

**Village of Phoenix
455 Main Street
Phoenix, New York 13135
Phone: (315) 695-2484
Fax: (315) 695-3311**

REQUEST FOR PROPOSALS (RFP)

ENVIRONMENTAL REVIEW, ASSESSMENT AND TESTING SERVICES

July 13, 2020

NYS OFFICE OF COMMUNITY RENEWAL

NEW YORK MAIN STREET (NYMS) GRANT

INTRODUCTION:

The Village of Phoenix is seeking proposals from ASTM 1527 certified individual consultants or consulting firms (Consultant) and a New York State Certified Asbestos Inspector to provide environmental review, assessment and testing services as a result of a SFY 2019 grant award from the NYS Office of Community Renewal New York Main Street (NYMS) program for the New York Main Street 2 Project. Interior and exterior renovations will be performed at 60, 75, 79, and 81 State Street, along with 16-20 Bridge Street. The maximum amount of NYMS funds to be provided to the Village of Phoenix is \$290,000.00, awarded under SHARS ID: 20190235, CFA ID: 91016.

ABOUT THE GRANT AND RELATED VILLAGE OF PHOENIX PROJECT: The Village of Phoenix is a canal community rich with 19th century history and character. It is located within the Town of Schroepel in southern Oswego County, New York and covers 1.1 square miles. Village officials continue to focus on upgrading the Village's water, sewer and drainage, infrastructure, housing stock, business/commercial uses and tax base, and enhancement of its character as a waterfront community. Several initiatives and projects have been completed; while others are underway to meet these objectives.

In January 2014, the Village of Phoenix was awarded a grant from the NYMS Program for the revitalization of a one block section of the Village of Phoenix's Canal Waterfront District. A Phase I Site Assessment was completed by Miller Engineers for projects located at 60, 63, 67, 73, 74, and 79 State Street. Interior and exterior renovations to these properties were completed by 2016 and all grant funds were received.

In July of 2019, the Village of Phoenix applied to the Consolidated Funding Application for a second round of grant funds to continue renovating the Canal Waterfront District. On December 2019, the Village of Phoenix was awarded a grant from the NYMS Program to conduct the New York Main Street 2 Project which is intended to assist in the renovation of several commercial and/or mixed use properties on State Street and Bridge Street. Interior and exterior renovations will be made to over 20,000 square feet of commercial and residential space in 12 buildings.

STATEMENT OF WORK:

The scope of services for 60, 75, 79 and 81 State Street and 16-20 Bridge Street to be provided by the Consultant are summarized in the following Tasks 1-2.

Task 1: Environmental Review

The Consultant will evaluate each property listed above to determine if the site is located on or near any hazardous materials or contamination. A copy of the Phase I ESA prepared by Miller Engineers will be provided to expedite this review.

The Consultant, after reviewing Miller Engineers' report and conducting a desktop review, transaction screen review, or Phase I ESA as deemed necessary, must provide a certification letter that specifically states: "The project site is free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances which could affect the health and safety of occupants or users or conflict with the intended utilization of the property. I, [Name], certify that I am an environmental professional as per ASTM 1527."

If the Consultant cannot provide the above certification letter, the Consultant will provide the Village with a proposal, including a detailed scope of work and estimated cost, for the additional evaluation that must be completed for each building renovation project to develop recommendations to ensure the site meets the Office

of Community Renewal’s Policy for Site Contamination. Additional information can be found in the Housing Trust Fund Corporation’s Environmental Compliance Handbook.

Task 2: Asbestos Survey and Testing

The Consultant will provide asbestos testing services that consist of the survey, identification and assessment of the condition of asbestos and asbestos containing material (ACM), the recording and reporting thereof, and the collection of bulk samples of asbestos or suspected ACM for laboratory analysis in accordance with New York State Department of Labor regulations at 12 NYCRR Part 56 and applicable federal regulations. This task does not include asbestos abatement air monitoring.

DELIVERABLES:

Deliverables for Task 1: Desktop review, transaction screen review or Phase I ESA accompanied by a certification letter acknowledging the sites are free of hazardous materials, contamination, toxic chemicals or gases and radioactive substances as stated in the Scope of Services Task 1.

Deliverables for Task 2: Asbestos survey completed by a certified Asbestos Inspector in accordance with New York State Department of Labor regulations at 12 NYCRR Part 56 and applicable federal regulations.

All deliverables should be presented to the Village of Phoenix within 30 days after receiving the Notice to Proceed. The Consultant may submit a written request to the Village of Phoenix if an extension is needed.

SUBMITTALS:

Proposals for Environmental Review, Assessment and Testing Services must be clear, concise and specific.

Three (3) copies of proposals, in hard copy, must be addressed and delivered to:

“Proposal Environmental Review, Assessment and Testing Services”
c/o, Village Clerk-Treasurer
Village of Phoenix
455 Main Street
Phoenix, New York 13135

All proposals must be actually received by 12:00 p.m. on July 31, 2020. Proposals posted by such date may not be considered. Bids will be opened at the Village Office at 12:00 pm on July 31, 2020.

The foregoing criteria to be considered and weight given to each criterion as follows:

STAFF (GENERAL) RELEVANT EXPERIENCE (15%):

Proposals should specifically reflect the Consultant’s relevant experience and how it would qualify them to best provide the services outlined. The Consultant shall provide relevant experience and qualifications of each technical person who will be involved on the project, including:

1. Educational background, academic degrees, professional affiliations.
2. Current job title, responsibilities and type of work performed.
3. Proof of ASTM 1527 Certification and other credentials.
4. Proof of New York State Asbestos Inspector Certification.

NYMS AND RELEVANT EXPERIENCE (25%):

The individual or firm submitting a proposal should have the experience and capacity to complete the tasks requested in a professional and timely manner. The Consultant should summarize relevant prior work experience and provide contact information for previous clients. Any subcontracting or partnering arrangements should also be clearly described.

To the extent permitted by law any past experience/specific knowledge respecting to the Village of Phoenix, its local government structure, public officials, infrastructure and community, needs, municipal plans, studies and the like may be considered. Such knowledge may be acquired from sources other than past work experience with the Village of Phoenix. No Consultant; however, should refrain from submission of proposal based upon this consideration.

PROJECT APPROACH (20%):

Proposals should specifically describe the applicant's approach and how same would best provide the services outlined. This should include:

1. Detail regarding the proposed types and levels of services you would provide and the approach you will take to supply the required services noted above;
2. Demonstrate the Consultant's knowledge of the NYMS Program, OCR environmental regulations, policies and procedures, and applicable state and federal environmental laws and regulations;
3. Propose schedules for completing each task;
4. Describe any unique approaches to the work that sets the firm apart from others; and
5. Describe any variations to the tasks or deliverables that would clarify or simplify the project or that would provide better value to the Village of Phoenix.

CONSULTANT CAPABILITY (20%):

Proposals should specifically reflect the Consultant's capability to best provide the services outlined and the Consultant's commitment to provide equal employment opportunities for minority group members and women and contracting opportunities for certified minority and women owned business enterprises (MWBE) and Service Disabled Veteran Owned Businesses (SDVOB). The Consultant that is selected must document good faith efforts to provide meaningful participation by MWBE and SDVOBs as subcontractors or suppliers in the performance of this work. Consultants that are not MWBE or SDVOB are encouraged to consider partnering or making other joint venture arrangements. If the Consultant is a New York State Certified MWBE or SDVOB, provide documentation evidencing registration. If the Consultant is partnering or subcontracting with an MWBE or SDVOB, please clearly describe the relationship and provide documentation for the firm.

The Village Mayor shall act as the official interface for purposes of administering this contract. No other person(s) are authorized to direct the Village of Phoenix regarding the terms of this contract.

FEE (20%):

Proposals for Environmental Review, Assessment and Testing Services shall indicate a fee with an explanation of the fee basis. Proposals for asbestos testing shall indicate a fee for sampling and analysis with an explanation of the approximate number of samples to be collected and analyzed. All fees proposed shall be inclusive of all costs related to scope of work. Fees shall be capped at any approved budgeted amounts. Fees should be listed in tabular form clearly demonstrating the Consultant's ability to provide the best value to the Village of Phoenix.

FURTHER INFORMATION:

A copy of the Grant Contract may be obtained via email by contacting Roxanne Demo, Village Clerk-Treasurer at rdemo@villageofphoenix-ny.gov and requesting a copy of same. The request shall be referenced in the subject line as: "RFP – Environmental Review, Assessment and Testing Services."

RESERVATION OF RIGHTS:

The Village of Phoenix reserves the right to reject any and all proposals, reissue a RFP, or to proceed in an alternative fashion as may be permitted by the applicable rules, regulations and policies of the NYMS Program.

FURTHER CONDITIONS:

This RFP, proposals submitted in response, and any contract entered into in connection therewith are and shall be subject to the terms and conditions of the subject grant contract and funding source rules, regulations and policies.

As permitted/required by and/or subject to applicable law and/or funding source rules, regulations and policies, consultants under general or specific retainer, or prior contract or commitments with the Village of Phoenix in relation to the project may be granted a greater weighted consideration, and any small and minority firms, women's business enterprises and labor surplus area firms, and firms benefitting or providing economic opportunities to low and very low income persons and recipients of government assistances for house proposers are advised to provide any such information in their proposal for possible consideration.