

Town of Marshville

Request for Qualifications for Environmental Review Services for the Carelock

Dr. /Elizabeth St. W/S Improvement Project - A Part 58 Funded Project

September 20, 2017

I. Introduction

The Town of Marshville, recently was awarded Community Development Block Grant (CDBG) funds from Union County's FY 2017-18 Entitlement allocation. Union County is a direct recipient of annual funding via the Department of Housing and Urban Development's CDBG program. The Town of Marshville, a CDBG Sub-recipient, on behalf of Union County, the Responsible Entity, is seeking proposals from qualified consultants to provide environmental review services on property at Carelock Dr./Elizabeth St. for the Sewer Line Improvement Project. This project consists of replacement of approximately 1,250 linear feet of sewer line. Consultant will prepare environmental review records (ERRs) necessary for the commitment of funds for capital projects subject to regulations at 24 CFR Part 58.

Consultants may be required to perform studies and investigations, prepare plans, specifications and cost estimates, write reports, and perform field inspections for various types of regulatory and environmental issues.

The Environmental Review Record (ERR) prepared under this RFQ must comply with the requirements of the National Environmental Policy Act of 1969 (NEPA) found at 24 CFR Part 58 and the North Carolina State Environmental Policy Act (NC-SEPA). Through this RFQ, the Town of Marshville will select a consultant to provide services commencing upon the successful completion of contract negotiations.

II. Schedule

The anticipated schedule for selecting a consultant is:

- RFQ issued– September 20, 2017
- Proposals due October 13, 2017 by 12pm
- Oral interview with firm selected for further consideration TBD
- Selection of Consultant October 20, 2017

III. Scope of Work

Proposing firms may suggest a modified scope as part of their proposal, so long as such modification does not impair the Responsible Entity's ability to execute their duties as the

Certifying Officer. The proposed scope of work will need to commence on or before October 30, 2017 and be completed no later than January 31, 2018.

The services to be provided by the selected consultant will include, but not be limited to the following:

- Determine and prepare the appropriate level ERR for a Part 58 project. ERR must contain all the environmental review documents, public notices and written determinations of environmental findings required by NEPA, 24 CFR Part 58 and NC-SEPA. In particular, the ERR for a project shall describe the project and activities that have been determined by the Town of Marshville to be part of the project; evaluate the effect of the project or the activities on the human environment and the effect of the human environment on the project; document compliance with the applicable statutes and authorities; and record the written determination and other review findings as required by the relevant authorities.
- The ERR shall also contain verifiable source documents and relevant base data used or cited in EAs, EISs or other project review documents.
- Review and analyze proposed project using the criteria, standards, policies and regulations including those identified at 24 CFR §58.5.
- Submit completed draft EA to State clearinghouse, if required.
- Identification of mitigation measures, if any, necessary to bring a CDBG funded project into compliance with all appropriate authorities as well as those identified in 24 CFR §58.5 and HUD's Statutory Worksheets and Tables of Authorities.
- Gather and compile information necessary for the preparation of the ERR.
- Attend meetings and participate in other communication with the Town of Marshville staff, HUD, the State Historic Preservation Office (SHPO), other Agency agencies, project sponsors and other interested parties to ensure that project descriptions are accurate, the potential impacts of proposed activities are fully investigated, and appropriate mitigations are incorporated into project design and implementation.
- Provide general consultation to the Town of Marshville regarding environmental issues, including State of North Carolina requirements, pending legislation and similar matters.
- Assist in consultation activities with appropriate authorities as required under applicable laws, regulations, policy statements and standards.
- If required: Prepare draft Environmental Impact Statements and Final Environmental Impact Statements including all appendices and attachments.

- Prepare an updated list of credible, traceable and supportive source documentation that is necessary to support determinations of whether the proposed activity achieves compliance or conformance with each applicable statute, Executive Order or regulation.
- Complete Notice of Finding of No Significant Impact/Notice of Intent to Request Release of Funds.

The following are work tasks assumed necessary to prepare an ERR. Proposing firms may suggest a modified scope as part of their proposal.

- Review proposed project in consultation with the Town of Marshville.
- Determine appropriate level of review under 24 CFR Part 58 in consultation with the Town of Marshville.
- Drafting public notices and holding public meetings as required by the particular level of review necessary for the project.
- Identify and obtain supporting documentation necessary to show compliance with each element of the ERR as appropriate.
- Prepare draft ERR for review by the Town of Marshville.
- Prepare final ERR upon the Town of Marshville's approval of draft ERR.
- Prepare documents for submission to HUD and/or SEPA as necessary.
- Assist in preparing responses to comments received from the public and from government agencies on the ERR.
- If required: Prepare and format Draft Environmental Impact Statements and Final Environmental Impact Statements for submission to HUD as required.

IV. Submission Requirements

Proposals must be received by 12:00 p.m. October 13, 2017, submissions should be sent to:

Scott Howard, Interim Town Manager
 Town of Marshville
 201 West Main Street Marshville, NC 28103
 manager@marshville.org

A. Format

5 hard copies

B. Content

Firms interested in responding to this RFQ must submit the following information, in the

order specified below:

1) Introduction (1 page)

Submit a letter of introduction with the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

2) General Background Information (2 pages)

Provide a brief description of the responding firm, including firm's ownership and legal structure; total number of employees in various categories (e.g., managerial, professional, clerical, technical); principal place of business and location of other offices. Indicate the home office location of each individual being proposed to provide required services under this RFQ.

3) Compliance with Minimum Qualifications (1-page maximum)

Describe the firm's experience working with HUD funded projects and with preparing ERRs for Part 58 programs.

4) General Environmental Review Experience (Up to 2 pages)

Describe the firm's experience preparing Environmental Review Records. Include experience preparing various levels of review, i.e., Environmental Impact Statements, Environmental Assessments, Categorical Exclusions and Supplemental Reviews.

5) References: Provide the name, address, telephone number and email address and general informational and background.

V. Qualifications

Minimum Necessary Qualifications

The following are the minimum necessary qualifications for Respondents to this RFQ. Failure to meet the minimum qualifications will result in disqualification of the Respondents Proposal.

- 1) Relevant experience providing environmental consulting services for HUD financed construction projects in North Carolina.
- 2) Commitment to providing as a primary point of contact for all work a single dedicated Project Manager who has experience with construction projects in North Carolina.

- 3) Knowledge of current local, state, and federal regulations and related contracting, environmental, and health and safety issues.
- 4) Experience in North Carolina, in successfully dealing with the regulations of and personnel within various regulatory agencies including, but not limited to, United States Department of Housing and Urban Development, North Carolina State Historic Preservation Office, U.S. Environmental Protection Agency, Department of Public Health, Occupational Safety and Health Administration, and the North Carolina Department of Environmental Quality.

VI. Communications with Staff Prior to Selection of Qualified Consultant List

Any questions about the RFQ process may be submitted, in writing, via mail, email or fax, using the subject line to the attention of:

Scott Howard, Interim Town Manager
Town of Marshville
201 West Main Street
Marshville, NC 28103
Email: manager@marshville.org
Fax: 704-624-0175

To ensure a fair and impartial process, staff will not address non-written questions concerning the RFQ. Phone calls involving the RFQ or related questions will not be accepted. Firms submitting bids shall not contact any staff or Board members except Scott Howard, all questions regarding the RFQ must be received in writing or e-mail no later than October 2, 2017.

Town of Marshville will answer appropriate questions received in a timely manner (e.g., information not covered/answered in the RFQ, interpretation issues, etc.) by email to the primary contact person indicated by each Consultants on or before October 9, 2017. Town of Marshville will hold no other question sessions or Consultant conferences. Town of Marshville shall not be responsible for any non-working e-mail addresses.

If, prior to the proposal deadline, Town of Marshville deems it necessary to provide additional clarifying information, or to revise any part of the RFQ, supplements or revisions will be provided to all recipients of the RFQ who have indicated they will submit a proposal. Communications will be sent via e-mail to the primary contact person indicated. Proposals will then be evaluated based on the terms and

conditions of the RFQ, any supplements or revisions thereof, and the answers to any written questions.

VII. Evaluation and Selection:

A selection committee consisting of the Town of Marshville and Responsible Entity employees (the "Committee") will review all proposals and select a firm based on a number of factors, which shall include the following:

- Qualifications
- Professional experience including experience with HUD CDBG Entitlement projects
- Work samples
- Review of client list
- Recommendations by references
- Ability to meet timelines
- Other pertinent information submitted

All answers and information requested in this RFQ must be included with your submission. Omission of any material may cause the submission to be declined as non-responsive.