

REQUEST FOR PROPOSAL (RFP)

Professional Environmental Consulting Services



4200 Canal Street Suite B
New Orleans Louisiana 70119

Prepared by:

LandmarkCONSULTING
1340 Poydras Street Suite 2150
New Orleans Louisiana 70112

Summary of Important Dates

RFP Issue Date:	December, 10, 2012
Mandatory Pre-Proposal Meeting: 9.30. AM:	December, 18, 2012
Deadline for Inquiries and Questions 1.00.PM:	December, 24, 2012
RFP Submittal Date: 2.00 PM:	January, 4 th , 2013

November 2012

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Request for Proposal (RFP)
Environmental Services FirstLine Schools
PROJECT # 2012024.00

1. Proposals - The Office of the Chief Operating Officer will receive an electronics format proposals @ jneary@firstlineschools.org on the above referenced Project at 4200 Canal Street New Orleans, Louisiana 70119 until 2:00 P.M. local time, on January 4th, 2013 at which time all proposals duly received will be opened.

A) WORK DESCRIPTION – Environmental Services as per the Request for Proposals Scope of work.

2. BIDDING DOCUMENTS - Sets of complete Proposal Documents are available to Environmental Consultants and others to review until 24 hours before the date of opening at www.firstlineschools.org/firstline-rfps.html. **Owner** will provide, at no cost, set of complete Documents requested by a prospective Environmental Consultants.

3.DEADLINE FOR AWARD - Subject to an extension of the period for holding, as permitted in LSA-R.S. 38:2215, the FirstLine Schools will act within Seven (7) days after the date of opening to award the Contract or reject all Proposals. Proposal shall not be subject to withdrawal except as provided in the Request for Proposal (RFP).

4. PRE-PROPOSAL CONFERENCE – A Pre-proposal conference will be held at **First Line School Central office Conference room on Tuesday, December 27, 2012 @ 4200 Canal Street New Orleans 70119 at 9.30:00 AM**, Local time. All Consultants (or their authorized representatives) are encouraged to attend the pre-proposal conference and the tour of the project site. The **Project Manager Landmark Consulting LLC** may issue Addenda, as the **Owner** considers necessary in response to questions raised at the tour and the pre-proposal conference.

5. CONTRACT(S) - One contract will be awarded to successful Consultant based upon proposal submitted being most favorable to First line Schools.

6. REQUESTS FOR INTERPRETATION - All questions or inquiries concerning the Request for Proposal Documents or the scope of work shall be submitted in writing via email to **Landmark Consulting; ATTENTION: Michael A. Babatunde @ michaelb@landmarkconsultingllc.com** Last day for Questions is 12/24/12 @ 1:00 PM

7. AWARD – First Line Schools reserves the right to waive any non-conformances in any Proposals (unless any such waiver is barred by LSA - R.S. 38:2212), to reject any and all Proposal for just cause (LSA - R.S. 38:2214(B) and to re-advertise for new Proposals..

By: _____ Published By: _____
Director of Operations Dates: (1) 12/10/12
(2) 12/17/12
(3) 12/24/12

Approved
Chief Operating Officer FirstLine Schools

Project Manager Landmark Consulting

Section 1 – Introduction

The FirstLine Schools (FLS) will be accepting proposals from qualified Consultants to provide Professional Environmental Consulting Services specifically for hazardous Materials Abatement for demolition projects for the owner for projects located at 3801 Monroe Street, New Orleans Louisiana 70119. The Project will consist of the demolition of (1) Gymnasium, (2), Classroom Building and (3) Administrative Building. Based on a response to this Request for proposal, (FLS) intends to select the Consultant that provides the best value to the Charter. The Request for Proposal (RFP) can be obtained at FirstLine School website at www.firstlineschools/firstline-rfps.html.

The Project team includes members of FirstLine Schools and Landmark Consulting.

The successful Consultant shall act on behalf of the owner and under the oversight of Landmark, who is providing general oversight of this work on behalf of the owner. The responsibilities of the Consultant will include, but not limited to, the technical services associated with hazardous material identification, design coordination, abatement contractor selection, and oversight of abatement activities, air quality monitoring and final clearance testing of areas of the project. A complete scope of work is contained in Attachment ‘A’ of this Request for Proposal (RFP).

For the purpose of this RFP, the term “hazardous material” shall include any and all substances found on the project site where the handling or removal of the material requires specific training and /or certification by governing agencies. Typical hazardous materials include, but not limited to, asbestos, lead-based paint and any other hazardous metals.

The Consultant shall select and organize a team appropriate for the Scope of Work (see attachment A) for the Project. FLS will retain the right to reject any proposed team member. The Consultant is responsible for negotiating the required scope of services, fee and expenses with any sub-consultant to meet the needs of this project.

The Consultant and their team must clearly demonstrate their ability and expertise to provide the required professional services, staffing and resources to complete the project. Within the limits of the Scope of Work for this project, FLS is looking to the Consultant to propose ideas to improve the quality of overall process, collaborate with FLS staff, and all other project consultants.

The Consultant and their team must comply with FLS’s approved Procurement Standards (as required), applicable Ordinances, Local, State and Federal Codes, the Louisiana Education Code and the terms and conditions of the Owner-Consultant Agreement and General Conditions. The proposal should include all work, fees, expenses and other direct costs necessary to respond to the scope of work and complete the work to the highest level of professional standards.

The FLS reserves the right to reject any or all proposals. This RFP and submitted proposals will be incorporated into the owner/Consultant Agreement. The information contained in this RFP shall no way relieve the proposing Consultants/Organizations from complying with all applicable laws, codes, requirements or similar guidelines of any agency, whether local, state or federal in nature. Should any information contained in this RFP conflict such guideline, the more stringent shall apply.

Section 2 – Scope

Scope of Services

Provide a detailed description of the scope of services of the Consultant and all consulting disciplines for this project. The Consultant is responsible for all required services and, at a minimum, must include; meetings, project management, record correspondence, documentation and reports, files and archiving, team coordination reviews, third party coordination, plan checking (if required) and quality control reviews and presentations to FLS. Describe the deliverables for this phase of work. The Consultant is responsible for code review and compliance, preparing progress reports, project schedules with progress updates, coordinating work with city, and other public agencies and the coordination with the Project Manager and the owner.

The Consultant is expected to modify and or supplement work phases as required to meet the needs of the project. The demolition project has a progressive schedule and is currently in the planning stage.

Project Scope

The Consultant is to provide Professional Environmental Services in preparation to the demolition of the Gymnasium, Classroom Building, and Administrative block. These services include but are not limited to surveying of hazardous materials, provide quantities, cost and air monitoring during and after the demolition is completed. See Attachment A for a more detailed scope of work.

Section 3 – Submittal Format and Organization

Consultants must organize their submittals in the following manner:

- Part 1 – Cover Letter
- Part 2 – Project Team and Staffing and References
- Part 3 – Project Schedule
- Part 4 – Proposed Fee and Expenses
- Part 5 – Certificate of Insurance
- Part 6 - Experience with DBE Participation
- Part 7 - Supplemental Information

Cover Letter

The cover letter should clearly indicate the name and type of business (corporation, L.L.P., etc.) of the firm proposing. If a team or joint venture is proposed, the cover letter should clearly indicate all members of the team or joint venture, their roles and respective percent of participation. Consultants must acknowledge their awareness of all posted explanations and addenda for this RFP.

Project Team/Staffing and References

Background: Provide a general background of your organization, including a history of the company, length of time in business, and experience working with public agencies in particular school Districts. Provide contact names and numbers of references familiar with the quality reliability of your work.

Organization Chart/Staffing Plan: Provide a detailed organization chart indicating each firm's team members who will be assigned to each major task or responsibility area. Provide a staffing plan indicating the percent involvement each will have during each phase of work. Provide detailed resumes for each team member shown on the organization chart and others that will provide leadership or key participation on the project.

Qualifications: Provide qualifications of the proposed team and /or individuals participating on the proposed team, as evaluated in terms of functional, technical, and economic features of services provided for other clients. Commit, in writing to provide the proposed team/staff to the project unless they are no longer employed by the organization or some other extraordinary event occurs that makes them unavailable to the project.

References: Provide a detailed statement of experience on three (3) separate environmental professional consulting projects, completed within the last five (5) years. FLS reserves the right to approve or disapprove of the proposed staff for this project. The proposed team/staff assignments shall remain consistent throughout the project. If substitutions are proposed, they must be presented to FLS in writing for review and acceptance. Include a schedule of fees of the proposed team/staff at a minimum the Consultant must identify and provide resumes and schedule of fees for the followings (or like kind) key positions for each discipline:

- Principal-in-Charge
- Project Manager or on - site Manager
- Industrial Hygienists

Project Schedule

Based on the general project time (21 days) frame provided in this RFP of (21 days), present a comprehensive project schedule showing each phase of work and the sub-category activities. Indicate key milestones, to include but not limited to drawing or document review time, critical coordination milestones and any related school site, FLS, or third party activities. Within the requirements and parameters of the project, FLS encourages the Consultant to provide alternate methods for expediting work process.

Proposed Fee and Expenses

Present a total Lump Sum Fee with a breakdown of fees and other direct costs for each designated portion of the work. The Owner supplied Form entitled “**PROPOSED FEE** and **TABULATION**” Form shall be used to submit this information.

Certificate of Insurance Requirements

The Consultant shall carry insurance with underwriters acceptable to FLS and with minimum limits of liability, as stated in Section 5 below. Provide proof of such insurance with the proposal submittal.

Experience with DBE Participation

Consultants should present a proposed draft plan that demonstrate and encourages DBE participation. Consultants shall propose DBE participation levels and submit a Methodology Plan for the solicitation of DBE consultant. Consultant is to provide a list of no more than 3 projects completed within the last 5 years requiring DBE participation. Describe the DBE role and responsibilities.

Supplemental Information

Consultants shall provide a statement of the financial stability and ability to fulfill the obligations of the contract(s) that may be awarded. Provide a copy of the most recent (business year end) audited financial statement and bank officer contact.

Provide a description of all pending or settled litigation or arbitration instituted by or against the Consultant within the previous three (3) years, as well as a list from a recognized online database, such as Westlaw or Lexis, showing all litigation or arbitration instituted by or against Respondent with an explanation of the current status thereof. A summary or general statement will not meet the requirements of this paragraph. If the Consultant is a joint venture or a partnership, then the information must be provided for all members of the business relationship.

Provide a notification of Criminal History of Consultant. Use Felony Conviction Notice form (*If applicable*).

Section 4 – Proposal Format, Delivery and Inquiries

The proposal format shall follow the outlined items in Section – 3 Submittal Format requirements. Deliver one (1) original copy in Electronic format to Chief Operation officer @ jneary@firstlineschools.org

FIRSTLINE SCHOOLS
Attn: **Joseph Neary**
4200 Canal Street, Suite B
New Orleans Louisiana 70119

On or before January 4, 2013 @ 2.00 PM

All inquiries and questions must be made in writing and directed to Owner's Representative/Project Manager Michael Babatunde of Landmark Consulting, LLC via email at michaelb@landmarkconsultingllc.com; not later than 1.00 PM on December 24, 2012.

Section 5 – Negotiation Process and Contract Award

Upon receipt of the Technical Proposal, Landmark and FLS will review proposal and cost data. Each proposal will be reviewed for completeness, format requirements, verifiable references, and responsiveness to this RFP's requirements. Only those proposals that are properly completed, and meet the minimum format and content requirements will be considered in the final evaluation process. To be eligible for evaluation, proposer shall adhere to the format set forth in the RFP. Each of the required sections identified must be addressed and must be specifically labeled. The review, negotiation and award process will be conducted based on the following steps and criteria:

1. Acceptance of a submittal implies no obligation on the part of FLS nor does the silence of FLS imply rejection of any submittal.
2. FLS reserves the right to reject this submittal and to waive any and all formalities and conditions.
3. FLS may make any investigation it deems necessary to determine the ability of the Consultant to provide satisfactory performance in accordance with these instructions, terms and conditions. The Consultant shall furnish FLS with such additional information as required.
4. Per applicable law, FLS may award contracts for professional services on the following basis:

Appendix A
FirstLine Schools Contractor / Vendor Selection Criteria
For Evaluation of RFP and RFQ Applicant Proposals and Responses

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	5 points	Award of a purchase order or contract is based on the best value to FLS: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation, submission of test samples, or inspection of facilities, these factors are part of the component evaluation.
Price	1 - 3 points for each	Lowest bid(s) receive 3 points; Highest bid(s) receive 1 point; all other bids receive 2 points. The total cost may include unit price, delivery and installation, and maintenance and cost of operation as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.
Executive Resumes	The highest score is 3 points; however, applicants failing to address a Component entirely will receive a score of zero.	Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject.
Professional References		Consideration is also given to the applicants' potential ability to perform successfully under the terms and conditions and their past performance record.
Company Financials		Three years of most recent company financials are requested.
Headquartered in Orleans Parish		Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise	1 point for each	Listed in the SLDBE Directory on the City of New Orleans website.
Community Involvement		Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans
Innovation		Applicant can successfully demonstrate the Component as described by the Evaluation Criteria

Louisiana Public Bid law

- (a) A governmental entity may not select a provider of professional services or a group or association of providers or award a contract for the services on the basis of competitive bids submitted for the contract or for the services, but shall make the selection and award:
 - 1. on the basis of demonstrated competence and qualifications to perform the services; and
 - 2. for a fair and reasonable price.
 - (b) The professional fees under the contract:
 - 1. must be consistent with and not higher than the recommended practices and fees published by the applicable professional associations; and
 - 2. may not exceed any maximum provided by law.
 - (c) In procuring Professional services, a governmental entity shall:
 - 1. first select the most highly qualified provider of those services on the basis of demonstrated competence and qualifications; and
 - 2. then attempt to negotiate with that provider a contract at a fair and reasonable price.
5. If a satisfactory contract cannot be negotiated with the most highly qualified provider of architectural, engineering, or land surveying services, the entity shall:
- 1. formally end negotiations with that provider;
 - 2. select the next most highly qualified provider; and
 - 3. attempt to negotiate a contract with that provider at a fair and reasonable price.
6. The entity shall continue the process described in Subsection (b) to select and negotiate with providers until a contract is entered into.

Section 6: Administrative and Legal Requirements

General

- 1). Consultant to this RFP shall be responsible for any and all expenses they incur in preparing their submittal.
- 2). It is possible that a Consultant may be awarded more than one project.
- 3). FLS will not be held responsible for a Consultant's submittal that is not addressed properly, lost, or late; unless it is determined the fault FLS is at fault.
- 4). A Consultant may withdraw their submittal any time prior to contract award.

Louisiana Education Code Requirements

The Louisiana Education Code requires that the following is included in all RFP documents. Each vendor must respond accordingly. Each corporation contracting with the District shall certify that its franchise taxes are current. If the corporation is exempt from payment of franchise taxes or is an out-of-state corporation not subject to Louisiana franchise tax, it shall certify a statement to that effect. Making a false statement as to corporate franchise tax status shall be considered a material breach of the contract and shall be grounds for cancellation of the contract.

- a). A person or business entity that enters into a contract with a District must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

b). A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.

c). This section does not apply to a publicly held corporation.

Insurance Requirements

Minimum Limits of Liability

Type of Insurance	Limit
General Liability	
General Aggregate	\$500,000
Products-Comp / OP AGG	\$500,000
Personal and ADV Injury	\$500,000
Each Occurrence	\$500,000
Fire Damage (any one fire)	\$50,000
Medical Expenses (any one person)	\$5,000
Automobile Liability	
Combined Single Limit	\$500,000 or
Bodily Injury (Per Person)	\$250,000
Bodily Injury (Per Accident)	\$500,000
Property Damage	\$100,000
Excess Liability	
Each Occurrence	\$1,000,000
Aggregate	\$1,000,000
Workers Compensation	
Each Accident	\$100,000
Disease-Policy Limit	\$500,000
Disease-Each Employee	\$100,000
Professional Liability (Errors and omissions)	
	\$1,000,000

Section 7 – Owner Provided Documents

As appropriate and available, FLS will provide the Consultant with the following documents:

- Plans and documents related to the facilities and site locations
- Environmental or Hazardous Materials Reports
- Tax Exempt Affidavit
- PROPOSED FEE Tabulation Form (attached)
- Site Plan for Projects associated with this RFP (attached)
- Contract Document for executing Environmental Services Contract (attached)

Attachment “A” Scope of Work

1. *Preconstruction Services*

The Consultant shall develop the following, subject to approval by the Owner:

- A. A schedule to complete the hazardous material identification/sampling/documentation scope of work.
- B. Review of all existing Owner documentation of existing hazardous material and conditions in its facilities.
- C. A hazardous material identification/sampling plan that clearly delineates how the Consultant will conduct the necessary investigations.

2. *Material Identification/Sampling/Documentation*

The Consultant will be responsible for providing the following services:

- A. Review project scope for extents of hazardous materials based on design intent.
- B. Create a testing & sampling protocol for any area of a project where prior reports do not exist.
- C. Locate, sample and test all materials thought to contain possible hazardous materials throughout the project site which are not already detailed in previous reports.
- D. Quantify all materials tested as positive for hazardous materials.
- E. Create an estimated quantity of hazardous containing materials that must be abated in accordance with Local, State and Federal Law.
- F. Provide documentation identifying all hazardous materials, nature of the material, detailed location descriptions and quantities of material to be removed as a part of the abatement process.
- G. Develop a cost and time sensitive hazardous material abatement plan and coordinate with contractor's construction phasing plan.

The scope of work identified in this section does not represent an all-inclusive list of activities required to be performed. The Consultant is required to provide any and all services required to adequately locate, identify, quantify and document any hazardous material located on the project site.

3. *Design Phase Coordination*

The Consultant will provide the following services in support of the design phase of the project:

Attend design coordination meetings to assist in coordinating the project construction phasing with hazardous material abatement requirements.

Provide an estimate for the market value of the abatement work to be completed.

C. Coordinate and procure all necessary agency and jurisdictional permits required to complete the abatement process. All permits shall be procured in sufficient time to support the contractor's schedule and necessary abatement required to initiate each phase of construction.

4. *Bidding and Abatement Contractor Selection*

The Consultant may be responsible for facilitating the abatement contractor selection process as follows:

A. Develop abatement specifications and documents detailing abatement procedures and requirements.

B. Develop and administer the abatement contractor selection process, including, but not limited to, bid specifications, proposal requirements, pre-proposal meetings and walks and addenda. The selection process and all related documents and procedures shall be approved by the Owner prior to issuance to the general public.

C. Conduct the abatement contractor evaluation process with Owner participation and provide a recommendation for a finalist.

D. Review draft Owner/Abatement contractor agreement language by Owner and provide comments for review by the Owner.

E. Review abatement contractor work plan and provide comments to Owner.

5. *Abatement Oversight*

The Consultant will assist Owner in the administration of the abatement process, including completing the permitting and notification process associated with agencies having jurisdiction over this work, air quality monitoring and oversight of the abatement process.

The Consultant will be responsible to:

A. Provide oversight of abatement work performed at the site while abatement is occurring to ensure compliance with all guidelines and requirements.

B. Act as the liaison between the Owner and all governing agencies.

C. Provide comments on abatement contractor invoicing and change order requests and provide recommendations to the Owner.

D. Provide air quality monitoring during the abatement process including the establishment of baseline air quality levels prior to the start of the abatement process in any given area.

E. Provide clearance testing at the completion of construction in each area.

F. Act on behalf of the Owner to ensure the work is accomplished in a manner beneficial to the Owner.

- G. Coordinate all abatement scheduling and agency notifications with contractor's schedule.
- H. Attend general construction/coordination meetings to coordinate the abatement contractor with the general contractor's schedule.
- I. Provide immediate sampling, testing and reporting of unknown materials that may contain hazardous materials encountered during construction/demolition.
- J. Provide daily and/or weekly reports of abatement process and activities.
- K. Provide written progress reports on a monthly basis detailing, at a minimum, abatement work completed during the previous month, planned abatement work for the upcoming month, potential challenges and risks and general status of the hazardous material removal process.
- L. Ensure that all abatement efforts conducted in conjunction with this bond effort comply with all applicable Local, State and Federal laws and policies governing such operations.

6. Project Closeout

At completion of each phase of entire project, the Consultant shall complete the following:

- A. Provide a comprehensive hazardous material assessment of the project after completion of the construction/demolition process.
- B. Provide all final documentation required by governing authorities.
- C. Provide final report and letter specifying the hazardous material abatement process has been completed and is in accordance with all requirements and codes.

7. Deliverables

As a part of the scope of work for this project, the following is a list of deliverables to be provided and anticipated delivery dates,

- A. Not to exceed budgets and Scope of work – 21 (Twenty One) calendar days from notice to proceed (NTP).
- B. Hazardous material identification/sampling/documentation schedule – 21 (Twenty One) calendar days from execution of contract or as otherwise approved by Owner in writing.
- C. Hazardous material identification/sampling plan – 21 (Twenty one) calendar days from execution of contract or as otherwise approved by Owner in writing.
- D. Hazardous material assessment report – 7 (Seven) calendar days from approval of identification/sampling plan or as otherwise approved by Owner in writing

E. Cost estimate of abatement work – 7 (Seven) calendar days from submission of assessment report.

F. Abatement specifications/scope of work/contractor selection process documents – 4 weeks prior to start of abatement contractor selection process.

G. Air sample/clearance testing reports – 7 calendar days from sampling date.

H. Final hazardous material assessment report – 14 (Fourteen) calendar days from substantial completion of work.

This list is not intended to represent all deliverables for this project. The Consultant shall be responsible for submitting all other documentation as required to support the contractor’s construction schedule.

8. **Additional Services:** The Consultant will be responsible for the additional work that may be encountered. The Consultant will be responsible the overseeing the additional work in accordance with the guideline provided in this document.

Attachment “B”

Proposed Fees Tabulations

Complete one (1) sheet per structure

Item no.	Item description	Proposed Fees	Associated Expense	Contingency	Total
1					
2					
3					
4					
5					
6					

**TOTAL PRICE NOT TO EXCEED: \$___(NUMERIC) TOTAL PRICE \$
_____(WRITTEN)**

CONSULTANT: ___

By: ___