

City of Gulfport

COUNCIL

REQUEST FOR STATEMENT OF QUALIFICATIONS

JUL 05 2011

For conducting environmental assessments and remediations

APPROVED

The City of Gulfport ("City") hereby solicits written Statements of Qualifications (SOQ) from professional environmental consulting firms interested in contracting with the City to perform grant management activities, environmental assessments, remediation, and related activities associated with the recently EPA-awarded Brownfield Community-wide Assessment Grant. This is Federal Brownfield funding and will require adherence to the conditions required for its use.

All proposals must be received in the Purchasing Office of the City of Gulfport, 1410 24th Avenue, Gulfport, MS 39501, no later than 2:00 o'clock p.m. August 18, 2011 after which time they will be referred to the Selection Committee. An original and five (5) copies of each proposal shall be submitted.

The Selection Committee will review each proposal, select a qualified firm and make a recommendation for employment to the Mayor and City Council. All proposals for Request for Qualifications for Conducting Environmental Assessments and Remediations shall be submitted in a sealed envelope clearly identified with the following information: Name of Firm or Individual; Request for Qualifications for Conducting Environmental Assessments and Remediations.

A written contract may be awarded to the individual/firm whose Qualifications Statement is determined by the committee to be the most advantageous to the City

The City reserves the right to reject any and all proposals or to waive any informality. The City of Gulfport is an equal opportunity employer.

The firm selected will be eligible to negotiate a contract with the City. No minimum order or work is guaranteed. If the selected firm is unsuccessful in negotiating a contract or does not maintain the minimum requirements, the City, at its discretion, may select the next ranked firm for contract negotiation. All work will be ordered on an "as-needed" basis. Though the federal Brownfield Grant funding is for a three year period, the selected firm will be eligible for contract negotiation for up to five (5) years with optional years at the City's discretion.

The minimum requirements, which must be satisfied on or before August 18, 2011 and maintained for the duration of a contract with the City, for an applicant to be considered, are:

1. The applicant must be a "Brownfield Consulting Firm" that has been approved by the Mississippi Commission on Environmental Quality (MCEQ);
2. The applicant must submit six copies, signed by an authorized representative of the applicant, of the SOQ on or before the time and date specified below; and
3. The applicant must not submit an SOQ that exceeds twenty (20) pages (includes every printed page except front and back cover and transmittal letter); and
4. The applicant must submit on a CD and in PDF format example final work product which includes:
 - (a) One (1) Phase I Environmental Site Assessment that meets EPA's "All Appropriate Inquiry" Standard and has been completed by the firm within the last two (2) years; and
 - (b) One Quality Assurance Project Plan (QAPP) that has been approved by the State environmental regulatory agency and/or EPA for a Brownfield site and has been completed by the firm within the last two (2) years.

Applicants that do not comply with these minimum requirements and/or do not satisfactorily document in the SOQ that they meet the minimum requirements will not be considered. Selection of the Firm, in addition to the minimum requirements, will be based on the following rating criteria:

- | | | |
|-----|---|-----------|
| (1) | EPA Brownfield Grant management experience | 50 points |
| (2) | Brownfield environmental assessment & remediation experience of key personnel | 50 points |

Section 3 Requirement

Section 3 of the Housing and Urban Development Act of 1968 requires that the City and contractors participating in CDBG projects give opportunities for job training and employment to lower income residents of the Section 3 area. Section 3 also requires that "to the maximum extent feasible" contracts for work in connection with Section 3 covered projects be awarded to business concerns that are located in or owned in substantial part by persons residing in the Section 3 area.

Request for Qualifications packages may be obtained at the Procurement Office, 1410 24th Avenue, Gulfport, MS 39501. All inquiries should be directed in writing to Procurement Manager, at same address or via e-mail at cdebenport@gulfport-ms.gov, no later than seven (7) days prior to the opening date of the proposal.

Publish Dates: 07-12-11
07-19-11

Send invoice and proof of publication to:

Connie Debenport
1410 24th Avenue
Gulfport, MS 39501

City of Gulfport

Request for Statement of Qualifications

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Selection of the Firm, in addition to the minimum requirements, will be based on the following rating criteria:

- | | | |
|-----|--|-----------|
| (1) | EPA Brownfield Grant management experience | 50 points |
| (2) | Environmental assessment and remediation experience of key personnel that involved hazardous/toxic substances. | 50 points |

A copy of the SOQ evaluation form, which will be used by the review committee, may be obtained by contacting Connie Debenport, City of Gulfport Purchasing Manager, at (228)868-5705 or cdebenport@gulfport-ms.gov.

Applicants are responsible for ensuring that the SOQs are received by the following person by the required time and assume all risks of delivery. The following person must receive on or before 3:00 p.m., August 18, 2011, six copies of an SOQ:

Mail Address
Connie Debenport
City of Gulfport Purchasing Department
P. O. Box 1780
Gulfport, MS 39502

Delivery Address
Connie Debenport
City of Gulfport Purchasing Department
1410 24th Avenue
Gulfport, MS 39501

Information for Preparation of Statement of Qualifications

1. Evaluation of each firm's Statement of Qualifications (SOQ) will be based upon the "Evaluation Form for Statements of Qualifications Submitted in Response to Solicitation for Environmental Consulting Firms to conduct Brownfield Grant Management, Environmental Assessments, Remediation, and Related Activities" (evaluation form).
 - a) The minimum requirements will be evaluated from a review of the MCEQ-Approved Brownfield Consulting Firm List and each firm's SOQ and example work products.
 - b) Once the minimum requirements have been demonstrated, each firm's SOQ will be rated based upon the rating criteria in the evaluation form.
2. The SOQ should be specific and sufficiently detailed to allow a complete evaluation of a firm's qualifications.
3. The SOQ should specifically identify the key personnel who will most likely participate in contaminated site assessments/remediation and their qualifications.
4. The SOQ should comprehensively address each of the rating criteria in the evaluation form and should be prepared in the same order.
5. The SOQ shall be limited to twenty (20) pages (includes every printed page except front and back cover and transmittal letter). Paper size should be 8 ½" x 11". The font size should not be smaller than 10.
6. Example Work Products (Phase I ESA in compliance with EPA's "All Appropriate Inquiry" Rule and a Quality Assurance Project Plan) should be submitted along with the SOQ on a CD in digital PDF format.
7. Each SOQ shall be evaluated using the "Rating Criteria" of the evaluation form.

EVALUATION FORM

For statements of qualifications submitted in response to solicitation for environmental consulting firms to conduct Brownfield grant management, environmental assessments, remediation, and related activities

FIRM NAME: _____

1.0 RATING CRITERIA

1.1 Brownfield Environmental Assessment and Remediation Experience of Key Personnel that Involved Hazardous/Toxic Substances Contamination (50 points possible)

Evaluate the information given in the SOQ and assign a numerical score, from 0 to 50, where 0 points will indicate little Phase I (ASTM 1527-05 or later) and Phase II Environmental Site Assessment experience and 50 points will indicate that the applicant has extensive experience in Phase I and Phase II ESAs, including the development of Quality Assurance Project Plans (QAPPs) under the EPA Brownfield Grant Program for the key personnel identified that will be assigned to each Brownfield project. Evaluation for this criterion may include the following:

- The number, type, and variety of Phase I Environmental Site Assessments that meet EPA's "All Appropriate Inquiry" Standard;
- The number, type, and variety of assessment field activities associated with QAPPs and Phase II ESAs; and
- An evaluation of the example work product for the Phase I ESA and a QAPP.

_____ Points

1.2 Brownfield Grant Management Experience (50 points possible)

Evaluate the information given in the SOQ and assign a numerical score from 0 to 50 points. 0 points will indicate a little or no experience in managing a federal grant of similar nature to an EPA Brownfield Grant. 50 points will indicate that the firm has actual experience managing an EPA Brownfield Grant. Grant management experience may include tasks such as:

- Developing, modifying and implementing components of a Grant Work Plan;
- Effectively and efficiently coordinating with local governments, subcontractors, community partners, EPA, and other stakeholders;
- Providing recommendations to achieve the goals outlined in the Work Plan;
- Ensure Project Goals and Objectives are met;
- Ensure Planned Activities and Tasks are implemented;
- Perform Outreach when directed;
- Ensure all deliverables, including Reports, Work Plans, contracts, payments, scheduling, materials, etc. necessary for the Project to be effective are completed/met.
- Submit and manage information to EPA using the Assessment, Cleanup and Redevelopment Exchange System (ACRES), an online database for Brownfield Grantees.
- Review Phase I and Phase II Environmental Site Assessments to ensure they are consistent with EPA regulations concerning "All Appropriate Inquiry."

_____ Points

This completes your evaluation of the statement of qualifications provided by this applicant, add all the scores assigned and total here:

TOTAL POINTS _____

Evaluator Review Comments:

A. Environmental Assessment and Remediation Experience

B. Grant Management Experience

Evaluation completed at _____ o'clock, on the _____ day of _____, 2011, by evaluation team member _____.