



## ADDENDUM I

**To:** All companies interested in submitting a proposal  
**Proposal:** Environmental Assessment Services for Flood Damaged Structures, RFP #0809-043 Dated: September 11, 2009  
**From:** Judy Lehman, Manager, Cedar Rapids Purchasing Services Division  
**Subject:** Addendum No. 1 (10 pages)  
**Date:** September 25, 2009

---

### **PLEASE NOTE:**

The scope of work relating to this contract shall be broken down as follows:

**Step #1:** Assessment and Testing - Initial assessment, testing for all suspect asbestos containing building materials, identifying and categorizing all hazardous household wastes and mold species identification as specified in the RFP.

**Step #2:** Pre-abatement Visual Inspection – Prior to asbestos remediation efforts, the Contractor shall conduct a visual inspection to ensure all required engineering controls have been established and in working order. A pre-abatement checklist shall be completed and signed-off on by both the Inspector and Remediation Contractor prior to abatement.

**Step #3** Post-Abatement Visual Inspection - Upon completion of remediation efforts, the Contractor shall conduct a visual inspection to ensure the Remediation Contractor has properly and completely removed all asbestos containing materials and HHW identified in the assessment report. A post-abatement checklist shall be completed and signed-off on by both the Inspector and Remediation Contractor prior to removal of engineering controls.

**Pricing:** The pricing submittal shall include the proposed cost submitted on Attachment B based on all inclusive “per structure, per step” rates and in strict accordance with the scope of work. A revised copy of Attachment B is included with this addendum. Travel expenses shall be submitted separately in accordance with the proposal specification.

**Invoicing:** Invoicing shall be submitted weekly on a per structure-per step basis as described above. Invoices may be submitted (1) after the completion of step #1 and (2) after the completion of steps #2 and #3. Each invoice shall state the date that the work was completed, the property address, who performed the work and the full deliverable (detailed report/checklist) that is clearly labeled Step #1, Step #2, Step #3. Any schedule submitted may be utilized for payment requests only after it has been acknowledged, in writing, as acceptable by the City’s Finance Department.

List of attendees at pre-proposal meeting: Attached

Revised Proposal Submittal Form (Attachment B): Attached.

The following questions in regard to the above Request for Proposal were asked by prospective Proposers prior to the question deadline – answers are in red:

1. Are all of the Asbestos Containing Materials to be removed from the structures or are we only abating the FRIABLE materials and leaving NONFRIABLE Materials (Floor Tile, Mastics, window caulk) in place? If the NONFRIABLE materials are left in place then the demolition contractor has to be a licensed asbestos abatement contractor, the demolition workers have to be licensed asbestos workers and the ALL debris has to go out as asbestos waste according to IOWA DNR.

**Response: As directed by the State of Iowa, all asbestos containing materials shall be removed prior to demolition; therefore all suspect materials shall be sampled and included on your per structure report. This contract is for assessment – not abatement.**

2. Suggestion - The reference to the OSHA Standard and ASTM Standard for asbestos should be replaced by the EPA AHERA and EPA NESHAP reference as well as the State of Iowa Regulations, which are based on the EPA NESHAP.

**Response: The Contractor shall follow ASTM E1368-Standard Practice for Visual Inspection of Asbestos Abatement Projects, as well as ASTM E2356-Standard Practice for Comprehensive Building Asbestos Surveys. Both are in compliance with Federal NESHAPS and State of Iowa Regulations.**

3. Triple sampling of all asbestos materials will increase cost and could be replaced with following the EPA AHERA sampling protocol. This is generally accepted practice.

**Response: Asbestos inspections shall be completed in accordance with Section 4.1.2 which includes obtaining 3 samples of all suspect asbestos materials. Laboratory analysis shall be conducted utilizing the positive stop process.**

4. Does the requirement to have an office in Cedar Rapids mean before the contract is awarded or does one have to be established within a reasonable time after the contract award?

**Response: Within a reasonable time after the contract award.**

5. The per structure pricing is problematic when both inspection and abatement/clearance are lumped together. If we complete 40 inspections a week and turn those over for abatement, then what if the abatement contractor does not get to them for 4 months? How do we bill the per structure lump sum fee if only the inspection is completed. We have no control on how long the contractor takes to abate each structure.

**Response: Since the requirement for air clearances will be deleted, the only lingering responsibility the assessment contractor will have is for the pre-abatement and post-abatement visual inspections and reports. See note on revised billing on page one of this addendum.**

6. Are all 1,000 structures ready to be turned over to the Contractor at one time or will they be released over time? If so, is that schedule known?

**Response: It is anticipated that approximately 400 structures shall be released for assessments initially, with the remaining 600 released periodically within a 6 month period.**

7. Does the requirement for PCM air clearance apply only to Friable ACM removal, as is common practice on demolitions, or does any asbestos abatement require an air clearance?

**Response: The requirement for air clearance sampling will be deleted from this RFP via this addendum.**

8. Swab sampling for mold with speciation is not normally required or performed on a demolition. Speciation takes 21 to 28 days from the time the lab receives the samples and will, therefore, delay the work in any structure for approximately 30 days. EPA Mold Remediation in Schools and Commercial Buildings and other consensus standards on Mold agree that the type of mold is not an issue in a demolition, specifically because the building will not be reoccupied and because all mold is remediated under the same guidelines. If the building is to be demolished, once the asbestos is removed, then the moldy and non-moldy debris all go to the landfill as construction debris. This requirement adds cost, but may not be adding value.

**Response: Identification shall be derived from direct microscopic examination of samples for identification of fungal genera. Mold cultures are not required for identification purposes. Mold is not an issue for purposes of demolition, but rather a FEMA documentation requirement. Samples may be collected via tape-lift, bio-tape, bulk sample or swab sample. Culturable laboratory analysis is not required. Averages of 5 samples per structure were collected during the pilot assessment program. A minimum of 5 samples shall be collected per structure.**

9. The following requirement in the specification: “The Contractor shall utilize only on-site lead personnel who have completed the 40 Hour OSHA Hazardous Waste Operations training, the 8 Hour OSHA Supervisor training, and the DOT Hazardous Materials training.” – Since this work involves asbestos, would not the proper credentials be AHERA Accredited and Iowa licensed Asbestos Inspector with the lead person being a licensed Asbestos Project Designer?

**Response: The requirement for 40-hour OSHA HAZWOPER training is in reference to the Household Hazardous Waste identification portion of the contract. The contractor shall provide Iowa Licensed Asbestos Inspectors to conduct asbestos inspections. A licensed Asbestos Project Designer will not be required for this project. The requirement for the 8-hour DOT training has been deleted.**

10. Page 5 of 18 - It appears that there is a conflict on the Terms of Payment, see page 5 of 18 section 3.2.1 “Services authorized under this contract shall be paid for upon receipt on an original invoice within 60 days and after services are delivered and accepted”, and page 17 of 18, #18 “payments will be made for all goods and services delivered, inspected and accepted within 30 days and on receipt of an original invoice”.

**Response: The specific terms rule. Services authorized under this contract shall be paid for upon receipt on an original invoice within 60 days and after services are delivered and accepted. No retainage will be withheld.**

11. Page 7 of 18, Section 4.1.5, - for Close-Out Report purposes the City is requesting Air Monitoring Technicians Iowa Certifications, however representatives from the Iowa Work Force Development Department of Labor stated that certifications for air monitoring work related to asbestos abatement is not required. Will proof of equivalent training be acceptable here?

**Response: Air monitoring requirements will be deleted via this addendum, but the requirement for documentation of an Iowa Licensed Asbestos Inspector will be required as part of the asbestos assessment report.**

12. Page 6 of 18, Section 4.1–“Approximately 1,000 flood damaged residential structures”. Will all 1,000 structures be available at the time the contract is awarded?

**Response: See response to #6**

13. For safety of the Contractor, will the City provide security personnel (i.e. law enforcement) to clear the residence of any vagrants that may have taken illegal residence in the structures?  
**Response: The Cedar Rapids Police Department will be utilized should vagrants be encountered.**
14. What level of DOT Training do you want for the Supervisor to have completed? For this type of project the 40 hour HAZWOPR and DOT Awareness training would be what we would normally require.  
**Response: Training for HHW inspectors shall consist of a 40-HOUR HAZWOPER and training shall be required. The 8-hour DOT training is not required.**
15. Reference page 8, item 4.6, what is ECM5?  
**Response: Delete ECM5 and replace with "Project Manager".**
16. Is there a page limit to the proposal submittals?  
**Response: No**
17. If we visually note a transite roof or siding, must these be sampled?  
**Response: Yes**
18. Are all of the structures to be demolished, none will be habitable?  
**Response: Correct, all will be demolished**
19. Have some of the structures already been tagged as unsafe to enter?  
**Response: Yes, by our Code Enforcement Division. These properties are not to be entered. It is possible that a structure that is deemed safe to enter at the time of the Code Enforcement inspection could deteriorate into an unsafe condition. While conducting assessments, if at any time you feel that a structure is unsafe, do not enter and notify the Project Manager immediately.**
20. Are there any specific forms required by FEMA?  
**Response: No, assessment report formats, pre-abatement and post-abatement checklists shall be submitted as part of the non-financial proposal.**
21. Once the inspection is completed, how soon are the results to be given to Family Environmental?  
**Response: It is anticipated that turnaround time for assessment reports will be 3-5 business days following the inspection. Specific turnaround times are requested as a line item on Attachment B and will be considered during the proposal evaluation process.**
22. Will the structures be prioritized in any specific order?  
**Response: Cedar Rapids is divided into four quadrants and the flood impacted area is approximately 7 square miles. The structures will be grouped in a logical order as they become available. There may be an instance that one structure would become a priority for neighborhood reasons. We anticipate this would be rare.**
23. How are white goods to be handled?  
**Response: White goods containing CFC's shall be identified, cataloged and inventoried as part of the HHW assessment. Once the remediation contractor has properly disposed of the CFC containing white goods, the assessment contractor**

**will verify recycle/disposal documents and include these results in the remediation close-out report.**

24. Are garages and yards included in the environmental assessment?

**Response: Garages and yards are excluded from the assessments. Assessments will be limited to the footprint of the structure.**

25. What is the protocol if we encounter flooded basements?

**Response: It is unlikely this will occur. To the best of our knowledge, the basements are damp but there is not standing water.**

26. Reference page 7, item 4.1.3 ballasts are understood, will not encounter transformers or capacitors.

**Response: Delete the words transformers and capacitors.**

27. At what intervals may we invoice?

**Response: See note on billing on page one of this addendum.**

28. Is each structure to be invoiced separately?

**Response: See note on billing on page one of this addendum.**

29. Is point counting required for samples with low asbestos content?

**Response: No**

30. Who actually owns the houses (pertains to 3<sup>rd</sup> party and access issues)?

**Response: The structures have been condemned and slated for demolition and Right of Entry has been obtained from the property owners.**

31. Are the inspections to be of the residential structure only or a whole property inspection, as in an attached or detached garage, and household hazardous waste laying around the yard? **Response: See response to #24**

32. During the meeting it was said that... "test surveys were completed on a select number of representative homes". I wanted to know what the average number of samples taken were and what the average number of samples actually analyzed (since the "stop at first positive" method is used) were.

**Mold Samples: 5-5-5-5-4 = 29**

**Asbestos Samples: 48-48-75-57-24 = 252**

**(Of the 252 asbestos samples 42 were not analyzed due to the positive stop method.)**

33. Section 3.3.2 indicates that documentation of time & materials be supplied with invoices. What other supporting documentation, if any, will be required with the invoice for work completed?

**Response: See note on billing on page one of this addendum.**

34. Travel Expenses) it is understood that travel and mileage documentation is included. However, Attachment B requests Lump Sum pricing. Based on Section 7.

**Response: See note on billing on page one of this addendum.**

35. What interval for invoicing is preferred by the City?

**Response: See note on billing on page one of this addendum.**

36. Since the pricing to be submitted in Attachment B, and the reporting required by Section 4 of the RFP is all on a per-structure basis, would it be preferable for invoices to also be issued on a per-structure basis?  
**Response: See note on billing on page one of this addendum.**
37. Will pre-remedial inspections have to wait for remediation to take place and get followed up with post-remedial inspections before an invoice can be submitted and approved for payment?  
**Response: See note on billing on page one of this addendum.**
38. What “speed-of-remediation” will we need to factor between inspections?  
**Response: Initially there may be as much as one (1) month between assessment and remediation. We are hopeful that the remediation contractor will catch up to the assessment contractor to shorten the delay period. There are no guarantees on schedule or quantity of work under this contract.**
39. Can the City further clarify the purpose of requesting speciation during the mold assessment so that the Consultant can prepare and price a sampling protocol that meets the City’s needs?  
**Response: See response to #8**
40. Regardless of speciation, the Consultant presumes that there will be mold present in most of the inspected structures. Does the City plan to include remediation design and/or clearance testing services in this, or a separate contract?  
**Response: See response to #8 No mold remediation**
41. Can the City please clarify the documentation acceptable to the City for the 20 hours of supervised training?  
**Response: A statement from the Contractor confirming that the inspector has undergone 20 hours of supervised on-the-job training is sufficient. Will ALL staff have to have the 40 Hour OSHA and 20 hours of supervised job training or only supervisory and lead personnel?**  
**Response: All staff that will be physically entering a structure.**
42. Does the City have preferred forms for the submission of the travel/mileage expenses?  
**Response: There is no form. Prior to submittal the Contractor may meet with a representative of the city’s Finance Department regarding the acceptable submittal format.**
43. It is understood that the City is not providing office space. However, is it acceptable to the City for the Contractor to place RVs or Office trailers on property owned and designated by the City for our use? **Response: No**
44. Does the City intend for the price to include both a pre and post inspection for EVERY property? Or is the “price per structure” also per inspection – meaning pre-inspection and post-inspection services will be invoiced as they occur for two payments of this one rate per structure that is remediated?  
**Response: See note on billing on page one of this addendum.**
45. What if NO “post” inspection is required? Minimum production rate of 30 structures per week...If we are able to perform our services at a faster pace – is the City prepared to remediate at a faster pace?  
**Response: 1) If no post-inspection is required there will not have been any remediation performed. The post/pre-inspection portion of the assessment**

**contract will not be invoiced (as described in the revised bid form). 2) There are no guarantees on the amount or pace of work under this contract. Every effort will be made to complete the work as expeditiously as possible.**

46. Or will the pace be at the 30 structures per week rate = 8.5 months?

**Response: 8.5 months is optimistic. Weather related delays are to be expected in the progress of both assessments and remediation.**

47. Are all of the structures planned to be demolished? If so, what is the purpose of performing the mold assessment and identification activities? Are there state regulations regarding mold?

**Response: Yes, all of the structures will be demolished.**

48. If mold is identified in the structures, is the contractor to make recommendations? What recommendations are expected if the structures will be demolished?

**Response: See response to #8 – No recommendations**

49. The RFP indicates that the contractor must have an office located in the city limits of Cedar Rapids. Is this accurate? **Response: Yes**

50. What is the rationale for requiring DOT Hazardous Materials Training? Specifically, as stated in 49 CFR 172.704, training is defined as “A systematic program (i.e., consistent approach, testing, and documentation) that ensures that a hazardous materials (hazmat) employee has knowledge of hazardous materials and the Hazardous Materials Regulations (HMR), and can perform assigned hazmat functions properly.”

Based on definitions under 49 CFR 171.8, it does not appear that the Contractor or Contractor employees meet the definitions of hazmat employer or hazmat employee. DOT definitions are as follows:

*Hazmat employer is defined as:*

*(1) A person who employs or uses at least one hazmat employee on a full-time, part time, or temporary basis; and who:*

- (i) Transports hazardous materials in commerce;*
- (ii) Causes hazardous materials to be transported in commerce; or*
- (iii) Designs, manufactures, fabricates, inspects, marks, maintains, reconditions, repairs or tests a package, container, or packaging component that is represented, marked, certified, or sold by that person as qualified for use in transporting hazardous materials in commerce.*

*Hazmat employee means:*

*(1) A person who is:*

- (i) Employed on a full-time, part time, or temporary basis by a hazmat employer and who in the course of such full time, part time or temporary employment directly affects hazardous materials transportation safety;*
- (ii) Self-employed (including an owner-operator of a motor vehicle, vessel, or aircraft) transporting hazardous materials in commerce who in the course of such self-employment directly affects hazardous materials transportation safety;*
- (iii) A railroad signalman; or(iv) A railroad maintenance-of-way employee.*

**Response: Completion of the 40-hour HAZWOPER training will be sufficient.**

52. Will the City provide assessor's information for the properties?  
**Response: No, however it may be easily downloaded from the Assessor's website.**
53. Will the asbestos and household hazardous wastes reports be used as bidding documents?  
**Response: Sample reports should be submitted with proposals and will be considered in the proposal evaluation/selection process.**
54. How will project delays be handled?  
**Response: There are no guarantees on the schedule and quantity of work under this contract. The only delays we anticipate are weather delays.**
55. Does the city guarantee a volume of residences per week to be available for assessment?  
**Response: At this time there are 340 structures ready for assessments. We have been informed by the City's Code Enforcement Division that the remaining structures will be ready for environmental assessments by the time an assessment contract is executed.**
56. Will the volume of residences available for assessment be consistent for the duration of the project?  
**Response: See answer to Question #55.**
57. Are all residences vacant? **Response: Yes**
58. The RFP specifies that a separate closeout report is required for all residences where asbestos abatement has been completed. The RFP implies that one comprehensive report should be issued for the initial assessment for mold, asbestos and hazardous materials. Is this interpretation correct?  
**Response: 1) Close-out reports are required for residences where asbestos abatement and household hazardous waste remediation were performed. 2) The assessment contractor will submit separate reports for mold, asbestos and HHW on a per structure basis.**
59. Is lead-based paint targeted in these assessments? If it is then what type of assessment and reporting requirements are there?  
**Response: NO**
60. In Section 4.1.3 of the RFP it is unclear if the scope of work is limited to hazardous materials within the structures or if it includes hazardous materials within and outside of the structures. Please specify.  
**Response: See response to Question #24.**
61. Are any recommendations to be included in the survey reports? If yes, what recommendations are you looking for?  
**Response: No.**
62. What will determine when and where identified asbestos-containing materials will be abated?  
**Response: The Demolition Project Manager will be responsible for scheduling all assessment, remediation and demolition activities.**

63. Will air monitoring and clearance be required in all structures where asbestos abatement takes place? If not, under what situation would monitoring and clearance not be required?

**Response: Air monitoring requirements have been deleted.**

64. Will personal exposure samples be included in the scope of work or will they be the responsibility of the abatement contractor?

**Response: All OSHA required personal exposure sampling shall be performed in accordance with OSHA Standard 29 CFR 1926.1101. Bulk sample collection is considered a Class III activity which will require personal exposure monitoring or a Negative Exposure Assessment.**

65. Will 1,000 point count analysis be required for any of the asbestos bulk samples? If yes, what will be the asbestos concentration to trigger 1,000 point count analysis?

**Response: No**

66. How should household hazardous materials be identified?

**Response: Individual methods and reporting procedures should be included in the non-financial portion of the bidder's proposal.**

67. If household hazardous materials can be grouped, what groupings should be used? Should the categories be based on the constituent compounds and chemical properties (i.e. corrosive, flammable, toxic, etc.)?

**Response: Individual methods and reporting procedures should be included in the non-financial portion of the bidder's proposal.**

68. What is the average number of asbestos samples taken per structure in the pilot surveys that have already completed?

**Response: See Question #32.**

69. As stated in the pre-bid meeting, a minimum of (5) five mold samples per home were taken in the pilot surveys, is it safe to assume that at a minimum the contractor will be expected to take (5) five mold samples per home on the remaining homes?

**Response: Yes**

70. What accreditations does the analytical laboratory analyzing the mold samples need to have to comply with this contract?

**Response: AIHA EMLAP Certification**

71. As stated in the ASTM Standard Practice E2356-04, Standard Practice for Comprehensive Building Asbestos Surveys a minimum of three bulk samples shall be collected of homogeneous surfacing materials of less than 1000 ft<sup>2</sup>, a minimum of five bulk samples shall be collected of homogeneous surfacing materials between 1000 to 5000ft<sup>2</sup>, and a minimum of seven bulk samples shall be collected of homogeneous surfacing materials of greater than 5000 ft<sup>2</sup>. This protocol is based on the Asbestos Hazard Emergency Response Act (AHERA) 3-5- 7 rule. However these assessments are for demolition purposes under the National Emission Standard for Hazardous Air Pollutants (NESHAPS). Are the contractors expected to follow the AHERA guidelines as stated in the ASTM E2356-04 for sampling of surface material for the duration of this project?

**Response: The AHERA 3-5-7 rule shall be followed for all surfacing material. All other materials shall be sampled at the rate of three samples per homogeneous material.**

72. As stated in the RFP, the Post Remediation Inspections are to follow the ASTM E 1368-05 standard at a minimum. ASTM Standard 1368-05 Section 5.2.1.2 suggests oversight will be necessary throughout the remediation process not just prior to the remediation and after the remediation is complete. Is constant oversight during abatement required for the duration of this project? **Response: No**

73. The ASTM E 1368 standard states in Section 5.2.1.3 and 5.2.1.4 that “The presence of residue, visible without the use of magnifying devices, on surfaces and components from which asbestos has been removed indicates that additional cleaning of these surfaces is required.....the presence of dust or debris on surfaces where abatement has taken place indicates that these areas were not properly cleaned following the abatement.” It goes onto to state in Section 8.4.5.4 that “although residue, dirt, dust and debris may be present from other construction materials that do not contain asbestos, such as cement or plaster as well as lint from the rags used for final cleaning. All shall be assumed to be contaminated and must be removed from a work area before it can be considered acceptably clean.” It appears based on these standards that the “white glove” test will be expected of the contractor during the post remediation inspection, is this the expectation?

**Response: Yes**

74. If the stringent ASTM standards referenced in the above questions are to be followed, are there limitations to the amount of failed visual clearances that can occur on one single property? Will exceptions be made at the demolition project manager’s discretion or should we assume the ASTM standards should always be followed?

**Response: Follow the ASTM standard.**

---

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment B). The deadline for sealed proposals is Friday, October 2, 2009 at 11:00 am CDT at the Office of the City Clerk.