

Request for Proposals For Environmental Review Services

I. Introduction

The Georgia Housing and Finance Authority (GHFA), the state's housing finance agency and an instrumentality of the State of Georgia and a public corporation, provides funding for the development of affordable multifamily rental housing for moderate and low income Georgians. GHFA projects range in size, include both new construction and those requiring substantial rehabilitation and are located in both rural and urban areas. The Georgia Department of Community Affairs (hereinafter "DCA"), Office of Affordable Housing (hereinafter "OAH"), administers these programs on behalf of GHFA.

GHFA is soliciting Proposals from persons or firms ("Consultants") interested in reviewing the environmental reports and possible scopes of work for affordable multifamily rental housing projects funded and located in the State of Georgia. Consultants will advise and consult with DCA staff to carry out any and all services listed in the Scope of Services as outlined in **Appendix A** of this Proposal. If selected, a contract will be entered into between the Consultant and GHFA to provide this service.

As part of the Low Income Tax Credit Program, DCA evaluates all proposed project sites for environmental soundness. Accordingly, DCA requires Applicants to submit a site-specific environmental assessment (Phase I report and Phase II report (where applicable)) for all applications being considered for funding. Consultants would be required to review these assessments with an emphasis on Phase II testing results and proposed Phase II testing scopes of work for compliance with federal, state and DCA requirements. In addition, all proposed project sites must meet all statutory, program, and internal policies and, in some cases, adhere to federal environmental requirements depending on the funding source. As a result of these requirements, each proposed project site is thoroughly evaluated to ensure compliance with state and federal environmental regulations and laws, program guidelines and internal policies.

Under this Request for Proposals (hereinafter "RFP"), the environmental reports to be reviewed by selected Consultants are Phase I & II reports with a focus on Phase II testing results and proposed Phase II testing scopes of work. Specifically, Consultants will review environmental reports for key areas of environmental concern, including, but not limited to: noise, wetlands, floodplains, state waters, brownfields, hazardous waste/contaminated sites, pollution, water leaks/mold/fungi/microbial growth, odor, asbestos, lead-based paint, solid waste, lead in drinking water, and radon.

II. Minimum Qualification Requirements Criteria

Consultants must meet the minimum qualifications for Environmental Professionals as follows (specialized knowledge in one environmental discipline as described in **Appendix A** is acceptable):

Georgia Department of Community Affairs
Office of Affordable Housing

- a) A Professional Engineer (“P.E”) or Professional Geologist (“P.G.”) must be licensed to practice engineering or geology, respectively, in the state of Georgia with at least three (3) years of full time relevant experience; or
- b) A person with at least a Baccalaureate degree from an accredited institution in engineering or science and at least five (5) years full time relevant experience ; or
- c) A person having ten (10) years of full time relevant experience.

For purposes of qualifying as an Environmental Professional, “relevant experience” as defined in 40 C.F.R. Section 312.10(b) means participation in the performance of environmental site assessments that may include environmental analysis, investigations, and remediation which involve the understanding of surface and subsurface environmental conditions and the processes used to evaluate these conditions and for which professional judgment was used to develop opinions regarding conditions indicative of releases or threatened releases to the subject property.

Also, Consultants must be familiar with the requirements outlined in the Georgia Department of Community Affairs Environmental Manual as well as the National Environmental Policy Act (NEPA) and other Related Laws.

III. Selection Criteria

The Proposals will be selected by DCA staff responsible for the analysis of environmental requirements. Staff will generally use the following criteria for selection of qualified applicants.

- Cost of services and price for services listed in the scope of work. All environmental review quotes must be all-inclusive.
- Demonstrated ability and experience to provide the requested services.
- Previous experience performing environmental reviews and consulting services.
- Previous experience performing environmental consulting work for DCA or other government entity.
- Qualifications of staff who would be assigned to perform the work including applicable licenses and certifications.
- Experience in performing environmental review in accordance with NEPA standards.
- Capacity/Projected response time to complete reviews.

IV. Submittal Requirements

All proposals, to be submitted in accordance with Appendix B, must be delivered in original paper form to DCA at 60 Executive Park South, N.E., Atlanta, Georgia 30329-2231, no later than 5:00 p.m. on Friday June 29, 2012. DCA will not consider proposals received after this time period. However, DCA may open up the RFP period after the initial contracts are issued if DCA determines that additional Consultants are needed. One full original paper copy and one electronic copy of the Proposal must be submitted to DCA. Packages must be addressed to:

Angel Gordon, Legal Consultant
Georgia Department of Community Affairs
Office of Affordable Housing
60 Executive Park South, N.E.
Atlanta, Georgia 30329-2231

V. Term of Proposal

If selected to contract with GHFA, the Consultant will enter a one year contract with options to renew for three (3) additional one-year contract periods at DCA's discretion. The hiring of subcontractors to provide environmental review services is prohibited.

VI. Additional Information for Consultants

1. By submitting the Proposal, the Consultant agrees that if his or her offer is accepted, he or she will furnish and deliver services indicated in their Proposal at the price included in their Proposal, unless otherwise modified in writing by both parties.
2. If the Consultant is an individual, he or she hereby certifies that he or she will not engage in the unlawful manufacture, sale distribution, dispensation, possession or use of a controlled substance or marijuana during the performance of any contract resulting from this RFP.
3. If a Consultant is an entity other than an individual, he or she hereby certifies that a drug-free workplace will be provided for the Consultant's employees during the performance of any contract resulting from this RFP.
4. The Consultant must warrant that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act, and the Illegal Reform and Enforcement Act of 2011 (O.C.G.A. §13-10-90 et. seq.).
5. The submitted Proposal must be accompanied with a complete and notarized Contractor's Affidavit attesting that the Consultant is registered for and using E-Verify. The Contractor's Affidavit form is attached as **Appendix F**.
6. The Consultant may not have an identity of interest with the Owner, Developer, General Contractor, or Project Architect on the project for which his services are contracted. "Identity of Interest" means a situation in which an entity listed above has a direct or indirect interest in the ownership of the Consultant entity.
7. DCA seeks to avoid conflicts of interest. Prior to signing the contract for a specific project, the Consultant must disclose to DCA any type of environmental consulting service previously performed on that project. The Consultant must also disclose any other services performed for the project including but not limited to: physical needs assessments, accessibility, and third party construction management.
8. DCA policies can be referenced in the 2012 Qualified Allocation Plan Threshold Section VI, HOME and HUD Environmental Questionnaire Guidance and the 2012 DCA Environmental Manual found at:

Georgia Department of Community Affairs
Office of Affordable Housing

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/downloads/2012QAP Docs/Manual/2012ManualsForms/C.%20Environmental/Manuals/2012Environmental AssessmentStandardsManual.pdf>

9. The Consultant may bid on one or more of the services in **Appendix A**.
10. The Consultant must provide "relevant experience" for all services in which a bid is submitted.

VII. Expected Schedule

Action	Date
Issuance of Request for Proposals (RFP)	Tuesday, June 19, 2012
Proposals due to DCA office in Atlanta	Friday, June 29, 2012
Notification to Consultants of Award	Friday, July 13, 2012

VIII. Inquiries

Questions about this RFP must be directed in writing or via e-mail to:

Angel Gordon
Department of Community Affairs
60 Executive Park South, NE
Atlanta, GA 30329
Email: angel.gordon@dca.ga.gov

From the date that this RFP is issued until a Consultant is selected and the selection is announced, Consultants are not allowed to communicate regarding matters related to the RFP, including proposals submitted, for any reason with any State employee other than the contact listed above. All answers to general questions will be distributed as an addendum to the Request for Proposal and mailed and/or emailed to all Consultants. Only written questions will be accepted and only written responses are binding.

Appendix A – Proposal Specifications

A. Scope of Services

DCA is seeking qualified Consultants with the ability to conduct Peer Reviews of Phase I and II Environmental Site Assessment Reports in accordance with ASTM E 1527 and 1528 and ASTM test E1903 standards (when applicable) to ensure compliance with DCA 2012 Environmental Manual, DCA 2012 Home and HUD Environmental Questionnaire Guidance, and Georgia's 2012 Qualified Allocation Plan and other applicable state and federal laws. Please note that DCA includes many ASTM "Non Scope" items as listed in the DCA 2012 Environmental Manual. The environmental review will address issues in a number of key areas of environmental concern, including but not limited to: noise, wetlands, floodplains, state waters, brownfields, hazardous waste/contaminated sites, pollution, water leaks/mold/fungi/microbial growth, odor, asbestos, lead-based paint, solid waste, lead in drinking water and radon.

Proposals should provide a separate fee breakdown to identify each peer review request per discipline. In addition, Proposals should take into consideration of the project funding and underwriting requirements and the environmental review should also ensure compliance with the National Environmental Policy Act (NEPA) and the Department of Housing and Urban Development guidelines (when applicable).

The selected Consultant or firm(s) shall have qualifications and experience to perform the scope of work for one or more of the following described disciplines:

- Peer Review of Phase I Environmental Site Assessments
- Peer Review of Phase II Environmental Site Assessments and Non-Scope Testing scopes of work and testing results
- Peer Review of individual Phase I Environmental Site Assessment components including: Noise, Wetlands/State Waters/Floodplain, RECs, or Brownfields

1. Peer Review of Phase I Environmental Site Assessments

If selected, the Consultant will perform tasks necessary to conduct a Peer Review of Phase I Environmental Site Assessment for compliance with DCA 2012 Environmental Manual and Georgia 2012 Qualified Allocation Plan and provide reports that include the following:

- Submit a detailed review and analysis of the environmental concern(s) for each project reviewed. The analysis must clearly detail all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws/regulations and/or DCA requirements. If the project is inconsistent with federal and state laws/regulations and/or DCA requirements, the analysis must clearly elucidate agreement with the findings contained in the Phase I.
- If applicable, make recommendations regarding needed testing, mitigation, and/or additional analysis that would bring the project in compliance with federal and state laws/regulations and DCA requirements.

Appendix A – Proposal Specifications

- Review the report for statements regarding the onsite reconnaissance to ensure that a thorough onsite reconnaissance occurred and the findings reasonably assessed the likelihood of identifying recognized environmental conditions in connection with the subject property.
 - Review the report conclusions regarding the elimination and/or identification of recognized environmental conditions that indicate an existing release, a past release, or a material threat of a release of dangerous, hazardous, or toxic substances into structures on the property or into the soil, groundwater, or surface water of the property.
 - Provide the checklist attached in **Appendix C** along with a narrative summary of any areas where the project is out of compliance.
2. Peer Review of Phase II Environmental Site Assessments and Non-Scope Testing scopes of work and testing results
- Submit a detailed review and analysis of the environmental concern(s) for each project reviewed. The analysis must clearly detail all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws/regulations and/or DCA requirements. If the project is inconsistent with federal and state laws/regulations and/or DCA requirements, the analysis must clearly elucidate agreement with the findings contained in the Phase I and/or Phase II.
 - If applicable, make recommendations regarding needed testing, mitigation, and/or additional analysis that would bring the project in compliance with federal and state laws and regulations and DCA requirements.
 - Evaluate and provide analysis of proposed findings, conclusions, recommendations, and cost estimates to accomplish the recommended work.
 - Review previously prepared environmental documents and reports.
 - If necessary, review the investigation of property background such as involved parties, known and potential environmental conditions, current and historic property use, responsible parties, cause of environmental conditions, potential off-site sources of contamination, etc.
 - If applicable, review the determination of buildings, soil, air and groundwater that have been impacted by a known or possible environmental condition (i.e., a dry cleaner, leaking underground storage tank, etc.) to determine the necessity for further clarification or action.
 - If applicable, review the vertical and lateral extent of soil and groundwater contamination and remediation cost estimates.

Appendix A – Proposal Specifications

- If applicable, discuss concerns about drilling and sampling protocols, details of monitoring well construction, rationale for selection of locations for borings/wells and depths explored.
 - If applicable, review all analysis and interpretation of results in the context of applicable local, state and federal laws, ordinances, regulations and rules.
 - If applicable, review all analysis of local geologic and hydro-geologic setting and environmental conditions identified in borings/wells including depth to groundwater, probable, or known direction for local groundwater flow, interpretation of soil and contaminant distribution based on boring logs made in Phase II site work.
 - If applicable, identify any applicable regulatory jurisdictions, cleanup standards/guidelines, applicable soil and/or groundwater cleanup guidelines, identification of agency reporting/disclosure requirements.
 - If applicable, discuss lab results with comparison to regulatory cleanup guidelines, discussion of requirements to meet regulatory standards, discussion of feasibility for remediation, approximate estimated costs for additional studies and/or monitoring and/or remediation, and estimated timelines to meet regulatory requirements.
 - Provide the checklist attached in **Appendix D** along with a narrative summary of any areas where the project is out of compliance.
3. Peer Review of individual Phase I Environmental Site Assessment components including: Noise, Wetlands/State Waters/Floodplain, RECs, or Brownfields
- Submit a detailed review and analysis of the environmental concern(s) for each project reviewed. The analysis must clearly detail all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws/regulations and/or DCA requirements. If the project is inconsistent with federal and state laws/regulations and/or DCA requirements, the analysis must clearly elucidate agreement with the findings contained in the Phase I.
 - If applicable, make recommendations regarding needed testing, mitigation, permitting and/or additional analysis that would bring the project in compliance with federal and state laws/regulations and DCA requirements.
 - Review the report for statements regarding the onsite reconnaissance to ensure that a thorough onsite reconnaissance occurred and the findings reasonably assessed the likelihood of identifying one of the conditions above in connection with the subject property.
 - Review the report conclusions regarding the review of historical documentation, interviews, closure reports, and environmental records sources, to ensure that a thorough review occurred and the findings reasonably assessed the likelihood of identifying one of the conditions above in connection with the subject property.

Appendix A – Proposal Specifications

- For the review of Noise Assessments and Mitigation Plans, review the source data for noise conclusions, the calculation of noise levels, and recommended mitigation measures for compliance with DCA policy.
- Provide narrative summary of any areas where the project is out of compliance.

Appendix B – Contents of the Proposal Package

The following information is required to be provided in the Response for Proposal:

1. A cover letter which provides the name, mailing address, telephone number, email address, and fax number of the individual to whom we may communicate regarding the proposal package. The cover letter should clearly state that the proposal package is in response to the Request for Proposal.
2. Description of Firm- Describe your firm's experience providing environmental and environmental consulting services. The description of your firm should include, but is not limited to, the following:
 - (a) Location and size
 - (b) Number of years of operation
 - (c) Organizational structure
 - (d) Number of years providing environmental services
 - (e) Description of services provided
 - (f) Average Number of reviews performed per year
 - (g) Resumes of individuals who would be assigned to work with GHFA
 - (h) Licenses or certifications related to experience.
3. Description of work performed for DCA or other governmental entity. Include contact information for verification of work performed.
4. A brief description of current commitments and capacity to perform the work described in **Appendix A**, Proposal Specifications, Section A, Scope of Services, in a timely manner. List any limitations that could impede your ability to perform requested services.
5. Submit **Appendix E** Schedule of Fees to be charged for each Peer Review request. Proposals must include an hourly rate to be charged for miscellaneous environmental review services. The hourly rates quoted will be considered "not-to-exceed" hourly rates. Proposal responses containing provisions for late payments or interest charges will not be considered for an award. The State of Georgia is not authorized to pay any late or interest charges. DCA does not pay travel expenses. All environmental reviews quotes should be all-inclusive.
6. Describe your ability to perform the required services on an on-call basis, often under very short deadlines, as required by DCA.
7. Provide in **Appendix E** the typical time schedule for performing the required services for each of the discipline.
8. Three customer references for multifamily environmental reviews must be included. Of special interest to DCA are customer references from state or local housing agencies

Appendix B – Contents of the Proposal Package

and/or financial institutions. Please provide the contact person's name and telephone number.

9. A brief description of the ability (if any) to meet minority business enterprise/women-owned business enterprise requirements.

APPENDIX C

2012 Phase I Environmental Review

PROJ. NAME:

PROJECT #:

Is it expected that State Waters are located on the site?	
If yes, does the project propose disturbance of the State Waters with any buildings, paving, or site amenities?	
If yes, is there evidence that the project respects the proper buffer distances?	
COMMENTS:	

P 3.6

ENDANGERED SPECIES:

Are endangered species or their habitats present on the site?	
COMMENTS:	

G 4.1.1

REGULATORY RESEARCH: (X indicates regulatory services checked)

NPL:		STATE HSI/SHWS/CERCLIS:	
delisted NPL:		STATE HSRA/Non-HSI:	
CERCLIS:		STATE UST:	
CERCLIS NFRAP:		STATE LUST:	
RCRA CORRACTS		STATE LANDFILLS/swf/lf:	
RCRA GENERATORS:		STATE SPILLS LIST:	
RCRA TSD:			
Fed Inst. Control/Eng Control			
ERNS:			
TRIS:			
FINDS:			
BROWNFIELDS:			
Is each property identified in the regulatory data discussed in the report? (cross-check Appendix F with the 4.1.1 report text)			
COMMENTS:			

H 4.3

INTERVIEWS:

Does the report include evidence that the following were interviewed: government officials, occupants/users, operators?	
COMMENTS:	

5.0

CURRENT USE

Site Reconnaissance Date:

Was the site reconnaissance performed within 6 months of Application (no earlier than 11/22/11)?		
Is the project likely to be adversely effected by any of the following:		
5.4.1 Storage Tanks	5.4.9 Water Supply and Wells	
5.4.2 Hazardous&Petroleum Containers/Drums	5.4.10 Drains and Sumps	
5.4.3 Heating and Cooling	5.4.11 Pits,Ponds,Lagoons,&Surface Waters	
5.4.4 Solid Waste	5.4.12 Stressed Vegetation	
5.4.5 Sewage Disposal/Septic Tanks	5.4.13 Stained Soil or Pavement	
5.4.6 Hydraulic Equipment	5.4.14 Odors	
5.4.7 Contracted Maintenance Services	5.4.15 Utilities/Roadway Easements	
5.4.8 Electrical Equipment/PCBs	5.4.16 Chemical Use	

APPENDIX C

2012 Phase I Environmental Review

PROJ. NAME:	PROJECT #:
--------------------	-------------------

	5.4.17	Water Leaks/Mold/Fungi/Microbial Growth	
E	5.4.18	Asbestos (all structures on site whether they will be rehabbed or demolished)	
		Was asbestos testing performed?	
		Was asbestos detected?	
		If yes, was the ACM friable or non-friable?	
		If yes, is an O&M included?	
E	5.4.19	Lead based paint (testing required on all structures, existing or demolished on the property before 1978):	
		Was lead based paint testing performed?	
		Was lead based paint detected?	
		Was lead in soil testing performed?	
E	5.4.20	Was lead in concentrations greater than 0.5% or 400 mg/kg detected in the soil?	
		Lead in water (where EP suspects or in structures to remain built prior to 1984)	
		Was lead in drinking water testing performed?	
E	5.4.21	Was lead in concentrations greater than 15 mg/l identified?	
		Radon: (rehabilitation projects only)	
F	5.4.22	Was radon testing performed?	
		Was radon in concentrations greater than 4 pci/l identified?	
		Noise: Is noise greater than 65db:	
		Is the noise assessment included?	
		Is the number and location of NALs evaluated sufficient to cover all buildings and site amenities?	
5.4.23		Is noise projected for 10 years (2019)?	
		Describe the noise sources and mitigation plan below.	
E	5.4.24	Vapor Encroachment Screening:	
		Is there any potential for subsurface vapors?	
		Other:	
		COMMENTS:	
C	5.5	PROPERTY HISTORY:	
		Has the EP identified any environmental hazards due to previous structures or land uses?	
		COMMENTS:	
	5.6 & 5.7	SURROUNDING USES:	
		Has the EP identified any environmental hazards due to previous or current existing adjacent properties?	
		COMMENTS:	
Q	5.8	HISTORIC PRESERVATION:	
		Will the proposed development affect any properties in the vicinity listed on the National Register according to SHPO?	
		COMMENTS:	
	6.0	DATA GAPS:	
		Has the EP identified any data gaps of significance?	

APPENDIX C

2012 Phase I Environmental Review

PROJ. NAME:

PROJECT #:

COMMENTS:

Additional questions:

Is a phase II required?	
If yes, is the Phase II included?	
Has a Phase I been performed previously?	
Is/Are the previous assessment(s) included?	
COMMENTS: <input type="text"/>	

CONDITIONS OF FUNDING:

APPENDIX D

**2012 PHASE II ENVIRONMENTAL SITE ASSESSMENT
AND
NON-SCOPE TESTING
REVIEW**

REVIEW DATE:

PROJECT NAME:

PROJECT NUMBER:

PROJECT CITY:

IMPACT IDENTIFICATION:

- {brief explanation of background for phase II}

METHODOLOGY:

TESTED MATERIALS

CONCLUSIONS:

RECOMMENDATIONS:

COMMENT & OPINION:

Was the testing done according to industry protocol and applicable standards?

Did the scope of testing address the environmental concern?

Do you agree with the conclusions?

Georgia Department of Community Affairs
Office of Affordable Housing

Appendix E

Schedule of Fees

scope	price per project	proposed timing of deliverable once assigned by DCA
complete Phase I review	<input type="text"/>	<input type="text"/>
complete Phase II review	<input type="text"/>	<input type="text"/>
Non-Scope Testing review:		
asbestos	<input type="text"/>	<input type="text"/>
lead paint/lead in soil	<input type="text"/>	<input type="text"/>
radon	<input type="text"/>	<input type="text"/>
vapor encroachment	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Phase I Components:		
REC	<input type="text"/>	<input type="text"/>
brownfields	<input type="text"/>	<input type="text"/>
noise assessment & mitigation plan review	<input type="text"/>	<input type="text"/>
wetland/floodplain/state waters review	<input type="text"/>	<input type="text"/>
Other: _____	<input type="text"/>	<input type="text"/>
Hourly rate:	<input type="text"/>	n/a

Georgia Department of Community Affairs
Office of Affordable Housing

APPENDIX F

CONTRACTOR AFFIDAVIT

STATE OF _____
COUNTY OF _____

By executing this affidavit, the undersigned verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the Georgia Department of Community Affairs (“DCA”) has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify. Furthermore, the undersigned agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this project, the undersigned will secure from subcontractor(s) same verification of its participation in a federal work authorization program as required by O.C.G. A. § 13-10-91(b). The undersigned further agrees to maintain records of such compliance and upon request provide a copy of each such subcontractor verification to the DCA. The undersigned hereby attests as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Entity Name and Role in Project

Name of Project

Dated this the ___ day of _____, 201__

Signature of Authorized Officer or Agent

Print Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201__

Notary Public

My Commission Expires:
