

**HOUSING AUTHORITY OF THE CITY OF
WILMINGTON NORTH CAROLINA
(WHA)
RE-BID REQUEST FOR PROPOSAL (RFP)
SOLICITATION NO.:CFP22.08**

ENVIRONMENTAL REVIEW SITE WORK

SUBMISSION DATE: March 1, 2023

SUBMISSION TIME: 12:00 PM EST

Prepared By:

**Housing Authority of the City of Wilmington
Procurement and Contracts Department
1524 S. 16th Street
Wilmington, NC 28401**

REQUEST FOR PROPOSAL
FOR
Environmental Review Site Work

The Housing Authority of the City of Wilmington (hereinafter referred to as “the Authority”) requires the services of an environmental consulting firm capable of performing various elements of HUD-mandated Environmental Reviews in compliance with all applicable provisions of 24 CFR Part 58, up to and including the provision of Phase I Environmental Site Assessments (ESA). The deliverable on each project will consist of a draft Environmental Review Record (ERR) for review and acceptance by the Authority. The draft ERR serves to advise the Authority of the impact of the proposed activity upon the natural environment (and vice-versa), call out the presence of any hazardous substances on site, as well as the need for any additional soil testing and/or remediation activities specifically tied to any contamination identified. The draft ERR produced by the consultant must be acceptable to the US Department of Housing and Urban Development and the North Carolina Office of Recovery and Resiliency (NCORR).

SCOPE OF SERVICES

The draft ERR produced by the consultant must:

- Describe all activities that are part of the project;
- Evaluate effects of project on human environment;
- Document compliance with applicable authorities, particularly 58.5 and 58.6;
- Record determinations and findings; and,
- Contain verifiable source documents and relevant base data.

The draft ERR must establish the appropriate level of review and include sufficient evidence to document this determination. Levels of review beyond Environmental Assessments (EA) (i.e. Environmental Impact Statements) are beyond the scope of work of this solicitation. Similarly, the provision of Phase II ESAs is not within the scope of work of this solicitation.

Phase I activities must conform to Article 19, N.C. Gen. Stat. § 130A-444-451, the National Emission Standard for Hazardous Air Pollutants (NESHAP, 40 CFR Part 61, Subpart M) pertaining to demolition and renovation in 40 CFR 61.145, NESHAP pertaining to waste disposal in 40 CFR 61.150, Occupational Safety and Health Act of 1970, Pub. L. 91-596, 84 Stat. 1590, 29 U.S.C. § 651, et seq., as amended (OSHA), Asbestos Standard for Construction 29 CFR 1926.1101, OSHA 29 CFR 1910, NC OSHA 13 N.C.A.C. 7C .0101, Transportation under 49 CFR 173.1090, and North Carolina Solid Waste Laws. An Asbestos Permit Application and Demolition Notification (DHHS 3768) must be submitted to the Health Hazards Control

Unit (HHCU) of the NC Department of Health & Human Services Division of Public Health, prior to demolition in compliance with 15 A NCAC 20.1110 (a)(1). If the ACM removal is greater than 3,000 square feet, 1,500 linear feet, or 656 cubic feet in a public area, then a design, project monitoring plan, and (transmission electron microscopy) TEM clearance might be required under 10A NCAC 41C .0607.

If necessary, Lead-based Paint (LBP) inspection and abatement must be done by NC HHCU certified LBP firms and professionals. The activities must conform with all applicable federal, State and local laws, regulations and procedures regarding LBP including, but not limited to, HUD's LBP regulations in 24 CFR Part 35; OSHA (29 CFR 1926.62); EPA regulations (40 CFR Part 745); and LBP Hazard Management Program (Article 19, N.C. Gen. Stat. § 130A-453; 10A NCAC 41C .0800). A NC LBP Abatement Permit Application might be required. All LBP debris will be properly disposed of in a NC DWM approved landfill facility in accordance with applicable regulations.

PROPOSAL MUST INCLUDE:

1. The names of individuals performing the work, and briefly describe each individual's roles.
2. Fixed fee and timeline to complete a draft ERR for the identified properties.

EVALUATION CRITERIA

Proposals will be evaluated based on the degree to which a respondent meets the Proposal and experience requirements and the degree of acceptability of his/her/ its proposed fixed fee. A weight of 0% to 90% will be assigned to his/her/its Proposal and experience: and a weight of 0% to 10% will be assigned to his/her/its proposed fixed fee, based on the degree of acceptability of same to the Authority.

CONTRACT AWARD

It is the Authority's intent to award a contract for the service required thereunder in accord with competitive proposal procedures which provide for negotiations; however, if the quality of the initial proposal received is such that no purpose would be served by conducting negotiations the Authority will award a contract without discussion/negotiations.

The Authority retains the right to reject any and all proposals or to award a contract to the respondent whose proposal is deemed to be most advantageous to the Authority, taking into consideration the evaluation factors cited above. All proposers will be notified in writing promptly if a contract award is made under this RFP; such notice will identify the proposal selected.

SUBMISSIONS OF PROPOSALS

Proposals (original and two copies) shall be delivered to the Authority no later than 12:00PM on March 1, 2023. Same shall be addressed as follows:

Wilmington Housing Authority
Attn: Chauntrell Burns
1524 S. 16th Street
Wilmington, NC 28401
Tel: (910) 341-7700 ext. # 247

All proposals shall be submitted in sealed envelopes with the wording "PROPOSAL FOR ENVIRONMENTAL SITE WORK" on the envelope.

Issued: February 15, 2023

The Authority's Review and Evaluation Committee will utilize the following firm in the evaluation process:

1. PROPOSAL WAS RECEIVED BY DUE DATE: ___ TRUE ___ FALSE

2. RESPONDENT'S NAME DOES NOT APPEAR ON HUD LIST OF DISBARRED, SUSPENDED OR INELIGIBLE CONTRACTORS:
___ TRUE ___ FALSE

3. PROPOSALS SUBMITTED COMPLIES WITH THE PROPOSED REQUIREMENTS SET FORTH IN THE RFP: ___ TRUE ___ FALSE

(COMPLETE THE FOLLOWING IF 1, 2, AND 3 ABOVE ARE TRUE)

PROPOSAL
EVALUATION FACTOR

TO BE ASSIGNED*

ASSIGNED

1. DEGREE TO WHICH
RESPONDENT EVIDENCE
POSSESSION OF DESIRED
PROPOSAL AND
EXPERIENCED

2. DEGREE OF
ACCEPTABILITY
OF RESPONDENT'S
PROPOSED
FEE AND, IF
APPLICABLE,
OTHER CHARGES FOR
PERFORMANCE OF THE
SPECIFIED WORK SCOPE

MAXIMUM WEIGHT

TOTAL WEIGHT ASSIGNED

(SUM OF 1 AND 2 ABOVE, SAME CANNOT EXCEED 100%) _____

NOTE: The higher the weight assigned. the more acceptable the proposal.
DATE: _____

RFP RATING KEY:
ENVIRONMENTAL SITE WORK

Factors 1

Excellent	80 points
Very Good	70 points
Good	60 points
Satisfactory	50 points
Unsatisfactory	0 points

Note: Points = % points

Factors 2

1. Lowest Responsible/Reasonable Fee Proposed	20 points
2. Within 5% of 1 above	15 points
3. Within 10% of 1 above	10 points
4. Within 15% of 1 above	5 points
5. Within 20% of 1 above	0 points

NOTE: The higher the overall rating assigned, the more acceptable the proposal is deemed to be.