



California Integrated Waste Management Board



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Secretary for
Environmental
Protection

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www.ciwmb.ca.gov

Arnold Schwarzenegger
Governor

January 13, 2006

To: All Prospective Contractors

Subject: Closed, Illegal and Abandoned Site Investigation
Environmental Services Contract, IWM05073

Attached is a copy of the Request for Qualifications (RFQ) for the "Closed, Illegal and Abandoned Site Investigation Environmental Services Contract, IWM05073" for the California Integrated Waste Management Board.

The deadline for the receipt, regardless of postmark, of all Statements of Qualifications (SOQs) is Friday, February 24, 2006 at 2:00 p.m. If a SOQ is received after 2:00 p.m., it will be returned unopened.

All hand delivered SOQs must be delivered to the Visitor's and Environmental Service Center at the California Environmental Protection Agency's headquarters building located at 1001 "I" Street, Sacramento, CA. Mailed SOQs shall be sent to the mailing address.

All submissions must state on the outside envelope the following information:

**Response to RFQ Number IWM05073
Mailroom - Do Not Open**

If there are any questions regarding this RFQ please contact me at (916) 341-6120.

Sincerely,

{Original Signed By}

Tiffany Donohue
Contract Analyst
Administrative Services Branch

Attachments

Completion Checklist for
Closed, Illegal & Abandoned Site Investigation Services
Request for Qualifications - IWM05073

Please use this checklist to assist in your preparation of the SOQ package to ensure that the following items are included in your submittal:

- _____ Signed cover letter printed on company letterhead
- _____ One (1) unbound reproducible original SOQ package marked "Original"
- _____ One (1) electronic document comprising the SOQ package on CD-R viewable thru Adobe Acrobat Reader
- _____ All documents submitted double-sided on paper with a minimum of 30% post-consumer recycled content fiber, as attested to in the cover letter
- _____ Evidence of a valid California Class A General Engineering Contractors License with a Hazardous Substance Removal (HAZ) Certification
- _____ Evidence of at least one registered Professional Civil Engineer (PE) who is currently licensed through the California Board for Professional Engineers and Land Surveyors
- _____ Evidence of at least one Registered Geologist (RG) who is currently licensed through the California Board for Geologists and Geophysicists
- _____ Notarized Statement from Financial Institution
- _____ Audited or Reviewed Financial Statement
- _____ Resumes of Key Personnel
- _____ Organizational Chart
- _____ Attachment A, Small Business/DVBE Participation Requirements Certification
- _____ Attachment B, Government Code Section 87100 Form
- _____ Attachment C, PCC Section 10162 Questionnaire, PCC Section 10285.1 Statement, and Non-Collusion Statement

NOTE - If any of the above items are missing from the submitted proposal package, your package will be considered incomplete and may be disqualified from the process.

The following forms are only required upon submittal as applicable pursuant to the provisions outlined in Section III, Minimum Qualifications, Subsections D and E:

- _____ Attachment D, Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary
- _____ Attachment E, Demonstration of Good Faith Efforts

STATE OF CALIFORNIA



INTEGRATED
WASTE
MANAGEMENT
BOARD

REQUEST FOR QUALIFICATIONS

FOR

**CLOSED, ILLEGAL AND ABANDONED
SITE INVESTIGATION SERVICES**

CONTRACT NUMBER IWM05073

California Integrated Waste Management Board
1001 I Street
P.O. Box 4025
Sacramento, California 95812-4025

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SECTION I

INTRODUCTION

Public Resources Code (PRC) Section 45013 requires the California Integrated Waste Management Board (CIWMB) to provide assistance and guidance to Local Enforcement Agencies (LEAs) regarding closed, illegal and abandoned (CIA) solid waste disposal sites to protect public health and safety and the environment. Fiscal Year 2000/01 Budget Change Proposal (BCP) #2 established a CIA Site Program (Program) to address this mandate. The Program provides resources to assist in the inspection, investigation, and enforcement of the vast number and complexity of CIA sites. There are approximately 1,700 non-archived CIA sites in the Board's Solid Waste Information System (SWIS) and new sites are continually being identified.

The purpose of the Environmental Services Contract is to provide for a contractor to be utilized during investigations for specialized equipment and technical services. The Environmental Services Contract supplements the separate Laboratory Services Contract by providing services which the Laboratory Services Contract cannot supply.

A. GENERAL INFORMATION

Interested parties may obtain a Request for Qualifications (RFQ) solicitation package by downloading it at www.ciwmb.ca.gov/contracts or by submitting a written request to:

Contracts Unit, MS-07
California Integrated Waste Management Board
1001 I Street
Sacramento, CA 95812
FAX: (916) 319-7479
E-mail: contracts@ciwmb.ca.gov

B. BUDGETED FUNDS

The contract resulting from this RFQ will be initially funded at \$300,000, subject to the availability of funds. The contract amounts may be supplemented during the term of the agreement if needs arise that require additional funding.

C. TERM

The term of the Agreement to be awarded under this RFQ is approximately 24 months and is expected to begin May 2006. Actual work under the Agreement shall not begin until written notification is received from the CIWMB.

D. SCHEDULE

This RFQ will be conducted according to the following tentative schedule. This tentative schedule may be altered at any time at the discretion of the CIWMB.

Advertisement Date/RFQ Solicitation Package Released.....	January 13, 2006
All Written Questions must be received by 4:00 PM.....	January 26, 2006
Statement of Qualifications Must Be Received by 2:00 PM	February 24, 2006
Interviews Conducted With Highest Ranked Firms	March 15 – 16, 2006
Begin Negotiations with Most Qualified Firm	March 20, 2006
Board Approval of Award of Agreement	April 18, 2006

SECTION II

RULES AND CONDITIONS

A. GENERAL INFORMATION

Contractor selection will be based on qualifications only, subject to the successful negotiation of Agreement rates. Contractor's rates, markups for labor, equipment, materials, subcontractors, and fees will be negotiated following selection of the most qualified Proposers and will remain fixed for the duration of the Agreement. If agreement cannot be reached, CIWMB staff will terminate negotiations and negotiate with the next most qualified Proposer. The provisions of this RFQ and the successful Proposer's submittal will be made a part of any Agreement awarded from this RFQ.

Each Proposer shall designate in the SOQ a Program Manager who shall be its representative for all work performed under the Agreement. The Program Manager shall have authority to represent and act for the Contractor. Should it become necessary to designate a new Program Manager during the term of the Agreement, the Contractor shall submit the proposed Program Manager's qualifications for approval by CIWMB staff. The Contractor shall not assign a new Program Manager without prior approval of CIWMB staff.

B. SUBMISSION OF STATEMENT OF QUALIFICATIONS

The submittal shall consist of one unbound original SOQ package marked "Original" plus one document in electronic format of the entire SOQ package, including attachments on CD-R viewable in Adobe Acrobat Reader. All documents must be submitted double-sided on paper with a preferred amount of 100% post-consumer recycled content fiber. If it is not cost effective for the firm to utilize 100% content, a minimum of 30% post-consumer recycled content fiber must be utilized. The complete submittal must be in a sealed envelope or container marked with the interested firm's name and address and the following:

**STATEMENT OF QUALIFICATIONS
CONTRACT NUMBER IWM05073
MAILROOM - DO NOT OPEN**

All RFQ submittals must be received, regardless of postmark, **no later than 2:00 PM** on the due date identified in Section I, Schedule. Submittals received after the specified date and time will **not** be considered and will be returned unopened.

The CIWMB reserves the right to accept or reject any or all submittals. The CIWMB reserves the right not to award any Agreement under this RFQ. In addition, award of this Agreement does not obligate the CIWMB to issue any work orders and the successful Contractor shall have no claim for damages or compensation for anticipated profits should the CIWMB not issue any work orders.

Statement of Qualifications submitted via mail must be addressed to:

Attn: Tiffany Donohue, Contracts Unit—MS-7
Business Administration Office
California Integrated Waste Management Board
PO Box 4025
Sacramento, CA 95812-4025

Statement of Qualifications by hand or courier must be received at:

California Integrated Waste Management Board
c/o California Environmental Protection Agency's
Visitor's and Environmental Service Center
Attn: Tiffany Donohue
1001 I Street, First Floor
Sacramento, CA 95814

C. SUBMITTAL REQUIREMENTS

Failure to follow the instructions contained in this RFQ may be grounds for rejection of a SOQ. The CIWMB may reject any SOQ if it is conditional, incomplete or contains irregularities. The CIWMB may waive an immaterial deviation in a SOQ, when it is determined to be in the best interest of the CIWMB. The CIWMB's waiver of an immaterial defect will in no way modify the RFQ documents or excuse the Proposer from full compliance with any Agreement requirements. To be considered responsive to this RFQ, interested Proposers must submit the SOQ package containing the following information:

1. Cover Letter - The cover letter shall be signed by an individual who is authorized to legally bind the Proposer and shall indicate that person's title or position. The cover letter must be on the Proposer's company letterhead and contain the following information:
 - a. Name and address of the Proposer submitting qualifications;
 - b. Name, telephone number, and e-mail address of a person who can be contacted if further information is required;
 - c. Name, title, address, telephone number, and e-mail address of individual(s) with authority to negotiate and execute a binding Agreement on behalf of the Proposer;
 - d. Statement that the submission is a firm and irrevocable offer for a 90-day period; and
 - e. Statement attesting to the fact of the percentage of post consumer recycled content fiber paper used in the compilation of the SOQ package.
2. Required Documents (Completion Checklist) - Proposers shall provide all of the forms and/or documentation required by this RFQ. A completion checklist is provided on the back of the cover letter of this RFQ that identifies, at a minimum, the items to be included in the submittal package. This completion checklist should be referenced when compiling the submittal package. If any of the required items listed on the completion checklist are missing from the submitted package, the package will be considered incomplete and may be disqualified from the process.
3. Proposer's Statement of Qualifications (Section VI of this RFQ) - Proposers shall respond to all items in the SOQ form. If the answer to any item is "Not Applicable" or "None" so state in the designated space on the SOQ form. If there is no response for an item, the SOQ package may be considered non-responsive and the submittal may be rejected. The following information is provided as clarification of the requirements of some subjects contained within the SOQ (Section VI) but is not a complete list of all information required for inclusion in the Proposer's submittal:
 - a. References: Proposers must provide the name and current phone number of references that can confirm accuracy of experience and qualifications listed in the SOQ. References who are employees of the firm submitting the SOQ or employees of firms legally associated with the Proposer submitting the SOQ will not be considered as valid references. Experience or qualifications that cannot be confirmed by CIWMB staff (e.g., inappropriate contact person or incorrect telephone number) will be disregarded.
 - b. Organizational Chart: Proposers must provide an organizational chart.
 - c. Personnel Information: Include a list of all personnel who will perform the activities described in Section V, Subsection A, Scope of Work, including a summary of similar work performed by these personnel. Include a resume indicating related experience for each employee. Proposer must be able to provide, within a reasonable time frame, those personnel listed in the SOQ for support of the CIA Program as needed.

A résumé for each of these personnel must be submitted with the SOQ. The same person may be responsible for multiple tasks, but their experience in each task must be indicated in their résumé. The organizational chart shall indicate other primary employees of the Proposer and any subcontractors who will, or may be, involved with projects during the course of the Agreement. The

organizational chart shall also indicate whether the employee works for the Proposer or a subcontractor.

- d. Additional Information: Proposers may provide any additional information that demonstrates the Proposers' ability to perform these types of work, experience with projects of similar scope, or any other information that demonstrates the Proposers' capabilities to perform work identified in Section V, Subsection A.
- e. Partners/Subcontractors: The variety of work may require resources beyond capabilities of some Proposers. If other firms are proposed as partners or subcontractors, the experience of those firms, in addition to the experience of the prime Proposer, shall be indicated on the appropriate forms in the SOQ. All experience documented on the forms shall be clearly marked to show which firm was responsible for the specific work.

Any additional information that demonstrates the abilities of a proposed subcontractor shall be included. Subcontractor personnel who are listed in the SOQ shall be clearly identified as employees of a subcontractor.

D. MODIFICATION OR WITHDRAWAL OF PROPOSALS

Any SOQ package received by the CIWMB before the required time and date may be withdrawn or modified by written request of the Proposer after verification of identification of the person requesting withdrawal or modification. Withdrawal of a SOQ does not prejudice the right of the Proposer to modify and/or submit a new SOQ before the deadline identified in the Schedule (Section I, Subsection D).

Proposers cannot withdraw a SOQ package after the final filing due date and time.

E. PROPOSER'S COST

Costs for developing the SOQ package and/or participating in this RFQ process are entirely the responsibility of the Proposer and such costs will not be reimbursed by the State of California. All SOQ packages and the contents therein, shall become the property of the CIWMB.

F. COMMITMENT

Upon submittal of a SOQ, the firm has committed to comply with the following requirements:

- All items noted in RFQ documents
- General Terms and Conditions (available for viewing at www.ols.dgs.ca.gov/Standard+Language.)
- Special Terms and Conditions (available for viewing at <http://www.ciwmb.ca.gov/contracts/Forms/SpeTermsCond.pdf>).
- Contractor Certification Clauses (available for viewing at www.ciwmb.ca.gov/contracts/Forms/CIWMB170.doc.)

This RFQ does not commit the CIWMB to award any Agreement or to pay any costs incurred in participation of this RFQ process. The CIWMB reserves the right to accept or reject any or all SOQ packages received as a result of this RFQ, to negotiate with any qualified Proposer, or to cancel this RFQ in whole or in part.

If a selected Proposer fails to enter into an Agreement within a reasonable period of time after the CIWMB approves selection of the proposed Contractor, the CIWMB may deem the Proposer to have rejected the offer. At that point, the Executive Director may disqualify said Proposer and begin negotiations with the next qualified firm. The Executive Director will determine what is a reasonable period of time for the selected Proposer to enter into the Agreement.

G. INFORMATION

All information obtained or produced during the course of work shall be made available to the CIWMB and may be used by the CIWMB as it determines.

H. CONFIDENTIAL INFORMATION

Prior to award of the Agreement, a SOQ package may be designated "confidential" to the extent permitted by the California Public Records Act (GC Section 6250 et seq.). The CIWMB agrees not to disclose such information or data furnished by Proposer and to maintain such information or data as confidential when so designated by Proposer in writing at the time it is furnished to the CIWMB, only to the extent that such information or data is exempt from disclosure under the California Public Records Act and Public Contract Code (PCC).

I. TERMINATION

The CIWMB has the authority and express right to terminate any Agreement awarded under this RFQ or any Work Order resulting from the Agreement at any time during the term of the Agreement for any reason, including but not limited to, instances where the CIWMB finds that the Contractor's work is negligent, not satisfactory, or not in accordance with the Agreement requirements.

J. PROPOSERS' INFORMATION CONFERENCE

A Proposers' Information Conference will not be held for this RFQ process.

K. INQUIRIES

1. Proposers seeking clarification of the requirements of this RFQ may submit questions in writing to the Board's Contracts Unit. Questions, suggestions or objections regarding the content of this RFQ, including but not limited to, the purpose, scope of work, and requirements, not submitted in writing by the deadline for questions shall be deemed waived and may not be raised at a later time. A summary of all Questions and Answers will be mailed only to those Proposers having received a RFQ package or those who requested notification through the Board's Contracts website.
2. All questions submitted in writing and delivered to the CIWMB via conventional mail must be received, regardless of postmark, at the Contracts Unit no later than the date and time identified in Section I, Subsection D, Schedule. All mailed questions must be in a sealed envelope clearly identified with the statement "Questions Relating to RFQ, IWM05073."
3. If the written inquiries are faxed or e-mailed, then the time and date on the correspondence must not be later than the date and time identified in Section I, Subsection D, Schedule. Questions received after said date and time will be disregarded.
4. Oral communications with the CIWMB officers and employees shall be non-binding on the CIWMB and shall in no way exclude the Proposer of any obligations as set forth in this RFQ.
5. All questions or inquiries regarding this RFQ shall be mailed, e-mailed or faxed to:

Contracts Unit—MS-7
Business Administration Office
California Integrated Waste Management Board
PO Box 4025
Sacramento, CA 95812-4025
Fax No. (916) 319-7479
E-mail: contracts@ciwmb.ca.gov

The correspondence should be clearly marked "Questions Relating to RFQ IWM05073 - Mailroom Do Not Open."

L. ADDENDA

The CIWMB reserves the right to amend, alter or change the rules and conditions contained in the RFQ. Any modifications made by the CIWMB to the RFQ will be made by issuance of Addenda.

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ, Proposer shall immediately notify the CIWMB of such error in writing and request modification or clarifications no later than the deadline to submit written questions. The addenda will not divulge the source of the request. Notification of any addenda issued will be made only to those who received a RFQ package or requested notification through the CIWMB's Contracts website.

Receipt of Addenda must be acknowledged as indicated in Section VI, Subsection H, "Acknowledgment/Authorization Form." All addenda to this RFQ can be viewed on the Contracts Unit website at www.ciwmb.ca.gov/contracts.

M. GOVERNANCE

If any provisions of this Agreement are found to be unlawful or unenforceable, such provisions will be voided and severed from this Agreement without affecting any other provision of this Agreement. To the full extent, however, that the provisions of such applicable law may be waived, they are hereby waived to the end that this Agreement be deemed to be a valid and binding agreement enforceable in accordance with its terms.

This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.

All proceedings concerning the validity and operation of this Agreement and the performance of the obligations imposed upon the parties hereunder shall be held in Sacramento County, California. The parties hereby waive any right to any other venue. The place where the Agreement is entered into and place where the obligation is incurred is Sacramento County, California.

The person signing this Agreement on behalf of the Contractor certifies under penalty of perjury under the laws of California, that the Contractor is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

SECTION III

MINIMUM QUALIFICATIONS

A. STATEMENT OF QUALIFICATIONS

To respond to this RFQ, interested firms must submit a complete SOQ package including at a minimum all documents referenced in Section II, Subsection C, "Submittal Requirements." Each item in the SOQ must have a response. If there is no response for an item the SOQ may be considered non-responsive and the SOQ may be rejected. If the response to an item is "Not Applicable" or "None," so state in the space for that item.

B. UNRELIABLE LIST

Any contractor currently on the CIWMB Unreliable List is ineligible to apply for this contract. Proposed subcontractors currently on the CIWMB Unreliable List are ineligible to participate in this contract.

C. SMALL BUSINESS PARTICIPATION AND CERTIFICATION

This Agreement has participation goals of twenty-five percent (25%) of the total contract amount for qualifying small businesses. This twenty-five percent (25%) goal may be achieved by a combined effort of the Contractor and sub-contractors. Any business used to meet this requirement must be certified by or have certification pending with the Department of General Services, Office of Small Business Certification and Resources. Questions regarding Small Business qualifications should be directed to that office at (916) 375-4940.

Attachment D must be completed and submitted with the SOQ package if the Proposer is a certified Small Business firm or if the Proposer has identified qualified Small Business firms as subcontractors. All Proposers shall acknowledge on Attachment A that they will comply with this requirement or make good faith efforts to meet this goal. If awarded an Agreement, the Contractor will be required to submit evidence that it has either met these participation goals (Attachment D) or made a good faith effort to meet the goals (Attachment E) with each Work Plan.

The Contractor shall be deemed to have made "good faith efforts" upon submittal of documentary evidence that **all** of the following actions were taken:

1. Contact was made with the CIWMB to identify potential Small Business firms;
2. Contact was made with other State agencies, including the Department of General Services, Office of Small Business Certification and Resources, to identify potential Small Business firms;
3. Advertisement was published in trade papers focusing on Small Business firms unless time limits imposed by the CIWMB preclude such advertisement. Plan Holder lists will not be considered as advertisement. Copies of each advertisement must be submitted with each Work Plan;
4. Invitations to Bid were submitted to potential Small Business firms; and
5. Available Small Business firms were considered.

D. DISABLED VETERAN'S BUSINESS ENTERPRISE PARTICIPATION AND CERTIFICATION

This Agreement has participation goals of three percent (3%) of the total contract amount for qualified Disabled Veteran's Business Enterprise (DVBE). This three percent (3%) goal may apply to a combined effort of the Contractor and any sub-contractors. Any business used to meet the DVBE requirement must be certified by or

have certification pending with the Department of General Services, Office of Small Business Certification and Resources. Questions regarding DVBE qualifications should be directed to that office at (916) 375-4940.

Attachment D must be completed and submitted with the SOQ package if the Proposer is a certified DVBE firm or if the Proposer has identified qualified DVBE firms as subcontractors. All Proposers shall acknowledge on Attachment A that they will comply with this requirement or make good faith efforts to meet this goal. If awarded an Agreement, the Contractor will be required to evidence that it has either met these participation goals (Attachment D) or made a good faith effort to meet the goals (Attachment E) with each Work Plan.

The Contractor shall be deemed to have made "good faith efforts" upon submittal of documentary evidence that **all** of the following actions were taken:

1. Contact was made with the CIWMB to identify potential DVBE firms;
2. Contact was made with other State agencies, including the Department of General Services, Office of Small Business Certification and Resources, to identify potential DVBE firms;
3. Advertisement was published in trade papers focusing on DVBE firms unless time limits imposed by the CIWMB preclude such advertisement. Plan Holder lists will not be considered as advertisement. Copies of each advertisement must be submitted with each Work Plan;
4. Invitations to Bid were submitted to potential DVBE firms; and
5. Available DVBE firms were considered.

E. COMPLIANCE WITH GOVERNMENT CODE SECTION 87100

Attachment B must be completed and submitted with the SOQ package.

F. PUBLIC CONTRACT CODE SECTIONS 10162 & 10285.1 & NON-COLLUSION

Attachment C must be completed and submitted with the SOQ package. Attachment C includes the following provisions: 1) Public Contract Code Section 10162 Questionnaire, (2) Public Contract Code Section 10285.1 Statement, and 3) a Non-Collusion Affidavit.

SECTION IV

EVALUATION AND SELECTION

A. FAILURE TO FULFILL MINIMUM BID REQUIREMENTS

To be responsive, Proposer must comply with all minimum proposal requirements set forth in Sections I, II, and III. Failure to meet said minimum proposal requirements or failure to follow the instructions contained in this RFQ may be grounds for rejection. Any SOQ package modifying the conditions or specifications of this RFQ may be rejected.

B. GROUNDS FOR REJECTION

The CIWMB may reject any SOQ package if it is conditional, incomplete, or contains irregularities. The CIWMB may waive immaterial deviations and the SOQ package may be evaluated based on the information provided when considered to be in the best interest of the CIWMB. Waiver of an immaterial deviation shall in no way modify the RFQ requirements or excuse the Proposer from full compliance with the Agreement requirements. Grounds for rejection of a SOQ package include, but are not limited to, the following:

1. It does not include a reproducible master and one electronic copy viewable in Adobe Acrobat Reader;
2. It does not include all the documentation and completed forms required by this RFQ;
3. All responses to an item are not completed;
4. Required license information is not submitted with the SOQ package; or
5. Required authorizations and certifications for the SOQ package are not properly completed and signed.

C. SELECTION PROCESS

After the period has closed for receipt of submittals, each SOQ package will be opened and examined to determine compliance with the submittal requirements identified in this RFQ. If a SOQ package does not meet all the requirements, it may be considered non-responsive and eliminated from further consideration.

SOQs that meet the submittal requirements will be forwarded to the Selection Committee to evaluate and score each SOQ. Each committee member will independently score the SOQs based on the evaluation criteria listed in Table 1 below. Scores assigned based on evaluation criteria will then be converted to a ranking score. For purposes of identifying the firms to be interviewed, staff will determine the ranking hierarchy based on the cumulative ranking score received by each firm. At a minimum, the top three ranked firms will be invited to interview. In the event that less than three firms are qualified, all qualified firms will be invited to interview.

Information obtained from references, client contacts, project inspectors and regulators significantly influences the ranking of responsive firms. Proposers shall provide the name and current telephone number of references that can confirm the accuracy of experience and qualifications listed in the SOQ. Employees of Proposer, or employees of entities legally associated with the Proposer, will not be considered valid references. References that are inaccurately listed (e.g., inappropriate contact person or incorrect telephone number) will be disregarded. Experience that cannot be confirmed by CIWMB staff will be disregarded.

TABLE I

CRITERIA	MAXIMUM POINTS
Adequacy and availability of the Contractor's and any Subcontractor's resources (e.g., geographic locations, appropriate licenses, numbers of personnel and/or equipment, etc.) to perform items involving the type of work listed in the Scope of Work.	25 points
Quality and timeliness of Contractor's recently completed or nearly completed projects similar to the work described in the RFQ and Scope of Work.	25 points
Qualifications, experience and training of Contractor's Program/project managers, site representatives, and engineers to be used in the work.	15 points
Contractor's and Subcontractor's experience in the last five (5) years in successfully completing projects involving the type of work listed in the Scope of Work.	25 points
Specialized qualifications for the services to be performed	10 points

D. ORAL INTERVIEWS

Proposers selected for interviews will be notified in advance of the time and place that the interviews will be conducted. Interviews will include discussion and evaluation of qualifications and methods for furnishing the required services. Proposers will also be notified of additional information, if any, to be provided at the interview. Failure to appear at the interview will be considered non-responsive and the Proposer may be eliminated from any further consideration.

Each committee member will independently score the interviewees' qualifications based on the criteria identified in Table 1 above, and when appropriate, supplemental questions. Scores assigned will then be converted to a ranking score. For purposes of identifying the most qualified firm, staff will determine the ranking hierarchy based on the cumulative ranking score received by each interviewed firm. In the event of a tie, the Selection Committee will be reconvened to review the scores and identify the firm deemed most highly qualified to provide the services required.

E. NEGOTIATION OF CONTRACTS

Board staff will request a detailed Fee Proposal from the highest ranked firm. Board staff will prepare the State's estimate of fees prior to negotiations. The Board staff estimate will remain confidential until award of the Agreement or abandonment of any further procedure for the services to which it relates. The Proposer's Fee Proposal shall include appropriate wage rates for office support personnel and appropriate markup rates to be utilized in the performance of the Agreement.

Board staff will attempt to negotiate an agreement with the highest ranked firm. If an agreement is reached, staff will recommend to the Board that the selected firm be awarded the Agreement. If an agreement cannot be reached with the firm, negotiations will formally be terminated with that firm. Negotiations will then begin with the next highest ranked firm. Failing accord, negotiations shall be terminated. This process will be repeated as necessary until negotiations have been terminated with all interviewed Proposers. Should Board staff be unable to negotiate a satisfactory agreement with all of the interviewed Proposers, Board staff may select additional firms in the manner prescribed above and continue the negotiation procedure until an agreement is reached, or negotiations on this RFQ are terminated by the Board.

F. AWARD OF AGREEMENT

Award of the Agreement shall be to the highest-ranking firm meeting all the requirements of this RFQ after successful negotiations have been completed.

The Board reserves the right to not award the Agreement.

The following forms and information will be required prior to the CIWMB's execution of the Agreement:

1. Payee Data Record (Standard Form 204);
2. Evidence that the Contractor has either met the participation goals (Attachment D) or made a good faith effort to meet the goals (Attachment E) identified in Section III, Subsections C and D of this RFQ;
3. Verification of Worker's Compensation Insurance; and
4. Certificate(s) of Insurance.

G. EXECUTION OF AGREEMENT

After the Contractor receives the Agreement for execution, it shall be signed by the Proposer and returned within 10 days, not including Saturdays, Sundays and legal holidays. If the Proposer fails to enter into a contract within this time period, the CIWMB may deem the Proposer to have rejected the Agreement. At that point, the CIWMB may disqualify the Proposer and negotiate and award the Agreement to the next most qualified Proposer.

H. START OF WORK

When the Agreement has been approved by the CIWMB, a fully executed copy of the Agreement will be mailed to the Contractor. Upon receipt of a fully executed Agreement, Program staff may provide the Contractor with Work Orders for work described in this RFQ.

SECTION V

DESCRIPTION OF WORK

A. SCOPE OF WORK

I. Public Resources Code (PRC) Section 45013 requires the California Integrated Waste Management Board (CIWMB) to provide assistance and guidance to Local Enforcement Agencies (LEAs) regarding closed, illegal and abandoned (CIA) solid waste disposal sites to protect public health and safety and the environment. Fiscal Year 2000/01 Budget Change Proposal (BCP) #2 established a CIA Site Program (Program) to address this mandate. The Program provides resources to assist in the inspection, investigation, and enforcement of the vast number and complexity of CIA sites. There are approximately 1,700 non-archived CIA sites in the Board's Solid Waste Information System (SWIS) and new sites are continually being identified.

The purpose of the Environmental Services Contract is to provide for a contractor to be utilized during investigations for specialized equipment and technical services. The Environmental Services Contract supplements the separate Laboratory Services Contract by providing services which the Laboratory Services Contract cannot supply. Examples of work to be performed include excavation of intrusive trenches and the advancement of boreholes to characterize the extent and nature of waste, construction of landfill gas monitoring wells, probes and monitoring systems, geophysical surveying, aerial photogrammetry, and land surveying. These services may be required in order to provide adequate evidence and basis for enforcement actions and to determine the adequacy of remediation activities by responsible parties.

WORK TO BE PERFORMED

All work under this contract will be performed through work orders issued to the contractor. The contractor will initially receive a planning work order that includes a proposed scope of work (SOW) and other pertinent information. Work will be carried out in accordance with an approved work plan written by CIWMB staff. Payment to the contractor is subject to the Contract Manager's approval.

The contractor shall assist CIWMB staff with phase II site investigations and provide equipment, personnel, and services as needed. Some of the service needed will be initial site reconnaissance such as land surveying, geophysical surveying, locating underground utilities, aerial photogrammetry, historical records searches, and creating topographic maps. During the site investigation, field support may be needed. Subcontracting for the use of heavy equipment (excavation, backfilling, boring, grading) and operators (40-hour OSHA trained) will be essential. Assistance in writing the site investigation report may or may not be required. Waste volume estimates, site maps, waste delineation maps, waste cross-sections, trench/boring logs and remedial cost estimate shall be provided upon request.

TASKS IDENTIFIED

Assistance in performing site investigations shall include, but not be limited to, the following elements:

1. In defining the horizontal and vertical extent of the waste, the contractor shall have a field geologist available who can provide information regarding local geology and recommend the best method for conducting an intrusive investigation, e.g. drill rig, direct push, trenching.

2. The contractor may be required to obtain historical records, background information, geological and hydrogeological information for projects, review workplans and project reports and provide technical expertise.
3. For drilling, direct push or trenching the contractor shall provide a field geologist to log borings, direct-push locations or trenches and sample locations, classify soils, and take field notes for the operation. Field notes and boring logs for each investigation will be submitted to the CIWMB project manager for inclusion in the final investigation report. Additional analysis such as developing cross-sections, mapping of waste extents and waste volume estimates may also be required investigation submittals.
4. The contractor will obtain all federal, state and local permits necessary to perform the field investigations including but not limited to grading permits, Air Quality Management District (AQMD) permits, Department of Fish and Game (DFG), county drilling/well permits, US Army Corps of Engineers Section 404 permits, etc.
5. The contractor will provide or subcontract for surveying services for aerial photography and land surveying capabilities and will develop topographic drawings of the site using AutoCAD and geographical information systems (GIS) software such as ArcView for trench/boring/sample locating and developing remedial designs for clean-closure, cover, gas monitoring, drainage and erosion control, and security.
6. The contractor will coordinate with Board Staff on field investigation activities defined by the CIWMB Investigation Work Plan.
7. The contractor shall be able to perform services throughout the State of California and provide subcontractors in any area of the state.
8. The contractor will adhere to personal protective levels and safety procedures required by the CIWMB investigation Work Plan and Site Specific Health and Safety Plan.
9. The contractor will survey, stake (or mark) sample location points per the CIWMB Investigation Work Plan.
10. At selected sites, the contractor will provide non-intrusive geophysical surveys (ground penetrating radar, resistivity, conductivity, etc.) including results reports and technical expertise to interpret the results.
11. The contractor will clear sample locations for subsurface utilities (coordinate and mark utilities in the vicinity of sample location points with Underground Service Alert (USA)) and may be required to perform geophysical surveys to identify obstacles outside of the USA's purview.
12. The contractor will provide dust control measures and health and safety monitoring if necessary, during trenching, drilling or other earthmoving operations.
13. The contractor will manage the disposal of investigation-derived waste (direct push cores, boring cuttings, trench spoils, purge water, disposable personal protective equipment, decontamination rinse water, sample discards, etc).
14. The contractor will restore sample location points and surrounding areas to original conditions, e.g. backfill, grade and compact trench spoils, backfill direct-push and boring locations with bentonite and import soil.
15. The contractor will provide miscellaneous field support for sampling activities including but not limited to receiving equipment, sample packaging, containers, labels and coolers from CIWMB contracted laboratory. Transporting or shipping by Federal Express, United

Parcel Service or other overnight courier of equipment and samples to CIWMB staff, its contracted laboratory, or project sites may also be required.

16. The contractor will install landfill gas monitoring wells and probes per 27 California Code of Regulations (CCR) Section 20925 (bored to depth of waste, multi-depth, gravel packed, bentonite sealed and finished with labcock valves and traffic rated vaults). The contractor will also have the ability to install continuous landfill gas monitoring systems.
17. All of the contractor's field personnel and any subcontractor's personnel shall be 40-hour HAZWOPER trained and current on their 8-hour refresher courses.
18. The contractor shall have adequate staffing to support the CIWMB workload including:
 - a. At least one registered Professional Engineer (PE) who is currently licensed through the California Board for Professional Engineers and Land Surveyors on staff;
 - b. At least one Registered Geologist (RG) who is currently licensed through the California Board for Geologists and Geophysicists; and
 - c. Staff with expertise in GIS, drafting and mapping;
19. The contractor shall possess a current Contractor's License.

CONTRACT/TASK TIME FRAME

The contract will be effective for three fiscal years (including the year of award) or until the funds are expended. Deadlines for each authorized task are to be specified in each work order.

COPYRIGHT PROVISION

Contractor shall establish for the Board good title in all copyrightable and trademarkable materials developed as a result of this Scope of Work. Such title shall include exclusive copyrights and trademarks in the name of the State of California, California Integrated Waste Management Board.

WASTE REDUCTION AND RECYCLED-CONTENT PRODUCT PROCUREMENT

In the performance of this Agreement, Contractor shall use recycled content, used or reusable products, and practice other waste reduction measures where feasible and appropriate.

Recycled Content Products: All products purchased and charged/billed to the CIWMB to fulfill the requirements of this contract shall be Recycled Content Products (RCPs), or used (reused, remanufactured, refurbished) products. All RCPs purchased or charged/billed to the CIWMB to fulfill the requirements of the contract shall have both the total recycled-content (TRC) and the postconsumer content (PC) clearly identified on the products. Specific requirements for the aforementioned purchases and identification are discussed in the Terms and Conditions of the Contractual Agreement under Recycled-Content Product Purchasing and Certification.

The Contractor should, at a minimum, ensure that the following issues are addressed, as applicable to the services provided:

WRITTEN DOCUMENT PROVISION

All documents and/or reports drafted for publication by or for the Board in accordance with this contract shall adhere to the Board's *Guidelines For Preparing CIWMB Reports (available upon request)* and shall be reviewed by the Board's Contract Manager in consultation with one of the Board's editors.

In addition, these documents and/or reports shall be printed double-sided on one hundred percent (100%) recycled-content paper (unless 100% recycled-content paper is not appropriate, such as where many full color photographs will be used, then paper with a minimum of fifty percent (50%) recycled-content may be used). The paper should identify the postconsumer recycled content of the paper (i.e., "printed on 50% postconsumer paper"). When applicable, the contractor shall provide the contract manager with an electronic copy of the document and/or report for the Board's uses.

To the greatest extent possible, soy ink instead of petroleum-based inks should be used to print all documents.

B. ILLNESS AND INJURY PREVENTION PROGRAM (IIPP)

The Contractor shall have a current company IIPP that meets the requirements of 29 CFR 1910.120(b). The IIPP shall apply to all employees involved in the Agreement. Each subcontractor involved in the Agreement shall also have a current company IIPP.

The Contractor shall at all times be responsible for the protection of its employees and the public. Review of the Contractor's IIPP by Board staff shall in no way relieve the Contractor of responsibility for any aspect of its work, or for compliance with all Federal, State, and local laws pertaining to health and safety.

The Contractor's Program Manager or on-site project support staff shall be at the site whenever work is being performed, unless otherwise authorized by Board staff.

Prior to site entry, the Contractor shall ensure that:

1. Adequate work planning, health and safety, and operating procedures have been accomplished;
2. All personnel have been properly trained and briefed in hazards and procedures for the site to be entered;
3. Equipment and materials are on-hand to safely and efficiently complete the work; and
4. Proper site access authorization has been obtained.

C. WORK LOGS

The Contractor's Project Manager shall prepare work logs for each day of work at a site (Daily Logs). Work logs shall be standardized and legible. Contractor work logs shall be delivered to Board Staff no later than the second working day of the following week. Work logs are used to determine compensation for the Board-managed Contractors and to provide information for the final documentation report.

Maintenance and submittal of Daily Logs shall extend to all subcontractors, including Contractor's subcontractors, working on the site. It shall be the Contractor's responsibility to obtain information as related to all subcontractors' operations, if any. Work logs shall include, but are not limited to the following:

1. Contract and Work Order numbers
2. Site name (and number, if applicable) and location
3. Date
4. Employees
 - Name
 - Type of work/discipline
 - Employed by (Contractor or name of subcontractor)
 - Hours worked
5. Equipment on the site
 - Type and capacity
 - Hours operated

- Status (operational, down for repairs, awaiting repairs, or idle)
 - Materials placed, amount of tire shreds imported and placed.
 -
6. Visitors (name, agency, purpose of visit)
 7. Remarks and observations (weather conditions, work status, progress on specific tasks, unusual occurrences etc.)
 8. Brief description of environmental or geotechnical sampling

D. CONTROL OF WORK

1. Authority of Board Staff - The Board Staff shall decide all questions, which may arise as to the quality or acceptability of work performed and as to the manner of performance and rate of progress of the work; all questions as to the acceptable fulfillment of the Agreement on the part of the Contractor; and all questions as to compensation. These decisions shall be final and Board Staff shall have authority to enforce and make effective such decisions and orders which the Contractor fails to carry out promptly.
2. Program Manager - The Contractor shall designate, as part of the SOQ, a Program Manager who shall be the Contractor's representative for all work performed under this Agreement. The Program Manager shall have the authority to represent and act for the Contractor in all contractual matters. Should it become necessary to designate a new Program Manager during the course of this Agreement, the Contractor shall submit the proposed Program Manager's qualifications to Board Staff for review and approval. Contractor shall not assign a new Program Manager without prior Board Staff approval.
3. Construction Management - When Contractor provides construction management, the proposed representative and his qualifications shall be submitted to Board Staff for approval. Proposed project managers shall have previous experience and be qualified in management of similar types of work as determined by Board Staff.

SECTION VI
STATEMENT OF QUALIFICATIONS

A. GENERAL INFORMATION

1. Identification of company submitting this Statement of Qualifications:

Name of firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ Fax No.: _____

2. Person authorized to execute an agreement for the company:

Name: _____

Title: _____

3. Type of company (must be one of the following, check applicable):

Corporation Partnership Individual Joint Venture

Are you a Certified Small Business? _____

If "YES" attach approval letter from Office of Small Business Certification and Resources,
And list your Small Business ID No. _____

4. Taxpayer federal employer identification number: _____

5. Year organized: _____

6. Under what other or former names has your company operated:

Name of former company:

Dates of operation:

7. Identify total number of current permanent employees: _____

Construction: _____

Administration: _____

Engineering: _____

Highest manpower level in past five years: _____

Lowest manpower level in past five years: _____

8. Identify parent company, if applicable:

Name of firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ Fax No.: _____

State in which incorporated: _____

1. Agent for Service of Process in California:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ Fax No.: _____

10. If a corporation, complete the following:

Date of incorporation: _____

State(s) in which incorporated: _____

11. If a partnership, complete the following:

Date of organization: _____

Type of partnership: General Limited

List names and addresses of all partners:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

12. If a joint venture, list names and addresses of all partners in the joint venture (attach additional sheets if necessary):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

B. LICENSING/HEALTH & SAFETY INFORMATION

1. Current Class A, General Engineering Contractor's license with a Hazardous Substance Removal Certification (HAZ) issued within the State of California is required. Complete the following:

Licensee(s): _____

License Number(s): _____

Expiration Date(s): _____

2. Registered Professional Civil Engineer (PE) who is currently licensed through the California Board for Professional Engineers and Land Surveyors

Licensee(s): _____

License Number(s): _____

Expiration Date(s): _____

3. Registered Geologist who is currently licensed through the California Board for Geologists and Geophysicists

Licensee(s): _____

License Number(s): _____

Expiration Date(s): _____

4. Do you have a written company Illness and Injury Prevention Program? Yes No

If yes, is it signed by a certified Industrial Hygienist? Yes No

Do you employ a full-time certified Industrial Hygienist? Yes No

5. What is your OSHA lost-time injury/illness incidence rate for the last 3 years? _____

6. What is your OSHA recordable injury/illness incidence for the last 3 years? _____

7. What is your Workers Compensation Insurance Experience Modification Rate (EMR) for the past 3 years? _____

C. FINANCIAL INFORMATION

1. Submit a **notarized** written statement from your financial institution(s) on letterhead stating the following information:

A. Name of company;

B. Date account(s) were opened;

C. Line of credit? Yes No

D. Does the company keep a well-balanced financial position at the bank?

Yes No

2. Submit an audited **or** reviewed financial statement, including the Proposer's latest balance sheet and income and expense statement dated within the last 12 months showing the following items (annual reports will not be accepted and will be considered unresponsive):

A. Current assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses).

B. Net fixed assets.

C. Other assets.

D. Current liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes).

E. Other liabilities (e.g., capital, capital stock, authorized and outstanding share par values, earned surplus and related earnings).

F. Name of firm preparing financial statement and date thereof.

G. Is this financial statement for the proposing organization. If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

3. Has your company or any of its principals petitioned for bankruptcy within the last 7 years?

Yes No

If yes, enter the date(s): _____

D. PROJECT EXPERIENCE

Include appropriate experience for both the submitting entity and any proposed subcontractors in this part of the Statement of Qualifications. Reproduce this page for each project listed and add a supplemental numbering system at the bottom of the page (e.g., six projects listed, first page would be SOQ-6, Sheet 1 of 6).

To be considered in the evaluation, projects must meet the following requirements:

1. Involves types of work listed in Section V, Scope of Work, of the RFQ.
2. Be successfully completed within the last 5 years.
3. Be of a minimum contract amount of \$100,000 for the submitting entity or \$25,000 for subcontractors.

Include the name and current telephone number of a client representative who is familiar with the project and can attest to the participation, quality of work, and timeliness of the submitting Contractor or subcontractor in performing the work.

Name of entity claiming experience: _____

Project name/location: _____

Name of client (owner or prime Contractor): _____

Client contact and current telephone number: _____

Contract amount (listed entity only): _____

Percent of work performed with your entity's resources: _____

Type of work (mark all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Remediation plans/specifications | <input type="checkbox"/> Waste characterization |
| <input type="checkbox"/> Property title/deed/history research | <input type="checkbox"/> Hazardous waste operations |
| <input type="checkbox"/> Site surveys | <input type="checkbox"/> CQA testing/monitoring |
| <input type="checkbox"/> Site grading design | <input type="checkbox"/> Construction management |
| <input type="checkbox"/> Drainage system design | <input type="checkbox"/> Community education/outreach programs |
| <input type="checkbox"/> Erosion control system design | <input type="checkbox"/> Geotechnical investigations |
| <input type="checkbox"/> Excavation/embankment design | <input type="checkbox"/> Other: _____ |

Brief description of the project and your entity's participation: _____

Were liquidated damages applied to the project? Yes No

If yes, explain: _____

E. LITIGATION/CLAIMS INFORMATION

1. List any projects in which your entity or any of its principals is currently involved in litigation. Identify lawsuits by name, number, parties, and your claim or participation. (Attach additional copies of this page if required)

Project name: _____

Project location: _____

Lawsuit name: _____

Lawsuit number: _____ Date of lawsuit: _____

County/state where filed: _____

Parties involved: _____

Lawsuit claim: _____

2. List any projects within the last five years in which your entity or any of its principals has been involved in litigation. Identify lawsuits by name, number, parties, and your claim or participation. (Attach additional copies of this page if required)

Project name: _____

Project location: _____

Lawsuit name: _____

Lawsuit number: _____ Date of lawsuit: _____

County/state where filed: _____

Parties involved: _____

Lawsuit claim: _____

3. Has your company ever been terminated or unilaterally elected to terminate from a project before completion? If so, complete the following adding additional pages as necessary:

Project name: _____

Project location: _____

Client: _____

Address: _____

Contact name/current telephone no.: _____

Date of termination: _____

Reason for termination: _____

Project name: _____

Project location: _____

Client: _____

Address: _____

Contact name/current telephone no.: _____

Date of termination: _____

Reason for termination: _____

F. PERSONNEL & ORGANIZATIONAL INFORMATION

Attach an organization chart indicating the Program Manager and other staff designations as required by the RFQ. Proposers must provide an organization chart specifying staff for the following tasks:

Program Manager	Health and Safety
Construction Management	Mapping and Drafting
Grading and Drainage Design	Erosion Control/Protection
Sampling and Analytical Results	Quality Assurance/Control
Landfill Gas Monitoring and Control Systems	Soils and Geotechnical

A resume for each of these personnel must be included with the SOQ Package. The same person may be responsible for multiple tasks, but their experience in each task must be indicated in their resume. The organization chart shall indicate additional employees and any subcontractor’s primary employees who will, or may be, involved with projects during the course of the Agreement. The organization chart shall also indicate whether the employee works for the Proposer or a subcontractor. Other personnel may be included in the organization chart. A resume is required for each person shown on the organization chart. Only personnel listed on the organizational chart may attend interviews and negotiation meetings. Each resume shall include, at a minimum, the following:

1. Current position in the firm;
2. Experience for at least the last 5 years;
3. Major projects and accomplishments;
4. Education and special training;
5. Professional Registrations, include certificate number(s); and
6. Professional affiliations.

G. BONDING INFORMATION

Attach a notarized statement from the bonding company or companies your organization proposes to use, stating that the surety shall unconditionally guarantee the Contractor’s performance in all respects of the terms, conditions and provisions of this proposal and the resulting Agreement to the extent of a minimum of fifty percent (50%) of the total Agreement amount. The notarized statement shall guarantee that the surety will execute the Faithful Performance Bond requirement as stated in each applicable Work Order on or before the Work Order is signed and returned to the Board’s Contract Manager. This bond must guarantee Contractor’s compliance with the terms of the Agreement and Work Order. This statement must be properly notarized and submitted as part of the Statement of Qualifications to meet submittal requirements of this Request for Qualifications.

H. ACKNOWLEDGMENT/AUTHORIZATION FORM

The undersigned acknowledges that submittal of this Statement of Qualifications constitutes an irrevocable offer for a 90-day period for the Board to award the Contract.

The undersigned acknowledges that he has read all of the requirements set forth in the Request for Qualifications, including the requirements listed in Section II, Commitment and that, if awarded the Contract, shall comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by the Board in verification of the recitals comprising this Statement of Qualifications and also hereby authorizes the Board to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

I certify under penalty of perjury that the foregoing is true and correct. This certification is made under the laws of the State of California.

Print Name of Authorized Representative

Name of Organization

Signature of Authorized Representative

Location Where Signed

Title of Authorized Representative

Date Signed

Telephone Number

Acknowledgment of Addenda:

Addendum No.

Signature

**CERTIFICATION OF
SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE (DVBE)
REQUIREMENTS**

The undersigned acknowledges that he has read all of the requirements set forth in the Request for Qualifications and, if awarded this Agreement, he will comply with the State's Small Business/DVBE requirements or make good faith efforts to meet these goals.

I certify under penalty of perjury that the foregoing is true and correct. This certification is made under the laws of the State of California.

Name of Organization

Signature of Authorized Representative

Location where signed

Printed Name and Title Date

COMPLIANCE WITH GOVERNMENT CODE, SECTION 87100

Government Code, Section 87100 provides: No public official at any level of state or local government will make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he or she has a financial interest. Contractors that provide recommendations and advice that may influence decision-making are required to comply with the disclosure requirements of the conflict of interest laws promulgated under the Political Reform Act.

The prospective contractors and subcontractors, if any, shall disclose any present or prior (within the last two years) financial, business, or other relationship with the CIWMB. These disclosures will be made under penalty of perjury.

In addition to the disclosures required above, list current clients subject to any discretionary action by the CIWMB, or who may have a financial interest in the policies and programs of the CIWMB, and describe any current or planned work activities the contractor is performing for such clients. These disclosures will be made under penalty of perjury. The Proposer and its subcontractors (if any) will be required to file statements of economic interests with the CIWMB upon award of the Contract. The CIWMB will keep copies of the statements of economic interest and forward the originals to the Fair Political Practices Commission.

CURRENT CLIENTS MEETING ABOVE CRITERIA

<u>Client Name</u>	<u>Contract</u>	<u>Address</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A determination by the CIWMB that a conflict of interest exists as a result of the disclosed relationships will be grounds for disqualifying a Proposer.

PUBLIC CONTRACT CODE SECTION 10162 - QUESTIONNAIRE

In accordance with Public Contract Code Section 10162, the Proposer shall complete, under penalty of perjury, the following questionnaire:

Has the Proposer, any officer of the Proposer, or any employee of the Proposer who has a proprietary interest in the Proposer, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state or local government project because of a violation of law or safety regulation? If the answer is yes, attach an explanation.

Yes

No

PUBLIC CONTRACT CODE SECTION 10285.1 STATEMENT

In accordance with Public Contract Code Section 10285.1, Proposer shall complete, under penalty of perjury, the following statement:

Has the proposer been convicted within the preceding three years of any offenses referred to in Public Contract Code Section 10285.1, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or federal antitrust law in connection with the bidding upon, award of or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University? The term "proposer" is understood to include any partner, member officer, director, responsible officer, or responsible managing employee thereof, as referred to in Section 10285.1.

Yes

No

NONCOLLUSION AFFIDAVIT

(Title 23 United States Code Section 112 and
Public Contract Code Section 7106)

In accordance with Title 23, United States Code, Section 112, and Public Contract Code 7106 if federally funded, or Public Contract Code 7106 if state funded, the proposer declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham bid, or that anyone shall refrain from bidding; has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the proposer or any other proposer, or to fix any overhead, profit, or cost element of the bid price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the proposer has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Noncollusion Affidavit is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of the Noncollusion Affidavit. Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

SIGNATURE:

Signature of Authorized Representative

Printed Name and Title

SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION SUMMARY							
MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	TOTAL AMOUNT OF WORK (Mark one for each firm used)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCONTRACTOR	SUPPLIER			SMALL	DVBE	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

The appropriate certification letter issued by the Office of Small Business Certification and Resources must be attached for each small and DVBE business used.

Please Note: This form is only required at the time of SOQ submittal if the prime contractor has identified sub-contractors to be used during the course of the agreement or if the prime contractor is certified as a small or disabled veteran business enterprise.

DEMONSTRATION OF GOOD FAITH EFFORTS

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE firms.						
<p>Name of Person Contacted: _____ Title: _____</p> <p>Date of Contact: _____</p>							
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms.						
<p>Agencies Contacted:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 50%;"><u>Name of Agency</u></th> <th style="text-align: center; width: 25%;"><u>Person</u></th> <th style="text-align: center; width: 25%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>			
<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>					
3	Advertisements published in trade papers or other publications focusing on SB/DVBE firms.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 70%;"><u>Name of Paper or Publication</u></th> <th style="text-align: center; width: 30%;"><u>Date Published</u></th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> </tr> </tbody> </table> <p><i>Note: Attach a copy of each advertisement. Placeholder lists are not acceptable.</i></p>		<u>Name of Paper or Publication</u>	<u>Date Published</u>				
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4	Invitations to bid sent to potential SB/DVBE firms.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 33%;"><u>FIRM</u></th> <th style="text-align: center; width: 33%;"><u>CONTACT</u></th> <th style="text-align: center; width: 33%;"><u>DATE SENT</u></th> </tr> </thead> <tbody> <tr> <td style="height: 100px;"> </td> <td> </td> <td> </td> </tr> </tbody> </table>		<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>			
<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>					
5	SB/DVBE firms which were available and considered.						
<p>Name of Firm: _____ Person Contacted: _____</p> <p>Nature of Work: _____ Telephone No.: _____</p> <p>Results of Contact: _____</p> <p>Reasons if Rejected: _____</p>							

DEMONSTRATION OF GOOD FAITH EFFORTS

Name of Firm: _____	Person Contacted: _____
Nature of Work: _____	Telephone No.: _____
Results of Contact: _____	
Reasons if Rejected: _____	
Name of Firm: _____	Person Contacted: _____
Nature of Work: _____	Telephone No.: _____
Results of Contact: _____	
Reasons if Rejected: _____	

Please Note: This form is only required at time of SOQ submittal if the contractor has made a concentrated effort to solicit sub-contractors to be used during the course of this agreement.