Request for Qualifications  
Asbestos Abatement Consulting Services Firm  
RFQ# 926-15040RW

Austin Community College District  

Asbestos Consulting Services for Abatement of the Old Section of Highland Mall  

QUALIFICATION STATEMENTS ARE DUE ON OR BEFORE 2:00 P.M.,  
SEPTEMBER 10, 2015  

Addressed to:  
Attn.: Rodney Wheeler - RFQ#926-15040RW  
Austin Community College District  
9101 Tuscany Way  
Austin TX 78754

Key Event Dates:  
17 August 2015  
RFQ Issue Date  
18 August and 25 August 2015  
Advertise RFQ  
27 August 2015; 1:30pm-3:00pm  
Mandatory Pre-Submittal Conference  
31 August, 2015 NOON  
Deadline for questions  
2 September, 2015  
Final Addendum (if required)  
10 September, 2015 2:00 PM CDST  
Deadline for submissions of qualifications

I. General Information & Requirements  
A. Declaration - The Board of Trustees of Austin Community College District has delegated to the Administration the following responsibilities with respect to the selection of service providers for the design and construction of this project:  
1. Selection of a firm that will work with the ACC Environmental, Health Safety and Insurance Department to provide Texas Department of State Health Services licensed Asbestos Consulting Services for the asbestos abatement project at the original section of Highland Mall located at 6001 Airport Blvd, Austin, Texas.  
2. The contract resulting from this solicitation will have a value exceeding one hundred thousand dollars ($100,000).

B. Consulting services to include:  
a) Performing limited and/or comprehensive asbestos sampling as it relates to this project  
b) Performing site specific project design and technical specifications,
c) On site project management and air monitoring during asbestos abatement activities and performing clearance inspections, air sampling and laboratory analyses of air samples following completion of asbestos abatement activities for the abatement project.

d) Provide all close out reports and documentation for the project.
Contractor shall take all necessary precautions to insure the safety of ACC employees, students, public, and Contractor's employees and shall perform all work in strict accordance with safety rules, government codes, regulations and ACC Contractor Safety Program.

e) Contractor shall maintain compliance with all federal, state and local regulatory requirements. Non-compliance may result in the contract being cancelled or in a reduction of the final payment for reimbursement to ACC for any cost incurred by ACC to maintain regulatory compliance.

f) A mandatory pre-submittal meeting will be held on August 27, 2015; 1:30pm at ACC Service Center, Conference Room 133.

C. Selection Process – This Request for Qualifications is the first step in a two-step process for selecting an Asbestos Consulting firm or team for the following renovation project:

ACC Highland Mall Asbestos Consulting Services

The steps in the selection processes are as follows:

1. **Step 1** – The Initial Qualification Statement provides the information necessary for consideration and initial ranking by the Owner. Based upon the initial ranking, the Owner may select up to ten (10) of the top ranked qualified respondents to provide additional information for Step 2.

2. **Step 2** – In Step 2, the most qualified respondents will be asked to provide more detailed and project-specific information and participate in an interview with the Owner and its Evaluation Committee. The committee will then select up to five (5) finalists for a final ranking and presentation to the RFQ evaluation committee, which will make the final selection.

C. **Eligibility** - Any asbestos consulting firm / project team is invited to submit a statement of qualifications for consideration as a candidate for this project. Each project team must present a statement of qualifications in order to be considered as a candidate, and an authorized representative of the asbestos consulting firm / project team’s prime contractor must sign the statement of qualifications.

D. **Licensure** – All respondents must have legally required licensure so that all services required from them may be delivered in accordance with applicable law. Although proof of licensure is not required as a part of this response, team members are encouraged to submit photocopies of relevant current licenses.

E. **Inquiries** – ACC will try to answer written inquiries concerning this RFQ, but shall not be obligated to do so. If a firm believes the scope of work to contain an error or is unclear, then the firm shall make a written inquiry of ACC. The foregoing shall not limit ACC’s right to issue addenda to the scope of work prior to opening or to delay the date and time of opening in order to ensure that all firms are aware of and
have had sufficient time to consider the addenda. Written inquiries should be addressed to:

Purchasing Construction Buyer,
ACC Purchasing, RFQ926-15040RW
9101 Tuscany Way
Austin, TX 78754
Fax: (512) 223-1902
rwheeler@austincc.edu

F. Public Information – ACC is a public institution and subject to the Texas Public Information Act. Any information submitted to ACC is presumed to be public information and available to the public. Any information or materials submitted to ACC that is considered confidential must be clearly marked "CONFIDENTIAL". If an outside individual or entity requests review or copies of the information marked Confidential, ACC will advise the Supplier of the request. If requested by the Supplier, ACC will request an Open Records Decision from the Attorney General's Office asserting appropriate exceptions to disclosure. The Supplier shall be responsible for substantiating the confidentiality of the information or materials requested.

G. Small Business Development Program – Pursuant to ACC’s Board Policy G-2, Sections D through F, ACC is committed to maximize the vitality and robustness of the economy of the College’s service area through enhanced opportunities for the utilization of Small Local Business Enterprises as defined within that Small Business Development Program. The vendor is required to use its best efforts to assist ACC in achieving this objective through providing maximum opportunities for Small Local Business Enterprises to participate on its team, and by using its best efforts to encourage the maximum use of Small and Local Business Enterprises and Emerging Small and Local Business Enterprises (SLBE/ESLBE) by other vendors, suppliers, professionals, subcontractors and sub-vendors when possible. Vendors may contact the ACC Small Business Development Coordinator, 512-223-1039, jason.clark@austincc.edu for assistance or clarification with issues specifically related to ACC’s policy, the completion of SLBE/ESLBE forms and related reports, by the terms of the contract, and / or by ACC Board Policy G-2 Section E. See Exhibit A.

Vendors are required to provide a plan describing the Vendor’s actions to encourage and utilize SLBE/ESLBEs in all phases of the contract. Vendor’s plan will be reviewed for strength of proposed SLBE and ESLBE participation on Respondent’s team and plan to ensure compliance with Small Business Development Program by other firms performing on this project under Respondent’s supervision.

All SBDP forms must be completed and submitted with the qualifications packages. Failure to fully complete the forms or failure to submit the forms as required will result in the qualifications package being deemed incomplete and non-responsive to this provision and the response will not be evaluated. See Forms Link Exhibit B.

H. Waiver of Formalities - Austin Community College District reserves the right to
reschedule or extend the date for submission prior to the submission deadline and to
cancel or terminate this request for qualifications at any time. ACC may waive
irregularities and informalities in the RFQ process and may consider submissions
not made in compliance with this request for qualifications if it elects to do so, in a
manner consistent with applicable law, although the District will have no obligation
for such consideration.

I. Exceptions – Firms should read and understand all terms and conditions contained
herein. Exceptions to the requirements of this RFQ or any Purchase terms and
conditions MUST be taken at the time that the qualification statements are
submitted, NOT during the Contract Award process.

J. No Reimbursement for Costs – Respondent acknowledges and accepts that any
costs incurred from the respondent’s participation in this RFQ shall be at the sole
risk and responsibility of the respondent.

K. Rejection of Proposals

In addition to those stated elsewhere in this RFQ, grounds for the rejection of
proposals include, but shall not be limited to:

1. Failure of a proposal to conform to the essential requirements of the RFQ.

2. A proposal imposing conditions that would significantly modify the terms and
conditions of the solicitation or limit the proposer’s liability to ACC in any
contract awarded on the basis of such solicitation.

3. Failure of the proposer to certify the RFQ.

L. Award Protest

Award Protest

Pursuant to the ACC Purchasing Customer Handbook governs award protest. The ACC
Purchasing Customer Handbook is available on the ACC Purchasing Website at:
http://www.austincc.edu/purchase/docs/handbook_revision311.pdf

1. Rights
Any bidder who is aggrieved in connection with this procurement may protest to the
Director of Purchasing.

2. Notification
The protest shall be submitted in writing and received in the office of the Director of
Purchasing within ten (10) calendar days after the aggrieved knows or should have known
the facts giving rise thereto.

3. Resolution
The Director of Purchasing shall review and determine validity. If a mutual resolution is
not made, then the protest shall be submitted to the Executive Vice President of Finance
and Administration.

4. Authority
The college President or his designee shall have the final authority for determination to take any action to resolve a protest appeal.

QUALIFICATION RESPONSES MUST BE RECEIVED ON OR BEFORE SEPTEMBER 10, 2015 2:00 P.M. CENTRAL DAYLIGHT SAVINGS TIME.

Qualifications must be submitted in a sealed package and labeled with:
Attn: Rodney Wheeler - RFQ#926-15040RW Austin Community College District Procurement and Materials Management Department 9101 Tuscany Way Austin, TX 78754

Qualification responses received after the date and time specified will be retained by ACC without consideration.

Pre-submittal Conference – There will be a mandatory pre-submittal meeting at 1:30pm on August 27, 2015, conducted at ACC Service Center, Conference Room 133; 9101 Tuscany Way, Austin, TX 78754.

N. Evaluation Methodology - See Exhibit C
1. Criteria for Evaluation - Pursuant to the provisions of Section 2254.004 of the Texas Government Code, the Board of Trustees has adopted the following criteria for evaluating providers of for the asbestos abatement consulting services for Highland Mall:
   a) Demonstrable recent firm and team experience in provision of site specific Asbestos Abatement Consulting services, knowledge of Abatement procedures and regulations, qualifications of staff, and licensing through State of Texas.
   b) Demonstrated capacity and ability to perform required services in a timely manner
   c) Demonstrable recent team experience in providing asbestos abatement Consulting services for abatement projects of similar size, cost and complexity (abatement costs over $1,000,000).
   d) Asbestos abatement compliance history of past 5 years and how were any issues resolved
   e) Demonstrated team or firm experience in utilization of sustainable principles as it relates to owners requirements for managing used building materials.
   f) Location of firm with knowledge and experience of local codes and requirements
   g) Demonstrated evidence of similar projects completed at academic institutions.
   h) Clear organization of the team structure. Organizational chart.
   i) Demonstrated ability to work cooperatively with other vendors/firms that are required in conjunction with an abatement project of this size.
   j) Past project compliance with Disadvantaged Business Enterprises (“DBEs”), Minority and Women Business Enterprises (“M/WBEs”), Historically
Underutilized Businesses ("HUBs"), Small Business Enterprises ("SBEs"), and Small Local Business Enterprises ("SLBEs").

k) Professional references demonstrating the following:
   i) Quality of work.
   ii) Keeping within established budgets.
   iii) Timely completion of project

2. Acceptance of Evaluation Methodology – By submitting Qualifications in response to the RFQ, respondent accepts the evaluation process and acknowledges and accepts that determination of the “most qualified” firms/respondents will require subjective judgments by the Owner. BY SUBMITTING A RESPONSE TO THIS REQUEST FOR QUALIFICATIONS, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST ACC, ACC’S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES AND MEMBERS OF ACC’S GOVERNING BODY, IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATION OF THE RESPONSES, THE METHOD USED FOR SELECTION, AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF QUALIFICATIONS CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ.

M. Scope of Services – Selection of a firm that will work with the ACC Environmental, Health Safety and Insurance Department to provide experienced, qualified, Texas Department of State Health Services licensed Abatement consulting services for the full asbestos abatement of the original section of Highland Mall (Phase 1) located at 6001 Airport Blvd, Austin, Texas. All services performed under this contract are to be conducted in strict accordance with all local, state and federal regulations governing requested services. All contractors are required to comply with the ACC Contractor Safety Guidelines.

1. Asbestos abatement project consulting services to include:

   a) Performing limited and/or comprehensive asbestos sampling as it relates to this project.

   b) Performing regulatory compliant site specific asbestos abatement project design and technical specifications as related to this project.

   c) On site project management and air monitoring during asbestos abatement activities and performing clearance inspections, air sampling and laboratory analyses of air samples following completion of asbestos abatement activities for the abatement project

   d) Provide all close out reports and documentation for the project.

   e) Work with the owner and abatement contractor regarding any changes in the scope of work, emergencies, or unforeseen events.
II. **Project Description** - Services sought under this RFQ will be used to provide the legally required Asbestos Abatement Consulting Services for the full asbestos abatement of the original (Phase I) section of Highland Mall. This section of the mall, approximately 300,000 square foot, was built in the early seventies and contains asbestos containing spray on fireproofing, flooring mastic and loose asbestos fibers inside the demising walls. This project does not include any abatement in the anchor stores, beyond what may be necessary to completely abate the areas adjacent to their store fronts.

A. **Scope of Work** – The finalized scope of work will be provided by ACC personnel and provided to the firm prior to initiating work

B. **Budget** – Budget will be set by the ACC EHS&I Executive Director, based on proposal for pricing provided by contractor, and will be provided to the Contractor prior to initiating work.

C. **Schedule** – Schedules will be set by the ACC EHS&I Executive Director for this project and provided to the Contractor prior to initiating work. In some cases, schedules will be determined or constrained by specific needs of the end-user. Asbestos Abatement Consulting Services firm will be expected to work within the schedule constraints given them.

III. **Step 1 Submittal Requirements Vol. I (initial submittal)**

A. Provide a Cover Sheet showing the RFQ number, RFQ title, the name, principal business address and principal Texas business address if it is not the same, telephone, and fax numbers of the Prime Firm. Include an email address for the signature authority. This cover sheet must also include the name of the individual representing the firm. Finally, the cover sheet must have a statement that the response and all attachments are being submitted to Austin Community College District as a statement of qualifications and request for consideration of the firm as a candidate to provide Asbestos Abatement Consulting services for the project, and it must be dated and signed by the authorized representative.

B. Provide a statement of interest for the project including a narrative describing the Prime Firm’s and Project Team’s unique qualifications as they pertain to these projects.

C. Provide a descriptive list of successful projects, of similar size and scope, completed by this firm/team including details on past project participation goals/percentages/successes outlined and referenced.

D. Provide a statement of availability and commitment of the Prime Firm and its principal(s) and assigned professionals to undertake the project. Provide qualifications, work experience and licensing through the state of Texas for professional team members assigned to this project.

E. Provide a brief history of the Prime Firm and each consultant proposed for the project.

F. Provide an organization chart of the project team, identifying the Prime Firm and each consultant proposed for the project and clearly delineating the primary point of contact.

G. Provide regulatory compliance history for past 5 (five) years. Identify how issues
were resolved and corrective actions that were put into place

H. SLBE/ESLBE Participation
   1. Provide a detailed plan describing the firm’s plans and actions to encourage and utilize Small and Local Business Enterprises and/or Emerging Small and Local Business Enterprises in providing services in all phases for this project.
   2. Submit completed Small Business Development Program (“SBDP”) Subcontracting Requirements Forms.

Forms required with OFFER SUBMISSION (Exhibit B)
1. FORM SBDP – A SLBE Participation Commitment Form
2. FORM SBDP – B SLBE Statement of Intent
3. FORM SBDP – C SLBE Participation Affidavit
4. FORM SBDP – D SLBE Contact Summary
5. FORM SBDP – E Commercial Non-Discrimination Affidavit
6. FORM SBDP - F SLBE Misrepresentation Affidavit

Forms required at CONTRACT AWARD
7. FORM SBDP – G SLBE Subcontractor Utilization Form (Summary & Detail)
8. FORM SBDP – H SLBE Participation Waiver Request
9. FORM SBDP – I SLBE Unavailability Form

I. Provide evidence of Insurance that meets ACC Standard Insurance Requirements: 
   https://drive.google.com/a/austincc.edu/file/d/0B_9nSFrR0vcOVjEtLXZaRm1JdJQ/view?pli=1, Certificates of Insurance for all subcontractors being used are also required when project is started.

J. Provide a copy of the index of firm’s Safety Manual.

IV. Step 2 Submittal Requirements Vol. II (when requested)
A. Identification of Key Personnel
   1. Identify key project personnel proposed for the project and include resumes.
   2. Define roles & responsibilities of key personnel proposed for the project.
   3. Demonstrate availability of key personnel to work on the project.
   4. Provide an organizational chart showing lines of authority and responsibilities of key personnel.
   5. Describe how the firm’s internal communication process will keep all team members informed.

B. Experience of Key Personnel in Similar Projects
   1. Provide a brief description of the experience of key personnel on Education Projects of similar size, scope, complexity, or cost.
   2. Provide the following information on three of the projects described in B.1 above.
      a) Location of the project;
      b) Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
      c) Approximate cost of the project;
      d) Owner of the project at the time of completion of services, including owner’s contact information;
      e) Firm’s role in the project and specific person from the firm who had
principal responsibility for that project;
f) Aspects of that project which are similar to this project for which the firm is submitting.

3. Describe the roles of key personnel in the projects listed in B.1 above.

C. Involvement in Stakeholder Participation
1. Provide a well-defined plan for stakeholder participation in the project.
2. Describe experience of key personnel with internal and external stakeholder participation.

D. Firm Experience in Similar Projects
1. Provide a brief description of the experience of the firm on three (3) Education Projects of similar size, scope, complexity, or cost.
2. Provide the following information on three of the projects described in D.1 above:
   a) Location of the project;
   b) Approximate size of the project in square feet, number of buildings, if more than one, and number of stories in each building;
   c) Approximate cost of the project and details on percentage/amount of costs attributed to actually utilizing subcontractors (include type of firms, e.g. HUBs, SLBEs, ESLBEs) for the projects;
   d) Firm role in the project and specific person from the firm who had principal responsibility for that project;
   e) Aspects of the project similar to this project.
   f) Provide client references for each of the three projects listed above including:
      i) Owner of the project at the time of services, including owner’s contact information;
      ii) The reference listed must have direct knowledge of the firm’s work on the project and be able to speak about the project’s budget, schedule, completion, and quality of workmanship.

E. SLBE/ESLBE Participation
1. Provide a detailed plan describing the firm’s plans and actions to encourage and utilize Small and Local Business Enterprises and/or Emerging Small and Local Business Enterprises in providing professional services in all phases for this project. Provide completed Small Business Development Program (“SBDP”) Subcontracting Requirements Forms.

F. Project Approach
1. Provide a narrative workplan describing the firm’s approach and methodology for design and documentation of this project.
2. Provide a conceptual schedule that responds to the Owner’s schedule stated in II.C. above.
3. Describe the firm’s approach to quality control for the project(s).

G. Criminal History – A notice of criminal history as provided by the Texas Education Code Section 44.034 is required for each key personnel. (Failure to provide this information will be grounds for disqualification of any team).

H. Commercial Nondiscrimination – A summary of any charges filed against Respondent or any of Respondent’s team members (and resulting disposition, if
any) alleging discrimination in the solicitation, selection, and / or treatment of suppliers, subcontractors, vendors, or commercial customers on the basis of race, gender, national origin, sexual orientation, or any otherwise unlawful use of firm owner characteristics.

I. Summary - A half page or shorter summary of why your team should be picked to design this construction project for Austin Community College District.

V. Qualifications Statement Format (each submittal Volume)
   a. Statements of Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
   b. Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Statements of Qualifications will be considered non-responsive and subject to rejection.
   c. Failure to comply with all requirements contained in this Request for Qualifications may result in the rejection of the Statement of Qualifications.
   d. Page Size Binding, Dividers, and Tabs
      i. Qualifications shall be printed on letter-size (8-1/2” x 11”) paper and assembled with glue and tape, plastic comb binding, spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS.
      ii. Additional attachments shall NOT be included with the Statements of Qualifications. Only the responses provided by the respondent to the questions identified in Sections III & IV of this RFQ will be used by the Owner for evaluation.
      iii. Responses to subject areas identified in sections III and IV of this RFQ must be identified by a separate tab and section containing the response.
   e. Qualification Statements shall be a MAXIMUM OF TWENTY (20) PRINTED PAGES. Print on front and back count as one (1) page.
   f. One original and six (6) copies of the submission must be provided, along with an electronic version of the original on CD, DVD or USB flash drive. NO JEWEL CASES. Paper or plastic sleeves only. Hard copy original must be marked on the cover page as “ORIGINAL.” SBP Forms must be scanned and included as a file along with the electronic version of the original qualifications.
EXHIBIT A
Pursuant with ACC Board Policy, G-2 Purchasing
(adopted December 1, 2014)
ACC Small Business Development (SBD) Program

Purpose:

The purpose of this Small Business division is to provide a race- and gender-neutral procurement tool for the Austin Community College District to use in its efforts to ensure that all segments of its local business community have a reasonable and significant opportunity to participate in District contracts for construction, architectural & engineering services, professional services, non-professional services, and commodities.

The Small Business Development (“SBD”) Program also furthers the District’s public interest to foster effective broad-based competition from all segments of the vendor community, including, but not limited to, small business enterprises and local business enterprises. This policy is, in part, intended to further the District’s compelling interest in ensuring that it is neither an active nor passive participant in private sector marketplace discrimination, and in promoting equal opportunity for all segments of the contracting community to participate in District contracts. Moreover, the SBD Program provides additional avenues for the development of new capacity and new sources of competition for District contracts from the growing pool of small and locally based businesses.

Definitions:

Small Local Business Enterprise (“SLBE”). An independently owned firm that is not dominant in its industry, and that satisfies all requirements of being both a “Small Business Enterprise” and a “Local Business Enterprise.”

Emerging SLBE (“ESLBE”). An emerging firm that meets all of the qualifications of a Small Local Business Enterprise, and:

- Has been in existence for at least one (1) year but is less than five (5) years old;
- Has no more than five (5) full-time and part-time employees;
- Annual gross sales as averaged over the life of the firm are less than $1 million.

Joint Venture (“JV”). An association of two or more persons or businesses carrying out a single business enterprise for which purpose they combine their capital, efforts, skills, knowledge and/or property. Joint ventures must be established by written agreement. Joint ventures must be certified on a bid-by-bid basis. The joint venture shall not be subject to the average gross receipts limits imposed by this section. However, each individual business participating in the joint venture must be certified by the SLBD Program as an SBE. This definition is subsumed within the definition of Small Local Business Enterprises.

Section G-2 Purchasing. For the purpose of this program, a firm will be certified as a Small and Local Business Enterprise (SLBE) or Emerging SLBE (ESLBE) with the SBD Program, upon its submission of a completed certification form (SLBE/ESLBE), supporting documentation, and a signed and notarized affidavit affirming that it meets all of the SLBE/ESLBE eligibility criteria as
set forth below:

1. An independently owned and operated for-profit business concern that:
   a. Is headquartered or otherwise located at a fixed, established commercial address located in the Austin-Round Rock-San Marcos MSA; and maintains a significant employee presence (currently 25% of total employee count)
   b. Has been in operations for at least one (1) year;
   c. Is not a subsidiary of another business;
   d. Is not dominant in its field of operation;
   e. Whose owners are actively involved in day-to-day management and control of the business; and
   f. Is performing a commercially useful function.

2. It meets the size standard eligibility requirements for Small Business Enterprises as defined below:
   Construction and specialty trade firms have not employed more than 50 full-time and part-time persons at any time during the last three (3) years, and that gross annual revenues of the business for its largest primary NAICS code have not exceeded an average of $9.125 million in its most recently completed three (3) fiscal years. If a business has not existed for three (3) years, the employment and gross revenue limits described above shall be applied based upon the annual averages not to exceed three (3) years.

Once the gross annual revenues of a business exceed the three-year (3) average gross annual revenue limits, it should no longer be eligible to benefit as an SLBE firm and should be permanently graduated from the Program. The size standards in annual gross revenue dollars should be reviewed annually and adjusted periodically to meet changes in market conditions.

Joint ventures must be certified on a bid-by-bid basis. The joint venture itself shall not be subject to the size standard limitations imposed by this section. However, each individual business participating in the joint venture must be certified by the SBD Program as an SLBE in order for the joint venture to receive the benefits of the SBD Program. This definition is subsumed within the definition of Small Local Business Enterprises.
## Eligibility Requirements by Category:

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<thead>
<tr>
<th>CERTIFICATION CATEGORIES</th>
<th>CERTIFICATION CRITERIA</th>
<th>ANNUAL GROSS REVENUE (AGR) LIMITS:</th>
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| Small Local Business Enterprise (SLBE) | ○ Located in Austin-Round Rock-San Marcos MSA (Travis, Williamson, Hays, Caldwell and Bastrop)                                                                                                                                 | ○ $9.125 million for Construction & Specialty Trade firms  
○ $3.750 million for Architectural & Engineering firms  
○ $1.875 million for Landscaping and other professional services firms  
○ $1.875 million for Goods & Services |
|                                        | ○ For profit, independently owned and operated  
○ Not a subsidiary of another business  
○ One year in business  
○ No more than fifty (50) full-time employees  
○ Significant employee presence in the MSA (25% of total employee headcount)  
○ Documentation of three years average annual gross revenues |                                                                                                                                 |
| Emerging SLBE (ESLBE)                  | All of the above for SLBE plus:  
○ One year in business  
○ No more than five (5) full-time employees  
○ Significant employee presence in the MSA (25% of total employee headcount)  
○ Documentation of three year average annual gross revenues  
○ No more than five years in operation | ○ $1 million for Construction & Specialty Trade firms  
○ $1 million for Architectural & Engineering firms  
○ $1 million for Landscaping and other professional services firms  
○ $1 million for Goods & Services |
| Joint Venture (JV)                     | ○ Certified on a bid-by-bid basis                                                                                                                                                                                       | ○ Not subject to annual gross revenues and employee limits; however, each individual business participating in the joint venture must be certified by the SBDP Office as an SLBE. |
EXHIBIT B

ACC SBDP Forms Link.
The SBDP forms may be downloaded and printed by accessing this link:

## EXHIBIT C

### RFQ Evaluation Form: Step-1

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<tr>
<th>CRITERION</th>
<th>WEIGHT</th>
<th>Working</th>
<th>Final</th>
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| 1 a  
Demonstrated experience similar to that required in this RFQ, knowledge of Abatement procedures and regulations, qualifications of staff, and licensing through State of Texas | 20     |         |       |
| 1 b  
Demonstrated capacity and ability to perform required services in a timely manner | 10     |         |       |
| 1 c  
Experience on asbestos abatement projects of similar scope and complexity of over $100K | 20     |         |       |
| 1 d  
Asbestos abatement compliance history of past 5 years, how were any issues resolved, corrective actions put in place. | 10     |         |       |
| 1 e  
Demonstrated team or firm experience in utilization of sustainable principles as it relates to owners requirements for managing used building materials. | 5      |         |       |
| 1 f  
Location of firm with knowledge and experience of local codes and requirements | 10     |         |       |
| 1 g  
Demonstrated evidence of similar projects completed at academic institutions. | 10     |         |       |
| 1 h  
Clear organization of the team structure. | 10     |         |       |
| 1 i  
Demonstrated ability to work cooperatively with other vendors/firms that are required in conjunction with an abatement project of this size. | 10     |         |       |
| 1 j  
| 1 k  Professional references demonstrating the following:                  | 0      |         |       |
| i)  Quality of work.                                                        |        |         |       |
| ii) Keeping within established budgets.                                     |        |         |       |
| iii) Timely completion of projects.                                         |        |         |       |
| **TOTAL (All scorings are a value of 0-10)** Maximum Possible Score:       |        |         | 1100  |
### RFQ Evaluation Form: Step-2

#### Submittal #

<table>
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<th>CRITERION</th>
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<td>1 b Experience of Key Personnel in Similar Projects</td>
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<td>1 c Involvement in Stakeholder Participation</td>
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<td>1 d Firm Experience in Similar Projects</td>
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**TOTAL (All scorings are a value of 0-10)** Maximum Possible Score: 1000