



## Asbestos Abatement Services Buildings 110, 125 & 130

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### Request for Proposals

#### **Vision Statement**

*A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.*

#### **Mission Statement**

*Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.*

#### **Brand Statement**

*Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn, Play & Stay.*

## **TABLE OF CONTENTS**

<b>I.</b>	<b>GENERAL INFORMATION</b>	<b>3</b>
<b>II.</b>	<b>VENDOR CONTACT INFORMATION</b>	<b>3</b>
<b>III.</b>	<b>SCOPE OF SERVICES</b>	<b>3</b>
<b>IV.</b>	<b>CRITERIA</b>	<b>3</b>
<b>V.</b>	<b>GENERAL EVALUATION PROCESS</b>	<b>5</b>
<b>VI.</b>	<b>SCHEDULE</b>	<b>5</b>
<b>VII.</b>	<b>PROCEDURES FOR SUBMISSION</b>	<b>6</b>
<b>VIII.</b>	<b>ADDITIONAL INFORMATION (ATTACHMENTS)</b>	<b>7</b>

**REQUEST FOR PROPOSALS  
ASBESTOS ABATEMENT SERVICES BUILDINGS 110, 125 & 130**

**I. GENERAL INFORMATION**

Brooks Development Authority (Brooks) is a redevelopment authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the State of Texas. Brooks oversees the redevelopment of approximately 1,300 acres of land, facilities, infrastructure, greenspace, etc. and is located in Bexar County, Texas within the current boundaries of the City of San Antonio. Brooks' mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Request for Proposals (RFP) to solicit a professional firm interested in conducting the Asbestos Abatement of Buildings 110, 125 & 130.

**II. VENDOR CONTACT INFORMATION**

<b>VENDOR NAME:</b>			
<b>REMIT TO ADDRESS:</b>		<b>CITY:</b>	<b>STATE:</b>
<b>ZIP:</b>	<b>PHONE:</b>	<b>FAX:</b>	<b>POINT OF CONTACT:</b>
<b>FEDERAL ID NUMBER (PROVIDE COPY OF W9):</b>		<b>POINT OF CONTACT EMAIL</b>	

**III. SCOPE OF SERVICES**

Contractor shall provide all skilled labor, materials, equipment, and supervision necessary for the removal and disposal of asbestos containing materials from Buildings 110, 125 and 130 in accordance with the Asbestos Removal Work Plans posted on the Brooks Website.

**III. CRITERIA**

Proposals will be evaluated using three (3) sets of criteria: (1) Relevant Experience/Key Personnel; (2) Price; and (3) SBEDA. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria to be considered during the evaluation process.

**1. Relevant Experience/Key Personnel (Maximum Points – 40 Points)**

a. Relevant Experience

- i. The firm outlined and provided specific experience and projects, strategies and expertise for providing services as specified in the Scope of Work.
- ii. The firm's has past experience working on campus like settings (i.e. Historic Buildings and Former Military Bases.
- iii. The firm provided familiarity with the Environmental Protection Agency, the Occupational Safety and Health Administration (OSHA) and the Texas Department of State Health Services (DSHS) rules and regulations.
- iv. The firm provided a methodology on reporting problems.

b. Key Personnel

- i. The firm provided a detailed history of the firm:
  1. Number of years in Business,
  2. Number of TDSHS Licensed Abatement Supervisors,
  3. Number of TDSHS Licensed Abatement Workers,
  4. List of Licenses and Certifications required to carry out the Scope of Work,
  5. Violations within the last ten (10) years, and
  6. Rewards and/or Recognition for Company Experience.

**2. Price: (Maximum Points – 40 Points)**

**PRICE WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN ASBESTOS ABATEMENT FIRM. CONTRACTOR MUST PROVIDE AN ESTIMATED NUMBER OF WORKDAYS ALONG WITH PRICING.**

**3. Small Business Economic Development Advocacy (SBEDA): (Maximum Points – 20 Points)**

- a. *It is the policy of Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks Board of Directors.*

**Brooks has established an overall contracting goal of 54.80%.**

- b. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

Company Name & Trade Area	Est. Percentage/Dollar Amount	Disadvantaged Business Enterprise (DBE) (Y/N)	SCTRCA Minority/Woman-Owned Business Enterprise (M/WBE) Certification Number

Please note: Only companies who obtain their certifications from the South Central Texas Regional Certification Agency (SCTRCA) are eligible to receive scoring towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322.

- c. Business Location
  - i. Where is the Respondents Headquarters?
  - ii. How many employees are located at the Respondents Headquarters?
  - iii. If the Respondent’s Headquarters is not located in San Antonio; how many employees are located in San Antonio?

**IV. GENERAL EVALUATION PROCESS**

Brooks will conduct a comprehensive, fair and impartial evaluation of all submittals received in response to this RFP. An evaluation team will be established to evaluate the proposals. The team will include employees of Brooks and may include other impartial individuals who are not Brooks employees. The evaluation team may select all, some or none of the Respondents for interviews. If Brooks elects to conduct interviews, Respondents **may be** interviewed and re-scored based upon these same criteria, or other criteria to be determined by the evaluation team. Brooks may also request additional information from Respondents at any time prior to final approval of a selected respondent. Brooks reserves the right to select one, more than one, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the Brooks Board of Directors. Brooks shall require that all Respondents provide the qualifications and licenses for the services to be provided.

**V. SCHEDULE**

Task	Date and Time
Release RFP	June 23, 2021
*Mandatory Pre-Proposal Meeting	10:00 am, July 13, 2021
**All Questions Due	4:00 pm, July 16, 2021
Post Questions/Answers	2:00 pm, July 21, 2021
Proposals Due	10:00 am, July 27, 2021

\* Mandatory Pre-Proposal Conference: Contractors shall meet at the Brooks Main Office (3201 Sidney Brooks, San Antonio, TX 78235).

\*\*All inquiries shall be submitted in writing to Lucynda Massey by email to lucynda@livebrooks.com.

## VI. PROCEDURES FOR SUBMISSION

Interested individuals and/or firms are invited to submit the following:

1. RFP must be typewritten or computer generated. Handwritten RFP's will not be accepted. Proposals, without attachments (i.e., resumes, copies of previous work, reports, etc.), should not be greater than 30 pages (8 1/2 x 11). Font should be legible, no less than 12pt, and all paragraphs single spaced.
  - Brooks requests that only relevant information to the type of project be included.
  - Vast amounts of marketing material are discouraged and will count toward the 30 page maximum.
  - The Attachments do not count toward the 30 page limit.
2. Each RESPONDENT must submit:
  - One (1) bound hard copy of the proposal (including attachments). Brooks requests that appendices not be manipulated with software. The original set of documents must be signed by a person with the authority to bind the Respondent to a legal document; and
  - One (1) USB drive containing the proposal (**without attachments**) which specifically address the criteria as referenced on page 3-7; limited to 30 pages (**Do not include copies of the Attachments on the USB drive. It is the responsibility of the bidder to ensure that all copies on the USB drives are readable and not corrupt**).
3. RFP must be submitted in a sealed envelope prior to **10:00 am on July 27, 2021 (SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES)**, marked on the outside as follows:

Brooks Proposal #06232021-005  
Attn: Lucynda Massey  
Procurement Manager  
3201 Sidney Brooks  
San Antonio, Texas 78235

- Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFP or cancel the entire RFP process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to

further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.

- All Proposals and any related documents received in response to this Request for Proposal shall become the property of Brooks without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. Brooks shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

## **VII. ADDITIONAL INFORMATION (ATTACHMENTS)**

The Respondent must provide the following attachments with the bid:

1. Attachment I – W9
2. Attachment II - Insurance Requirements
3. Attachment III - Indemnification Requirements
4. Attachment IV - Certificate of Interested Parties