

**Genesee County Land Bank Authority Blight Elimination Program
Request for Qualifications- Environmental Consulting Firms
ADDENDUM #1**

November 6, 2019

The following information is to be incorporated into the bidding and contract documents and acknowledged by all bidders for the above referenced project. Bids submitted that do not acknowledge this Addendum will be deemed incomplete and may be rejected on such basis.

The following revisions were made to the EVALUATION CRITERIA AND SCORING in Appendix 4 of the Request for Qualifications (RFQ) (listed as Attachment 1 to this Addendum) and referenced in the body of the RFQ as detailed below.

1. **The maximum points achievable changed for two Evaluation Factors within the Proposal/Evaluation Criteria table:** The maximum points for “Price” were reduced from 40 points to 30 points and the maximum points for “Ability to Complete Scope of Work/Demonstrated Understanding” were increased from 35 to 45. Changes were made on Page 2 of Appendix 4 and Page 11 & 12 in the body of the RFP.
2. **The contract award language was clarified on Page 6 of Appendix 4 as follows:**

AWARD

GCLBA may conduct interviews with highest scoring respondents. GCLBA intends to contract with at least two of the highest scoring respondents assuming interviews confirm respondent eligibility and understanding of scope. GCLBA reserves the right to enter into contract(s) with as many respondents as it deems sufficient, starting with the highest scoring proposal. **Contracted parties are not guaranteed work under the contract.** Contracted parties will be asked to provide competitive proposals for the same scope. GCLBA may choose to provide the contracted party with the most advantageous proposal a Notice to Proceed per contract documents.”

3. **References to “Fixed costs” were removed.** References were removed from **Evaluating Pricing Proposal** on page 5 of Appendix 4 of the RFP; *page 11* of the RFQ – Section 3.0 Part A; *page 12* - Section 3.0 Part B; *page 14* - Section 4.0 #6; *page 18* – Submittal Requirement Checklist. Attachment 2 to this Addendum includes the revised Submittal Requirement Checklist with reference to fixed costs removed.

Bidders must acknowledge receipt of this Addendum on RFP SUBMITTAL REQUIREMENTS CHECKLIST.

Included in this Addendum:

Attachment 1 – Appendix 4 (Revised)

Attachment 2 – Submittal Requirement Checklist (Revised)

END OF ADDENDUM

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Genesee County Land Bank

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Attachment 1

APPENDIX 4

EVALUATION CRITERIA AND SCORING – Environmental Consulting Firm

The Genesee County Land Bank Authority (GCLBA) will evaluate the qualifications received and identify the submittals that are the most responsive, responsible and offer the best service to the GCLBA. The GCLBA will consider respondent qualifications, financial viability, project references, and experience with comparable projects. Specifically, each Qualifications package will be reviewed based on the following selection criteria. Please note GCLBA may choose to conduct interviews with respondents prior to making award:

A. Threshold Requirements PASS/FAIL

Respondent has experience working on site assessment and cleanup projects funded by state and federal grants and has familiarity with EPA's ACRES grant management system.	Pass/Fail
Identification of Qualified Project Manager and Key Staff	Pass/Fail
Respondent provided required fee schedule, fixed cost proposal items, and sample project proposals	Pass/Fail
Cover Letter provided as outlined under Submittal Requirements (including description of company, concurrent projects, and acknowledgment of Section 3 and Fair Share Objective responsibilities. This IS a Section 3 Covered contract)	Pass/Fail
Proof of active DUNS and SAM Registration provided	Pass/Fail
Applicable Licensing Requirements	Pass/Fail
Applicable Licensing Requirements: Michigan Asbestos Building Inspector Y/N Lead Risk Inspector Y/N HAZWOPER Y/N Laboratory Certificate of Accreditation Y/N	Pass/Fail
Insurance Requirements (Attachment A)	Pass/Fail
References Provided (Attachment B)	Pass/Fail
Certification Form Note is provided (Attachment C)	Pass/Fail
Signature Page (Attachment D)	Pass/Fail
Section 3 Business Section (Attachment E)	Pass/Fail
Conflict of Interest Statement & Supporting Documentation (Attachment F)	Pass/Fail
MBE/WBE/DVBE/Small Business Section and Supporting Documentation (Attachment G)	Pass/Fail
Debarment Certification (Attachment H)	Pass/Fail
Evidence of Financial Stability	Pass/Fail
Current Certificate of Good Standing or Certificate of Existence	Pass/Fail

B. PROPOSAL/EVALUATION CRITERIA:

Evaluation Factors	Maximum Points
<p>Ability to Complete Scope of Work/Demonstrated Understanding</p> <p>The bidder’s demonstration of understanding of scope of work, readiness to proceed and capacity to complete work assigned within timeframes required.</p>	45
<p>HUD Section 3</p> <p>Bidders can receive additional consideration in scoring per Section 3 Regulations in 24 CFR Part 135 for:</p> <ol style="list-style-type: none"> 1. Being a Section 3 Certified Business Concern, and 2. Submitting a Section 3 Strategy to comply with the Section 3 training and employment preference or contracting preference. 	15
<p>MBE/WBE/DVBE</p> <p>Bidder qualifies as Minority Business Enterprise (MBE)/ Woman-owned Business Enterprise (WBE)/ Disadvantaged Business Enterprise/or Disabled Veteran-owned Business Enterprise (DVBE) or provides plan with identified subcontractors to meet EPA’s MBE/WBE/DVBE contracting goals.</p>	10
<p>Price</p> <p>GCLBA will review fee schedules and required sample project proposals. Bidder with fee schedule and proposal deemed most advantageous to GCLBA will receive maximum points available. Remaining points will be awarded as described in “Evaluating Pricing Proposal.”</p>	30

Section 3 Preference (15 Points)

1. Certified Section 3 Business Concerns. (10 points)

Contractors certified as Section 3 Business Concerns will receive priority consideration in the following fashion and by category as defined in 24 CFR 135.36.

Category 1 Section 3 Business Concern: Section 3 business concerns that provide economic opportunities for section 3 residents in the service area or neighborhood in which the section 3 covered project is located.	10 Points
Category 2 Section 3 Business Concern: Applicants (as this term is defined in 42 U.S.C. 12899) selected to carry out HUD Youthbuild programs	7 Points
Category 3 Section 3 Business Concern: Other section 3 business concerns	4 Points

2. Section 3 Strategy- All Contractors(5 points)

- Did the contractor submit an appropriate Section 3 Strategy to comply with the Section 3 training and employment preference or contracting preference? (No = 0 points, Yes = see next question)
- Has the contractor previously submitted a Section 3 Strategy and received preference in scoring as a result? (No = 5 points, Yes = see next question)
- If the contractor has previously submitted and received preference for a Section 3 Strategy, did the contractor successfully implement the strategy and supply the required reports? (No = 0 points, Yes = 5 points)

MBE/WBE/DVBE Preference (10 Points)

Environmental Protection Agency’s Fair Share Objective Goals may be found in 40 CFR, Part 33, Subpart D. For Michigan Department Environment, Great Lakes and Energy (MI DEGLE) and any agreement resulting from this RFP, the goals are as follows:

MBE: 10.0% CONSTRUCTION; SUPPLIES; SERVICES; EQUIPMENT

WBE: 7.0% CONSTRUCTION; SUPPLIES; SERVICES; EQUIPMENT

Additional consideration is available to bidders under MBE/WBE/DVBE Preference in the following fashion:

1. Certified MBE/WBE/DBE/DVBE Business Concerns (5 points)

Bidder provides documentation certifying that bidder is Minority Business Enterprise (MBE)/ Woman-owned Business Enterprise (WBE)/ Disadvantaged Business Enterprise/or Disabled Veteran-owned Business Enterprise (DVBE).

2. EPA Fair Share Objectives Strategy (5 points)

- Did the bidder submit an appropriate Strategy to comply with EPA Fair Share Objectives? (No = 0 points, Yes = see next question)
- Has the bidder previously submitted a Fair Share Objectives Strategy and received preference in scoring as a result? (No = 5 points, Yes = see next question)
- If the bidder has previously submitted and received preference for a Fair Share Objectives Strategy, did the bidder successfully implement the strategy and supply the required reports? (No = 0 points, Yes = 5 points)

Ability to Complete Scope of Work

1. Experience in the appropriate scope of work as outlined in the RFP. (16 points)

<p>Demonstrated staff experience working with:</p> <ul style="list-style-type: none"> • Local Units of Government on environmentally sensitive cleanup/remediation projects (2 points) • Leveraging private investment and grant funding for brownfield redevelopment projects (1 point) • Demolition projects including: <ul style="list-style-type: none"> ○ Development of specifications (1 point) ○ Demolition project oversight (1 point) ○ Experience troubleshooting unanticipated environmental concerns (2 points) • EPA and demonstrated understanding of EPA grant requirements, procedures, reporting and ACRES grants management system (1 point) • HUD and MSHDA and demonstrated understanding of requirements relating to environmental site assessments, surveys, and demolition/remediation projects (1 point) 	<p>Up to 9 Points</p>
<p>Committed Staff Experience. Experience of committed staff will be ranked according to GCLBA assessment of qualifications to complete the work. Respondent with committed staff with most relevant experience will receive 7 points, second most experience will receive 4 points, third most experience 1 point. All other respondents not ranked in the top 3 will receive 0 points for this section.</p>	<p>Up to 7 Points</p>

2. References: Up to nine (9) points. 3 references listed on Attachment B will be sought. For each positive response to items listed below, respondent will receive 1 point(s). For each negative response, respondent will receive -1 point(s). For each reference listed that does not respond or provides a neutral response, bidder will receive 0 points. GCLBA reserves the right to reject a proposal as non-responsive based on feedback provided by references.

<p>Bidder does not provide references for similar scopes and references do not respond/cannot be reached OR references provided are for similar scope but are negative.</p>				<p>0 Points for this section</p>
<p>REFERENCES SCORING CRITERIA</p>	<p>#1</p>	<p>#2</p>	<p>#3</p>	<p>Tally below (Up to 9 Points)</p>
<p>References confirm projects completed within budget</p>				
<p>References confirm projects completed on time</p>				
<p>References confirm bidder was responsive, effective, and the quality of work consistently met expectations</p>				

3. Demonstrated understanding and experience necessary to complete the scope of work (20 points)

<p>Required Sample Project Proposals listed below meet GCLB expectations/scope. Required Sample Project Proposals 1-3 supplied by respondents will be reviewed and ranked according to GCLBA preference on presentation, perceived quality, and relevancy of proposed scope. Best ranked example will receive 4 points, second rank will receive 2 point, third ranked will receive 1 points. All other proposal not ranked in the top 3 will receive 0 points. If there is a tie, tied proposal documents will receive appropriate score for rank:</p> <ul style="list-style-type: none"> ● Pre-demolition Hazardous Survey (0-4 points) ● Phase II Environmental Site Assessment Proposal (0-4 points) ● Project Oversight Proposal (0-12 points total- up to 4 points for each scenario) <ul style="list-style-type: none"> ○ Scenario 3.1 (0-4 points) ○ Scenario 3.2 (0-4 points) ○ Scenario 3.3 (0-4 points) 	<p>Up to 20 points</p>
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Evaluating Pricing Proposal

A Selection Committee comprised of Genesee County Land Bank Authority (GCLBA) staff will individually review fee schedules and sample project proposals with costs to determine which proposals provide the most cost advantageous response. Each member of the review committee will individually assign a Price Proposal Ranking based on perceived cost advantage to each respondent for the following:

- A. Fee Schedule
- B. Pre-demolition Hazardous Survey Cost Proposal
- C. Phase II ESA Cost Proposal
- D. Project Oversight Scenario 3.2 Cost Proposal

The most cost advantageous proposal will be assigned a Price Proposal Ranking score of one (1), the next most cost advantageous proposal will be assigned a Price Proposal Ranking score of two (2), and so on. In order to determine Pricing Scores, Selection Committee individual Price Proposal Rankings will be averaged, with the lowest average Price Proposal Ranking receiving the highest Pricing Score (30). The second lowest averaged Price Proposal Ranking will receive the highest score possible less five points, for a Pricing Score of twenty-five (25) points. The third lowest average Price Proposal Ranking will receive 20 points, and so on and so forth, deducting 5 points at for each successively ranked Pricing Score until there are no more respondents, or the Pricing Score is (0) for remaining respondents. For example, if there are four (4) eligible responsive proposals, pricing points will be awarded as follows:

Bidder	Averaged Price Proposal Ranking	Pricing Score
Bidder A	3	20
Bidder B	1	30
Bidder C	4	15
Bidder D	2	25

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ATTACHMENT 2

RFQ SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFQ. Bidders must include all required submittals identified in this Invitation for Bids with bid response.

(GCLBA STAFF ONLY)	Included in bid packet	Expiration Date	<i>** Some of the submittal requirements are included in the attachments. (PAGE 1)</i>
			<input type="checkbox"/> Cover Letter as described in Submittal Requirements
			<input type="checkbox"/> Insurance Checklist (Attachment A)/ Evidence of Insurance – GCLBA must be listed as an insured (Contractor and Subcontractor)
			<input type="checkbox"/> References (Attachment B)
			<input type="checkbox"/> Certification Form Note (Attachment C)
			<input type="checkbox"/> Signature Page (Attachment D)
			<input type="checkbox"/> Local Hiring, HUD Section 3, MBE/WBE/DVBE, if applicable (Attachment E & G) (Section 3 Goals: 10% of construction subcontracts and 3% of non-construction subcontracts are to be awarded to agencies/businesses who are Section 3 certified. Contractors can achieve Section 3 goals through committing 25% of award to Section 3 certified subcontractors.)
			<input type="checkbox"/> Conflict of Interest Statement & Supporting Documentation (Attachment F)
			<input type="checkbox"/> Debarment Certification (Attachment H)
			<input type="checkbox"/> SAM registration printout proving active status and DUNS (https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf)
			<input type="checkbox"/> Current Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Bidder is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
			<input type="checkbox"/> Michigan Accredited Asbestos Certification for Asbestos Inspector
			<input type="checkbox"/> OSHA 40-hour Hazardous Waste Operations Certification (HAZWOPER)
			<input type="checkbox"/> Lead Risk Inspector
			<input type="checkbox"/> Laboratory Certificate of Accreditation
			<input type="checkbox"/> Evidence of Financial Stability – Letter from accountant stating evidence of financial stability <ul style="list-style-type: none"> ○ Have you made two years tax returns and most recent financial statement available to GCLBA for review?
			<input type="checkbox"/> Standard Pricing and Fee Schedule

(GCLBA STAFF ONLY)	Included in bid packet	Expiration Date	** Some of the submittal requirements are included in the attachments. (PAGE 2)
			<input type="checkbox"/> Required Sample Project Proposals <ul style="list-style-type: none"> ○ Sample 1- Pre-demolition Hazardous Materials Survey ○ Sample 2- Phase II Environmental Site Assessment ○ Sample 3- Oversight
			<input type="checkbox"/> Any other State License and/or Certification that is deemed necessary or applicable and is relevant to work completed within Genesee County
			<input type="checkbox"/> RFQ Submittal Requirements Checklist
			<input type="checkbox"/> Received Addendum(s): _____