



CITY OF WEST HAVEN

DEPARTMENT OF FINANCE

Office of the Director of Procurement

355 MAIN STREET

WEST HAVEN, CT 06516

(203) 937-3620

REQUEST FOR QUALIFICATIONS

ENVIRONMENTAL ASSESSMENT SERVICES

BID 2022-35

NOTICE IS HEREBY GIVEN THAT SEALED QUALIFICATIONS ON THE FOLLOWING WILL BE RECEIVED AT THE
DEPARTMENT OF FINANCE UNTIL: **2:00 pm, October 11, 2022**

RFQ # 2022-35

Environmental Assessment Services

THE CITY OF WEST HAVEN RESERVES THE RIGHT TO ACCEPT ANY OR ALL THE OPTIONS, QUALIFICATIONS OR PROPOSALS, TO WAIVE ANY TECHNICALITY IN A BID OR PART THEREOF SUBMITTED, AND TO ACCEPT THE BID DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF WEST HAVEN

PLEASE NO PHONE CALLS

QUESTIONS MUST BE EMAILED TO DOUG COLTER DCOLTER@WESTHAVEN-CT.GOV

Updates and addenda to this RFQ will be posted to the City web site at: www.cityofwesthaven.com

Request for Qualifications (RFQ) for Environmental Consulting Services

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

Pursuant to its procurement policy, the City of West Haven (City) is soliciting your firm's qualifications for consideration to provide Environmental Consulting Services to the City. If you are interested in assisting the City with the provision of such services please prepare and submit a statement of your firm's qualifications (hereinafter "qualification statement") in accordance with the procedure and schedule in this RFQ. The City intends to qualify the firm that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, (b) will agree to work under the compensation terms and conditions determined by the City; and is qualified to work under a contract funded by the U.S. Environmental Protection Agency.

1.2. Background.

The City of West Haven is a municipal government. The City acquires interests in real property to manage and remedy impediments to redevelopment, and transfer real property for productive uses, under specific criteria, to remove blight and foster reinvestment in our city's neighborhoods. The City also provides aid and services to private property owners to foster economic development activities.

As such the City is a recipient of a grant from the Federal Environmental Protection Agency to facilitate environmental assessments of certain real properties eligible for private and public development. A total pool of \$500,000.00 is available over a three year performance period.

1.3. Contact Information.

All Communications concerning this RFQ or the RFQ process shall be directed to: Douglas Colter, Grants Coordinator, City of West Haven dcolter@westhaven-ct.gov. Communication must be by email only, no phone calls are permitted. All inquiries and answers will be posted for public dissemination.

Qualification statements must be submitted in tabbed and labeled binders, not permanently bound. Respondents must submit five (5) printed copies of the proposal and one electronic copy on a thumb drive. the City may modify, supplement or amend the provisions of this RFQ as deemed necessary or appropriate by and in the sole judgment of the City.

**SUBMIT TO:
RICK SPREYER, DIRECTOR OF PROCUREMENT
CITY OF WEST HAVEN
FINANCE DEPARTMENT
3RD FLOOR
355 MAIN STREET
WEST HAVEN, CT 06516**

1.4 Conditions Applicable to RFQ .

Your submission of the qualification statement is deemed to be consent to the following:

- a. This document is an RFQ and does not constitute an RFP.
- b. This RFQ does not commit the City to issue an RFP.
- c. This RFQ is not intended, and shall not be construed, to commit the City to pay any costs incurred in connection with responding to this RFQ or to procure or contract for any services.
- d. All costs incurred by you in connection with responding to this RFQ shall be borne solely by you.
- e. The City reserves the right (in its sole judgment) to reject for any reason any responses and components thereof.

f. The City reserves the right to select one or more firms to perform the services as described in this RFQ.

g. The City reserves the right to enter contracts on a yearly or other basis with options to extend at the City's discretion.

h. All qualification statements shall become the property of the City and will not be returned.

i. All qualification statements will be made available to the public in accordance with law.

j. THE CITY reserves the right to conduct in-person interviews of any, or all, respondents.

k. Questions regarding this RFQ must be submitted via email to dcolter@westhaven-ct.gov 4:00 p.m. EST, Tuesday, October 4, 2022 and will be answered via email prior to the submission due date. Qualification statements must be submitted to, and received by the City, to the attention of Doug Colter above, via email only.

i. Neither the City, nor its respective staff, consultants, or advisors shall be liable for any claims or damages arising out of or in connection with the solicitation or preparation of the qualification statement.

SECTION 2

SCOPE OF SERVICES

The City is currently seeking qualification statements from Environmental Consulting Firms, which have demonstrated expertise in performing Phase I, Phase II ESAs, as well as hazardous building material and pre-demolition survey services.

2.1. Environmental Consulting Services covered by this RFQ

The City anticipates the need to perform due diligence in the form of Phase I, II and III environmental site assessments, as well as hazardous building material surveys on potentially contaminated parcels throughout the City. The City seeks to perform these ESAs and surveys on an as needed basis.

The firm or firms selected would have demonstrable qualifications to handle all environmental consulting services required by the City including, but not limited to:

- a. Conducting environmental assessments for the purpose of furnishing environmental report(s) for use by the City in connection with the acquisition and disposition of real property, and to furnish expert witness testimony, if required.

- b. Following an environmental site assessment, the Contractor shall prepare report(s) (“the Environmental Site Assessment Report”) for the City, as required.
- c. All environmental site assessment services and reports must be in conformance with current EPA Adopted ASTM standards for Phase I, Phase II and Phase III environmental site assessments. The Contractor is solely responsible for obtaining knowledge of current ASTM standards as adopted by EPA.
- d. Hazardous building material and or pre-demolition surveys.

2.2. Procedure for Phase I, Phase II, and HBM Survey services covered by this RFQ

- a. As previously stated, the City anticipates entering a contract with multiple firms (“Contractors”) to provide environmental consulting services as described in this RFQ.
- b. Once a site has been selected to receive environmental site assessment services the City will issue a “Request for Fee Proposal” to a minimum of three (3) Contractors selected as a result of this RFQ process.
- c. Those Contractors shall then submit a fee proposal in writing to the City. The City will review and select the proposal that it deems to be in the best interest of the City, taking into consideration cost as well as technical or other non-cost factors.

Thereafter the City will authorize the Contractor, in writing (“Authorization Letter”), to proceed with the environmental site assessment services.
- d. Retention of a contractor for a Phase I ESA does not guarantee retention for further studies, if warranted.
- e. The Contractor shall complete the services described in the City’s Authorization Letter within sixty (60) calendar days after receipt of the Authorization Letter, unless a different period is agreed to in writing by the City.

2.3. Phase I and II ESA Criteria and Report Requirements

- a. The Phase I Environmental Site Assessment Criteria and Audit/Report Requirements are based on the ASTM E1527-21 Phase I environmental site assessment process. The Phase I Environmental Site Assessment Report shall include, but not be limited to, the following:
 - I. Cover Page
 - II. Table of Contents
 - III. Executive Summary
 - IV. Site Analysis
 - a. Geology of the site
 - b. Hydrology of the Site
 - c. Site and Area History

d. Site Inspection (Exterior and Interior)

V. Description of Surrounding Land Use

VI. Database Review VII. Non-Scope Considerations

VIII. Summary and Conclusion. If a Phase II and subsequent Phase III is recommended, Contractor will be required to provide a brief description of what was found and reasons for additional work, accompanied by drawings and photos.

b. The Phase II Environmental Site Assessment Criteria and Audit/Report Requirements are based on ASTM E1903-19 Phase II environmental site assessment procedures.

The Phase II Environmental Site Assessment Report shall include, but not be limited to, the following:

- I. Cover Page
- II. Table of Contents
- III. Executive Summary
- IV. Scope of Work
- V. Site Analysis (including Site Inspection)
- VI. Signature Page
- VII. Summary and Conclusion

For a more detailed description of reporting requirements Contractor is referred to the “Phase I and II Environmental Site Assessment Report Requirements” document annexed hereto as Exhibit “1”. HBM Surveys will be determined on a project by project customized need, and may include abatement cost estimating services.

2.4. Contract Term

The City is seeking to enter contracts with awarded Responders for a period of three (3) years.

SECTION 3

SUBMISSION REQUIREMENTS

3.1. General Requirements.

a. Your qualification statement must indicate whether your firm intends to provide Phase I environmental assessment services, Phase II environmental assessment services, and HBM Survey services, or all three topics.

b. Your qualification statement must meet or exceed the professional, administrative, and financial qualifications set forth in this Section.

3. 3.2. Administrative Information Requirements.

Please provide the following information:

a. An Executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the qualification statement.

- b. Name, address, telephone number, and e-mail address of the contact person responsible for answering all questions regarding the qualification statement.
- c. Number of years your firm has been under current management
- d. Relevant OSHA training such as HAZPOWER.
- e. Total number of offices/locations for the firm, the addresses for each, and the total number of employees at each location.
- f. Location(s) from which services will be performed.
- g. Describe the nature of your organization (e.g., business corporation, not-for-profit corporation, proprietorship, etc.) as well as a brief history of the firm and environmental consulting services, including Phase I and II environmental site assessments, and HBM Surveys provided to public and private sector clients (previous experience).
- h. Describe the firm's other services (remediation, engineering, surveying, etc.), if any.
- i. Identify and provide resumes of key staff you propose assigning to this matter, including Education, relevant Certifications, proposed role, and amount of years performing environmental consulting services.
- j. any judgments, claims or suits within the last three (3) years in which your firm has been adjudicated liable for professional negligence, misrepresentation, property damage, and/or breach of contract. If yes, please explain.
- k. whether your firm is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- l. describe other accounts involving similar services, in particular, identify any governmental, public authority, public agency, and/or other quasi-governmental entities in Connecticut for which you provide, or have provided environmental services.
- m. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
- n. Will temporary staff also be involved? If so, include details of their supervision and training.
- o. Please list the firm's concurrent material engagements and outstanding current proposals that could impact the availability of the individuals listed in response to paragraph 3.2.i. above.
- p. Please set forth why your firm should be selected.
- q. Please set forth any unique qualities your firm possesses that other firms do not have.
- r. Provide a list of all clients for whom you have provided similar services within the last three (3) years. For each client, provide the following:

- i. Client name;
- ii. client address;

- iii. contact name, title, and telephone number;
- iv. description of services provided and time period; and
- v. description of regulatory agency work that has or is being performed.

s. From the list provided in response to paragraph 3.2.r. above, provide three (3) references for which the firm has provided services (current governmental or quasi-governmental agencies preferred).

u. If you foresee any potential conflicts of interest arising from continued representation of the current clients of your firm and an engagement for the City, please describe each such potential conflict in detail.

v. If you intend to use the services of sub-contractors please provide all of the above information in this section for each subcontractor.

w. Please indicate if you or any of your sub-contractors are a State of CT Department of Administrative Services certified MBE or WBE.

x. Indicate if your firm, or any of the principals of the firm, are now or ever have been disbarred from State or Federal contracting.

3.3. Insurance.

a. The Contractor shall continuously maintain, during the Term of the Contract, insurance in amounts and types as follows:

i. Commercial General Liability insurance, including contractual liability coverage, in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence for bodily injury and Two Million Dollars (\$2,000,000.00) per occurrence for property damage.

The City of West Haven, its Officials and Employees shall be named an additional insured.

Additionally, the City will require contractors to name third parties as additional insured on a project-by project basis, as specified by the City.

ii. Automobile Liability insurance (if any non-owned or owned vehicles are used by the Contractor in the performance of the Contract) in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) per person, per accident, for bodily injury and not less than One Hundred Thousand Dollars (\$100,000.00) for property damage per occurrence.

iii. Workers' Compensation and Employer's Liability insurance in compliance with all applicable Connecticut State laws and regulations and Disability Benefits insurance, if required by law.

The Contractor shall furnish to the City, prior to its execution of the Contract, the documentation required by the State of CT of coverage or exemption from

coverage pursuant to the Workers' Compensation Law. In accordance with said laws, the Contract shall be void and of no effect unless the Contractor shall provide and maintain coverage during the Term for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

iv. Professional Liability insurance in an amount not less than Two Million Dollars (\$2,000,000.00) on either a per-occurrence or claims-made coverage basis. b. The City may mandate an increase in the liability limits set forth in the immediately preceding paragraphs (11)(a)(i), (ii), and (iv).

c. All policies providing such coverage shall be issued by insurance companies authorized to do business in Connecticut with an A.M. Best rating of A- or better.

d. The Contractor shall furnish to the City prior to the execution of the Contract, declaration pages for each policy of insurance and certificates, other than a policy for commercial general liability insurance, and upon demand, a true and certified original copy of each such policy evidencing compliance with the aforesaid insurance requirements.

e. In the case of commercial general liability insurance, and business use automobile insurance, the Contractor shall furnish to the City, prior to the execution of the Contract, a standard ACCORD form in compliance with CT State Statutes evidencing the City's status as an "additional insured" on said policy, and upon demand, a true and certified original copy of such policy evidencing compliance with the aforesaid insurance requirements.

f. All evidence of insurance shall provide for the City to be notified in writing thirty (30) days prior to any cancellation, nonrenewal, or material change in the policy to which such evidence relates. It shall be the duty of the Contractor to notify the City immediately of any cancellation, nonrenewal, or material change in any insurance policy.

g. In the event the Contractor shall fail to provide evidence of insurance, the City may provide the insurance required in such manner as the City deems appropriate and deduct the cost thereof from a Fund Source.

SECTION 4

EVALUATION

The City's objective is to select a firm, or firms, that will provide high quality and cost-effective services. State of CT Certified MBE and WBE firms may be factored into the scoring, as well as Veteran's status. The City will consider qualification statements only from firms that demonstrate the capability and willingness to provide high quality services to City in the manner described in this RFQ. We thank you in advance for your response to the RFQ.