

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

REQUEST FOR PROPOSALS

TO: **Qualified Firms**

FROM: **The City of Tuscaloosa, Alabama**

RE: **Request for Proposals for Environmental Assessments for The Office of Federal Programs (A16-1019)**

DATE ISSUED: **November 2, 2016**

DUE DATE: **November 29, 2016**

Section 1. Introduction.

The purpose of this Request for Proposal (RFP) is to provide the City of Tuscaloosa's Office of Federal Programs with a comprehensive environmental assessment of properties to be assisted with Community Development Block Grant funds. Such evaluations will provide the OFP, property owners and rehabilitation contractors with information to help them manage and control environmental hazards efficiently and effectively during rehabilitation activities, with particular attention to the requirements of the rule on federally-owned and assisted housing (24 CFR 35).

This RFP is a request for environmental assessment services which includes the creation of Environmental Assessments per HUD regulations including 24 CFR 58, and comprehensive pre-rehabilitation lead-based paint, asbestos, mold, radon risk assessment (or paint testing of surfaces to be disturbed, if applicable; collectively "evaluations") and if applicable, recommendation of mitigation and/or remediation/abatement activities and the post abatement testing of those activities, as needed.

Firms expressing interest should be fully capable of providing the end results requested. This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 24 CFR § 85.36.

- a. Each firm's experience and qualifications will be evaluated primarily as they relate to the firm's ability to provide Environmental Assessments including Environmental Review Records, Phase 1 Environmental Studies and/or

Environmental Impact Statements, hazard risk assessments, and the creation of mitigation and/or remediation plans and post remediation testing, as needed.

- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. This is a qualifications-based procurement of environmental assessment services whereby competitors' qualifications will be evaluated and the most qualified competitor will be selected, subject to negotiation of fair and reasonable compensation.
- c. The City will require firms to be in possession of a Dun & Bradstreet (DUNS) number and have a complete and updated account with Sam.gov. Additionally, the City will require firms to execute a "Disbarment and Suspension Statement" certifying / verifying that the contractor is not suspended or disbarred or otherwise excluded under 2 CFR Section 408.220 of the government-wide non-procurement, disbursement and suspension list
- d. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- e. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest with regard to these services.

Section 2. General Scope of Services

The City of Tuscaloosa seeks the services of an environmental assessment firm that has the knowledge, experience and expertise to perform the services as requested.

The firm must be able to perform the following types of services upon request from the City:

1. On an as needed, as requested basis, conduct Environmental Assessments in a timely manner and in accordance with HUD regulations including 24 CFR 58, determine which activities will require Phase 1 Environmental Studies and/or Environmental Impact Statements and perform the same.
2. On an as needed, as requested basis, conduct lead, mold, and asbestos risk assessments in a timely manner and in accordance with HUD regulations including 24 CFR 35, U.S. Occupational Safety and Health Administration: 29 CFR 1926, 29 CFR 2010, U.S. Environmental Protection Agency (EPA): 40 CFR 745, National Emissions Standards for Hazardous Air Pollutants (NESHAP), State regulations, Local regulations determine which activities will require hazard controls and/or abatement activities and perform the same.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

1. The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the negotiated fee structure.
2. Basic Hazard Reduction Services. The essential function of the Hazard Reduction services are to identify conditions that may result in adverse human health effects from the following sources: deteriorated asbestos surfaces, presence of mold, deteriorated lead-based paint (LBP), interior dust-lead hazards, soil lead hazards, chewable surfaces, friction surfaces and impact surfaces, as defined by HUD and EPA; 2) to test surfaces and paint on surfaces that will be disturbed during the renovation and identify all hazards with sufficient detail to permit replication of sampling and/or testing effort, sketches or drawings of property with floor plan detailing all sample locations. Provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the hazard evaluation services as defined in this RFP. These services must be in accordance with applicable work practice standards of the state (or EPA, if applicable) where the services are provided. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used. The

City reserves the right to request clarifications and revisions by the risk assessor, at no additional cost to the City. Applicable regulations are those that are in force when and where the lead evaluation is conducted, including, but not limited to:

U.S. Department of Housing and Urban Development (HUD): 24 CFR 35

U.S. Occupational Safety and Health Administration: 29 CFR 1926 and 29 CFR 2010

U.S. Environmental Protection Agency (EPA): 40 CFR 745

National Emissions Standards for Hazardous Air Pollutants

State regulations

Local regulations

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered on the basis of a Proposal containing information submitted in response to this RFP in a form limited to seven (7) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

Proposals must be received by close of business (5:00 pm) on Tuesday, November 29, 2016.

All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Elaborate binding and color displays other than those necessary are highly discouraged.

Provide three (3) bound copies, labeled "Proposal for RFP Environmental Assessments for The Office of Federal Programs, (A16-1019) to:

**Kristen Love
Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**Courier Address:
Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401**

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above:

a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. (10 points possible)

b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:

1. The general experience of the firm. This statement should also include, but not be limited to, how long the firm has been in business, history of the firm, key members of management, corporate location, and hours of operation. (10 points possible)

2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided. (10 points possible)

3. A statement of experience and work of similar nature that all the proposed personnel have performed, including references for each project. Include a list of your firm's current or recent (past three (3) years) clients who are governmental agencies. Indicate each organization's name, address, contact person, and telephone number as well as the nature of services provided and dates of the engagement. Submit a list of your firm's current or recent (past three (3) years) clients who are other private sector businesses in Alabama. Indicate each organization's name, address, contact person, and telephone number as well as the nature of services provided and dates of the engagement. (30 points possible)

4. A statement describing staffing practices including initial training, ongoing training / monitoring, number and type of professionals currently employed and potential for staff expansion. (10 points possible)

5. A statement as to whether the firm is a minority or woman owned business enterprise. (5 points possible)

6. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. (Pass/Fail)

7. A statement as to whether or not the firm is licensed to conduct environmental assessments in states besides the state of Alabama and, if applicable, a list of states. (Pass/Fail)

8. A statement as to whether or not the firm has experience in conducting environmental assessments on various infrastructure projects including construction/reconstruction projects and overall general government agency projects.(10 points possible)

- c. Please include a detailed operational plan that demonstrates understanding of and capability to assume responsibility for conducting environmental assessments for the City of Tuscaloosa. Normal methods utilized by the firm as well as environmental review procedures should be described. Additionally, the plan shall provide the means of achieving maximized successful assessments within the guidelines set forth by HUD regulations regarding environmental assessment procedures. (5 points possible)
- d. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. (Pass/Fail)
- e. Describe your firm's experience and knowledge in resiliency. List any previous projects that the Principal or Firm have designed and/or constructed that include resilient features. List all the steps the firm will take to ensure a resilient project which will increase the overall resiliency of the City. (10 points possible)

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, at the discretion of the City.

Any questions by the firm related to this RFP should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City will not respond to questions from individual firms during the RFP process.

END RFP.