



COAST RFQ 20-01: Indoor Air Quality Evaluation and Remediation Recommendations

October 2, 2019

Introduction

The Cooperative Alliance for Seacoast Transportation (COAST) is soliciting quotes from qualified firms to provide an Indoor Air Quality (IAQ) Evaluation of and Remediation recommendations for our Administrative Offices located at 6 Sumner Drive, in Dover New Hampshire.

Organization Overview

The Cooperative Alliance for Seacoast Transportation (COAST) was established as a private non-profit organization in 1981 and further defined as an independent public body of the State of New Hampshire by NH RSA 239 in 1985. COAST's mission is to "champion and provide customer-focused public transportation with a commitment to excellence in safety and service." The organization is overseen by a Board of Directors, currently comprised of 13 seated members.

COAST currently directly serves 13 communities in NH and ME with fixed-route and Demand Response services. COAST also supports the development and operations of community transportation services in 38 cities and towns in southeastern NH as part of the Statewide Regional Transportation Coordination effort. COAST has also become the home entity in charge of implementation and management of the Seacoast's transportation management association known as commuteSMARTseacoast.

COAST is funded through a combination of federal grants through the USDOT's Federal Transit Administration (FTA), state contracts, local municipal contributions, private grant funds, farebox revenues, advertising revenues, and other sources. The FY20 annual operating budget is just over \$6.5M.

Staff at COAST totals just over 80 part and full-time individuals. Staff working at our Administrative Offices at 6 Sumner drive currently total nine.

COAST's impact on the Seacoast's regional economy is estimated to be just under \$25M annually.

As a public transit agency, COAST occasionally requires outside assistance in meeting the requirements of funding agencies. These services include professional consultation with contractors whom have expertise beyond the capabilities of COAST and its professional staff.

Project Contact

Questions about the project may be directed to:

Rad Nichols, Executive Director

COAST

42 Sumner Drive

Dover, NH 03820

603-743-5777 Ext. 100

rnichols@coastbus.org

Background

COAST has been leasing the Administration Offices at 6 Sumner Drive from, Raging Sea Development LLC since March 2015. The building was constructed in 1970 and is a single-story metal structure split between a warehouse area in the back (leased to another entity) and the office space in the front. The office space consists of approximately 3,600 square feet of office space, with 11 rooms, 2 bathrooms, 2 closets, two main hallways and one utility area. Multiple staff had contracted various health symptoms over time, such as difficulty breathing, coughing, itchy eyes, etc. At the time of incidence, these symptoms were perceived as unrelated. After multiple staff returned from their vacations at various timepoints through this past summer, it was reported that the symptoms had gone away over their time off and had returned immediately after returning to work. This pattern being an indicator of likely IAQ issues, COAST has decided to have an IAQ Evaluation performed.

Scope of Work

Specifically, we are looking to have the Contractor submit a project plan and quote for conducting an Indoor Air Quality (IAQ) evaluation of the COAST offices located at 6 Sumner Drive, Dover, NH, 03820. The evaluation shall focus on common environmental contaminants such as mold, lead, asbestos, legionella, carbon monoxide, allergens, chemicals, unidentified odors, etc. with special attention paid to contaminants potentially related to any reported health complaints.

The Contractor's proposal shall include a detailed plan with a description of approach, methodology and timeline for the following areas:

- Customer Consultation
 - Review of site history and condition
 - Discussion of reported health complaints
- Site Inspection, Investigation & Evaluation
 - Inspection of air ducts and air handling equipment for contamination or malfunction
 - Investigation of areas associated with occupant complaints
 - Investigation of possible hidden contamination sources
 - Investigation into the cause of any water damage or moisture problems
 - Evaluation of locations and extent of possible source areas for indoor air problems
- Sample Collection and Measurement

- Collection and analysis of air and surface samples to identify contaminants
- Measurement of ambient air quality parameters such as carbon monoxide, carbon dioxide and humidity
- All technical development of sampling protocol and interpretation shall be provided by a certified industrial hygienist and all measurements shall be conducted under the on-site supervision of a CIH if a trained assistant is to be used.
- Written Report
 - Report shall include, at a minimum: sampling procedures, list of instrumentation used, and description of sampling methods; the evaluation results; analysis of results compared to regulatory standards, if applicable; all field and laboratory data; conclusions, confirming or denying an indoor air quality issue; and recommendations for mitigation and correction of identified areas of concern. The report shall include a price range for each of the recommended actions.
- Follow up and Clearance Testing
- IAQ Maintenance Plan Options

Site Tour

If requested, a site tour may be offered prior to the submission of quotes. There would only be one such opportunity, for any and all interested firms, to participate in.

Evaluation Criteria

COAST shall evaluate submitted quotes based on the following Criteria:

- Proposal Cost
- Quality and approach of Proposal Plan
- Proposal Timeline
- DBE certification
- References

Submission

The following must be included in the submission to be considered:

- Contact information for Contractor's business and point of contact
- Project Plan covering the above Scope of Work
- A Quote detailing cost and time estimations for materials and labor for each section of the Project Plan.
- Copies of all relevant certifications for staff and laboratories assigned to this project
- Copies of Contractor's Disadvantaged Business Enterprise (DBE) certifications, if available
- A list of a least three (3) reference contacts for projects of similar scope
- Electronic submissions to be formatted as pdf file

Submissions shall be delivered as a pdf file via e-mail to Rad Nichols: rnichols@coastbus.org. To be considered, all quotes must be received by **Tuesday, October 29th**.