

# MACON-BIBB COUNTY, GEORGIA

Request for Qualifications/Proposals (RFQ/P)

to provide

## **Brownfields Wide Area Assessment**

16-021-DS

918-27



## MACON-BIBB COUNTY

ISSUE DATE: September 29, 2015

DUE DATE: October 29, 2015

Please direct questions related to this solicitation to Desmond Schneider, email preferred at [dschneider@maconbibb.us](mailto:dschneider@maconbibb.us)

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or [jbumpus@maconbibb.us](mailto:jbumpus@maconbibb.us)

## I. GENERAL

### A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses from qualified consultants to the Request for Qualifications and Proposals (original **plus 4 copies**) in the Procurement Department, 700 Poplar Street, 3<sup>rd</sup> Floor, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on Thursday, October 29, for **Brownfields Wide Area Assessment** for Macon- Bibb County.

### **NO LATE RESPONSES WILL BE CONSIDERED**

The names of responding firms will be publicly read on Thursday, October 29, 2015, at 2:00 P.M. in the Macon-Bibb County Conference Room, located on the 3<sup>RD</sup> Floor of the Government Center at 700 Poplar Street, Macon Georgia 31201.

### B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

### C. Solicitation Documents

Announcement of this Request for Qualifications and Proposals may also be posted on the Macon-Bibb County website at [www.maconbibb.us/purchasing](http://www.maconbibb.us/purchasing) and on the Georgia Procurement Registry website [https://ssl.doas.state.ga.us/PRSapp/PR\\_index.jsp](https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp)

### D. Mandatory Pre-Submittal meeting

A pre-submittal conference is scheduled for 10:00 o'clock a.m., Tuesday, October 13, 2015 in the Conference Room, located on the 3<sup>rd</sup> Floor of the Government Center Building at 700 Poplar Street, Macon Georgia 31201. This conference is mandatory; contractor must be present in order to submit a bid.

### E. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory

Errors and Omission: \$1,000,000

General Liability: \$1,000,000

Automobile Liability: \$1,000,000

## F. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**“RFQ/P # 16-021-DS – “Brownfields”**  
Macon-Bibb County Procurement Department  
700 Poplar Street  
Suite 308  
Macon, Georgia 31201  
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of sixty (60) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFQ/P shall become the property of Macon-Bibb County.

## II. BACKGROUND

Brownfields are defined as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Macon-Bibb County, GA. has received a \$400,000 Environmental Protection Agency (EPA) Brownfields Coalition Assessment Grant for hazardous-substance and petroleum contamination. Grant funds will be used to involve the community in the decision process, to identify priority sites, to oversee and/or conduct Phase I and Phase II Environmental Site Assessments (ESAs) at priority sites, and to conduct cleanup and redevelopment planning of assessed Brownfield properties.

## III. SCOPE OF SERVICES

Macon-Bibb County is seeking qualified consultants with the ability to manage, provide, oversee, and/or perform the following services.

- Serve as technical liaison between Macon-Bibb County, the Georgia Department Environmental Protection Division (EPD) and the Environmental Protection Agency (EPA).
- Negotiate assessment requirements on the County’s behalf with EPD and EPA.
- Communicate progress regularly to the County, EPD, and EPA
- Assist as necessary in public involvement activities as directed by the County specifically attending neighborhood association meetings, etc.
- Assist in the prioritization of a portfolio of potential Brownfield properties within the county.
- Prepare Property Profile Forms at sites designated for assessment activity.
- Perform and complete Phase I and Phase II ESAs at designated sites.

- Coordinate, manage, and schedule multiple Phase I & Phase II ESAs quickly in accordance with the American Recovery and Reinvestment Act's goal
- Prepare Quality Assurance Project Plans (QAPP) and Health & Safety Plan (HASP) according to EPA requirements for sites that require Phase II ESAs.
- Assist with preparing and negotiating Voluntary Cleanup Contracts (VCCs) with EPD, as needed.
- Conduct or oversee site-specific risk assessments as needed for designated sites where Phase II ESAs have been completed.
- Develop integrated cleanup and redevelopment plans as needed for designated sites using risk-based corrective action.
- Prepare monthly reports documenting activities and prepare quarterly reports to be submitted to EPA and Macon-Bibb County.
- Prepare all necessary reporting forms to be submitted to the EPA on behalf of the County, including the financial reimbursement forms, the MBW/WEB forms, etc.
- Complete and distribute a final closeout report summarizing all grant activities.

The consultant will need to have a good working knowledge of ASTM Phase I and Phase II ESA requirements and EPA requirements and regulations.

### **SCHEDULE**

The estimated project start date is anticipated to be Nov 1, 2015. Estimated time for the completion of the project is 15 months.

Macon-Bibb County will negotiate a contract with the selected consultant upon official notification from US EPA grant award. The contract will be subject to approval the Macon-Bibb County Commission.

### **PROJECT DELIVERABLES**

The selected consultant will deliver the following reports/plans to Macon-Bibb County in conjunction with the scope of work:

- Monthly Reports
- Entry of Information into the Federal Stimulus Online Tracking System
- Entry of Information into the EPA Assessment, Cleanup and Redevelopment Exchange System (ACRES)
- Quarterly Reports
- Site Inventory
- Property Profile Forms for each site assessed
- Generic QAPP
- Site-specific QAAP Addendum for each property where a Phase II ESA will be performed

- Risk Assessment Reports
- Cleanup and Redevelopment Plans
- Close-Out Report

### **Consultant Selection**

Macon-Bibb County will select a consultant based on individual or firm capabilities; past like or similar project experience; key staff assigned to the project; knowledge of the County; knowledge of the objectives and goals of current redevelopment and revitalization plans in the Macon-Bibb County; technical approach; and proven ability to perform within the projected budget.

Consultants must also demonstrate prior experience in writing proposals, successfully receiving grant funding, and managing EPA Brownfields Assessment Project and other EPA Grants and Programs within the State of Georgia and/or EPA Region 4.

- SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

#### Consultant Background

- Letter of Interest
- History of the Consultant (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- Structure of the firm (include principal(s), project team, if applicable)

#### Experience

- Resume(s) of key personnel
- Consultant's qualifications and capabilities
- Reference list
- Past and Current List of projects with similar scope and size

#### Project Approach

- Detailed plan for accomplishing the Brownfields Assessments
- Key Staff assigned to the project
- Timetable of activities

#### Project Timeline

- Provide a project schedule outlining each identified deliverable

#### Price Proposal

- Provide prices on the forms included and standard billing rates

## Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFQ/P. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs. Upon award by Macon-Bibb County, the winning respondent and Macon-Bibb County shall negotiate and enter into a mutually acceptable documentation with respect to the partnership.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFQ/P and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFQ/P or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFQ/P. Owner will not be bound to act by any previous knowledge, communication or submission by the firms other than this RFQ/P.

Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". None responsive submissions will not be reviewed for potential award.

### A. Validity

No submission may be withdrawn for a period of sixty (60) days after time has been called on date of bid opening.

### B. Surety

Whereas the anticipated contracted price exceeds \$5,000, the respondent to whom award is made shall submit a Payment Bond and a Performance Bond, both in amount of one-hundred-percent (100%) of the contract price.

Bonding company/Surety shall be:

Rated B+ or better in current Key Rating Guide as issued by A.M. Best Company, Oldwick, NJ.

Licensed to do business in the State of Georgia.

### C. Payment Conditions

The County Inspector will collect material tickets, measure and inspect work completed to date on said job and report to the Project Manager for payment.

A 10% retainage will be withheld from each payment until final payment is made. The Owner will only pay for items used and actual work performed.

Change orders are issued for any variance from contract or plan sheets.

Any unauthorized work or material change will not be paid for unless a change order has been issued.

Any material that is to be incorporated into the work of this project may be consigned to Macon-Bibb County in care of the contractor. If the shipping papers show clearly that any such materials is so consigned, the shipment shall be exempt from the tax on transportation of property under the provisions of Section 3478(b) of the Internal Revenue Code, as amended by Public Law 180-78th Congress.

The Contractor shall pay all transportation charges.

Each respondent shall take this exemption into account in calculating his bid.

D. Respondent's Representation

Each respondent, by making his submission, represents that he has:

- Read and understands the requirements; and,
- No consideration will be given any claim based on lack of knowledge of existing conditions, except where the Contract Documents make definite provisions for adjustment of cost or extension of time due to existing conditions that cannot be readily ascertained.

E. Document Discrepancies

Should the respondent find discrepancies in, or omissions from the documents, he shall at once notify the Macon-Bibb County Procurement Department.

Requests for Interpretations of Specifications shall be made in writing to the Macon-Bibb County Procurement Department not later than seven (7) days prior to the due date of the submissions, email preferred, to [dschnieder@maconbibb.us](mailto:dschnieder@maconbibb.us)

Any subsequent instructions to respondents will be issued in the form of addenda to the specifications and sent to the respondent. All addenda shall be acknowledged in writing.

- Addenda are written or graphic instruments issued prior to the execution of the Contract that may modify or interpret the bidding documents by deletion, additions, clarifications or corrections.
- Addenda will become part of the Contract Documents when the Construction Contract is executed.

J. Responsiveness

In order to be considered "responsive" the submission must include completed copies of the following documents:

- Brownfields Wide Area Assessment Proposal Form (in a separate sealed envelope)
- Contractor Qualification Form
- Minority Participation Goal
- Financial & Legal Stability Statement
- Insurability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

#### IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of fifty (50) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

##### Attorney/Firm Background

- Letter of Interest
- Contact information (including address(es), telephone/Fax numbers, email, etc.)
- A brief history or background of the firm.

##### Past Experience and/or References Provided

- Resume(s) of key personnel
- Identify a project team, including an organization chart and description of each team member's role in the process.
- Reference list (identify clients for whom similar services have been provided. Include contact, phone number, and email address, project description, and dates of completion).
- List of similar projects managed by the firm including demonstrated experience in:

#### V. SCORING (total possible number of points = 100)

Experience – Maximum 35 points

Project Approach – Maximum 20 Points

Project Timeline – Maximum 20 Points

Price – Maximum 20 Points

Local Preference 5 Points

#### VI. AWARD BASIS

Award will be recommended to the respondent with the highest number of points.



## Fee Proposal Form

### 16-021-DS - Brownfields

If authorized by the Owner to proceed with the project, the Brownfields Consultant will execute the work and be reimbursed for the actual costs of the project as well as a management fee. The fee shall be submitted as a percentage of the actual solution costs. If the Owner and Brownfields Consultant agree upon a Guaranteed Maximum Price, the Consultant's fee shall be converted to a fixed dollar amount.

**Consultant's Fee: \$** \_\_\_\_\_

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

Authorized By (typed name): \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Attachment "A"**  
**Required Submission Documents**

<b>BIDDER INFORMATION</b>	
Company Name:	
Company Address:	
Authorized By (typed or printed name):	
Title:	
Authorized Signature:	Date:
Telephone Number:	
Fax Number :	
Email Address:	
Company's Web Page:	

<b>REMITTANCE INFORMATION (where payments should be sent)</b>			
Remit to Name:			
Remit to Address:			
City:	State:	Zip:	County:
Phone:	Fax:	Toll Free:	
Contact:		Email:	
Tax ID: <input type="checkbox"/> SSN		Federal Tax ID _____	
Business Type: <input type="checkbox"/> Individual <input type="checkbox"/> Business <input type="checkbox"/> Misc.			

<b>PURCHASE ORDER INFORMATION (where purchase orders should be sent)</b>			
Purchase Order Name:			
Purchase Order Address:			
City:	State:	Zip:	County:
Phone:	Fax:	Toll Free:	
Contact:		Email:	
Payment Terms: Discount _____%    No. Days _____    Net Due _____			
Freight Terms: Ship Via: _____    FOB _____			

<b>MBE/DBE/WBE STATUS (check appropriate box(es))</b>			
<input type="checkbox"/> African American	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native American	<input type="checkbox"/> Asian American
<input type="checkbox"/> Disabled	<input type="checkbox"/> Veteran	<input type="checkbox"/> Woman-Owned	<input type="checkbox"/> Not-Applicable

**Attachment "A"**  
**Required Submission Documents**

**BIDDER QUALIFICATION FORM**

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

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

When Organized: \_\_\_\_\_ Where Incorporated: \_\_\_\_\_

How many years have you engaged in business under the present firm name? \_\_\_\_\_

Credit available for this contract? \_\_\_\_\_

Contracts now in hand? \_\_\_\_\_

Has bidder ever refused to execute a contract at the original bid amount? \_\_\_\_\_

Has bidder ever been declared in default on a contract? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Authorized By (typed name): \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**References**

Following is a reference list of contracts that are similar to this project:

NAME OF PROJECT/DATE	LOCATION	CONTACT	PHONE #

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]





**Attachment "A"**  
**Required Submission Documents**

**FINANCIAL & LEGAL STABILITY STATEMENT**

Please check appropriate item(s):

Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation.

Pending litigations (if any) will not affect the firm's ability to perform on this contract, if awarded.

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

Authorized By (typed name): \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_ My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

Notary Public

**Attachment "A"**  
**Required Submission Documents**

**INSURABILITY STATEMENT**

Please check appropriate item(s):

\_\_\_ By submission of this form, this firm confirms the ability to acquire and maintain the required levels of insurance as outlined in the bid document. It is the understanding of this firm that proof of Insurance must be provided prior to contract execution and maintained throughout the entire term of the contract.

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

Authorized By (typed name): \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_ My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

Notary Public

**Attachment "A"**  
**Required Submission Documents**



**GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT**

Contract No. and Name: \_\_\_\_\_

Name of Contracting Entity: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Bibb County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Bibb County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/E-Verify™ User Identification Number

\_\_\_\_\_  
Date of Authorization

Check if exempt

\_\_\_\_\_  
By: Authorized Officer or Agent  
(Name of Person or Entity)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.