

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ASD MEMORANDUM #131 (2008-2009)

December 1, 2008

TO: SCHOOL BOARD

FROM: OFFICE OF THE SUPERINTENDENT

SUBJECT: RECOMMENDATION FOR HAZARDOUS MATERIALS
PROFESSIONAL CONSULTING SERVICES

ASD Goal: Establish and maintain a supportive and effective learning environment by providing safe, caring, barrier-free schools. Ensure public accountability through effective consultation with community to ensure wise use of financial resources and responsible construction and maintenance of facilities, and effective communication with students, staff, parents, community and government at all levels.

RECOMMENDATION:

It is the Administration's recommendation that the School Board approve the selection of Environmental Health Sciences-Alaska, Inc. as the consultant of record for Hazardous Materials Professional Services and authorize the Superintendent to negotiate and enter into a contract with Environmental Health Sciences-Alaska. The initial term of this contract will be one year, extending from January 1, 2009 through December 31, 2009, for a total not-to-exceed amount of \$150,000; with an option to renew for two (2) additional one-year periods in the amounts not to exceed \$150,000 per year.

PERTINENT FACTS:

The Anchorage School District has a large volume of small renovations, remodeling and replacement projects funded by bonds and the general fund. The district requires the services of a professional hazardous materials testing and design project management firm to design predominantly short-term, major maintenance and capital related removal projects. Once projects are identified, individual notices-to-proceed will be issued using project funds.

A Request for Proposal was issued October 9, 2008. Two firms submitted proposals on October 30, 2008. An evaluation committee comprised of staff from the Facilities and Maintenance Departments and one community member evaluated the proposals on November 3, 2008. The selection committee utilized

the evaluation criteria identified in the Request for Proposals, which consisted of project approach, methods, management, firm's experience, proposed project staff, work load and resources. The committee selected Environmental Health Sciences-Alaska, Inc. as the firm most qualified to perform Hazardous Materials Professional Services.

CERTIFICATION OF FUNDS:

- (01) General Fund
- (03) Capital Projects Fund
- (106401) Major Maintenance (FY 2008-2009)
- (301001) Capital Projects
- (3080) Contracted Service - Buildings
- (5230) Engineering and Testing

	Fund	Funding Source	Account Code	Amount
Major Maintenance Projects	01	106401	106401-3080	\$ 83,550
Capital Projects	03	301001	301001-5230	<u>66,450</u>
			Total:	<u>\$150,000</u>

CC/GV/RA/PC/JA/SC/jg

Attachments

Prepared by: Stephen Cochran, Regulatory Manager
 Jan Anderson, Contracting Coordinator
 Pamela K. Chenier, Director of Purchasing/Warehouse
 Ray Amsden, Director of Facilities

Approved by: George Vakalis, Assistant Superintendent of Support Services

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

ABSTRACT OF PROPOSALS

Consulting Commodity or Service:	Hazardous Materials Professional <u>Services - Term Contract</u>
Proposals Reviewed:	8 A.M., Anchorage Time <u>November 3, 2008</u>
Number of Invitations Sent:	<u>Eleven (11)</u>
Number of Responsive Proposals Received:	<u>Two (2)</u>
Number of Non-Responsive Proposals Received:	<u>None (0)</u>
Number of "NO PROPOSAL" Received:	<u>None (0)</u>
Advertising Date:	Anchorage Daily News <u>October 9, 10, & 11, 2008</u>
Pre-Proposal Conference Held:	11 A.M., Anchorage Time <u>October 17, 2008</u>
Addendum Issued:	<u>None Issued</u>

ANCHORAGE SCHOOL DISTRICT
 PURCHASING DEPARTMENT
 Contracting Section
 1301 Labar Street
 Anchorage, Alaska 99515

TABULATION OF PROPOSALS

Opened: October 30, 2008, 2 P.M., Anchorage Time

Invitation: Hazardous Materials Professional Consulting Services - Term Contract

PROPOSERS

- | | |
|---|--|
| 1. EHS-Alaska, Inc.
11901 Business Blvd.
Eagle River, AK 99577-7701 | 2. Nortech Environmental Engineering
2400 College Road
Fairbanks, AK 99709 |
|---|--|

DESCRIPTION	Possible Points	1	2
Project Approach	375	330	300
Methods	375	330	300
Management	375	315	300
Firm's Experience	750	750	570
Proposed Project Staff	250	210	210
Workload Resources	250	210	190
Quality of Proposal	125	110	110
Total Points	2500	2255.0	1980.0