



Request for Qualifications
for
Environmental Consulting Services

RFQ: CmDv #1911

Proposals Due by: September 27, 2019 @ 9:00 am (CDT)

Community Development Department
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Request for Qualifications for Professional Consulting Services

I. INTRODUCTION

The City of Alexandria, Louisiana (City) intends to apply for a \$300,000 Community-Wide Brownfield Assessment Grant from the U.S. Environmental Protection Agency (EPA) to assess both hazardous and petroleum sites in the fall of 2019. If the City is successful and awarded a grant, grant funds will be used to involve the community in the decision-making process, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments (ESAs) at priority sites, and to conduct cleanup and redevelopment planning of assessed brownfield properties. The City of Alexandria is a population of roughly 48,000 citizens and is in the heart of Louisiana. Many potential brownfield sites will be in a federally designated flood plain.

The City is seeking professional services from a qualified and experienced Consultant to assist in writing the grant application, assist with management and execution of this grant and future related grant projects, should the City be awarded an EPA Brownfield Assessment Grant. Since no Federal Brownfield funding has been awarded at this time, no minimum order or work is guaranteed. The City is seeking a firm with documented experience providing assessments on federal brownfield (environmental) assessments and related services for local governments with similar characteristics to Alexandria. Alexandria is also seeking a Consultant to provide support in the identification of potential funding sources for cleanup activities including identifying and assisting with future grant applications.

The interesting Environmental consultant must have prior experience with setting up and managing Brownfield programs, conducting Brownfields Inventory, Community Outreach, Phase I and Phase II ESAs, developing Quality Assurance Project Plans, Corrective Action Plans and working with Louisiana State Regulators regarding solid waste and brownfield assessment and remediation, and redevelopment planning. We will again secure these services in accordance with the grant program's selection protocol and the City's purchasing policies, that includes the publishing of a Request for Qualifications and/or reevaluation of any existing Professional Service Agreement (PSA). The selected consultant will assist with Project management and performance of environmental assessment activities. The city's staff expertise and experience along with the city's partnerships and the contracted environmental consultant must ensure the timely and successful expenditure of funds and completion of all technical administrative and financial requirements of the project and grant.

II. SCOPE OF WORK

The Consultant will be expected to perform the following Work Orders on an as-needed basis:

1. Grant Application: The Consultant may be asked, with the City's help and guidance, to write the initial grant application to ensure compliance with EPA requirements and increase odds of grant award. There will be no fee paid to the Consultant for initial grant application services, whether or not the City does not receive the grant award for that year's application. Grant application activities include:

- Meetings for community engagement.
- Meeting with City staff to explain City's history and potential.
- Assist in identification of potential properties.

2. Grant Management: Once a grant is awarded, the Consultant may be asked, with the City's help and guidance, to manage the grant activities to ensure compliance with EPA requirements. Grant management activities include:

- Prepare monthly reports documenting activities and prepare quarterly reports for submission to EPA.
- Prepare all necessary reporting forms to be submitted to EPA on behalf of the City, including financial reimbursement forms, the MBE/WBE forms, etc.
- Complete and distribute a final close-out report summarizing all grant activities.
- Work Plan Development.

3. Property Identification and Inventory: The Consultant may be asked to work with the City to identify, develop, and refine a database of potential brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.

4. Site Characterization and Assessment Activities: As part of the work, the Consultant may be asked to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs as well as preparation of cleanup plans. Included in this Work Order is development of the following plans and reports:

- Generic Quality Assurance Project Plan (QAPP).
- Site specific QAPPs.
- Sampling and Analysis Plans (SAPs).
- Health and Safety Plans (HASP).
- Site investigation reports.

The QAPP shall be developed in accordance with Region 6 EPA Standard Operating Procedures and Quality Assurance Manual; EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments (EPA 540-R-038); and/or EPA Guidance on Quality Assurance Project Plans (EPA QA/G-5).

Site characterization and assessment activities shall be conducted in accordance with EPA's All Appropriate Inquiries rule and the American Society for Testing and Materials (ASTM) standard E1527-13. State of Louisiana requirements may also apply. The Consultant must prepare and maintain EPA Brownfield Property Profile records on EPA's ACRES website for each site on which assessment activities are conducted.

5. Community Involvement Assistance: The Consultant may be asked to support the City in public involvement and community outreach activities to ensure that community concerns are considered and addressed in the assessment planning and execution process of the projects. The following activities may be included:

- Develop and/or implement a community engagement plan to detail a strategy for involving the community in brownfield activities.
- Draft community notices for public meetings, conduct public meetings and hearings to solicit community interest and provide educational/outreach information.
- Work with the Brownfield Advisory Council to review and recommend sites to be assessed and characterized.
- Develop and implement effective methods of communicating information about the brownfield program to the public (website, information sheets, mailings, etc.).
- Consult with prospective private landowners and developers to encourage participation in the program.

6. Cleanup and Development Planning: The Consultant may be asked to complete site- specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, the Consultant may be asked to assist with community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the applicable governmental entities.
7. Grant Writing Assistance: The Consultant may be asked to assist in writing applications for additional assessment and cleanup grants, subsequent to initial grant application. If the Consultant is successful and the City is awarded the grant, then additional services may be negotiated with the Consultant under this Request for Qualifications.
8. Cleanup and Remediation Activities: If the City is successful in obtaining a Cleanup Grant, the Consultant may be asked to complete cleanup and remediation of selected brownfield properties in accordance with the EPA and State requirements. Activities may include the preparation of a QAPP and HASP, securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordinating and overseeing site remediation activities, and/or completing the site remediation activities.
9. Other Brownfield Related Duties: Other duties that may be required for a successful program but that have not been anticipated in this call for RFQ.

III. TYPE OF CONTRACT

It is anticipated that a continuing contract (Professional Service Agreement - PSA) will define the terms and conditions agreed upon by the City and the Consultant and outline all Work Orders to be carried out under the assessment grant. Separate Work Orders will authorize specific tasks to be performed by a specific Consultant. No Work Order will be issued until after a PSA has been executed between the City and the Consultant. The Consultant will not be authorized to perform any work or be entitled to any compensation unless the City has issued and the Consultant and the City have signed a specific Work Order indicating the work to be performed, term of the assignment and the compensation to be paid.

The method of payment for Work Order may be any agreed upon combination of fee schedule, fixed price and/or cost-plus-fixed-fee as specified in each specific Work Order. However, the City reserves the right to award the Work Order type most advantageous to the City, price and other factors considered. The selected Consultant(s) is/are not authorized to perform any services, which exceed the authorized funding amount specified in a Work Order without prior approval.

A copy of the proposed PSA containing requirements, terms and conditions will be provided to the Consultant at the time of contract negotiation. The City also reserves the right to revise any proposed contract in connection with negotiations with specific Consultants and to revise any executed contract (as allowed by the contract terms & conditions) with any Consultant at any time to include additional terms and conditions as may be required by the EPA.

The City expects to execute the contract as soon as possible after the deadline date for submittal of proposals set forth below. The City reserves the right, at its sole discretion, to completely terminate all negotiations in regard to the City Brownfield Program (prior to contract execution) and request new submittals of proposals if satisfactory contract negotiations are not reached within three (3) weeks after the deadline date for submittal of proposals set forth below.

IV. MINIMUM QUALIFICATIONS/RESPONSE FORMAT AND EVALUATION CRITERIA

1. Minimum Qualifications

To be considered for award of this contract the prime Consultant must have the following minimum qualifications:

- Registered to do business in the State of Louisiana including all team member firms and subcontractors.
- At least five (5) years of experience working on EPA Brownfields Projects at hazardous and petroleum sites; including experience with organizing community involvement, conducting Phase I/Phase II ESAs, preparing QAPPs, Work Plans, and HASPS, facilitating community involvement, and preparing ABCAs and Remedial/Corrective Action Plans.
- Personnel with at least five (5) years of experience, working in, or with city, state, or local governments within EPA Region 6, addressing economic redevelopment issues.
- At least five (5) years of environmental consulting experience working in the EPA Region 6.
- Must have successfully assisted a municipality with the written grant application for at least one (1) awarded grant brownfield grant proposal in the State of Louisiana within the last five (5) years.
- Must have at least one Louisiana registered Professional Engineer and Professional Geologist on staff.
- Must provide proof of current insurance coverage. The City reserves the right to request additional insurance coverage or terms during the contract negotiation period.
- Must have at least one Principal or other Responsible Member be a Certified Asbestos and Lead Inspector and at least one Principal or other Responsible Member of the CONSULTANT must be a Certified Lead Inspector as recognized by LDEQ.. These qualifications may be held by a single individual.

2. Response Format and Evaluation Criteria

An RFQ evaluation committee comprised of City staff will evaluate and rank all proposals submitted. The City will select a Consultant based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area, knowledge of the objectives and goals of the current redevelopment and revitalization plans in the City, technical approach, and experience in managing EPA Brownfields Assessment Projects. Firms shall be evaluated and points assigned based on the following criteria:

Evaluation Score Methodology	Max Points Available
Company background and general statement of environmental capabilities. Include legal name, years in business, number of offices and employees, and general information on services offered.	10 points max
Qualifications to provide services related to provide EPA brownfield technical and program management assistance, including grant application & award.	20 points max
Qualifications of your staff and key personnel who will be performing the work. Include project organization chart and resumes of at least five of your key personnel proposed for the project. Identify any sub-consultants or subcontractors anticipated to be utilized to complete the requested scope of work.	20 points max
Examples of EPA Brownfield Assessment projects completed. Include five or more project examples.	20 points max
Project approach including schedule and budget control to give the City and idea on how your	10 points max

firm would approach the requested Work Orders.	
Location of the firm. More points for offices located in Louisiana and accessibility to Alexandria.	10 points max
Availability of staff to perform services described within RFQ.	10 points max
Total Maximum Possible Score:	100 points

The submittal must not exceed 50 one-sided pages or 25 double-sided pages, including resumes, charts, and figures. Font must not be less than single-spaced 12 point. The submittal should address the evaluation criteria listed above in the order provided. A cover letter should be attached that presents your company name, address, contact person, title, telephone and fax numbers, and email address.

Oral presentations to the City may be requested. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFQ response without oral presentations. If interviews are conducted, a maximum of three firms will be short-listed. A second score sheet will be used to score those firms interviewed.

The final selection will be based on the total of all evaluators' scores achieved on the second rating, if performed. The same categories and point range will be used during the second evaluation as for the first. The highest-ranked applicant(s), after the second scoring, if performed, may be invited to enter into final negotiations with the COA for the purposes of CONTRACT Award.

V. RULES GOVERNING COMPETITION

The City reserves the right to reject any and all responses. Firms not selected will be notified in writing by the City. The City reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time prior to the submission deadline. Issuance of this RFQ in no way constitutes a commitment by the City to award a contract. The City reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in the City's best interest. All materials submitted in this response become the property of the City and selection or rejection of a submittal does not affect this right. The City also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.

The City will not be responsible for costs associated with preparing the RFQ, or for costs including attorney fees associated with any challenge (administrative, judicial or otherwise) to the determination of the highest-ranked Applicant and/or awarded contract and/or rejection of qualification. By submitting a RFQ each consultant agrees to be bound in this respect and waives all claims to such costs and fees.

Applicants should carefully examine the entire RFQ, any addenda thereto, and all related materials and data referenced in the RFQ. Applicants should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Consultant selection is anticipated to be announced within thirty (30) business days of the submittal deadline. All offers must be complete and irrevocable for sixty (60) business days following the submission date.

The content of all qualifications will be kept confidential until the selection of the CONSULTANT is publicly announced. At the time of contract awarding, all qualifications will become public information.

Qualifications are to be prepared in such a way as to provide a straightforward, concise delineation of the Applicant's capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on:

- Conformance to the RFQ instructions
- Responsiveness to the RFQ requirements
- Overall completeness and clarity of content

All qualifications (RFQs) must be signed and sealed. An officer or other agent of a corporate firm, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned firm; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a qualification. The name and title of the individual(s) signing the qualification must be clearly shown immediately below the signature.

News releases pertaining to the award resulting from RFQs shall not be made without prior written approval of the City.

All materials submitted in response to this RFQ shall become the property of the City. One copy shall be retained for the official files of the City and will become public record after award of the contract.

A respondent may withdraw a qualification at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified qualification prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

No oral change or interpretation of any qualification contained in this RFQ is valid whether issued at a pre-qualification conference or otherwise. Written addenda will be issued when changes, clarification, or amendments to qualification documents are deemed necessary by the City.

VI. CONTRACT AWARD INFORMATION

The highest-ranked applicant may be invited to enter into contract negotiations with the City. If an agreement cannot be reached with the highest-ranked applicant, the City will notify the applicant and terminate negotiations. The second highest applicant may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any applicant should it be in its best interest. The City reserves the right to reject any and all qualifications.

During the term of this contract the consultant will carry professional liability insurance in the minimum amount of \$1,000,000.00. The Prime-consultant may require any Sub-consultant(s) to carry professional liability insurance. This insurance will be written on a "claims made" basis. Prior to executing the contract the consultant will provide a Certificate of Insurance to the City showing evidence of such professional liability insurance.

Consulting services and technical assistance shall begin with an Ordinance approved by City Council authorizing the City to enter a Professional Services Agreement (PSA) with the awarded bidder. Standard disclosures shall apply to this RFP and shall be added to awarded contracts.

Compensation will be based upon a negotiated fee between the consultant and the City based upon actual unit costs for items of work required to perform a specific task. Work orders will be issued for each task (i.e. Phase I or

Phase II) based upon these negotiated costs and billing and payment established on an agreed to schedule between the consultant and City.

The consultant shall proceed with the services specified herein after the execution of this contract and upon written Notice-To-Proceed from the City for each task. The overall contract time to complete this project is estimated to be thirty-six (36) months. The delivery schedule for each task shall be negotiated between the consultant and the City.

The City will designate a point of contact responsible for formally requesting any type of assistance / task order from awarded bidder.

The successful responder will be required to indemnify, defend and hold the City, its officers and employees harmless from and against all losses, claims, suits, or judgments, including payment of attorneys' fees and costs, incurred or asserted against the City as a result of or arising from the firm's negligent acts or omissions. This provision of a contract resulting from this RFP will survive the expiration or termination of the contract.

Agree by document signature to show a good faith effort to comply with the City's AFEAT (Alexandria Fairness, Equality, Accessibility, and Teamwork) Program. Participation by minority and/or disadvantaged business enterprise firms is encouraged. 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. The AFEAT Program should be inquired about through the City's Legal Division (318-449-5015).

Agree by document signature to show a good faith effort to comply with the City's Non-Discrimination Statement. The Non-Discrimination Program should be inquired about through the City's Legal Division (318-449-5015). Furthermore, Contractor shall acknowledge that all contracts shall contain provisions requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11236 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

Confirm by written proof that they are not listed as an EPLS (Excluded Parties List System) on the Federal Government's SAM's (System for Award Management) website at www.sam.gov/portal/sam. Any bidder that is found listed on SAM's in violation shall automatically be rejected from bidding privileges, CmDv Qualified Contractor Registration and/or bid award, by Category and/or in its entirety.

VI. SUBMITTAL INSTRUCTIONS AND DEADLINE

Complete bid packet / bid specifications may be obtained at the City of Alexandria's website, www.cityofalexandriala.com, under the heading "Business", and drop down to "RFP/RFQ/Bids". There is no charge to download bid documents from the City's website.

Sealed bids must be received by the Secretary of the Community Development Department, by 9:00 am, (CDT) on Friday, September 27, 2019. It is recommended that all proposals be submitted via certified mail or other commercial courier services in order that the applicant will have a written record of the delivery. Qualifications received after this date and time will not be considered and will be returned unopened after recommendation of award. Faxed and/or emailed bids will not be accepted.

Responses to this Request for Proposals (RFP) shall be submitted in a sealed envelope containing six (6) original written copies. The envelope must be plainly marked on the outside as *“Professional Environmental Services”*.

Postal mail submittals shall be addressed to:	Physical delivery submittals shall be addressed to:	Electronic Bid submittals shall be addressed to:
City of Alexandria	City of Alexandria	www.centralauctionhouse.com
Community Development Department	Community Development Department	
Attn: Yvette Botts	Attn: Yvette Botts	
625 Murray Street, Suite 7	625 Murray Street, Third Floor	
Alexandria, LA 71301	Alexandria, LA 71301	
Phone: 318-473-5073	Phone: 318-473-5073	Phone: 225-810-4814

Pursuant to Louisiana R.S. 38:2212 B.(6)(a) through E. (1-7) and R.S. 38:2212.1 B.(4)(a), vendors / contractors have the option to submit their bids and bid bonds electronically. Bids and bonds to be filed electronically shall be posted with Central Bidding at www.centralauctionhouse.com (phone: 1-225-810-4814). Registration will need to be completed prior to posting of bid.

Each proposal shall provide a straightforward, concise description of the responder’s capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content. If a responder so wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. Literature, brochures, and other related paperwork attached to the bid should be identified with the name of the bidder and RFP number.

Out of state corporations and/or limited liability companies shall furnish a certificate of registration to transact business in the State of Louisiana prior to signing of a contract with the City of Alexandria.

Any questions or comments concerning the RFP must be submitted in writing to Shirley Branham, CmDv Administrator, shirley.branham@cityofalex.com and copied to Yvette Botts, CmDv Admin Secretary, yvette.botts@cityofalex.com no later than Wednesday, September 18, 2019 at noon (CDT). Clarifications and/or amendments will be posted by Monday, September 23, 2019 at noon (CDT). These clarifications, if any, shall be incorporated into any bid proposals submitted. No questions, comments or instructions will be taken or given via telephone.

The CmDv reserves the right to reject any and all bids or parts of bids, or accept bids most beneficial to the City. Conditional proposals, or those which take exception to the specifications, will be considered non-responsive and will be rejected.

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