



Request for Proposals Environmental Review, Survey, Assessment and Testing Services for Projects Funded Through the Saranac Lake Downtown Revitalization Initiative

1. Introduction

The Franklin County Local Development Corporation (FCLDC) seeks to procure environmental review, survey, assessment, and testing services related to projects awarded through the Saranac Lake Downtown Revitalization Initiative (DRI). FCLDC is administering two projects funded through the DRI (1) the Energize Downtown Fund which is a \$600,000 fund established that will assist in financing renovations of buildings and spaces in Downtown Saranac Lake and (2) the development of an entrepreneurial business center known as The Carry. 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. Proposals must be submitted by email to mgotzmer@franklinida.org no later than 3:00PM on **Wednesday, June 24th, 2020**.

2. Scope of Services

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

- Environmental Compliance Handbook available at:
<https://hcr.ny.gov/system/files/documents/2020/02/ercompliancehandbook2020-02.pdf>

The scope of services to be provided by the consultant are summarized in the following Tasks 1 - 4.

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 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.

2.4. Task 4 – Additional Services

On an as-needed basis the consultant will provide other environmental review, assessment and analysis services that may be required during the pre-development phase of the entrepreneurial business center.

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 FCLDC.

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.

3.4. Deliverables for Task 4 – Additional Services

- The deliverables for this Task will be determined on a case-by-case basis.

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 DRI Program, OCR environmental regulations, policies and procedures, and applicable

state and federal environmental laws and regulations. Propose schedules for completing each Task once a notice of proceed is received from the FCLDC. 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 FCLDC. Describe related services the firm can provide.

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 FCLDC. Although the actual number of projects is unknown the following estimates should be used:

Task	Est. # of Reviews, Assessments or Surveys
Task 1 - Environmental Review	12
Task 2 - Lead-based Paint Testing & Assessment	6
Task 3 - Asbestos Survey and Testing	1
Task 4 – Additional Services	N/A

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 2020. In addition to the price proposal the firm shall 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 Marcy Gotzmer at mgotzmer@franklinida.org no later than 3:00PM on Wednesday, June 24th, 2020.. Any proposals received after this time will be rejected.

6. Proposal Evaluation

FCLDC will evaluate each proposal and select the firm that is the “best fit” for FCLDC and the proposed work. Proposals will be checked against minimum qualifications. Proposals meeting the minimum requirements will be scored against the following selection criteria which will be used to guide the selection process:

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

The FCLDC 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 May 2020.

7. Timeline

Renovation project awards will be made in early May 2020. Pre-development work will begin soon after. FCLDC anticipates that work will begin soon after and continue throughout the 3-year grant agreement term that began in 2020.

8. Questions

Questions related to this RFP should be directed to Marcy Gotzmer at mgotzmer@franklinida.org.