



CITY OF HAVELOCK

Post Office Box 368
Havelock, NC 28532

INVITATION TO BID

REQUEST FOR PROPOSALS

Bids must be submitted in accordance with the attached specifications. Bids can be submitted by mail, email, fax or hand delivered. Cover sheets, envelopes, etc. should be clearly marked with the words:

*“City of Havelock,
Request for Proposals Professional Consulting Services
Phoenix Brownfield Park Conversion”*

Address Bids to: Lee Tillman, Director of Finance
City of Havelock
P.O. Box 368
1 Governmental Ave.
Havelock, NC 28532
Fax: 252-447-0126
Email: Bids@havelocknc.us

Bids will be accepted until **2:00 PM (EST) on Wednesday, May 10, 2023** at which time they will be reviewed in the office of the City Finance Director. Quotes are not subject to public inspection until the contract is awarded. The bids are good for 75 days after opening. The winning bidder will be issued a Notice To Proceed (NTP) along with a Purchase Order.

N.C.G.S. (North Carolina General Statutes), specifically §160A-20.1(b), prohibit the City from entering into contracts with contractors and subcontractors who have not complied with the requirement of Article 2 or Chapter 64. The Contractor shall submit the E-Verify Affidavit, located in the Bid Proposal section, with their bid. Bids that do not include this Affidavit will be considered non-responsive.

N.C.G.S 147-86.42-84 requires that contractors with a North Carolina Local Government must not utilize any subcontractor found on the State Treasurer’s Iran Divestment list or Companies Boycotting Israel list. The referenced lists can be found on the State Treasurer’s website at the address www.nctreasurers.com and will be updated every 180 days.

The City of Havelock reserves the right to reject any or all proposals.

This institution is an equal opportunity provider, and employer.

Contact person(s) for information on this bid:

For questions in regards to the bid specifications, the City requires and only responds to questions submitted in writing and sent via email to: Bids@havelocknc.us

Questions must be received by **2:00 PM (EST) on Monday, April 24, 2023**. If questions are received, the City will respond no later than **12:00 PM (EST) on Monday, May 1, 2023**.

This is the 11th day of April 2023

Published: Vendor Registry April 11, 2023

CITY OF HAVELOCK

Lee W. Tillman
Director of Finance



**STATE OF NORTH CAROLINA
AFFIDAVIT
CITY OF HAVELOCK**

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of employee through E-Verify in accordance with NCGS §64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in the State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project, Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This _____ day of _____, 20_____.

Signature of Affiant: _____

Print or Type Name: _____

State of North Carolina County of _____

Signed and sworn to (or affirmed) before me, this the

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____

Email Address: _____

Number of Addendums Acknowledged (circle one): N/A 1 2 3 4

As of the date listed below, the vendor or bidder listed above is compliant with N.C.G.S. 147-86.42-84, the Iran Divestment Act and the Companies Boycotting Israel Act.

Authorized Signature: _____

Print Name of Authorized Signature: _____

Title: _____

Address Bid to: Lee Tillman, Director of Finance
City of Havelock
P.O. Drawer 368
1 Governmental Avenue
Havelock, NC 28532
Bids@Havelocknc.us

Please indicate the Bid name on the outside of the envelope.

**REQUEST FOR PROPOSAL
PROFESSIONAL CONSULTING SERVICES
CITY OF HAVELOCK, NORTH CAROLINA
PHOENIX BROWNFIELD PARK CONVERSION**

I. Introduction

The City of Havelock invites interested parties to submit proposals of qualifications to provide environmental consulting services on a task order basis for the City's Phoenix Brownfield Park Conversion Project over a five-year period of performance. The City is looking for firms with documented experience writing grants, providing Brownfields-related services for local governments, and familiarity in working within a rural community. The work will be funded under the City's annual budget as well as current and future grant awards. Proposed work should meet any federal requirements for work funded by an EPA Brownfields and/or HUD grants.

This Request for Proposals (RFP) provides specifications and requirements for prospective, qualified firms to complete a proposal with itemized cost estimates for services. The objectives of the City include the following:

- Build upon a successful Brownfields Program by assisting the City with environmental assessments of sites and conduct cleanup and remediation activities;
- Identify and pursue Brownfields funding and resources; and
- Encourage property owner participation in the Brownfields Program.

The document: "Request for Proposals Professional Consulting Services City of Havelock North Carolina Phoenix Brownfield Park Conversion" is available from the City's website at www.havelocknc.us.

II. Scope of Services

The scope of services, as outlined in this RFP, is preliminary. The final scope of services will be negotiated with the selected firm and modified as needed, depending on site conditions. The consultant may be expected to perform the following tasks on an as-needed basis:

A. Grant Preparation and Administration: The consultant may be asked to take the lead in grant application preparation with input and review by the City. Included in this task is the collection of data required in the grant application, meeting with existing community groups, and assistance in the identification of potential properties or areas to be included in the application. Once grants have been awarded, the consultant will, with the City's help and guidance, administer the grant. Some grant administrative tasks may include:

- Prepare and maintain schedules and budgets for assessment activities;
- Provide regulatory and financial information as needed;
- Track and measure progress;
- Enter data on the ACRES reporting system; and
- Draft quarterly reports and final close out documents.

B. Property Identification and Inventory: The consultant may be asked to work with the City to identify, develop, and refine a database of potential Brownfields properties. This work may include the development and implementation of a set of criteria to prioritize identified properties for evaluation.

C. Site Characterization and Assessment Activities: As part of the work, the consultant will serve as the City's environmental consultant and may conduct Phase I Environmental Site Assessments (ESA), Phase II ESAs, or other environmental evaluations, as well as preparation of cleanup plans. Included in this task is development of the following plans:

- Quality Assurance Project Plans (QAPP);
- Site Specific Sampling and Analysis Plans (SAP);
- Health and Safety Plans (HASP); and
- Phase I and Phase II ESA Site Investigation Reports.
- Other environmental evaluations as required.

Documents are required to follow applicable state and industry standards including ASTM and All Appropriate Inquiry (AAI) standards for property transactional work.

D. Community Involvement Assistance: The consultant may be asked to support the City in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment, planning, and execution process of the projects. The following activities may be included:

- Develop a community engagement plan to detail a strategy for involving the community in Brownfields activities.
- Conduct public meetings and hearings to solicit community interest and provide educational information.
- Develop and implement effective methods of communicating information about the Brownfields program to the public.
- Consult with prospective private landowners and developers to encourage participation in the program.

E. Cleanup and Development Planning: The consultant may be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, consultant may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The consultant may also assist in the negotiation of voluntary cleanup with the North Carolina Department of Environmental Quality (NCDEQ).

F. Cleanup and Remediation Activities: The consultant may be asked to work with other environmental consultants to complete cleanup and remediation of selected Brownfield properties in accordance with the NCDEQ Inactive Hazardous Sites Branch (IHSB) voluntary remediation program, United States Environmental Protection Agency (USEPA) requirements, and/or other agency requirements. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HASP), securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordination and overseeing site remediation activities, and/or completing the site remediation activities.

G. Other Brownfields Related Duties: Other duties that may be required for a successful program, but that have not been anticipated in this Request for Proposals.

III. Response Format/Evaluation Criteria

If bid is submitted by mail or hand delivered submit one (1) unbound copy, three (3) bound copies and one (1) electronic copy of the written proposal for a total of five (5) proposals. The submittal shall be no longer than 10 pages and shall include the information outlined below. To ensure fair and equitable evaluation, proposals must be organized into the following separate sections.

A. Experience and Capacity

The response shall include a summary of the following:

- History of the firm's experience providing Brownfields services as described herein;
- Brownfields grant application and administration experience/capacity;
- Familiarity with brownfields processes should be demonstrated by describing recent projects;
- Description of the firm's organizational structure and the names and experience of key individuals including professional registration, site investigation, and experience working with the USEPA and NCDEQ; and
- Disclosure of any potential conflicts of interest.

B. References

The response shall include at least three (3) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, and phone number. Also include a description of the service and key personnel that were involved in the project.

C. Proposed Methodology

The response shall include an organization chart in addition to a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement of why your firm should be selected by the City.

IV. Selection Criteria

Only one consultant will be selected for this RFP. Only proposals fully completed in a manner provided in the RFP packet will be considered. The City will be the sole judge in determining the selection of the consultant and reserves the right to reject any or all proposals and waive any minor inconformity or discrepancies. The City reserves the right to cancel this RFP at any time if in the City's best interest. The responding firms will be evaluated on the following criteria:

- Experience and ability to complete the work;
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with USEPA and NCDEQ;
- Approach and understanding of the scope of work;
- Proven track record of community engagement;
- Environmental assessment experience;
- Quality of performance on similar projects; and
- Participation of small, minority, women, and veteran owned business.

Oral presentations to the City may be requested. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFP response without oral presentations.