

# **FRANKLIN COUNTY LOCAL DEVELOPMENT CORPORATION**

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## **REQUEST FOR PROPOSALS**

### **ENVIRONMENTAL REVIEW, SURVEY, ASSESSMENT AND TESTING SERVICES FOR THE FRANKLIN COUNTY BUILDING RENOVATION PROGRAM FUNDED THROUGH THE NEW YORK MAIN STREET PROGRAM**

#### **1. Introduction**

The Franklin County Local Development Corporation (LDC) seeks to procure environmental review, survey, assessment, and testing services in anticipation of a New York Main Street (NYMS) Program grant award that will assist in financing interior and exterior renovations of mixed-use buildings in the villages of Saranac Lake and Tupper Lake. The purpose of this RFP is to obtain proposals from qualified firms and to award contract(s) to provide environmental review, survey, assessment, and testing services. These services are more fully described in Section 2 of this RFP. The full RFP may be found at [www.franklinida.org](http://www.franklinida.org). Proposals must be submitted by email to [mbourgeois@franklinida.org](mailto:mbourgeois@franklinida.org) no later than 3:00PM on Friday, July 13, 2018.

#### **2. Scope of Services**

The scope of services identified below is intended to help the LDC identify specific environmental factors that may be encountered at individual project sites assisted by NYMS funds, to help protect people and the environment, and to ensure that the LDC is compliance with applicable regulations. Applicable regulations and procedures are referenced or set forth in the following publications from the Housing Trust Fund Corporation Office of Community Renewal (OCR):

- Environmental Compliance Handbook available at:  
<http://www.nyshcr.org/Forms/EnvironmentalComplianceHandbook.pdf>.
- NYMS Program Guide available at:  
<http://www.nyshcr.org/Programs/NYMainStreet/NYMSProgramGuide.pdf>.

The scope of services to be provided by the consultant are summarized in the following Tasks 1 - 3.

##### **2.1. Task 1 - Environmental Review**

The consultant will conduct an environmental review for each building renovation project completing the OCR site-specific Environmental Compliance Checklist, along with all required supporting documentation. Reviews must comply with OCR and NYMS regulations and procedures.

##### **2.2. Task 2 - Lead-based Paint Testing & Assessment**

On an as-needed basis the consultant will conduct a lead-based paint risk assessment by an EPA certified Risk Assessor in compliance with 24 CFR Part 35, OCR regulations and procedures and the NYMS Program Lead Based Paint Policy.

### **2.3. Task 3 - Asbestos Survey and Testing**

On an as-needed basis the consultant will provide asbestos testing services that consist of the survey, identification and assessment of the condition of asbestos and asbestos containing material (“ACM”), the recording and reporting thereof, and the collection of bulk samples of asbestos or suspected ACM for laboratory analysis in accordance with New York State Department of Labor (“NYSDOL”) regulations at 12 NYCRR Part 56 and applicable federal regulations. This task does not include asbestos abatement air monitoring.

## **3. Deliverables**

### **3.1. Deliverables for Task 1 - Environmental Review**

- Site-Specific Review for each identified renovation project by preparing and submitting the Environmental Compliance Checklist and all required documentation as outlined in Environmental Compliance Handbook to the LDC.

### **3.2. Deliverables for Task 2 - Lead-based Paint Testing & Assessment**

- Visual assessment and testing of exterior painted surfaces to be disturbed using EPA recognized test kits (40 CFR 745.88) or XRF Survey.
- Lead-based paint risk assessment completed by a certified Risk Assessor.
- Final clearance testing and report.

### **3.3. Deliverables for Task 3 - Asbestos Survey and Testing**

- Asbestos survey completed by a certified Asbestos Inspector in accordance with New York State Department of Labor (“NYSDOL”) regulations at 12 NYCRR Part 56 and applicable federal regulations.

## **4. Proposal Format**

Proposals must be provided electronically as a Portable Document Format (pdf). Proposals that are too large to be sent via email will not be accepted. Proposals shall be submitted in the following format and sequence. All pages should be consecutively numbered.

### **4.1. Executive Summary**

Provide an overview of the firm and how it will approach the project. List the contact information for the person responsible for submitting the proposal and responding to any questions.

### **4.2. Project Experience & Capacity**

Describe how the firm has the experience and capacity to complete the tasks in a professional and timely manner. Summarize relevant prior work experience and provide contact information for previous clients. Clearly describe any subcontracting or partnering arrangements.

### **4.3. Key Personnel**

Identify all key personnel involved in performing the work for each task. Attach resumes and professional qualifications and certifications for key personnel including subcontractors and partners. At minimum, key personnel shall include the overall project manager, an environmental professional (as defined by ASTM 1527), an EPA certified LBP Risk Assessor and a certified Asbestos Inspector.

**4.4. Approach & Methodology**

Provide a clear and straightforward work plan that demonstrates an understanding of the NYMS Program, OCR environmental regulations, policies and procedures, and applicable state and federal environmental laws and regulations. Demonstrate how the work plan will help the LDC efficiently and effectively administer the NYMS Program. Propose schedules for completing each Task once a notice of proceed is received from the LDC. Highlight any unique approaches to the work that sets the firm apart from others. Describe any recommended variations to the Tasks or Deliverables that would clarify or simplify the project and its administration, or that would provide better value to the LDC.

**4.5. Commitment to Compliance with Regulations**

Describe the firm’s efforts and commitment to provide include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for certified minority and women owned business enterprises (“MWBEs”) and Service Disabled Veteran Owned Businesses (“SDVOBs”). A firm who is selected must document its good faith efforts to provide meaningful participation by MWBEs and SDVOBs as subcontractors or suppliers in the performance of the work. Firms that are not MWBEs or SDVOBs are encouraged to consider partnering or making other joint venture arrangements. If the firm is a New York State-certified MWBE or SDVOB firm, provide documentation evidencing registration. If the firm is partnering or subcontracting with an MWBE or SDVOB firm, clearly describe the relationship and provide documentation for the firm.

**4.6. Price**

Provide a price proposal in a table format that clearly demonstrates that the firm is providing the best value to the LDC. Although the actual number of projects is unknown the following estimates should be used:

<b>Task</b>	<b>Est. # of Reviews, Assessments or Surveys</b>
Task 1 - Environmental Review	10
Task 2 - Lead-based Paint Testing & Assessment	5
Task 3 - Asbestos Survey and Testing	3

Prices shall be provided for each Task. The price for each Task may be proposed as a lump sum or at an all-inclusive billing rate, or both. The proposal must clearly demonstrate how and why the price proposal provides the best value to the LDC. All prices must be fixed for two years beginning in 2019. In addition to the price proposal include a standard hourly rate sheet for all titles in the firm and for subcontractor titles.

**5. Submission Deadline**

Proposals must be submitted by email to Maria Bourgeois at [mbourgeois@franklinida.org](mailto:mbourgeois@franklinida.org) no later than 3:00PM on Friday, July 13, 2018. Any proposals received after this time will be rejected.

**6. Proposal Evaluation**

The LDC will evaluate each proposal based on the “Best Value” concept. This means that the Proposal which “optimizes quality, cost, and efficiency among responsive and responsible respondents” shall be selected for award. Proposals will be checked against minimum qualifications. Proposals meeting the minimum requirements will be scored against the following selection criteria:

<b>Selection Criteria</b>	<b>Points Available</b>
Project Experience & Capacity	20
Key Personnel	20
Approach & Methodology	30
Commitment to Compliance with Regulations	10
Price	20
<b>Total Points Available</b>	<b>100</b>

The LDC reserves the right to not award any contracts, award contracts to multiple firms, or only award contracts for certain Tasks. The target date for selection is July 2018.

**7. Timeline**

The LDC anticipates a NYMS award in December 2018. Upon award the LDC will solicit building renovation applications from property owners in the identified target areas. Project awards will be made in early Spring. Most renovation work will occur during the summer and fall of 2019.

**8. Questions**

Questions related to this RFP should be directed to Jeremy Evans, CEO at [jevans@franklinida.org](mailto:jevans@franklinida.org).