

**NORTHERN MAINE COMMUNITY COLLEGE  
REQUEST FOR PROPOSAL  
Environmental Management Consulting Services  
Reed Commons**

Northern Maine Community College is currently seeking Environmental Management Consulting Services for the Reed Commons Renovation project. Reed Commons is a 10,000 sq/ft building that was constructed in 1982. This building will have a completed renovation starting in January 2020. This phase of the project requires the following services:

- Completion of a hazardous materials assessment for Reed Commons including: an asbestos demolition impact survey; and completion of a potential hazardous material/hazardous waste and universal waste inventory;
- Development of a site-specific Hazardous Materials Remediation Project Manual including site specific hazardous materials remediation Specification Sections; and Providing Remediation Contractor bidding period services.

Scope of services:

**Task 1 | Hazardous Materials Assessment:** Complete a hazardous materials assessment for the interior and exterior of the above referenced structures, including:

**Asbestos Demolition Impact Survey**

Conduct an asbestos demolition impact survey of the above referenced structures located on the NMCC campus. Completion of the survey will include: on-site evaluation of the existing interior and exterior of the structures for the presence of suspect Asbestos-Containing Materials (ACM); and collection and analysis of samples of suspect ACM. Collect up to a total of 90 bulk samples from suspect ACM including, but not limited to: thermal and acoustical system insulation; wall and ceiling material; flooring material and associated adhesives; roofing materials; exterior siding components and window caulk. Samples will be analyzed for the presence of asbestos by a Maine Department of Environmental Protection (MDEP) licensed analytical laboratory. The laboratory will use analytical methods "PLM-EPA 600/R-93/116" (for surfacing, thermal system insulation and cementitious materials) and "PLM NOB-EPA 600/R-93/116 with gravimetric reduction" (for non-friable organically bound materials (NOBs) (i.e.; floor tile and adhesives, etc.) as required in the MDEP Chapter 425 Asbestos Management Regulations (April 3, 2011). Of the 90 bulk samples to be collected, this proposal assumes that up to 30 samples will be analyzed using the NOB method. A MDEP licensed asbestos inspector will conduct the survey and assessment.

**Supporting Investigations**

The interior and exterior of each structure will be assessed for the presence of potential Universal Waste materials (e.g., light ballasts, mercury switches, batteries, cathode ray tubes and fluorescent light tubes), and other potential hazardous materials/wastes and special wastes.

**Final Report**

Provide one hard copy and one electronic copy of the final Hazardous Materials Assessment report.

ACM

- ◆ Summary tables showing location, type and quantity of identified ACM;
- ◆ Preliminary cost estimates for the removal of identified ACM; □ Laboratory analytical results from a NVLAP accredited laboratory; and □ AutoCAD figures showing sample locations and identified ACM.

#### Potential Hazardous Materials/Hazardous Wastes and Universal Wastes

- ◆ An inventory and summary table (including remediation cost estimates) of potential Universal Wastes and hazardous materials observed during the survey including PCB-containing light ballasts, mercury switches, batteries, cathode ray tubes (CRTs) and fluorescent light tubes.

**TASK 2 | Hazardous Materials Remediation Project Manual Preparation:** Prepare a Hazardous Materials Remediation Project Manual including project specific remediation specification section(s) for the abatement/remediation of identified ACM, and other identified hazardous materials impacted by the planned demolition project, present on the interior and exterior of the structure. The Project Manual will be based upon project specific requirements provided by the NMCC, current project plans, and existing site-specific conditions.

Preparation of the Project Manual will include:

- ◆ Review of NMCC project plans to identify affected areas of the Site for inclusion in the overall project scope;
- ◆ Review previously completed asbestos and hazardous materials assessments to confirm types, quantities, and locations of such materials requiring remediation;
- ◆ On-site evaluation of existing conditions;
- ◆ Updating existing AutoCAD hazardous materials identification plans to identify the project location, project scope, project phasing, owner/occupant coordination, work area boundaries, and project specific notes; and
- ◆ Development of asbestos and hazardous materials remediation project budget estimate.

The Project Manual will address project scope, phasing and schedule, work practices, construction management and inspection protocols, and waste disposal requirements and site restoration. The Project Manual will be prepared in a format which may be used by NMCC for soliciting contractor bids.

**Only the selected vendor will be provided an electronic copy of the previously completed asbestos and hazardous materials assessments**

**There are not existing AutoCAD drawings available of the buildings. Vendor will be responsible for creating and providing AutoCAD drawings, DXF, and PDF files.**

**TASK 3 | Bidding Period Services:** Provide the following Bidding Period Services:

- ◆ Assist NMCC to solicit bids from Remediation Contractors;
- ◆ Conduct one on-site Pre-Bid meeting with selected Remediation Contractors;
- ◆ Preparation and distribution of Pre-Bid Meeting minutes and, if required, project related addenda; and
- ◆ Assist NMCC with review of bids and selection of a Remediation Contractor.

**The Proposer shall include in its proposal, at a minimum:**

1. Responses to the information outlined in the Scope of Services in a manner which demonstrates the Proposer's competence and ability for the satisfactory performance of the services identified
2. Billing Rates
  - A. A proposed rate for all services to be performed, including hourly rates, a description of any reimbursable charges, and any other fees that could be incurred by the College
  - B. A total proposed "Not to Exceed" cost for the completion of all services described in the Project Objectives and Scope of Services
  - C. An estimated cost breakdown and number of hours for each major component in the Project Objectives and Scope of Services
3. Statement of Qualifications , including, at a minimum, an identification of Proposer's total number of years in operation, total current number of employees, location and number of employees in the office location which is intended to provide the services described in this RFP
4. Relevant References
5. Summary of previous work that is similar in nature for comparable organizations. Information shall include number of years Proposer has been performing similar services, the most recent projects for which the Proposer has performed similar services. Proposer shall list recent projects including the name, contact person, address, and phone number, dates the project was executed, as well as a description of the service provided.
6. Proof of Insurance
7. W-9
8. Copies of all required licenses for work stated in this RFP.

Proposals will be reviewed and a selection will be made using the following criteria:

<b>Factor</b>	<b>Weight</b>
Total proposed price and billing rates	30%
Qualifications	20%
Pertinence and/or quality of references	20%
Quantity/frequency/relevance of similar projects	20%
Proposal Quality, Detail and Organization	10%

Selected vendor shall provide abatement estimates with their survey.

Vendors shall detail in their proposal how quickly the abatement phase of the project can go out to bid to contractors.

For the environmental survey, buildings will continue to be used for storage, and in the same condition as they were at the time of the walk-through. For abatement bidding purposes, the buildings will be cleared of all stored materials. Items attached to the building will not be removed by the owner.

Vendors shall detail abatement by building in their reports to allow NMCC to obtain abatement bids to be completed by building if needed.

Vendors shall determine if lead paint and PCBs are required to be reported and abated. Vendor will also identify any PCB containing lighting ballasts for abatement.

No sampling technique is preferred, but patches will be required for weatherproofing on building exteriors.

Questions concerning this RFP must be sent via email to [jeclark@nmcc.edu](mailto:jeclark@nmcc.edu), and copied to [nbingrah@nmcc.edu](mailto:nbingrah@nmcc.edu). The subject of the e-mail should clearly state "Question RE Environmental Consulting Services RFP". All questions and responses will be posted on the College website at <http://www.nmcc.edu/about-nmcc/news-info/rfps/>. It is the College's intent to respond to all questions within 2 business days. It will be the vendors' responsibility to check this site for updates. Deadline for questions is September 16, 2019, at 4:00pm.

Proposals are due back to the college by September 20, 2019 at 2:00pm.

Proposals can be emailed to [jeclark@nmcc.edu](mailto:jeclark@nmcc.edu) copied to [nbingrah@nmcc.edu](mailto:nbingrah@nmcc.edu)

The college reserves the right to reject any or all bids.  
This RFP shall be referenced in, and considered part of, any final contract.  
See attached Notice to Bidders.

**NOTICE TO VENDORS AND BIDDERS:**  
**STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
  7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
  8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
  9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.