



CITY OF AVONDALE
Finance and Budget Department
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**INFORMAL REQUEST FOR PROPOSAL
FOR
ENVIRONMENTAL REVIEW SERVICES
NFS 22-024**

All responses due by 09/29/2021, 3:00 P.M., Local Time, Phoenix, Arizona. Please email your response to Jill Lin at jlin@avondaleaz.gov.

The City is seeking qualified professionals or firms with strong experience in providing the necessary compliance verification, tracking and reporting for projects funded by the Community Development Block Grant (CDBG), HOME Program, other U.S. Department of Housing & Urban Development (HUD), and other Federal or State of Arizona funding.

Section I – Scope of Work

- 1.1. Summary: The work is comprised of providing on-call, as-needed professional environmental review, assessment and testing services for various projects located throughout the City of Avondale. Work expected to be performed as part of the Environmental Review Services will include one or more of the following in accordance with 24 CFR Part 58:
 - 1.1.1. Exempt & Categorically Excluded Not Subject To (CENST) (CDBG Public Service and Administrative).
 - 1.1.2. Categorically Excluded Subject to (CDBG Housing Activities – Acquisitions, Rehabilitation, Reconstruction, Demolition, and Minor Home Repair).
 - 1.1.3. Categorically Excluded Subject to (HOME Housing Activities would include Demolition, Acquisition, New Construction, Replacement Housing.) This assessment and scope may include Arizona State Historic Preservation Office (SHPO) and/or Tribal Consultations, and include a Cultural Resource Survey, Class 1.
 - 1.1.4. Exempt & Categorically Excluded Not Subject To (HOME down payment assistance). This is typically part of the full HOME Housing Activities clearance. Both activities cleared at same time for one property (e.g., down payment assistance and new construction.)
 - 1.1.5. Categorically Excluded Subject To (Public Facilities and Physical Improvement Activities)
 - 1.1.6. Review requiring publication of a Finding of No Significant Impact (FONSI).
 - 1.1.7. Arizona State Historic Preservation Office (SHPO) and Tribal Consultations, and others as may be required.
 - 1.1.8. Cultural Resource Survey, Class 1.
 - 1.1.9. Enforcement Compliance History Online (ECHO) Detailing Report.

- 1.1.10. Environmental Assessment/Finding of No Significant Impact (FONSI).
- 1.1.11. Additional materials and/or tests related to HUD NEPA Environmental Review completion (as required and approved in advance.)
- 1.2. Work Volume. It is anticipated that the City of Avondale may undertake approximately 35+ rehabilitation projects and up to five+ demolition projects in an average year with either CDBG, HOME, NSP or other related HUD funds, depending on available funding, all of which require NEPA environmental review. The City may fund up to five business façade improvements and 10+ first time homebuyer down payment assistance acquisition projects with HOME funds. These Tier 2 reviews are based upon Tier 1 environmental review assessed at the inception of a Consolidated Plan period. Additional program activities may be added during the course of the Consolidated Plan year, or future Consolidated Plan years that may require additional review.
- 1.3. Work Details. The environmental review will include at a minimum the following tasks:
 - 1.3.1. At the request of the City, assess project site(s) and collect documentation appropriate to the activity in accordance with 24 CFR 58 and related regulations that govern NEPA environmental review processes.
 - 1.3.2. Complete and sign/date statutory checklist, level of environmental review, Appendix “A” and other required forms on a per project basis and appropriate to the proposed activity, and submit to the City for Certifying Officer signature through HUD’s HEROS platform.
 - 1.3.3. Provide general NEPA environmental consultation services to the City in regard to its various housing, demolition and other projects.
 - 1.3.4. Provide job and/or site specific environmental review consultation services to the City for all project components identified to have a potentially negative impact on the environment, including but not limited to: modifications to scopes of work, mitigation requirements, methods of construction, and special work practices as applicable.
 - 1.3.5. Onsite reviews must be conducted within 72 hours of contact by the City. Subject to outside agency responses, the primary and typical clearances would be completed within five working days. For specialized reviews, such as Historic Preservation clearance or flood zone effect, additional time may be required to fulfill the required 24 CFR Part 58 requirements.
- 1.4. Minimum Qualifications:
 - 1.4.1. The bidder must obtain a DUNS number prior to the award.
<https://fedgov.dnb.com/webform/displayHomePage.do>
 - 1.4.2. The successful proposer must have the background, experience and skills in addressing section 1. Scope of Work
- 1.5. Federal Clauses:
 - 1.5.1. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and

implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- 1.5.2. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 1.6. Waiver; Rejection; Reissuance: Notwithstanding any other provision of this informal Request for Proposal, the City expressly reserves the right to: (i) waive any immaterial defect or informality, (ii) reject any or all proposals submitted or portions thereof and (iii) reissue an informal Request for Proposal.
- 1.7. Invoice Submission and Required Format:
 - 1.7.1. Consultant shall email invoices to Avondale Account Payable at accountspayable@avondaleaz.gov and the project manager(s).
 - 1.7.2. All invoices must indicate the number of description, activities and price in accordance with the Price Proposal.

Section II – Instructions and Conditions

- 2.1. By This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
- 2.2. Evaluation:
 - 2.2.1. Project Approach (maximum 30 points)

Contractors will be evaluated on the approach to performing the required Services in the Scope of Work described in Section I, and its approach to manage customer service, quality control and scheduling.
 - 2.2.2. Experience of Firm (maximum 30 points)

Evaluation will include relevant experience and qualifications, key personnel, record of past performance (including references), quality of recently completed projects, including adherence to schedules, deadlines and budgets and experience with similar projects. References (name, address, email and telephone number) from at least three federally funded projects of a similar nature, completed within the last five years, with a brief description of the project and the product.

2.2.3. Price Proposal: (maximum 40 points)

The lowest responsive price proposal shall receive the full 20 points. The next lowest responsive price proposal shall receive a portion of the full 20 points equivalent to the percentage between the lowest and next lowest price proposal (i.e., if Proposal X submits the lowest responsive price proposal of \$80 and Proposal Y submits the next lowest responsive price proposal of \$100, Proposal X receives 20 points and Proposal Y receives 20 points x (\$80/\$100) or 16 points).

- 2.3. Please email the completed and signed Section IV, Exhibit A, Exhibit B and required attachments to the email address above.
- 2.4. Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration (“OSHA”), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor’s sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.
- 2.5. If you need additional information or have questions please contact Jill Lin by email jlin@avondalez.gov or Marsha Chavez or by email mchavez@avondalez.gov

Section III – Price Proposal:

- 3.1. Price shall be made F.O.B. Destination to the designated delivery points within the City.
- 3.2. Price Proposal must be signed with the firm name and by an authorized agent, officer or employee.
- 3.3. Award will be made to the Contractor whose proposal is the most advantageous to the City
- 3.4. All responses shall be considered firm for a period of 90 calendar days, commencing the day following the date of the request for proposal due date. Any responses specifying any time less than 90 calendar days shall be deemed non-responsive.

Note: Prices offered shall include applicable state and local taxes.

Section IV – Execution and Submission

By executing this document and submitting a proposal to the City of Avondale, the authorized agent agrees (i) he/she has read the City’s Standard Terms and Conditions, dated March 16, 2020, as set forth on the City of Avondale website (<https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms>), which are incorporated into and become a part of the company’s proposal offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2020. By signing below the company is offering to provide the services set forth in Scope of Work, Exhibit A, Exhibit B and upon written acceptance of the company’s offer by the City, it will have entered into a binding agreement. The offer shall be considered held open for 90 days from the proposal due date set forth above.

Signature: _____ Date: _____
Printed Name: _____ Title: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Email Address: _____ Telephone No. _____

Proposals for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

_____ Date: _____
Charles Montoya, City Manager

EXHIBIT A
TO
INFORMAL REQUEST FOR PROPOSAL
FOR
ENVIRONMENTAL REVIEW SERVICES
NFS 22-024

[Price Proposal]

(See following page(s).)

EXHIBIT A
PRICE PROPOSAL
NFS 22-024

ENVIRONMENTAL REVIEW SERVICES

NOTE: Pricing shall be all-inclusive such as permits, overhead, profit, design, taxes, equipment, labor and material., All pricing blanks must be filled in. Incomplete or unfilled spaces in the Price Proposal shall result in a determination that a Bid is non-responsive.

Item No.	Description	Anticipated Hours	Lump Sum Price
1	CENST 1.1 Flood Disaster Protection Act of 1973, 1.2 Flood Zone/Flood Insurance Requirement, 1.3 Coastal Barrier Resources Act, 1.4 Runway Clear Zone or Clear Zone		\$
2	Appendix A 2.1 Includes CENST level, 2.2 Historic Preservation, 2.3 Explosive & Flammable Operations, 2.4 Toxic/Hazardous/Radioactive Materials policy (including water quality), 2.5 Flood Insurance/Flood Disaster Protection Act		\$
3	CEST 3.1 Includes CENST and Appendix A level, 3.2 Clean Air (including air quality), 3.3 Coastal Zone Management, 3.4 Contamination and Toxic Substances (including water quality), 3.5 Endangered Species (Burrowing Owl Survey), 3.6 Farmlands Protection, 3.7 Noise Abatement and Control, 3.8 Sole Source Aquifers, 3.9 Wetlands Protection, 3.10 Wild and Scenic Rivers, 3.11 Environmental Justice, 3.12 Public notifications (publish NOI/RR OF, RF responsible for submission of RROF and AUGF)		\$
Please include labor breakdown as Attachment 4 for various types of related professional services for use on specialized or large-scale projects.			

Company Name: _____

Authorized Signature: _____ Date: _____

EXHIBIT B
TO
INFORMAL REQUEST FOR PROPOSAL
FOR
ENVIRONMENTAL REVIEW SERVICES
NFS 22-024

[PROPOSAL FORM]

(See following page(s).)

EXHIBIT B – PROPOSAL FORM

PLEASE TYPE OR PRINT LEGIBLY

1. Contact Person

Name:	Phone Number:	Email:
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2. Company Detail

Company Name:		
DUNS #: ¹ :		ACC #
Company Address:		
City:	State:	Zip Code:
Years in business:		Number of Employees

3. Principal of Company (If there are more principals, please attached a separate sheet of paper.)

Name:		Title:
Phone Number:		Email:
Company Address:		
City:	State:	Zip Code:

4. Project Approach (Describe your Project Approach in a separate attachment, no more than three (3) pages, preferred page size 8.5" x 11')

<input type="checkbox"/> Attachment 1 – Project Approach included.

5. Experience of Firm (Describe your Experiences, Qualification and Key Personnel in a separate attachment, no more than five (5) pages, preferred page size 8.5" x 11'. Resumes are excluded from the page count)

<input type="checkbox"/> Attachment 2 – Experience of Firm and Resumes included.

6. References

Project 1. Project Description:	Start Date:	End Date:
	Key personnel for this project:	
	Federal Fund (Enter Yes or No and Federal Agency Name)	
Tasks Performed for this project:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

¹ If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](https://www.dunandbradstreet.com) or call 1-866-705-5711 to register or search for a DUNS number.

EXHIBIT B – PROPOSAL FORM

Project 2. Project Description:	Start Date:	End Date:
	Key personnel for this project:	
	Federal Fund (Enter Yes or No and Federal Agency Name)	
Tasks Performed for this project:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

Project 3. Project Description:	Start Date:	End Date:
	Key personnel for this project:	
	Federal Fund (Enter Yes or No and Federal Agency Name)	
Tasks Performed for this project:		
Client Name:	Client Email:	Client Phone Number:
Client Address:		

<input type="checkbox"/> Attachment 3 - Additional References included. (optional)

7. Please include as an attachment labor breakdown for various types of related professional services for use on specialized or large-scale projects.

<input type="checkbox"/> Attachment 4 – Related Professional Services Labor Breakdown and Price
