



NASSAU COUNTY

LAND BANK CORPORATION

ONE WEST STREET
MINEOLA, NEW YORK 11501
TEL: 516-572-1398
FAX: 516-572-2789

July 27, 2018

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 Nassau County Landbank Corporation (“NCLBC”) is soliciting your firm’s qualifications for consideration to provide Environmental Consulting Services to NCLBC. If you are interested in assisting NCLBC 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. NCLBC intends to qualify the firm that (a) possesses the professional, financial and administrative capabilities to provide the proposed services, and (b) will agree to work under the compensation terms and conditions determined by NCLBC.

1.2. Background.

The NCLBC was incorporated by Nassau County (2016) as a New York not-for-profit corporation, created under state authority and approval, with the mission to direct its funding and efforts to decrease the number of abandoned properties within the County, having the effect of restoring such properties to productive use and revitalizing, improving and creating value in the communities in which they are located. The NCLBC 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 county’s neighborhoods.

1.3. Contact Information.

All Communications concerning this RFQ or the RFQ process shall be directed to:

Ms. Brittney C. Russell
Executive Director
Nassau County Landbank Corp.

40 Main Street, Suite C
Hempstead, New York 11505
(516) 572-1398
Fax: (516) 572-2790
Email: brussell@nassaucountyny.gov

Questions regarding this RFQ must be submitted via email to brussell@nassaucountyny.gov by 4:00 p.m. EST, Tuesday, August 14, 2018 and will be answered via email prior to the submission due date.

Qualification statements must be submitted to, and received by NCLBC, to the attention of Brittney C. Russell listed above, via regular mail or hand delivery, by 4:00 p.m. on Tuesday, August 21, 2018.

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 Compact Disc or DVD in PDF format.

NCLBC may modify, supplement or amend the provisions of this RFQ as deemed necessary or appropriate by and in the sole judgment of NCLBC.

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 NCLBC to issue an RFP.
- c. This RFQ is not intended, and shall not be construed, to commit NCLBC 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. NCLBC reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof.
- f. NCLBC reserves the right to select one or more firms to perform the services as described in this RFQ.
- g. NCLBC reserves the right to enter into contracts on a yearly or other basis with options to extend at NCLBC discretion.
- h. All qualification statements shall become the property of NCLBC and will not be returned.
- i. All qualification statements will be made available to the public in accordance with law.
- j. NCLBC reserves the right to conduct in-person interviews of any, or all, respondents.

- k. Neither NCLBC, 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

NCLBC is currently seeking qualification statements from Environmental Consulting Firms, which have demonstrated expertise in performing Phase I and II ESAs.

2.1. Environmental Consulting Services covered by this RFQ

NCLBC anticipates the need to perform due diligence in the form of Phase I and II environmental site assessments on tax-delinquent and potentially contaminated parcels throughout Nassau County. NCLBC seeks to perform these ESAs on an as needed basis. The firm or firms selected would have demonstrable qualifications to handle all environmental consulting services required by the NCLBC including, but not limited to:

- a. Conducting environmental assessments for the purpose of furnishing environmental report(s) for use by the NCLBC in connection with the acquisition and disposition of real property, and to furnish expert witness testimony, if required. Following an environmental site assessment NCLBC, the Contractor shall prepare report(s) (“the Environmental Site Assessment Report”) for the NCLBC, as required.
- b. All environmental site assessment services and reports must be in conformance with current ASTM standards for Phase I and Phase II environmental site assessments. The Contractor is solely responsible for obtaining knowledge of current ASTM standards.

2.2. NCLBC Procedure for Phase I and Phase II services covered by this RFQ

- a. As previously stated, the NCLBC anticipates entering into 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 NCLBC will issue a “Request for Fee Proposal” to a minimum of three (3) Contractors selected as a result of this RFQ process. Those Contractors shall then submit a fee proposal in writing to the NCLBC, and, the NCLBC will review and select the proposal that it deems to be in the best interest of the NCLBC, taking into consideration cost as well as technical or other non-cost factors. Thereafter the NCLBC will authorize the Contractor, in writing (“Authorization Letter”), to proceed with the environmental site assessment services.
- c. Retention of a contractor for a Phase I ESA does not guarantee retention for a Phase II ESA, if warranted.
- d. The Contractor shall complete the services described in the Department’s Authorization Letter within sixty (60) calendar days after receipt of the Authorization Letter, unless a different period is agreed to in writing by NCLBC.

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 E1527-00 Phase I environmental site assessment process. The Phase I Environmental Site Assessment Report shall include, but not be limited to, the following:

- 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 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 E1903-00 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”.

2.4. Contract Term

The NCLBC is seeking to enter into contracts with awarded Responders for a period of two (2) 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, or both.
- 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 any and all questions regarding the qualification statement.
- c. An executed Public Disclosure Statement.
- d. An executed Proposal/Bid Certification.
- e. Executed Compliance Forms (included as Exhibit 2)
 - i. Provide an executed Statement of Non-Collusive Proposal Certification
 - ii. Provide an executed County of Nassau Consultant's Contractor's and Vendor's Disclosure Form.
 - iii. Provide an executed County of Nassau Lobbyist Registration and Disclosure Form.
 - iv. Provide an executed County of Nassau
 - v. Provide an executed Business History Form
 - vi. Provide an executed Principal Questionnaire Form
 - vii. The number of years your firm has been in business under the present name.
- f. The number of years your firm has been under the current management.
- g. Total number of offices/locations for the firm, the addresses for each, and the total number of employees at each location.
- h. Location(s) from which services will be performed.
- i. 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 provided to public and private sector clients (previous experience).
- j. Describe the firm's other services (remediation, engineering, surveying, etc.), if any.
- k. Identify and provide resumes of key staff you propose assigning to this matter.

1. For each professional listed above, describe his/her qualifications and provide information regarding:
 - i. Education;
 - ii. Professional and/or State licenses and other certifications (copies of which shall be submitted with your qualification statement);
 - iii. Number of years engaged in environmental consulting services.;
 - iv. Other relevant work experience or qualifications;
 - v. The role each identified person would play.
- m. 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.
- n. 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.
- o. Describe other accounts involving similar services, in particular identify any governmental, public authority, public agency, and/or other quasi-governmental entities in New York for which you provide, or have provided Phase I and Phase II environmental services. Describe the role and experience of key personnel assigned to other similar accounts who will be assigned to this account.
- p. Will temporary staff also be involved? If so, include details of their supervision and training.
- q. 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.
- r. Please set forth why your firm should be selected.
- s. Please set forth any unique qualities your firm possesses that other firms do not have.
- t. 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; and
 - ii. Client address; and
 - iii. Contact name, title, and telephone number; and
 - iv. Description of services provided and time period; and
 - v. Description of regulatory agency work that has or is being performed.
- u. From the list provided in response to paragraph **3.2.u.** above, provide three (3) references for which the firm has provided services (current governmental or quasi-governmental agencies preferred). Provide name of the organization, services, contact name, email address and telephone number.
- v. If you foresee any potential conflicts of interest arising from continued representation of the current clients of your firm and an engagement for NCLBC, please describe each such potential conflict in detail.
- w. If you intend to use the services of sub-contractors please provide all of the above information in this section for each subcontractor.

- x. Please indicate if you or any of your sub-contractors are a NYS certified MBE or WBE.

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 Nassau County Landbank Corporation shall be named an additional insured. Additionally, the NCLBC will require contractors to name third parties as additional insured on a project-by project basis, as specified by the NCLBC.
 - 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 New York State laws and regulations and Disability Benefits insurance, if required by law. The Contractor shall furnish to the NCLBC, prior to its execution of the Contract, the documentation required by the State of New York Workers' Compensation Board of coverage or exemption from coverage pursuant to §§57 and 220 of the Workers' Compensation Law. In accordance with General Municipal Law §108, 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 NCLBC 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 New York with an A.M. Best rating of A- or better.
- d. The Contractor shall furnish to the NCLBC, 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 NCLBC, prior to the execution of the Contract, a declaration page or insuring agreement and endorsement page evidencing the NCLBC'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.

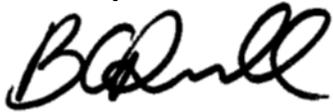
- f. All evidence of insurance shall provide for the NCLBC to be notified in writing thirty (30) days prior to any cancellation, nonrenewal, or material change in the policy to which such evidence relates. It shall be the duty of the Contractor to notify the NCLBC immediately of any cancellation, nonrenewal, or material change in any insurance policy.
- g. In the event the Contractor shall fail to provide evidence of insurance, the NCLBC may provide the insurance required in such manner as the NCLBC deems appropriate and deduct the cost thereof from a Fund Source.

**SECTION 4
EVALUATION**

NCLBC's objective is to select a firm, or firms, that will provide high quality and cost effective services. NYS Certified MBE and WBE firms may be factored into the scoring. NCLBC will consider qualification statements only from firms that demonstrate the capability and willingness to provide high quality services to NCLBC in the manner described in this RFQ.

We thank you in advance for your response to the RFQ.

Yours truly,

A handwritten signature in black ink, appearing to read "Brittney C. Russell". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Brittney C. Russell
Executive Director – NCLBC