



COLUMBUS METROPOLITAN HOUSING AUTHORITY

REQUEST FOR PROPOSALS (RFP) NO. 2023-019

ENVIRONMENTAL REVIEW CONSULTING SERVICES

RFP Document

Table of Contents

Table No. 1]

Section	Description	Page
	Introduction	2
	RFP Information at a Glance	2
1.0	HA’S Reservation of Rights	3
2.0	Scope of Work/Technical Specifications	4
2.1	Program Information	4
2.2	Role	4
2.3	Responsibilities	4-5
2.4	General Requirements	5
3.0	Proposal Format	6
3.1	Tabbed Proposal Submittal	6-8
3.2	Entry of Proposed Fees	8
3.3	Proposal Submission	8
3.4	Proposer’s Responsibilities--Contact With the HA	9
3.5	Pre-proposal Conference	9-10
4.0	Proposal Evaluation	10
4.1	Evaluation Factors	10
4.2	Evaluation Method/Plan	10
4.3	Determination of Top-ranked Proposer	11-12
5.0	Contract Award	12
5.1	Contract Award Procedure	12
5.2	Contract Conditions	12
5.3	Licensing and Insurance Requirements	13-14
5.4	Right to Negotiate Fees	14
5.5	Contract Services Standards	14
6.0	Additional Considerations	14-15
	Attachments A-F	16-30

**REQUEST FOR PROPOSALS (RFP) NO. 2023-019
ENVIRONMENTAL REVIEW CONSULTING SERVICES**

INTRODUCTION

The Columbus Metropolitan Housing Authority (hereinafter, “HA”) is a public entity, formed in 1934 to provide federally subsidized housing and housing assistance to low-income families, in Columbus and Franklin County. CMHA is headed by a President & CEO and is governed by a Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, “CFR”) and CMHA’s procurement policy. The Agency was brought into existence by resolution of the State of Ohio’s Board of Housing on May 8th, 1934. CMHA is a subdivision of the State of Ohio.

Currently, the HA owns and/or manages: (a) 28 multi-family apartment complexes totaling 3,827 units; (b) eight senior complexes, totaling 733 units; and (c) five Service Enriched complexes, totaling 258 units. The HA also administers approximately 13,500 Section 8 Housing Choice Vouchers and manages the HUD Project-Based Rental Assistance contracts covering 81,000 units in Ohio and Washington, D.C. through its subsidiary, Assisted Housing Services Corporation. The HA currently has approximately 77 employees.

In keeping with its mandate to provide efficient and effective services, the HA is now soliciting proposals from qualified, licensed and insured entities to provide the services specified herein to the HA. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

RFP INFORMATION AT A GLANCE

[Table No. 2]

HA CONTACT PERSON	Andrea Quinichett, AVP of Procurement aquinichett@cmhanet.com 614-421-4434
HOW TO OBTAIN THE RFP DOCUMENTS ON THE HA WEBSITE	<ol style="list-style-type: none"> 1. Access our website: cmhanet.com 2. Click on the “Business Opportunities/Section 3” heading 3. Click on the “Purchasing” heading 4. Click on the “Open Contract Opportunities” heading <p>If you have any problems in accessing or registering on the system, please call the Purchasing Department at 614.421.4434</p>
PRE-PROPOSAL CONFERENCE	Monday, August 14 th , 2023 @ 10:00am Join Zoom Meeting https://us02web.zoom.us/j/87579033138?pwd=TmFHc2VWSzBOU1BjOWhKSDBxMUIxQT09 Meeting ID: 875 7903 3138 Passcode: 175320
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL	As directed within Section 3.0 of the RFP document, All pricing must be submitted separately to feeproposal@cmhanet.com . All technical responses must be submitted and received to technicalresponse@cmhanet.com no later than the submittal deadline stated herein (or within any ensuing addendum).
PROPOSAL SUBMITTAL DEADLINE	Thursday, August 24 th , 2023 @ 12:00pm. on (or such later date as established by the HA by addendum or revision) (Electronic submission is recommended) The HA Central Office 880 E. 11 th Avenue, Columbus, Ohio 43211
ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS	October 2023

1.0 HA'S RESERVATION OF RIGHTS:

- 1.1 The HA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HA to be in its best interests.
- 1.2 The HA reserves the right not to award a contract pursuant to this RFP.
- 1.3 The HA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days written notice to the successful proposer(s).
- 1.4 The HA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- 1.5 The HA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Purchasing Manager. The Purchasing Manager may, in writing, designate an alternate contact person for this RFP. All references herein to "Purchasing Manager" shall include any properly appointed alternate contact person.
- 1.6 The HA reserves the right to negotiate the fees proposed by the proposer entity.
- 1.7 The HA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- 1.8 The HA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- 1.9 The HA reserves the right, at any time during the RFP or award process, to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the HA website, www.cmhanet.com and downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that they will inform the Purchasing Manager in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the HA that they feel needs to be addressed. Failure to abide by this time frame shall relieve the HA, but not the prospective proposer, of any responsibility pertaining to such issue.
- 1.10 The HA reserves the right to select a single or multiple award contract.
- 1.11 The HA reserves the right to add requirements during the award process when it is in the best interest of the HA.

This part of the page was intentionally left blank

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S): The HA wishes to procure the services of one or more Environmental Review Consultants at a fixed schedule of rates.

The Environmental Review Consultants shall work with HA staff and other contractors as assigned by the HA.

2.1 Background

2.1.1 The HA mission is to serve the community by helping people access affordable housing. By working with our collaborative partners, we develop, renovate, and maintain housing, promote neighborhood revitalization, and assist residents in accessing needed social services.

2.1.2 To continue the HA's goal of developing and preserving affordable housing, it is the intention of this RFP to select vendors to provide environmental review services to the HA and its properties.

2.2 Objective

2.2.1 This RFQ is open to all environmental review professionals who are capable and qualified to meet the objectives and requirements described in this document. **Respondents do not have to respond to all areas.** All Respondents must have all required licenses and certifications, in good standing, for the area(s) which they are responding to and provide documentation of same. Environmental Review Consultants are sought who can provide environmental due diligence, environmental reporting and analysis, and environmental remediation services in the state of Ohio. Respondents can include any or all of the areas in their submission for which they are qualified.

2.2.2 Through this RFP, the HA intends to select any number of professionals and organizations to perform the necessary activities related to environmental assessments and/ or other environment-related reviews that lead to the successful development of affordable housing in Columbus, Ohio, and Franklin County, Ohio.

2.3 Responsibility of the Environmental Review Consultant

2.3.1 Phase I Environmental Site Assessment (ESA): The scope of work for this category may include, but is not necessarily limited to, the following components:

- a. Perform a records review to obtain and review records that will help identify recognized environmental conditions in connection with the property or properties; including, but not limited to, federal, tribal, state and local government records.
- b. Perform a records review of historical property use information (topographic maps, aerial photographs, fire insurance maps, existing reports, etc.).
- c. Perform on-site reconnaissance of the property to obtain information indicating the likelihood of identifying recognized environmental conditions in connection with the property or properties.
- d. Perform interviews, including, but not limited to, owners, occupants and government officials to obtain information indicating recognized environmental conditions in connection with the property or properties.
- e. Prepare and present evaluations and reports to the HA and other stakeholders. Evaluations and reports are to include findings, opinions, conclusion, components and recommendations.
- f. The identification of recognized environmental conditions constituted by the presence or likely presence of any hazardous substances on the property or into the soil, groundwater, or surface water of the property or properties.
- g. Provide expert witness services relating to the Phase I ESA, if needed.

REQUEST FOR PROPOSALS (RFP) NO. 2023-019
ENVIRONMENTAL REVIEW CONSULTING SERVICES

- h. All Phase I ESAs must be conducted in accordance with the practices and service scope elements recommended by the American Society for Testing and Materials (“ASTM”) in their documents E1527-13 Standard Practice for Environmental Site Assessments, as updated and revised. This includes fulfilling the All Appropriate Inquiries (“AAI”) requirements and to evaluate environmental risk. Note if any universal waste may be present and provide a breakdown of those materials.
- i. Participate with HA representative(s) in meetings and presentations regarding the findings in Phase I ESA to local, state, and, potentially, federal stakeholders.

2.3.2 Phase II Environmental Site Assessment: Perform a site-specific Phase II ESA to evaluate any Recognized Environmental Conditions (“RECs”) and/or any other potential environmental concerns identified in the Phase I ESA. The Phase II investigation shall be based on the ASTM’s Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process/Designation E1903-11. Exact activities will be determined on a site-specific basis. Participate with HA representative(s) in meetings and presentations regarding the findings in Phase II ESA to local, state, and, potentially, federal stakeholders.

2.3.3 Hazardous Material Assessment for Asbestos Containing Materials and Hazardous Materials and Universal Waste Survey: The scope of work for this category may include, but is not necessarily limited to, the following components:

- a. Conduct a thorough inspection of the building(s), building components and property for the presence of suspect asbestos containing materials (“ACM”) and note its condition. Sample suspected ACM and quantify hidden and inaccessible suspect materials located within walls, above floors, below ceilings and when feasible within heating, ventilation and air conditioning (HVAC) systems.
- b. Provide the identification, location, description and quantification of identified friable Category I and Category II non-friable suspect ACM.
- c. Perform the asbestos survey and associated sampling in compliance with the Asbestos Hazard Emergency Response Act (AHERA), 15 USC § 2651 et seq., requirements including asbestos condition assessment and with the Environmental Protection Agency (EPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) requirements to support the end activity on future identified property or properties, with any inaccessible areas must be documented and highlighted in the final report.
- d. Process collected samples with Chain of Custody (COC) documentation through an analytical lab that participates in the National Voluntary Laboratory Accreditation Program (NVLAP). Bulk samples will be analyzed using polarized light microscopy (PLM) with dispersion staining following USEPA test methods and in accordance with the National Institute of Standards and Technology (NIST) Bulk Asbestos Handbook. For materials with low concentration of asbestos, a point count quantification of asbestos concentrations may be requested.
- e. Identify the type, quantity and location of hazardous material and/or universal wastes found on the property or properties and provide details of such.
- f. Prepare a report shall including, but not be limited to:
 - i. Details of the property or properties such as site address, parcel number, street view of the property, owner and/or owner’s representative name and contact information, brief description of the property or properties and general site maps of the property showing sampled areas.
 - ii. Details of the surveying firm and staff such as name, contact numbers and license number, written statement of qualifications of firm, inspector and lab.
 - iii. Explanation of sampling methodologies and laboratory testing methods.
 - iv. Tables detailing identified ACM, description, location, quantity, category (friable/non-friable) percent and type of asbestos and inaccessible areas; findings of the ACM

inspection with description of materials, materials classification, location, approximate quantity, EPA category and asbestos content. v. Recommendations for notification required by NESHAP and appropriate methods of abatement. vi. Quality assurance and quality control methodology. vii. Copy of COC form documenting the sample transport process and submittals to the lab. viii. Photo log of all exterior sides and locations within the building(s). ix. Table of identified hazardous material/universal wastes with type, quantity and location. x. Recommendations for disposal of hazardous material/universal wastes with a summary of applicable regulations. xi. A drawing of the structure(s) with locations identified from where samples were obtained, if applicable.

2.3.4 Lead Based Paint (LBP) Combination Inspection and Risk Assessment: The scope of work for this category may include, but is not necessarily limited to, the following components:

- a. Conduct a LBP inspection which meets the requirements of the U.S. Department of Housing and Urban Development (HUD) for residential properties utilizing a licensed Ohio Lead Risk Assessor. Complete the assessment using portable XRF analysis and dust and soil sampling. Paint sampling should only be conducted in rare circumstances.
- b. Compile a report reflecting the results of the inspection and assessment. The report shall reflect all readings logged on the XRF with separate table of all the positive results, details about the property, any limitations with conducting the inspection/risk assessment, details about the XRF service history and a valid XRF Performance Characteristic Sheet; details about the Risk Assessor including name, contact phone number and license number. All laboratories selected for use in the lead-based paint hazards and evaluation reports shall be recognized, at a minimum, by the U.S. Environmental Protection Agency (EPA) National Lead Laboratory Accreditation Program (NLLAP) and shall use the same analytical method used for obtaining the most recent NLLAP recognition. Copies of certificates shall be provided within the report. The report shall include, but not be limited to:
 - i. Details of the property or properties such as site address, parcel number, street view of the property, owner and/or owner's representative name and contact information, brief description of the property or properties and general site maps of the property showing sampled areas.
 - ii. Details of the surveying firm and staff such as name, contact numbers and license number, written statement of qualifications of firm, inspector and lab.
 - iii. Explanation of sampling methodologies and laboratory testing methods.
 - iv. Tables detailing identified lead based paint, component description, location; findings of the lead inspection with description of location.
 - v. Recommendations for notification required by applicable lead abatement rules and regulations and appropriate methods of abatement.
 - vi. Quality assurance and quality control methodology.
 - vii. Copy of COC form documenting the sample transport process and submittals to the lab.
 - viii. Photo log of all exterior sides and interior rooms within the building(s).
 - ix. A drawing of the structure(s) with locations identified from where samples were obtained, if applicable.

2.3.5 Post Abatement Air Clearance/Visual Inspection: Provide post abatement visual assessment to assess if all identified ACM's and hazardous materials/universal wastes have been abated. Once the visual assessment shows the abatement has been satisfactorily completed, perform an on-site air monitoring sampling as mandated. Air samples shall be analyzed by a qualified laboratory to ensure they meet applicable criteria.

**REQUEST FOR PROPOSALS (RFP) NO. 2023-019
ENVIRONMENTAL REVIEW CONSULTING SERVICES**

- 2.3.6** Post Abatement Lead Clearance Examination: Provide post abatement testing following the removal and clean up of LBP.
- 2.3.7** Demolition Site Supervision: Site supervision activities may include but are not limited to:
 - a. Site inspection service to confirm the milestones of i. basement/foundation removal; ii. fill material; and iii. site restoration.
 - b. Site supervision services during the entire demolition process.
 - c. For this area of work, the price proposal should include an hourly rate up to six (6) hours and daily rate for over six (6) hours. Travel to the initial site and return home should be included in that rate. Travel rate between multiple sites of demolition activities may be charged when applicable and may be listed in the submission. Price proposal should also include, as applicable: i. Site Inspection fee (price per inspection), ii. Demolition supervision – daily rate for over 6 hours, iii. Demolition supervision – hourly rate for under 6 hours, iv. Any additional travel fees, v. Mileage rate, and vi. Meal rate and lodging expenses.
- 2.3.8** Brownfield Project Support Services: Project support for the HA’s Brownfield activities, to include but not be limited to:
 - a. Participate in meetings on potential brownfield projects.
 - b. Initiate, update, and complete project work plans or brownfield plans.
 - c. Coordinate meetings as applicable.
 - d. Conduct analyses and make recommendations to the HA on brownfield plans.
 - e. Attend brownfield meetings for plan review/approval.
 - f. Work with HA and its collaborating partners on annual reports to the State.
 - g. Review/recommend on payment of invoices under approved work plans.
- 2.3.9** Historic Preservation Consulting Services: Services may include, but not be limited to:
 - a. Assist with federal Section 106 compliance including preparing surveys and reports, attending meetings, preparing public notices, and proposing and monitoring mitigations.
 - b. Assist with applications for state and federal historic tax credits and ongoing review, negotiation and compliance in connection with those credits.
 - c. For this area of work, consultants should be listed on the State of Ohio State Historic Preservation Office Consultants List.

3.0 PROPOSAL FORMAT:

- 3.1 Tabbed Proposal Submittal:** All proposals submitted in response to this RFP must be formatted in accordance with the sequence set forth below in Table No. 3, with each category separated and numbered. Hard copy proposals should separate each category with a clearly labeled divider or tab. If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

[Table No. 3]

3.1.1	1	Form of Proposal: This Form is attached hereto as Attachment A. This 1-page Form must be fully completed, executed and submitted under this tab.

**REQUEST FOR PROPOSALS (RFP) NO. 2023-019
ENVIRONMENTAL REVIEW CONSULTING SERVICES**

3.1.2.	2.	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract: This Form is located on the HA website and hyperlinked on Attachment E. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab.
3.1.3	3	Profile of Firm Form: This Form is attached hereto as Attachment B. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
3.1.4	4	Proposed Services: List the areas of work the proposer is responding to, with reference to Section 2.0, <i>Scope of Work/Technical Specifications</i> . The proposer must provide documentation showing:
3.1.4.1	4.1	The proposer's DEMONSTRATED EXPERIENCE & CAPACITY in performing similar work, particularly experience with local, state and federal regulations (e.g., 24 CFR Part 58) and the HUD Environmental Review Online System (HEROS), and work with other housing authorities. [Evaluation Factor No. 2]
3.1.4.2	4.2	The proposer's QUALIFICATIONS AND EXPERTISE to perform the work as described. [Evaluation Factor No. 3]
3.1.4.3	4.3	A complete description of the products and services the proposer provides with respect to the work, labeled in such a way that it can be cross referenced with the separate, sealed pricing submission.
3.1.5	5	Proposer's Certification: This Form is attached hereto as Attachment D. This 1-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.
3.1.6	6	Equal Employment Opportunity: The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.
3.1.7	7	Section 3 Participation: The proposer shall document their Section 3 participation by submitting Attachment F and any applicable supporting documentation.
3.1.8	8	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the HA in its evaluation.

3.2 Proposal Submission - Proposals received after the published deadline will not be accepted.

3.2.1 Electronic Submissions (recommended): Proposals (EXCLUDING PRICING INFORMATION) must be submitted to technicalresponse@cmhanet.com no later than the submittal deadline. Electronic submissions may include multiple attachments, but the complete proposal (EXCLUDING PRICING INFORMATION) must be included in one (1) e-mail. Pricing information shall be submitted by the proposer using the provided "Proposal Fee Sheet" (Attachment C) as a cover sheet. The Proposer shall submit its pricing proposal to feeproposal@cmhanet.com no later than the submittal deadline. Do not submit, enter or refer to any fees or costs in the response to technicalresponse@cmhanet.com. Any proposer that does so may be rejected without further consideration.

3.2.2 Hard Copy Submissions: Proposals must be received in the HA office no later than the submittal deadline. Proposal Submittal Binding Method: It is acceptable and recommended that the proposer bind the proposal submittals, preferably in a format that can be easily unbound and re-bounded for review (e.g. three-ring binder). Pricing

information shall be separated from the proposal and sealed in a separate envelope, and the proposer shall use the provided "Proposal Fee Sheet" (Attachment C) as a cover sheet. Any proposer that allows pricing information to appear in the proposal outside of the separate, sealed pricing submission may be rejected without further consideration. The package exterior must clearly denote the above noted RFP number and must have the proposer's name and return address.

3.2.3 Submission Responsibilities: It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the HA, including the RFP document, the documents listed within this RFP, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating their agreement to comply with the conditions and requirements set forth within those documents.

3.3 Pre-proposal Conference: The scheduled pre-proposal conference identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the HA will conduct an overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the Purchasing Manager may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference.

3.3.1 General Directions to the Pre-proposal Conference:

[Table No. 5]

Join Zoom Meeting

<https://us02web.zoom.us/j/87579033138?pwd=TmFHc2VWVSzBOU1BjOWhKSDBxMUIxQT09>

Meeting ID: 875 7903 3138

Passcode: 175320

3.4 Proposer's Contact with the HA: The proposer may only address all communication and correspondence pertaining to this RFP process to the Purchasing Manager. Proposers must not make inquiry or communicate with any other HA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the HA to not consider a proposal submittal received from any proposer who may has not abided by this directive.

3.4.1 Addenda: All questions and requests for information must be addressed in writing to the Purchasing Manager. The Purchasing Manager will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. known firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the Purchasing Manager will NOT conduct any *ex parte* conversations that may give one prospective proposer an advantage over other prospective proposers. Prospective proposers may call the Purchasing Manager, but if the response would require the Purchasing Manager to give information that has not been issued within this RFP and any other official solicitation documents, the Purchasing Manager may NOT respond to the prospective proposer's inquiries but will direct them to submit their inquiry in writing so that the Purchasing Manager may respond to all prospective proposers in writing by addendum.

4.0 PROPOSAL EVALUATION:

4.1 Evaluation Factors: The HA intends to retain successful proposer(s) pursuant to a “Best Value” basis, not a “Low Proposal” basis (as set forth in Section 4.0, the HA considers factors in addition to pricing in making the award decision). The following factors will be utilized by the HA to evaluate each proposal submittal received; the award of points for each listed factor will be based on the documentation that the proposer submits within his/her proposal submittal:

[Table No. 6]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	30 points	Objective	The PROPOSED COSTS the proposer proposes to charge the HA to provide Environmental review Services as stated in this RFP and as provided by the Proposer on the Fee Sheet.
2	35 points	Subjective (Technical)	The proposer’s DEMONSTRATED EXPERIENCE & CAPACITY in performing similar work (including honoring proposed costs and adherence to high-performance standards).
3	30 Points	Subjective (Technical)	The proposer’s QUALIFICATIONS AND EXPERTISE to perform the work as described
4	5 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED based upon the opinion of the evaluators. Proposals shall demonstrate clarity of the requirements, organization of the submission and a clear description of the environmental review process.
	100 points	100 points	Total Points (other than objective preference points)

4.2 Evaluation Method:

4.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The HA reserves the right to reject any proposals that do not meet the minimum of the published requirements.

4.2.1 Evaluation Committee: The HA will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member.

4.2.1.1 Restrictions: All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

4.2.2 Evaluation: The Purchasing Manager will evaluate and award points pertaining to Evaluation Factors No. 1 (the “Objective” Factor). The appointed evaluation committee, independent of the Purchasing Manager or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3 and 4 (the “Subjective” Factors). The evaluation committee will forward the completed evaluations to the Purchasing Manager.

4.2.3 Potential "Competitive Range" or "Best and Finals" Negotiations: The HA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. The top short-listed firms may be interviewed and required to make oral presentations. The HA reserves the right to make selections based on written proposals only.

4.3 Determination of Top-ranked Proposer: The average of the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the Purchasing Manager to determine the final rankings, which is typically forwarded by the Purchasing Manager to the President & CEO for approval.

4.3.1 Ties: In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of selection."

4.3.2 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total of at least 70 points (of the 100 total possible points detailed within Section 4.1 herein).

4.4 Award Recommendation: It is anticipated that the final rankings will be forwarded to the HA Board of Commissioners (BOC) at a regularly scheduled board meeting for approval. The HA BOC will then make its determination as to whether or not to follow the evaluation committee's recommendation. Contract price negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

5.0 CONTRACT AWARD:

5.1 Contract Award Procedure: Successful proposers will be notified that they have been approved for future work pursuant to this RFP. As environmental service needs arise, the HA shall select one or more successful proposers to perform the work. Being identified as a successful proposer does NOT guarantee any amount of work will be requested by the HA during the Contract Period.

5.2 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP:

5.2.1 Contract Form: At any time that an HA or HUD form is applicable, the proposer agrees that it will utilize that form. The HA reserves the right to negotiate any contract forms entered into with a successful proposer. The HA may rescind a request for work from a successful proposer if the HA and that proposer cannot agree on contract terms.

5.2.1.1 Please note that the HA has no legal right or ability to (and will not) negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.1.2 The terms of Form HUD 5370-C (10/2006), attached via a hyperlink on Attachment E, may be required to be incorporated into any contract for services entered into with a successful proposer.

- 5.2.2 **Assignment of Personnel:** The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that such change is in the best interest of the HA and the completion of the contracted work.
- 5.2.3 **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the Purchasing Manager. Any purported assignment of interest or delegation of duty, without the prior written consent of the Purchasing Manager shall be void and may result in the cancellation of the contract with the HA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the Purchasing Manager.
- 5.2.4 **Multiple Awards:** The HA reserves the right to award more than one (1) qualified respondent to perform the services described herein.
- 5.2.5 **Contract Period:** The contract will be in effect for one (1) year following approval by the BOC, with four (4) one-year extensions available at the sole election of the HA.

5.3 **Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) a *successful proposer* will be required to provide evidence of appropriate professional liability and other applicable insurance coverage according to the requirements of the HA.

5.4 **Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

6.0 ADDITIONAL CONSIDERATIONS:

6.1 **Required Permits and Licenses:** Unless otherwise stated in the RFP documents, all Federal, State or local permits and licenses which may be required to provide the services ensuing from any award of this RFP, whether or not they are known to either the HA or the proposers at the time of the proposal submittal deadline or the award, shall be the sole responsibility of the successful Proposer and all offers submitted by the Proposer shall reflect all costs required by the successful Proposer to procure and provide such necessary permits or licenses.

6.2 **Taxes:** All persons doing business with the HA are hereby made aware that the HA is exempt from paying Ohio State Sales and Use Taxes and Federal Exercise Taxes. A letter of Tax Exemption will be provided upon request.

6.3 **Official, Agent and Employees of THE HA Not Personally Liable:** It is agreed by and between the parties hereto that in no event shall any official, officer, employee, or agent of the HA in any way be personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, nor for any statement, representation or warranty made herein or in any connection with this agreement.

6.4 **Termination:** Any contract resulting from this RFP may be terminated under the following conditions:

6.4.1 **By mutual consent of both parties, and**

6.4.2 Termination For Cause: As detailed within Clause No. 3 of Form HUD-5370-C (10/2006), *General Conditions for Non-Construction Contracts, Section I – (Within or without Maintenance Work)*, attached hereto:

6.4.2.1 The HA may terminate any and all contracts for default at any time in whole or in part, if the contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the RFP or any resulting contracts, and after receipt of written notice from the HA, fails to correct such failures within seven (7) days or such other period as the HA may authorize or require.

6.4.2.1.1 Upon receipt of a notice of termination issued from the HA, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by the HA in the notice of termination.

6.4.2.1.2 The HA may terminate any contract resulting from this RFP in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.

6.4.3 Termination For Convenience: In the sole discretion of the HA, the HA may terminate any and all contracts resulting from this RFP in whole or part upon thirty (30) days prior notice to the Contractor when it is determined to be in the best interest of the HA.

6.4.4 The rights and remedies of the HA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.

6.4.5 In the event the resulting contract from this RFP is terminated for any reason, or upon its expiration, the HA shall retain ownership of all work products including deliverables, source and object code, microcode, software licenses, and documentation in whatever form that may exist. In addition to any other provision, the Contractor shall transfer title and deliver to the HA any partially completed work products, deliverables, source and object code, or documentation that the Contractor has produced or acquired in the performance of any resulting contract.

This part of the page was intentionally left blank

**FORM OF PROPOSAL
(Attachment A)**

(This Form must be fully completed and placed under Tab No. 1 of the “hard copy” tabbed proposal submittal.)

Instructions: Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete this form by marking an “X,” where provided, to verify that the referenced completed form or information has been included within the “hard copy” proposal submittal submitted by the proposer.

X=ITEM INCLUDED	SUBMITTAL ITEMS <i>(four (4) copies of each proposal, including one with original signatures)</i>
_____	Tab 1 Form of Proposal (Attachment A)
_____	Tab 2 Form HUD-5369-C (hyperlinked on Attachment E)
_____	Tab 3 Profile of Firm Form (Attachment B)
_____	Tab 4 Proposed Service
_____	Tab 5 Managerial Capacity/Resumes
_____	Tab 6 Equal Employment Opportunity Statement
_____	Tab 7 Section 3 Participation (Attachment F)
_____	Tab 8 Other Information (Optional)

SECTION 3 STATEMENT

Are you claiming a Section 3 business preference? YES___ or NO___.
 If Yes, please submit Attachment F with supporting documentation.

PROPOSER’S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if the HA discovers any information entered herein to be false, such shall entitle the HA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and by entering and submitting the costs where provided within the noted Proposal Fee Sheet, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA, either in hard copy or on the noted HA website, www.cmhanet.com, including an agreement to execute an Agreement and/or Contract. Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the HA with the services described herein for the fee(s) entered within the areas provided within the noted Proposal Fee Sheet pertaining to this RFP.

 Signature Date Printed Name Company

**REQUEST FOR PROPOSALS (RFP) NO. 2023-019
ENVIRONMENTAL REVIEW CONSULTING SERVICES**

**RFP 2023-019: PROFILE OF FIRM FORM
(Attachment B)**

(This Form must be fully completed and placed under Tab No. 3 of the "hard copy" tabbed proposal submittal.)

(1) Prime ___ Joint Venture/ Partner ___ Sub-contractor ___ (This form must be completed by and for each).

(2) Name of Firm: _____ Telephone: _____ Fax: _____

(3) Street Address, City, State, Zip: _____

(4) Please attached a brief biography/resume of the company, including the following information:
(a) Year Firm Established; (b) Year Firm Established in (Jurisdiction); (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (Provide resumes for each under Tab No. 3):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project; please submit under Tab No. 3 a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Identify the rate in which employees are paid:

POSITION WITHIN ORGANIZATION	MANNER OF PAY (HOURLY/COMMISSION, OTHER)

(8) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

5 Caucasian American (Male) _____% 5 Public-Held Corporation _____% 5 Government Agency _____% 5 Non-Profit Organization _____%

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

5Resident-Owned* _____% 5African American _____% 5**Native American _____% 5Hispanic American _____% 5Asian/Pacific American _____% 5Hasidic Jew _____% 5Asian/Indian American _____%

5Woman-Owned (MBE) _____% 5Woman-Owned (Caucasian) _____% 5Disabled Veteran _____% 5Other (Specify): _____%

**REQUEST FOR PROPOSALS (RFP) NO. 2023-019
ENVIRONMENTAL REVIEW CONSULTING SERVICES**

WMBE Certification Number: _____ Certified by (Agency): _____

(9) Federal Tax ID No.: _____

(10) Columbus, Ohio Business License No.: _____

(11) State of _____ License Type and No.: _____

(12) Worker's Compensation Insurance Carrier: _____
Policy No.: _____ Expiration Date: _____

(13) General Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(14) Professional Liability Insurance Carrier: _____
Policy No. _____ Expiration Date: _____

(15) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _____, or any local government agency within or without the State of _____? Yes 5 No 5
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(16) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes 5 No 5
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(17) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(18) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature **Date** **Printed Name** **Company**

ATTACHMENT C: PROPOSAL FEE SHEET

Along with your submission please submit a fee structure based on the following:

	Flat/Hourly Rate	Projected Hour
1. Phase I Environmental Site Assessment (ESA):	\$ _____	_____ hrs.
2. Phase II Environmental Site Assessment	\$ _____	_____ hrs.
3. Hazardous Material Assessment for Asbestos Containing Materials and Hazardous Materials and Universal Waste Survey	\$ _____	_____ hrs.
4. Lead-Based Paint (LBP) Combination Inspection and Risk Assessment	\$ _____	_____ hrs.
5. Post Abatement Air Clearance/Visual Inspection	\$ _____	_____ hrs.
6. Post Abatement Lead Clearance Examination	\$ _____	_____ hrs.
7. Demolition Site Supervision	\$ _____	_____ hrs.
8. Brownfield Project Support Services	\$ _____	_____ hrs.
9. Historic Preservation Consulting Services	\$ _____	_____ hrs.

A proposer must enter a proposed fee for each area/scope of work they have included in their response. Please note which fees are "flat fees" and which are fees per hour (or other unit of measurement). For fees that are not "flat fees" please include an estimate of the number of hours (or other unit) for a typical project. The proposed fees submitted by each proposer are inclusive of all necessary costs to provide the proposed services not otherwise provided for herein, including, but not limited to: employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; etc. All costs incurred in the preparation of a Proposal and participation in this RFP and negotiation process shall be borne by the proposing firm.

Signature _____ **Date** _____

Printed Name _____ **Email** _____ **Company** _____

Attachment D: Proposer's Certification

By signing below, Proposer certifies that the following statements are true and correct:

1. He/she has fully authority to bind Proposer and that no member of Proposer's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency, and the individual or business entity named in this proposal is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.
2. Proposer proposes to furnish and deliver all items, for which proposals were provided herein, as specified in the proposal, in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this proposal, all materials and supplies, which are described on the proposal worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by the HA.
3. Proposer agrees that this proposal shall remain open and valid for at least a period of sixty (60) days from the date of the proposal opening, or as may be specified herein, and that this proposal shall constitute an offer, which, if accepted by the HA and subject to the terms and conditions of such acceptance, shall result in a contract between the HA and the undersigned Proposer.
4. He/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal.
5. Proposer, (the firm, corporation, partnership, or institution represented by the Proposer), or anyone acting for such firm, corporation or institution has not violated the antitrust laws of the State of Ohio or the Federal Antitrust laws, nor communicated directly or indirectly this proposal to any competitor or any other person engaged in such line of business.
6. Proposer has not received compensation for participation in the preparation of the specifications for this solicitation.

SIGNED: _____ **Date** _____

PRINT NAME: _____

PRINT COMPANY NAME: _____

COMPANY PHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

Attachment E: HUD FORMS & Attachments

**5369-C (8/93), Certifications & Representations of Offerors
Non-Construction Contracts**

<https://cmhanet.com/Content/Documents/5369-C.pdf>

**5370-C Sections I & II General Conditions for Non-Construction Contracts,
(With or without Maintenance Work)**

- (I) <https://cmhanet.com/Content/Documents/5370.pdf>
- (II) <https://cmhanet.com/Content/Documents/5370-C2.pdf>

Representation, Certifications, and Other Statements of Bidders

<https://cmhanet.com/Content/Documents/5369-A.pdf>

Instructions to Offerors (Non-Construction)

<https://cmhanet.com/Content/Documents/5369-B.pdf>

Attachment F (Section 3)

<https://cmhanet.com/Content/Documents/Section3BusinessCertificationForm.pdf>

This part of the page was intentionally left blank