

PHASE I ENVIRONMENTAL SITE ASSESSMENT SERVICES
Request for Qualification – DuPage County, Illinois
DuPage Community Development Commission

Purpose:

To qualify individuals and/or firms to assist DuPage County programs, including the Community Development Block Grant – Disaster Recovery program, by providing Phase I Environmental Site Assessment services. Parties that are found to be qualified and cost reasonable will be put into a pool of qualified individuals/firms which will then be assigned sites on which to perform Phase I Environmental Assessments as the need arises.

Background:

DuPage County has published an Action Plan and subsequent amendments (herein “Action Plan”) for the purpose of receiving a Community Development Block Grant-Disaster Recovery Grant (CDBG-DR) in the amount of \$31,526,000 in accordance with the Disaster Relief Appropriations Act, 2013 (Public Law 113-2). This grant is being made available through the U.S. Department of Housing and Urban Development (HUD) to assist disaster recovery efforts in response to declared major disasters occurring in DuPage County in 2013. These funds can be used only for specific disaster recovery-related purposes. DuPage County’s Action Plan can be viewed in its entirety at <http://www.dupageco.org/cdbg-dr/>

Through this Action Plan, DuPage County anticipates purchasing up to fifty properties between January, 2016 and June, 2019. Although these properties are scattered across DuPage County, the majority of the properties are located in Lisle, Oak Brook, Westmont, Lombard, Winfield, Carol Stream and Wheaton. Structures on these properties will be demolished and cleared.

The purpose of this environmental site assessment is to provide an independent, professional opinion regarding recognized environmental conditions associated with the assigned site(s). Services shall be performed, findings obtained, and recommendations prepared in accordance with ASTM International E1527-13 *Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process*, in addition to other generally and currently accepted professional practices and standards governing recognized firms in the area engaged in similar work.

The work product must also meet the additional requirements of HUD in that it must document compliance with 24 CFR 58.5(i)(2) and should state in the findings and conclusions whether any further investigation or corrective action is needed in order to ensure that the property meets requirements at 58.5(i)(2) for the proposed HUD assisted use. The proposed HUD assisted use, however, will include only passive or recreational uses of the property after demolition and clearance of existing structures. 24 CFR 58.5(i)(2) states:

(2)(i) Also, it is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property.

(ii) The environmental review of multifamily housing with five or more dwelling units (including leasing), or non-residential property, must include the evaluation of previous uses of the site or other evidence of contamination on or near the site, to ensure that the occupants of proposed sites are not adversely affected by any of the hazards listed in paragraph (i)(2)(i) of this section.

(iii) Particular attention should be given to any proposed site on or in the general proximity of such areas as dumps, landfills, industrial sites, or other locations that contain, or may have contained, hazardous wastes.

(iv) The responsible entity shall use current techniques by qualified professionals to undertake investigations determined necessary.

The assessments will be performed during the purchase contract due diligence period prior to DuPage County's purchase of the site and the sites will be privately owned residences at the time of the assessment.

Request and Scope of Work:

Respondents are invited to submit documentation describing their ability to conduct Phase I Environmental Assessments in accordance with the following Scope of Work:

1. Site and vicinity reconnaissance, including onsite inspection for visual evidence of potential environmental concerns, including but not limited to:
 - Existing or potential soil and/or water contamination
 - Pits, ponds, or lagoons
 - Presence of any groundwater monitoring or observation wells
 - Containers of hazardous substances or petroleum products
 - Waste management
 - Electrical equipment that may contain PCBs such as electrical transformers and capacitors
 - Underground storage tanks and above ground storage tanks
2. Site and vicinity description and physical setting
3. Historical source review and description of historical site conditions
4. Review of environmental databases and regulatory agency records
5. Review of previous environmental reports/documentation
6. Review of environmental liens
7. Review of all other available property records, when available that are necessary to complete the assessment
8. Documentation of compliance with HUD requirements found at 24 CFR 58.5(i)(2)
9. Preparation of a report summarizing findings, opinions, and conclusions, which also state whether any further investigation or corrective action is needed in order to ensure that the property meets requirements at 58.5(i)(2) for the proposed HUD-assisted use.

Evaluation Factors and Relative Importance:

Respondents will be evaluated based on materials submitted in response to this RFQ, as well as possible follow up interviews at discretion of DuPage County. The following factors will be utilized to determine each respondent's qualification and to choose the proposal(s) which are most advantageous to the program with price and other factors considered. DuPage County reserves the right to accept or reject any or all proposals. DuPage County may make reasonable investigations deemed necessary and proper to determine the ability of the Respondent to perform the work.

Factor	Description	Relative Importance	Please submit
Eligibility	<p>We must determine that the respondent is not excluded from working with Federal funds and is in good standing with the State of Illinois, if applicable</p> <p>We must determine if the respondent carries adequate insurance coverage.</p>	Minimum requirement – no respondent considered without meeting this threshold	<p>A cover letter on business letterhead stating legal name of respondent, tax ID number, contact information, names of major stockholders, corporate officers, all states and/or other addresses where respondent conducts business, names of any other businesses owned or operated by corporate officers, names of staff members who will work on this project. Letter should contain original signature of individual authorized to submit the proposal.</p> <p>Documentation of insurance coverage – both liability and errors & omissions.</p>
Experience	We must determine respondent's ability to conduct Phase I environmental assessments as outlined in the Scope of Work.	30 points	A summary , not to exceed three pages, stating respondent's experience conducting Phase I environmental assessments, all licenses and certifications possessed by respondent, respondent's knowledge of local, state and Federal environmental laws and regulations and references as to other projects completed in the Chicago region.
Capacity	We must determine respondent's ability to complete assessments in a timely way.	20 points	<p>Staffing plan for completing 10-15 assessments over the next six months.</p> <p>Resumes of all staff who will work on the project.</p>
Cost	We must determine that project can be completed within the financial constraints of the funding.	20 points	Statement of proposed costs for completion of a typical Phase I on a single family residential property.

<p>Minority and/or Women's Businesses</p>	<p>Proposals submitted by documented minority or women's business enterprises will be given special consideration.</p>	<p>5 points</p>	<p>If you are asking for special consideration under either of these categories, you must:</p> <p>Already be registered as a minority or woman owned business with DuPage County Community Development; OR</p> <p>Provide proof of MBE/WBE certification with the City of Chicago, the Illinois Department of Central Management or by the Chicago/National Minority Supplier Development Council, Inc.; OR</p> <p>Provide the required DuPage County documentation with your proposal (please visit http://www.dupageco.org/cdc/ (follow link on left for Minority and Women Contractors).</p>
---	--	-----------------	--

Submissions:

This Request for Qualifications is being released on December 15, 2015. Submissions will be accepted beginning December 15, 2015 and continue through 4:30 p.m. January 10, 2016. Questions may be directed to the below stated individual. Submissions may be hand delivered, mailed, faxed, or e-mailed to:

DuPage Community Development Commission
 421 N. County Farm Road
 Wheaton, IL 60187
 Attn: Carrol Roark
 Phone: 630-407-6605
 Fax: 630-407-6601
carrol.roark@dupageco.org