



Request for Proposal

**Biosafety Level 4 (BSL-4) & Animal BSL-4 Suit Laboratories:
Performance Verification Services**

**Biosafety Program
Community Initiatives Bureau**

February 7th, 2023

I. Overview

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. BPHC's mission is to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

In December 2017, BPHC issued a permit to Boston University (BU) to conduct research in the Biosafety Level 4 (BSL-4) and Animal BSL-4 (ABSL-4) Laboratories at BU's National Emerging Infectious Disease Laboratories (NEIDL) facility. The United States Centers for Disease Control and Prevention (CDC) Federal Select Agent Program issued a registration to the BU NEIDL to conduct research involving select agents and toxins at BSL-4/ABSL-4 and BSL-3/ABSL-3 Labs.

The BPHC's Biosafety Program regularly inspects the permitted research labs to monitor compliance with the BPHC's regulations, identify deviations from acceptable laboratory safety, biocontainment, or biosecurity practices, and recommend program improvements. This includes review of major mechanical systems and critical infrastructure of the biocontainment systems managed by the BU NEIDL's Facility Maintenance and Operations Team.

The BPHC's Biosafety Program is seeking proposals from qualified firms to assist and support the review and inspection process for major building mechanical systems that support the BU NEIDL's BSL-4 and ABSL-4 Suit Laboratories. This will include document review and submission of a report on the annual performance verification (APV) process, participation in the semi-annual inspection processes, and review and commenting on pertinent documents/records as needed.

The selected consultant will:

1. Review and submit a written report on the annual performance verification (APV) process and documents/records of the BU NEIDL's BSL-4 and ABSL-4 Suit Laboratories and building mechanical systems supporting the maximum biocontainment facility.
2. Review and submit a written report on documents/records pertaining to building mechanical systems supporting the BU NEIDL's BSL-4/ABSL-4 Suit Laboratories provided to BPHC as part of the twice-yearly inspections of the laboratories.
3. Attend meetings convened by BPHC staff and BU NEIDL Facilities Maintenance & Operations team, as needed. Three (3) planned meetings will be held, including:
 - a. One (1) half-day onsite meeting held at the BU NEIDL facility in Boston. The activities will include a physical walkthrough inspection and assessment of the laboratory-related facilities such as the mechanical rooms, HVAC systems, effluent decontamination system, etc.;
 - b. Two (2) offsite (virtual) meetings.
4. On an as-needed basis, review and submit written comments on documents/records and operations and maintenance plans submitted to BPHC by BU concerning the major mechanical systems of the BU NEIDL's BSL-4/ABSL-4 Suit Laboratories.

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage under-represented businesses such as Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Service-disabled Veteran-owned Business Enterprises (SDVOBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), and local businesses to apply to this RFP.

II. Scope of Service

The Biosafety Program seeks a qualified firm to review and submit written comments on the annual performance verification (APV) process and documents/records of the BU NEIDL's BSL-4 and ABSL-4 Suit Laboratories in Boston and participate in an annual on-site inspection to advise the BPHC staff.

The services will include:

- a. Review commissioning documentation.
- b. Review annual performance verification documents and records.
- c. Review preventive maintenance records and service/repair logs.
- d. Write an annual report based on items a-c above.
- e. Attend two virtual meetings.
- f. Attend one half-day onsite meeting held at the BU NEIDL and participate in an inspection of the major mechanical systems supporting the BSL-4/ABSL-4 Lab facilities including review of maintenance documents/records and operating procedures and submit a written report based on those observations and document reviews.
- g. Review preventive maintenance records, service/repair logs, and operating procedures for the mechanical systems supporting the BSL-4/ABSL-4 Labs submitted to BPHC as part of the second semi-annual inspection and submit a written report on those documents.
- h. On an as-needed basis, review documents regarding BSL-4/ABSL-4 mechanical systems and processes/operating procedures submitted to BPHC by BU and provide written comments.

The APV documents/records to be reviewed include, but are not limited to, the following building mechanical systems:

- a) **Mechanical, electrical and plumbing (MEP) systems**, building control system and sequences supporting the BSL-4/ABSL-4 biocontainment program.
- b) **Building Automation System (BAS) programmed alarm communication system sequences**
 - Redundant supply and exhaust systems
 - Start up and shut down sequences of operation
 - Directional airflow controls
 - Alarms and notifications
 - Emergency/standby power options and needs
 - Treatment of liquid waste
 - Breathing air systems
 - Chemical shower system
- c) **Heating, Ventilation and Air Conditioning (HVAC) systems and High Efficiency Particulate Air (HEPA) filter housings**
 - HVAC supply and exhaust fans
 - HVAC system controls (e.g. differential pressures; inward directional air flow (IDA), etc.)
 - HVAC system failures: fail-safe and interlock controls.
 - HEPA filters
 - HEPA filter housings
- d) **Biosafety / Life Safety / Security Systems**

- Autoclaves/sterilizers
- Biosafety cabinets
- Breathing air supply system
- Chemical decontamination shower system.
- Controlled access systems and security systems
- Door interlocks / card access with biometrics
- Effluent decontamination system (EDS)
- Emergency and uninterruptible power supply (UPS) systems
- Emergency generator
- Emergency lighting, alarm systems, communication system
- Emergency shower / eye wash
- Fire alarm and fire suppression systems
- Space/room decontamination systems

III. RFP Timeline	
Monday, February 6, 2023	RFP Legal Notice publication in The Boston Globe
Tuesday, February 7, 2023	Request for Proposal available online at BPHC RFPs and Bids Boston.gov by 10AM EST . RFP will also be disseminated via email to relevant networks.
Friday, February 24, 2023	Questions are due via email by 5:00 PM EST to Smuchohi@bphc.org Subject: Vendor Name – Questions for RFP Biosafety Level 4 Performance Verification Services
Wednesday, March 1, 2023	Responses to questions available for viewing at BPHC RFPs and Bids Boston.gov by 5:00 PM EST
Friday, March 31, 2023	Proposal due by 5:00 PM EST via email to: Procurement@bphc.org Subject: Vendor Name - RFP Biosafety Level 4 Performance Verification Services Proposal NO EXCEPTIONS TO THIS DEADLINE
Monday, April 10, 2023	Notification of Decision: Desired date for notification of award to proposer, however, BPHC has the discretion to extend this date without notice. The contract(s) results from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s).
Saturday, July 01, 2023	Contract Period Begins

IV. Minimum Qualifications

The successful applicant must have demonstrated expertise and professional experience in conducting annual performance verification (APV) services for BSL-4/ABSL-4 Suit Laboratories and/or extensive hands-on experience with major mechanical systems supporting BSL-4/ABSL-4 Suit Laboratories.

Qualified applicant must have one or more staff assigned to this contract (specify and provide documentation in the response to this RFP) who meet(s) the following requirements:

- Bachelor of Science degree in Mechanical Engineering, Mechanical Engineering Technology, Aerospace Engineering & Mechanics, Civil Engineering, or other relevant engineering field.
- **Professional Certifications & Licenses:** Licensed Professional Engineer, Certified Commissioning Professional (CCP), Certified Building Commissioning Professional, Qualified Commissioning Process Provider, LEED AP Building Design and Construction, or other relevant industry certification/license.
- Knowledge of design, construction, commissioning and performance verification processes of the maximum biocontainment facilities in the United States.
- Knowledge of the complex design features, operations, and maintenance, and regulatory compliance requirements of the BSL-4/ABSL-4 Suit Laboratories.
- Must pass a background check to access the BU NEIDL BSL-4/ABSL-4 Suit Laboratories.
- Ability to obtain and maintain a security clearance required by the United States Centers for Disease Control and Prevention (CDC) Federal Select Agent Program.

V. Proposal Requirements

The proposal must be submitted as a single PDF document not to exceed 10 pages (excluding the appendix) in single spaced 12-point font with 1-inch margins consisting of the following:

1. Description of the applicant (individual or firm) including relevant experience related to BSL-4/ABSL-4 annual performance verification (APV) services.
2. Names, contact information, and brief biographical sketches of staff who will be involved in supporting the contract. This must include the name(s) and relevant qualifications of the person(s) who will attend the on-site meeting at the BU NEIDL and participate in the on-site facility walkthrough and assessment of the BSL-4/ABSL-4 Suit Laboratories.
3. Detailed 2-year project budget covering the period July 1, 2023 through June 30, 2025 including costs for specific activities within the scope of service. Include the hourly or per-activity rate, travel, and all other related expenses. The total budget may not exceed USD \$30,000 per fiscal year including all direct and indirect costs.
4. Names and contact information of three relevant professional references. Include a brief description of services provided to these professional references.
5. An appendix (not included in the page limit) containing curriculum vitae/resumes of key personnel listed in the contract.

VI. Period of Performance and Location

The selected applicant will be expected to perform Biosafety Level 4/ABSL-4 annual performance verification services between **July 1, 2023 through June 30, 2025** under the terms and conditions of the contract. Locations of activities will include:

- On-site meeting at the BSL-4/ABSL-4 facility at the NEIDL, Boston University Medical Campus, 620 Albany Street, Boston, MA 02118.
- Virtual meetings with BU NEIDL Facilities Maintenance & Operations team and BPHC staff.
- Phone calls, email correspondence and submission of written reports to BPHC on the review of the annual performance verification documents/records.

Normal business hours will be between 9 am-5 pm Monday through Friday.

Qualified applicants must meet the following reporting requirements:

- Preparation and submission of written meeting notes/summaries.
- Preparation and submission of written comments on annual performance verification (APV)
- Preparation and submission of written report on annual performance verification (APV) documents/records reviewed.
- Timely submission of invoices for services provided.

VII. Submission Instructions

Please submit your Proposal by email to Procurement@bphc.org as a single PDF file attachment on or before Friday, March 31, 2023 at **5:00PM EST**.

Proposals must be received no later than Friday, Friday, March 31, 2023 5:00 PM EST.