Department
Housing Division
3900 Main Street, 3rd Floor
Riverside, CA 92522
Attn: Shonda Herold, Housing Project Coordinator

LATE PROPOSALS WILL NOT BE CONSIDERED

Submittal Date:

Proposals are to be submitted on or before **2:00 p.m, December 18, 2012.**

The Housing Authority reserves the right to reject any and all proposals and to waive information and minor irregularities in any proposal received.

7. PUBLIC RECORDS

All Qualifications/Proposals submitted in response to this RFP become the property of the Authority and under the Public Records Act (Government Code § 6250 et. seq.) are

public records, and as such may be subject to public review at least ten (10) days before selection and award.

If a Company claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the Proposal.

Note that under California law, price proposal to a public agency is not a trade secret.

8. EVALUATION PROCESS AND SELECTION CRITERIA

The Authority will conduct the selection process. The Authority is the final decision-maker regarding this selection, and it reserves the right to reject any or all responses or to terminate development negotiations at any time. The Authority reserves the right to request clarification or additional information from individual respondents.

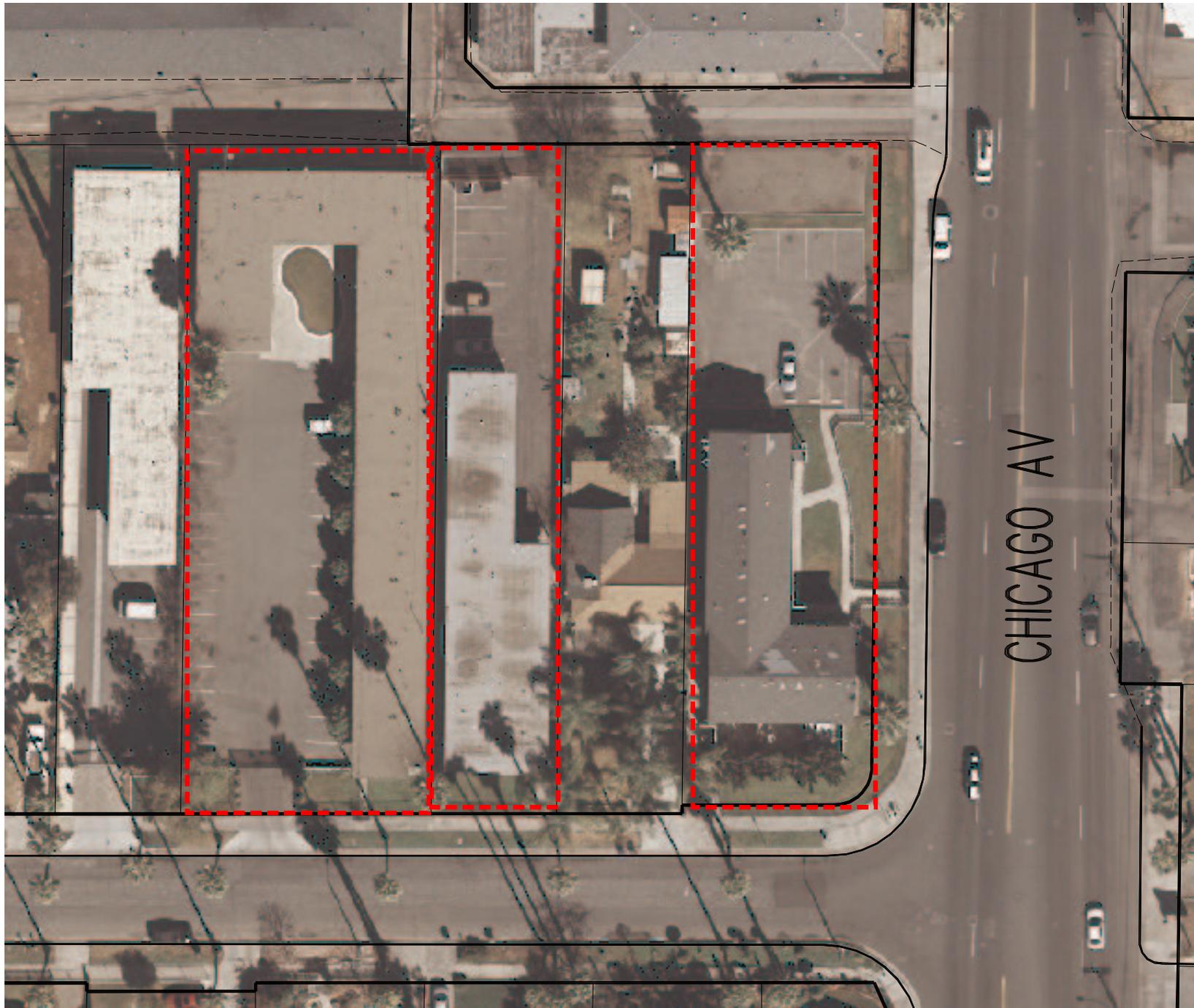
The Authority will select a firm with the experience and technical competence necessary to complete the required testing and make necessary recommendations to allow the Housing Authority to comply with all environmental laws related to the safe renovation of the subject apartment units.

Proposals will be reviewed and scored on a competitive basis relative to the evaluation criteria below:

- A. Meet all minimum qualifications (20%)
- B. Demonstration of relevant project experience (20%)
- C. Cost (60%)

**SHOULD YOU HAVE ANY QUESTIONS REGARDING THIS PROPOSAL, OR
WOULD LIKE ACCESS TO THE PROJECT SITE IN ADVANCE OF
SUBMITTING YOUR POPOSAL**

**PLEASE CONTACT: SHONDA HEROLD, PROJECT COORDINATOR AT
951.826.5590 OR VIA E-MAIL AT Sherold@riversideca.gov.**



Symbology

- Curb face
- - - - Edge of Pavement
- . - . Unpaved Roadway
- . - . Edge of Pavement / Berm
- ROW Line
- Parcel Line
- Assessor Parcel Line
- - - - Project Limits Boundary



1 inch = 50 feet
December 06, 2013

Aerial photos taken February 2012. The City of Riverside makes no warranty on the accuracy or content of the data shown on this map. This map shall not be reproduced or distributed.
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1705, 1725, 1733 7th Street Location Map

Exhibit "B" – Scope of Work
(Submit with your proposal)

BID PROPOSAL BREAKDOWN FOR SCOPE OF WORK:

Comprehensive Asbestos Survey Shall Include:

- Inspection of all accessible locations and bulk sampling of suspect asbestos-containing materials (ACM) by a state certified asbestos consultant or certified site surveillance technician, utilizing AHERA sampling protocols.
- Minimum of 120 samples per building. (as testing of three buildings are being requested, providing pricing for 360 samples)
- Analysis of suspect ACM samples by a NVLAP accredited laboratory, utilizing Polarized Light Microscopy (PLM) with dispersion staining, in accordance with current regulatory requirements.
- Report preparation including sample locations, sample results, digital photographs, friability evaluations and remedial recommendations.
 - Provide pricing for - Sample analysis based on 5-day turn-around

Suspect Asbestos-Containing Materials:

Composite Drywall	Window Putty
Stucco	HVAC Ducting (if applicable)
Multiple VFT Flooring Types	Plaster
Transite Pipes	Acoustic Spray On
Roofing Materials	Cove Base/Mastic
Roof Mastic	Blown in Insulation

**CITY OF RIVERSIDE
CONTRACTOR CUSTOMER SERVICE STANDARDS
ACKNOWLEDGMENT**

Customer Service is important to the City of Riverside and has resulted in the adoption of our motto and mission statement:

**"People Serving People"
The City of Riverside will provide high quality
Municipal services in a responsive and cost-effective manner.**

The City and its Contractors shall at all times strive to represent the City in a professional, courteous, friendly, efficient, and cost-effective manner. The following customer service standards shall be enforced by Contractors:

1. Abide by the City's mission statement and customer standards as noted herein.
2. Furnish sufficient supervisory and working personnel capable of promptly accomplishing on schedule, to the satisfaction of the director / designee, all work required under the contract.
3. Have competent working supervisors on the job at all times work is being performed who are capable of communicating and discussing effectively, both in written and oral English, matters pertaining to the contract.
4. Remove from the work site any employees deemed careless, incompetent, or who generate multiple customer service complaints.
5. Have supervisors carry identification which clearly indicates to the public the name of the Contractor responsible for the project.
6. Have Contractor's vehicles assigned to the project clearly identified.
7. As applicable, with department's approval, issue a notice in business and residential areas in advance of project commencement stating work project, general time frame, company name, telephone number, job site contact person, City contact person and telephone number.
8. Endeavor to maintain good public relations at all times. Conduct work in a proper and efficient manner to create the least possible inconvenience to the general public.

Bidder recommended for award shall return signed copy of this form to the Purchasing Services Manager prior to bid award recommendation.

Company Name: _____

Authorized Representative (Please Print):

Signature: _____ Date: _____