



Wilma Kelly  
Purchasing Manager

**City of Alexandria**  
Purchasing Department  
P.O. Box 71  
Alexandria, Louisiana  
71309-0071



Office: (318) 441-6180  
Fax: (318) 619-3414

Requests for Proposals will be received until  
**2:00 PM, Monday, April 29, 2024** and opened  
at the City of Alexandria Purchasing Department.

City of Alexandria **RFP #1819P**  
Page: 1 of 10  
Date RFP Prepared: March 18, 2024

Bid Bond Requirements: A bid bond or check  
for N/A% of the total amount of bid.

Performance Bond Requirements: In the event bid  
is accepted, a performance bond shall be required  
in the amount of N/A%.

**Please file proposals with the following:**  
**Joann Swain, Senior Buyer**  
**City of Alexandria - Purchasing**  
**2021 Industrial Park Road**  
**Building WH**  
**Alexandria, LA 71303**  
**Phone: 318-441-6182 Fax: 318-619-3412**

## **INTRODUCTION**

### **ENVIRONMENTAL ENGINEERING & CONSULTING SERVICES**

It is the intent of the City of Alexandria to secure pricing for **Environmental Engineering & Consulting Services** for use by the City of Alexandria Utility and Public Works Divisions. The purpose of this document is to engage the services of a consultant to provide a broad range of environmental consulting services and technical support for the City of Alexandria.

This contract shall remain in effect for a period of twelve (12) months from award date. Contingent upon the availability of funds, and the ability of the successful proposer to honor the quoted rates, the City of Alexandria reserves the right to renew the existing contract for an additional two (2) years, in one year increments.

Technical questions shall be directed to Richard Williamson, at (318)441-6017; email address [richard.williamson@cityofalex.com](mailto:richard.williamson@cityofalex.com) .

Proposals may be returned either by fax to (318)619-3412; or hand delivered to City of Alexandria Purchasing Department, located at 2021 Industrial Park Road, Building WH, Alexandria, LA 71303; or e-mailed to [joann.swain@cityofalex.com](mailto:joann.swain@cityofalex.com) .

**CITY OF ALEXANDRIA REQUEST FOR PROPOSAL FOR:  
ENVIRONMENTAL ENGINEERING & CONSULTING SERVICES**

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**GENERAL CONDITIONS FOR BIDDERS - PLEASE READ CAREFULLY**

1. Pursuant to LA R.S 38:2212.1. C.(1)(2), any manufacturer's preference in this proposal is descriptive, but non-restrictive, and is used only to indicate minimum requirement for type, grade and quality unless otherwise specified.
2. Pursuant to LA R.S. 38:2212 B.(1), the provisions and requirement of this bid shall not be considered as informalities and shall not be waived by the City of Alexandria. Therefore, conditions and specifications on this bid form shall be strictly enforced and any and all alterations, deviations, and non-compliance to said conditions and specifications, either on the bid form or by separate attachment, shall be grounds for immediate disqualification.
3. Preference shall be given to bidders quoting F.O.B. Destination (the City of Alexandria using department), FREIGHT PREPAID, unless otherwise requested.
4. Each bidder shall submit his proposal on the proposal form furnished by the City of Alexandria Purchasing Department. ~~The complete bid package must be returned as issued by the City with all pages intact and all specification response columns filled in. Incomplete columns or missing pages, to include addendum pages, shall result in the vendor's entire bid package being rejected.~~
5. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and bid item number.
6. In case of a mathematical discrepancy between unit price and extensions, the unit price shall prevail.
7. Pursuant to LA R.S. 38:2212 F., the bid specifications may contemplate a fixed escalation or de-escalation in accordance with the United States Bureau of Labor Statistic's Consumer Price Index or the Producer Price Index. Bids based on specifications which are subject to a recognized escalation index shall be legal and valid for any item of a public work, at the discretion of the City.
8. Pursuant to LA R.S. 38:2212.1. F., any public procurement unit may participate in a cooperative purchasing agreement with the City of Alexandria to acquire quantities of the above listed items under a contract with the City of Alexandria for items awarded by public bid, pursuant to the cooperative purchasing provisions of Part VII of Chapter 17 of Subtitle III of Title 39 of the Louisiana Revised Statutes of 1950, R.S. 39:1701 et seq.
9. The City of Alexandria reserves the right to award by item or by total bid, unless otherwise specified in the bid specifications. (Price(s) should be itemized.)
10. All erasures or corrections on the bid form must be initialed and the City of Alexandria may rely on the apparent authority represented by the initials.
11. The City of Alexandria reserves the right to reject for cause any and all bids or parts of bids, or accept bids most beneficial to the City.

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**General Conditions for Bidders - Please Read Carefully (Continued)**

12. Any bid submitted which contains additions, conditional or alternate bids, or irregularities which may make the proposal incomplete, indefinite, or ambiguous as to its meaning, thus requiring clarification after the specified date and time of bid opening shall be rejected.
13. Bids shall be opened publicly in the City Council Chambers or Council Committee Room.
14. Cash discounts may be accepted, but SHALL NOT be considered in making award.
15. Regarding a bid for purchase of materials, supplies or services, not to include construction of any public works, a written notice of acceptance mailed or otherwise furnished to the successful bidder shall result in a binding contract without further action by either party.
16. When any bid is accepted for the construction or doing of any public works, a written contract shall be executed by and between the City of Alexandria and the Contractor. No contract shall be binding upon the City until it has been executed by the City and delivered to the successful bidder. Should the bidder to whom the contract is awarded fail to execute the contract, the award shall then be made to the next lowest responsible bidder, or re-advertised for public bid, said decision to be in the sole judgment of the City of Alexandria. This action may result in the loss of bidding privileges for a period of one (1) year.
17. The City of Alexandria shall schedule for payment the invoices for articles or services purchased under this bid within thirty (30) days after due and proper delivery accompanied by invoice.
18. The City of Alexandria is exempt from all sales taxes. A sales tax exempt form shall be furnished by the City of Alexandria Purchasing Department, if requested.
19. Bidder(s) awarded item(s) by the City of Alexandria shall be responsible for supplying all products at the awarded price(s). Failure may result in the City's cancellation of the remaining items awarded.
20. Regarding Service Contracts and Procurement Contracts, the terms of the contract shall be binding upon any and all parties involved until goods and supplies are delivered, services have been rendered, and/or work has been completed and accepted by the Mayor on behalf of the City of Alexandria and all payments required to be made to the Contractor have been made. However, a contract may be terminated under any and all of the following conditions:
  - (a) By mutual agreement and consent of either party upon thirty (30) days written notice to the other party;
  - (b) By the Mayor, on behalf of the City of Alexandria, as a consequence of the failure of the Contractor to comply with the terms and conditions of the contract or the progress or quality of work to be performed in a satisfactory manner, proper allowance being made for circumstances beyond the control of the Contractor; or
  - (c) By satisfactory completion of all services and obligations described in the contract.

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**General Conditions for Bidders - Please Read Carefully (Continued)**

If the contract is terminated for any of the terms and conditions authorized in sub-paragraph (b) above, Contractor shall be formally notified in writing by the City of Alexandria Purchasing Department by means of certified mail informing him of cancellation of the contract, giving specific reasons for said cancellation. Contractor shall have the right to appeal to the City Council within ten (10) days from the date that said notification is placed in the U.S. Mail. Contractor's appeal shall be accomplished by means of a letter addressed to the City Council and delivered to the City Clerk, stating that an appeal to the decision of cancellation is desired. The City Council shall thereafter hold a hearing on the appeal, giving all parties the opportunity to present any and all evidence concerning the decision of cancellation. After hearing the appeal, the city Council may, by a majority vote, sustain, modify, or reverse the findings for said decision and shall provide, if requested by Contractor, a written determination of its findings.

21. Contractors submitting bids for Public Works construction projects in excess of \$1.00 must show his Contractor's License Number on the front of the bid envelope, except for certain projects for which a Contractor's License Number is not required by the State Contractor's Licensing Board. Failure to comply with this directive shall result in automatic bid rejection, furthermore, any Contractor who submits a bid for a type of construction for which he is not properly licensed shall be acting in violation of LA R.S. 37:2163, and shall be subject to all provisions for violation and penalties thereof. Contractors who are owned by, and are submitting a bid as a subsidiary of a parent company, whose name is listed in the State of Louisiana's Roster of Licensed Contractors, may do so by including a letter of proof of ownership from the parent company with the submitted bid package. The letter must be signed as per LA R.S. 38:2212 B.(5)(a)(b)(c) (see Item #22 below).

22. All bids submitted via USPS (registered or certified), overnight courier or hand delivered, shall be signed by hand and in ink by an authorized company representative per LA R.S. 38:2212 B.(5)(a)(b)(c), which states:

(c)(i) Evidence of agency, corporate, or partnership authority shall be required for submission of a bid to the division of administration or the State of Louisiana. The authority of the signature of the person submitting the bid shall be deemed sufficient and acceptable if any of the following conditions are met:

(aa) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State.

(bb) The signature on the bid is that of an authorized representative of the corporation, partnership, or other legal entity and the bid is accompanied by a corporate resolution, certification as to the corporate principle, or other documents indicating authority which are acceptable to the public entity.

(cc) The corporation, partnership, or other legal entity has filed in the appropriate records of the Secretary of State in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the Secretary of State shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

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**General Conditions for Bidders - Please Read Carefully (Continued)**

23. In-State preferences shall not apply to procurements involving federal funds.
24. Pursuant to LA R.S. 38:2212 O.(2)(a)(b), any modifications of plans and specifications will be made through an addendum. No addendum shall be issued within seventy-two (72) hours of the bid opening, excluding weekends and legal holidays, without the extension of the bid opening date. An extension of at least seven (7) but no more than thirty (30) working days is required but, re-advertising is not required. The addendum shall be transmitted by any one of the following methods: (1) facsimile transmission; (2) e-mail; (3) by hand; or (4) posted on the City of Alexandria's website ([www.cityofalexandria.com](http://www.cityofalexandria.com)) and posted on Central Bidding's website ([www.centralauctionhouse.com](http://www.centralauctionhouse.com)) if applicable.
25. All Federal Transit Administration (FTA) funded procurements, including operating assistance funding contracts, are to follow the *Master Agreement*, to include all applicable federal clauses.
- a. Any bidder that is found listed on the Federal Government's *System for Award Management* (SAM) website, at [www.sam.gov/portal/sam](http://www.sam.gov/portal/sam) , under the advanced search feature for *Excluded Parties List System* (EPLS), shall automatically be rejected for the award of this bid, by Category and/or in its entirety. This applies to any portion of the bid that is a procurement funded by FTA.
26. Under the City's *AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork Program)*, participation by minority and/or disadvantaged business enterprise firms is encouraged. Inquiries about the *AFEAT* Program should be directed to the Division of Finance. As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's *AFEAT* goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

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***Alexandria Fairness, Equality, Accessibility, and Teamwork Program (AFEAT)***

Dear Vendor:

Under the City's AFEAT (*Alexandria Fairness, Equality, Accessibility, and Teamwork Program*), participation by minority and/or disadvantaged business enterprise firms is encouraged. The AFEAT Program should be inquired about through the Division of Finance. The goals for qualifying disadvantaged, minority and female owned business in the use of professional service agreements with prime contractors will help effectuate the goals of increasing: the competitive viability of small business, minority, and women business enterprise by providing contract, technical, educational, and management assistance; business ownership by small business persons, minority persons, and women (including professional service opportunities); and the procurement by the City of professional services, articles, equipment, supplies, and materials from business concerns owned by small business concerns, minority persons, and women.

Prime contractors offering subcontracting should take specific action to ensure that a bona fide effort is made to achieve maximum results towards meeting the established goals. Primes shall document efforts and shall implement steps at least as extensive as the following in a good faith effort to reach or exceed the established goals:

- A. *Establish and maintain a current list of minority and female owned businesses in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- B. *Document and maintain a record of all solicitations of offers for subcontracts from minority or female construction contractor and suppliers in Alexandria, in Rapides Parish, and in the State of Louisiana.*
- C. *Secure listing of minority and women owned businesses from the City of Alexandria Purchasing Department, the Central Louisiana Business Incubator, and the State of Louisiana Department of Minority Affairs.*
- D. *Participate in associations which assist in promoting minority and women owned businesses such as the Central Louisiana Business League, the Central Louisiana Business Incubator, and the Entrepreneurial League System.*
- E. *Designate a responsible official to monitor all activity made in the effort to achieve or exceed the established goals; record contacts made, subcontracts entered into with dollar amounts, and other relevant information.*

For more information on AFEAT and the City of Alexandria's Diversity in Action Initiative, and to explore a local and statewide directory of minority businesses, please visit [www.diversityinaction.org](http://www.diversityinaction.org) . Should you have any questions or comments, please do not hesitate to contact our Finance Department at 318-449-5091 or our Purchasing Department at 318-441-6180.

As a part of its RFP response, each Bidder ***shall*** submit documentation of its bona fide effort to secure subcontractors that meet the City's AFEAT goals. Each bidder ***shall*** also submit proof of engagement of any subcontractor selected because of its solicitations. The Bidder's bona fide efforts and engagement(s) are a consideration in bid review and rating.

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**SPECIFICATIONS**

**SCOPE:**

Under the direction of the Director of Utilities and/or the Director of Public Works, Consultant shall perform the following services as required:

**1. ENVIRONMENTAL**

- Environmental Site Assessments, Phase I and II Due Diligence
- Brownfields Grant Writing and Management
- Environmental Assessments for Compliance with NEPA
- Water Quality Studies
- Risk Evaluations
- Solid Waste Management and Compliance with specific knowledge of Hazardous Waste Rules and Regulations.
- Site Remediation
- Spill Response and Remediation (Client-Specific)
- Underground Storage Tank Assessments and Corrective Action
- Oil and Gas – Environmental Services
- Ms4 Management Program

**2. ENGINEERING**

- Engineering Audits and Investigations
- Permit Preparation, Modification, and Renewal
- Design and Project Management
- Regulatory Compliance

**3. INDUSTRIAL HYGIENE**

- Facility Surveys/Audits (Inspections)
- Personnel/Employee Exposure Monitoring – Chemical Risk Assessments
- Microbial Assessment and Remediation Design and Project Management
- Noise Surveys (Monitoring and Control)
- Indoor Environmental/Air Quality Testing (Mold/Ventilation Assessments)
- Health/Safety Program Development, Training and Implementation
- Hospital Safety and Industrial Hygiene Surveys, JCAHO – Environmental of Care Compliance
- Ventilation Studies/Assessment
- Regulatory and Employee Relations Support
- Water Sampling
- Employee Exposure/Noise/Monitoring Surveys

**4. ASBESTOS AND LEAD MANAGEMENT**

- Asbestos Assessments (Inspections) and Occupational Exposure Assessments
- Asbestos Bulk Sample Analysis using polarized light microscopy (PLM)
- Asbestos Air Sample Analysis using phase contrast microscopy (PCM)
- Preparation of Site-Specific Asbestos Abatement Specifications and Project Management
- AHERA Management Plan Design and Implementation

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**SPECIFICATIONS (Continued)**

- Asbestos Abatement Project Surveillance and Construction Management

**4. ASBESTOS AND LEAD MANAGEMENT (Continued)**

- Asbestos Occupational Exposure Assessments
- Asbestos Operations and Maintenance Program Design and Implementation
- Turnkey Project Management and Asbestos Abatement
- Regulatory, Litigation, and Employee Relations Support
- Lead Assessments (Inspections)
- Preparation of Site-Specific Lead Abatement Specifications
- Lead Abatement Project Surveillance and Construction Management
- Lead Occupational Exposure Assessments
- Turnkey Project Management and Lead Abatement
- Knowledge of NESHEP Rules and Exemption

**5. TRAINING**

- ***Asbestos Training:***

Asbestos Awareness	Asbestos Worker
Asbestos Contractor/Supervisor	Asbestos Inspector
Asbestos Management Planner	Asbestos Project Designer
Asbestos Operations & Maintenance	
- ***Lead Training:***

Lead Awareness	Lead Worker
Lead Project Supervisor	Lead Inspector
Lead Risk Assessor	Lead Project Designer
- ***OSHA, EPA, and Miscellaneous Training:***

HAZWOPER	Respirator Protection and Fit Testing
Confined Space Entry	Hazardous Communication Standard
DOT Compliance Management	Hazardous Waste Management
Blood Borne Pathogens	PCB
Site-Specific Chemicals	Plant Inspections
Personal Protective Equipment	OSHA Safety Topics
SPCC (Spill Plans)	Risk Management
Hazardous Materials for Healthcare Workers	Hearing Conservation

**6. EXPERT WITNESS TESTIMONY**

- Investigative Consulting and Litigation Support
- Court Appointed Experts
- Expert Witness Testimony
- State and Federal Administrative Hearings and Courts

**NOTE:** *It is the City's preference that the successful Consultant be capable of delivering all services requested.*



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**SPECIFICATIONS (Continued)**

**7. ADDITIONAL INFORMATION**

Proposals submitted should include written statements exhibiting the following:

1. Specialized experience and technical competence of the firm.
2. Capacity to perform the work within time limitations.
3. Past experience on contracts with the City of Alexandria and/or post experience on projects of a similar scope and size.
4. Current Certificate of Insurance indicating limits of General Liability, Automobile Liability and Worker's Compensation. Evidence of reliable insurance to full indemnify against long-term liabilities shall be part of the evaluation criteria for award of this service. Certificate of Insurance shall have a General Liability Aggregate of Four Million (\$4,000,000) Dollars and a per person/per occurrence of Two Million (\$2,000,000) Dollars. Automobile Liability will have a Combined Single Limit of Two Million (\$2,000,000). Evidence of Professional Liability Insurance shall be a minimum of One Million (\$1,000,000) Dollars.

Also, the following wording must be removed before acceptance of the Certificate: "Endeavor to" or "But failure to mail such notice shall impose no obligation of liability of any kind upon the company, its agents or representatives." Certificate holder shall be the City of Alexandria, PO Box 71, Alexandria, LA 71309-0071, Attention Purchasing Manager.

5. Statement indicating if your firm qualifies as a minority owned or disadvantaged business enterprise. Such statement shall be signed by the firm owner or principal.

END OF SPECIFICATIONS

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**PRICE PAGE**

Consultant shall be compensated on an hourly basis upon receipt and approval of an invoice by the Director of Utilities and/or Director of Public Works. Hourly rates are as follows:

<b>CONSULTING SERVICES</b>	<b>Price Per Hour</b>	<b>OT Exempt? Y/N</b>
Expert Witness – Court Time or Deposition		
Principal		
Registered Professional Engineer		
Engineer		
Registered Professional Geologist		
Geologist		
Environmental Scientist		
Certified Industrial Hygienist		
Industrial Hygienist		
Industrial Hygiene Technician		
Environmental Technician		
AutoCAD Drafting Technician		
Administrative Assistant		
Asbestos Designer		
Asbestos Management Planner		
Asbestos Inspector		
Asbestos Project Manager		
Asbestos Field Technician		
Lead Risk Assessor		
Lead Inspector		
Lead Project Manager		
Lead Field Technician		
<b>Subcontracted Services (List Cost Plus Percentage)</b>	<b>Cost Plus:</b>	<b>%</b>

=====  
Did you (bidder) submit documentation of his/her bona fide efforts and engagements to secure subcontractors that meet the City's AFEAT goals. YES or NO. Please circle one.

**Proposer Information:**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Telephone #:** (\_\_\_\_) \_\_\_\_\_ **Fax #:** (\_\_\_\_) \_\_\_\_\_

**Email** \_\_\_\_\_

**Authorized Printed Name and Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

(Per LA R.S. 38:2212(A)(c)(i) - See General Conditions Item #22, Page 4 of these bid specifications.)