

Request for Qualifications for Environmental Services

HUD Part 58 Environmental Assessment Phase I Environmental Site Assessment Limited Phase II Site Assessment

I. Introduction

The Community Development Office of the City of Montgomery is engaged, from time to time, in the planning, commitment and administration of the use of City, State, and/or Federal funds for various projects that involve property acquisition; historic preservation; demolition; rehabilitation; reconstruction; and/or new construction. These projects vary in frequency; location within the Montgomery City limits; size and scope; and funding resource combination.

II. Description

The Community Development Division is soliciting Statements of Qualifications (SOQs) for the professional environmental services indicated above for selection of qualified environmental contractors to be included in a rotating vendor pool. Selections will be based upon a standard matrix that includes, but is not limited to, the below listed components. It is anticipated that most projects will be financed through the U.S. Department of Housing and Urban Development (HUD) using allocations under HUD's HOME Investment Partnerships and/or the Community Development Block Grant Programs, usually along with other public/private funding. The City of Montgomery is not responsible for loss, illness, injury or death of anyone entering properties at or near its selected project sites; therefore it shall be understood that all parties, when approaching/entering such sites or adjacent premises, will do so at their own risk.

III. Preparation of SOQ Submittal

All SOQ submittals must be in duplicate, hard copy printed format, accompanied by an electronic PDF file submitted on compact disc (only). Envelopes containing an SOQ submittal must be labeled so as to be easily identified:

1. "Statement of Qualifications"
2. name and address of environmental entity submitting the SOQ
3. address for submittal of the SOQ as follows:

City of Montgomery
Community Development Office
25 Washington Avenue, 4th Floor Attn:
Montgomery, Alabama 36104
Attn: Dr. Gary Sharp, Grants Administrator

IV. Pre-Qualification Evaluation Requirements

1. **50 %** -- The professional service provider must possess all current credentials and training as required under City, State and Federal regulations, for the following:
 - a) to conduct the full HUD Environmental Review Assessment (EA) under 24 CFR Part 58 regulations (20%);
 - b) to conduct the Phase I, II, and III Environmental Site Assessments under current ASTM standards (20%); and
 - c) to conduct, or obtain through qualified subcontracts, various hazardous material sampling and analysis, including lead-based paint, asbestos, mold, and radon (10%).
2. **40%** -- All entities participating in this pool must demonstrate:
 - a) prior successful experience in conducting similar environmental studies and testing activities;
 - b) prior experience successfully conducting other related activities, when necessary to provide deliverables, including administering subcontracts;
 - c) extensive knowledge of applicable requirements of federal, State, and local environmental laws, regulations and guidelines;
3. **10%** -- Consideration will be given to firms recognized by the City of Montgomery and the State of Alabama as Minority-owned, Disadvantaged Business Enterprises (MBE/DBE), and/or Female-owned Business Enterprises (FBE).

V. Information on Desired Environmental Service Deliverables

HUD Part 58 Environmental Review Assessments (Part 58 EA)

1. It is important to note that this deliverable is the Community Development Division's **most frequent requirement**; therefore, professional service providers that are qualified to provide this service will necessarily remain at the top of any current rotation list. Otherwise, alternate deliverables will continue to be awarded to non-providers of Part 58 EA services, in the established order.
2. The Part 58 EA must be conducted with access, or ability to obtain access, to HUD's HEROS electronic environmental review system portal.
3. Part 58 is a *public notice process* that requires research, site inspection, and documentation of known history related to findings, or lack thereof, of significant real or potential impacts to the human environment that are, or might be, related to a proposed activity on or near given sites. Consequently, it often relies on, and incorporates, prior findings and documentation in a recent ASTM-based Phase I ESA.
4. Upon completion of applicable documentation, results of the Part 58 review may require written consultation with other agencies, authorities, or government officials for concurrence with findings. Participants in the environmental professional vendor pool may be contracted to include drafting and mailing of essential correspondence in collaboration with City staff.
5. Pool participants may also be contracted to collaborate with City staff in publishing/posting of public notices of findings obtained through the Part 58 EA process.

Phase I Assessments (ESA)

1. The Phase I Environmental Site Assessment must be conducted using current American Society for Testing and Materials (ASTM) standard practices including records review, site reconnaissance, interviews and report to identify recognized environmental conditions.
2. Based on project funding and underwriting, the Phase I Environmental Site Assessment shall comply with requirements of:
 - The Department of Housing and Urban Development
 - Alabama Housing Finance Authority (AHFA)
3. The final ESA report must include findings and recommendations based on, not limited to:
 - a) A review of the project's current regulatory compliance posture, based on recorded fact, regarding any known or identified regulated activity;
 - b) Limited review (to available, recorded documentation only) of the chain of title for the property in order to attempt to identify any possible ownership(s) or uses that may have caused the presence of any asbestos, toxic or other hazardous materials or wastes at the property.
 - c) A review of the property relative to:
 - 1) Environmental Protection Agency (**EPA**) National Priorities List (**NPL**);
 - 2) Resource Conservation and Recovery Act (**RCRA**) generators and TSD facilities list;
 - 3) Comprehensive Environmental Response Compensations, and Liability Information System (**CERCLIS**).
 - 4) Identification of any pertinent State-listed sites noted with the distances per current ASTM practices;
 - 5) Visual and physical observation of the interior, exterior and adjacent properties at property line as limited by obstructions per current ASTM practices;
 - 6) The EPA Emergency Response Notification System List (ERMS) for activity at the Property;
 - 7) The State list of Leaking Underground Storage Tank sites (**LUST**) within one-half mile of the Property;
 - 8) General review of the geologic, hydro geologic, hydrologic and topographic conditions as they relate to potential pathways or migration conduits to and from the property. Topography shall be noted to the extent visually or physically observed, or determined from interviews, as well as the general topography of the area surrounding the property. Physical setting evaluation shall be made utilizing physical observations, and the available USGS 7.5 Minute Topographic Map.
 - 9) Other appropriate sources.
4. The final report must also include:
 - a) Cost estimates and recommendations for pertinent additional testing and appropriate hazard remediation, abatement or reduction;
 - b) Evaluation of the scope or magnitude of environmental hazards as identified in the Phase I and/or Limited Phase II Assessment.

Limited Phase II Assessments

1. Generally, this includes collection and analysis of the following conditions:
 - Materials containing greater than one percent (1%) asbestos as determined by utilizing the method defined in 40 CFR 763 Appendix A to Subpart F; Section 1 (Polarized light Microscopy). This includes materials (Category I Non-Friable, Category II Non-Friable and Friable) under 40 CFR 61; Subpart M; Section 141
 - Urea formaldehyde foam insulation (installed within the prior 12 months)
 - Jurisdictional and/or potential wetland areas
 - Lead-based paint, defined as paint containing more than 0.50 percent lead by weight calculated as lead metal in the dried solid, or more than 0.7 milligrams per square centimeter by the x-ray fluorescence (XRF) analyzer
 - Lead in drinking water
 - Radon gas concentrations at or above the EPA recommended action levels
2. Sampling quantities and protocol for the conditions shall be conducted in accordance with the guidelines established by:
 - The Department of Housing and Urban Development
 - Alabama Housing Finance Authority (AHFA)

VI. Format of SOQ Submittal

Qualifications must include ALL of the following information, under long-edge binding, and organized using tabulation *in the order indicated* below (DO NOT SUBSTITUTE previously published marketing materials, except when placing relevant excerpts of such, within the applicable tabs):

1. Cover letter on official letterhead stating interest in participating in service contracts to be awarded on a rotating basis from a list of pre-qualified providers, as maintained by the Community Development Division of the City of Montgomery, with signature of the duly authorized principal;
2. Proof of applicant entity’s current registration in the federal System for Award Management (SAM) at www.SAM.gov;
3. Copy of the executed E-verify Affidavit and the entire Memorandum of Understanding (MOU) available at <https://www.e-verify.gov/>.
4. Professional resumes of key personnel;
5. Recently completed related projects, including project name; brief description; contact name, address, and current telephone number
6. List of professional references;
7. Evidence of applicable licenses and certifications;
8. Evidence of Professional Errors and Omissions Insurance;
9. SAMPLE of a prior Part 58 Environmental Review Record (ERR) (Level of Finding with signature page(s) only (redacted as applicable));
10. Typical **HUD Part 58 ‘full EA’ pricing schedule:**
 - On-Site Assessment \$ _____
 - Historical and Regulatory Review \$ _____
 - HEROS data entry \$ _____

- Public Notice & Agency Consult document drafts \$ _____
- 11. SAMPLE Phase I ESA report (exec. summary only);
- 12. Typical anticipated **Phase I ESA pricing schedule:**
 - On-Site Assessment \$ _____
 - Historical and Regulatory Review \$ _____
 - Basic Services \$ _____
- 13. Current typical Limited **Phase II ESA analysis fees:**
 - XRF Analysis (per day/hour) \$ _____
 - Paint Chip Sampling \$ _____
 - Laboratory Analysis \$ _____
 - Bulk Sampling of Asbestos Containing Materials \$ _____
 - Electron Microscopy Analysis \$ _____
 - Radon Gas Analysis \$ _____
 - Typical cost guidelines for additional testing based on the potential environmental hazards or conditions
- 14. Sample of preferred Environmental Professional services contract format
- 15. Signed Business Entity Information form (Exhibit A).
- 16. Completed Organizational Statement form, as applicable (Exhibits B-D)
- 17. Executed Certification Regarding Debarment & Suspension (Exhibit E)

VII. General Information

Qualifications will be accepted, received and date/time stamped at the office of Community Development, at any time. Upon review of each submitted SOQ, Community Development staff will notify the responding service provider in writing, as to acceptance status. Providers must qualify for a minimum score of 70% of available points.

No sooner than thirty (30) days after the first day of publication of this RFQ in a local newspaper venue, but at any time thereafter, Community Development staff will initiate the formation of a list of the approved service providers in the pool, in order of SOQ top scores, and then by date of original receipt. This pool will be established, and may accept additional SOQs, for up to five (5) years from the date the list is first established. Any SOQ submittal that is determined to be incomplete upon receipt will be withheld out of the receiving order, until the provider is notified and has provided the missing information.

This Request for Qualifications does not commit the City of Montgomery, Alabama to enter into any agreement, to pay any expenses incurred in preparation of any response to this RFQ, or to award a contract for any services. The City reserves the right to reject any and all submittals or cancel the solicitation if it is in the best interest of the City to do so. The City reserves that right to waive informalities and irregularities in offers received. Any negotiations will be in conformance with applicable federal, state, and local laws, regulations and procedures and guidelines; all selected service providers must be able to comply therewith.

Exhibit A

BUSINESS ENTITY INFORMATION

Please provide the following organizational and/or personal information about the service provider entity. This must be sworn to by an authorized representative that has responsibility and authority to attest to its accuracy and correctness.

The undersigned authorized representative agrees to furnish any additional information, upon request, as may be needed by the City, to substantiate or clarify any submitted qualifications and information.

I hereby certify that the data and information submitted herein regarding myself, my organization, and its staff, are true and accurate to the best of my knowledge.

Business name (exactly as it should appear on a service contract)

Signature

Printed name and title

Form of Business Entity (Check one):

- Corporation
- Partnership
- Individual
- Joint Venture

Exhibit B

ORGANIZATIONAL STATEMENT for a CORPORATION

Date of original incorporation:

Location (State) of original incorporation:

Date the corporation was authorized to do business in Alabama:

Indicate by checking whether the corporation is () public () private.

If public, how and where is the stock traded?

Indicate the type of incorporation used (LLC/S-Corp, etc.):

Below this line, list the county, date, book, and page where incorporation is recorded.

Please list the name, title, and mailing address of each director, officer, and principal shareholder owning 10% or more of the corporation's issued stock. Use a separate page if needed.

Directors:

Director's Name	Mailing Address	Any Other Principal Business

Officers:

Officer's Name	Mailing Address	Position

Principal stockholders owning 10% or more of issued stock:

Shareholder's Name	Mailing Address	Any Other Principal Business

Exhibit C

ORGANIZATIONAL STATEMENT for a PARTNERSHIP or JOINT VENTURE

Original date of organization:

Year that the partnership/joint venture began to do business in Alabama:

Indicate by checking whether the organization is a:

General Partnership Limited Partnership Joint Venture

If limited partnership, indicate the type (LP/LLP/LLLP):

Was the Partnership/Joint Venture Agreement recorded? Yes No

If 'YES,' below this line, list the county, date, book, and page of the record.

Please list the name, address, and partnership share of each general/limited partner.

Partners:

Partner's Name	Mailing Address	Partnership Share

Please list the name, email address, and phone number of a full-time managing officer or managing employee, and a secondary contact.

Contact Info:

Contact Name	Email Address	Phone Number

Exhibit D

ORGANIZATIONAL STATEMENT for a SOLE PROPRIETOR

Original start date of business:

Year that this proprietor began to do business in Alabama:

Was a Successor Agreement recorded? () Yes () No

If 'YES,' below this line, list the county, date, book, and page of the record.

Proprietor name (full-time managing owner):

Mailing address:

Business office physical address:

Email address:

Office phone number:

Mobile phone number:

Secondary contact name (operating employee):

Secondary contact email:

Secondary contact phone:

Exhibit E

CERTIFICATION REGARDING DEBARMENT & SUSPENSION

1. I certify to the best of my knowledge and belief that NEITHER I/we, nor any of my/our principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by the City of Montgomery, State of Alabama and/or any Federal agency.

2. Principals, for the purpose of this certification, means officers, directors, owners, partners, and persons having primary management or supervisory responsibilities with a business entity (i.e.: general manager, project manager, plant manager, supervisor, or head of subsidiary, division or business segment, and similar positions.

3. The professional environmental services provider or firm shall provide immediate written notice to the City of Montgomery if, at any time prior to the award of any contract, said provider or firm learns that this certification was in error when submitted, or has become erroneous by reason of changed circumstances.

4. The certification in paragraph 1 is a material representation of fact upon which reliance will be placed when making an award of a contract. If it is later determined that the professional environmental services provider or firm knowingly rendered an erroneous certification: in addition to other remedies available to it, the City of Montgomery may terminate and/or withdraw the award resulting from the Statement of Qualifications for default.

Signature of Authorized Representative or Sole Proprietor

Printed name

Title: