

Enfield Housing Authority
Invitation to Submit Proposal for Phase I Environmental
Assessment: Laurel Park Electrical Upgrades
November 26, 2019

I. Introduction

The Enfield Housing Authority (EHA) is engaged in the development and management of multi-family dwellings in Enfield, CT for rental to moderate- and low-income individuals and families.

II. Project Description & Schedule

EHA is soliciting proposals for environmental services to complete a Phase I Environmental Assessment limited to the proposed electrical upgrades at our 90-unit Laurel Park Moderate Rental development located on Pearl Street, Nutmeg Avenue, and Laurel Park.

It is anticipated that the project will be financed using Community Development Block Grant funds along with EHA program funds. The project involves the one-for-one removal and replacement of existing electrical service wire, meter box, and service panel per the Project Drawings by Progressive Engineering dated August 30, 2019 project number 19079 including, but not limited to:

- Remove and replace existing service entrance cable. Route new cable along outside of building in location of existing. Provide new weather head. Connect to existing utility overhead service connectors.
- Remove and replace existing meters with new 2X100A meter socket per utility standards.
- Remove and replace existing service entrance cable and panel. Replace with new. Ground new services to ground rods and water meters per NEC.
- Where electrical meters are to be removed, prior to the installation of new meters, remove portion of existing vinyl siding (minimal size required for new electrical meter bank) and provide 1" thick 'Azek' (or approved equal) backer board on existing sheathing/building wrap. Seal all sides with an exterior sealant and provide new vinyl J-mold, all sides, to match existing.
- See above referenced Review Drawings for more information.

The development consists of 90 apartments in 45 two story side by side duplex buildings constructed in the mid 1950's.

EHA would like the Phase I Assessment report and testing recommendations (if any) completed and provided to EHA by January 17,

2020. Any additional work beyond the Phase I Assessment is to be completed by a mutual agreed upon date.

Proposals are due to EHA by 4:00 PM EST on Friday, December 20, 2019.

III. Preparation of Proposals

Envelopes containing Proposals shall be labeled as containing an Environmental Services Proposal for Laurel Park Electrical Upgrades. Envelopes must include the following:

- a) name of project;
- b) name and address of Respondent;
- c) addressed to Mr. Scott C. Bertrand, Executive Director, Enfield Housing Authority, 1 Pearson Way, Enfield, CT 06082;
- d) submit proposal with one original and one copy.

IV. Pre-Qualifications

- a) To be considered as eligible to submit a Proposal, a respondent must possess all credentials as required by Federal and State regulations to conduct the Phase I assessment.
- b) Respondent must have extensive knowledge of applicable requirements of local, State and Federal environmental laws and regulations.
- c) Respondent must have experience in projects of similar scope and scale.
- d) Respondent must demonstrate prior acceptable experience in performing environmental studies.
- e) Consideration will be given to Minority and Female Owned Enterprises Certified by the State of Connecticut, *documentation evidencing such certification must be included by the respondent and clearly identified.*

V. Scope of Work

Phase I Assessment

1. The Phase I Assessment must be conducted using current American Society for Testing and Materials (ASTM) standard practices including records review, site reconnaissance, interviews and report to identify recognized environmental conditions.
2. Based on project funding and underwriting, the Phase I Assessment and shall also comply with the requirements of: *Check all that apply.*

 The Department of Housing and Urban Development

 Federal Housing Administration (FHA)

State of CT DOH

CT Housing Finance Authority

The Final Report

Environmental Site Assessments shall comply with the National Environmental Policy Act (NEPA) and be prepared in accordance with Standards outlined in the "Transfer Act Site Assessment Guidance Document" (TASA, CTDEP) including current revisions published by the CT DEP and ASTM Standard E1527-05, Standard Practice for Environmental Site Assessments. Based on the information submitted and reviewed, additional phased site investigations, testing and or reports may be required.

The final report must also include an evaluation of the scope or magnitude of environmental hazards identified in the Phase I Assessment.

VI. Form of Proposal

Proposals must consist of the following information in the order indicated below:

- a) Cover letter stating interest in project with signature of duly authorized principal;
- b) Professional Qualifications of Key Personnel;
- c) Recent Applicant Experience in Related projects;
- d) List of Professional References;
- e) Evidence of applicable licenses and certifications;
- f) Minority/Female Enterprise Certification (if applicable);
- g) Evidence of Errors and Omissions Insurance;
- h) Scheduling/Timing;
- i) Cost: Phase I Assessment
- l) Proposed Contract between Owner and Environmental Professional

VII. Evaluation Criteria

Consultants' submittals will be evaluated based on the criteria listed in this section. In preparing the submittal to EHA, it is important for proposers to clearly demonstrate their expertise in the areas described in this document. The consultant, either through in-house staff or sub-consultants, must demonstrate expertise or have available adequate quantities of experienced personnel in all of the areas described.

Consultants are encouraged to identify and clearly label in their submittal how each criterion is being fully addressed. Evaluation of responses to this RFP will be based only on the information provided in the submittal package, and if applicable, interviews, and reference responses. EHA reserves the right to request additional information or documentation from the firm regarding its submittal documents, personnel, financial viability, or other items in order to complete the selection process. If a responding firm chooses to provide

additional materials in their proposal beyond those requested, those materials should be included in a separate section of the proposal. In submitting a proposal, the Consultant agrees that any costs or prices proposed shall be valid for a minimum of 90 days from the proposal due date. EHA shall not be responsible for any expenses incurred in the preparation of any reply to this invitation.

The following criteria with a point system of relative importance with an aggregate total of one hundred points will be utilized to evaluate the qualifications of each proposer:

Evaluation Criteria: Qualifications		Weighting (Max. Pts.)
1	Previous company experience in particular with DOH, CHFA and HUD financed multifamily projects.	25
2	Qualifications and relevant experience of personnel to be assigned to this project and past performance in meeting deadlines.	20
3	Availability and capacity to provide services within the required schedule.	30
	Maximum Total Points for Qualifications	75
Evaluation Criteria: Proposed Price		
4	Based on all information contained in this RFP, propose the firm's price to complete the Scope of Work. By team position, all-inclusive hourly rates and estimated hours to perform the stated tasks. Plus hourly billable rate by staff/team person for work performed outside the scope of this RFP. Maximum of 20 points will be added to the scoring.	25
	Total Maximum Points for Qualifications and Proposed Price	100