

REQUEST FOR PROPOSALS
ENVIRONMENTAL SERVICES
RFP001-FY17-18-CDDR

ADDENDUM #1 – RESPONSE TO INQUIRIES

FEBRUARY 8, 2018

RESPONSE DEADLINE
FEBRUARY 21, 2018 AT 5 PM EST

PLEASE SUBMIT ELECTRONIC COPIES TO:

GLORIA SAEED
DEPARTMENT OF COMMUNITY DEVELOPMENT
COLUMBIA, SOUTH CAROLINA
(GJSAEED@COLUMBIASC.NET)

The following questions concerning RFP #001-FY17-18-CDDR, Environmental Services, were received before the Deadline for Inquiries, February 7, 2018. All questions and responses will be posted to the CDBG Disaster Recovery website at <https://dr.columbiasc.gov> and eBidcolumbiasc online at <https://columbiasc.ionwave.net/CurrentSourcingEvents.aspx>. Please note that the number of properties under each activity are *estimates*. Programs are still open to applicants at this time and the final number may be greater than or less than what is stated.

- 1) Does the City have a preferred completion schedule? Also, is there a certain protocol for the Lead-Based Paint surveys?
 - The City would like to expedite completion of the Environmental Reviews for the residential rehab activities. We do not have a preferred completion schedule. How long would it take your firm to complete 300 CEST's as described?
 - The protocol for the Lead-Based Paint (LBP) is that established by NEPA and HUD guidelines for the evaluation and control of LBP hazards in housing. Testing will be in areas where work will take place to determine the presence of LBP and must be performed by a LBP certified inspector or risk assessor.

- 2) Would you be able to provide an example report from a previous job that would give us a better idea of the typical scope for a typical site?
 - The standard Statutory Checklist for NEPA Compliance would apply. The Tier 1 ERR includes a suggested site specific checklist. The ERR is available on the CDBG DR website: <https://dr.columbiasc.gov>.

- 3) Based on a review of the RFP, can you clarify the following items: In the Unit Rate table, the pricing lumps the asbestos inspection together with the oversight and clearance. If the inspection is performed and no asbestos is found, the price would be relatively low compared to a property where asbestos was found in the flooring, drywall/joint compound, roofing and transite siding. Can you break apart the inspection costs, and list the required air monitoring and clearance on a daily rate? Are you going to issue an addendum with a revised pricing table?
 - Yes, it makes sense to separate the inspection costs from the oversight and clearance activities, which would be necessary only if warranted. A daily rate seems appropriate for that work. A revised Unit Price table is included as part of this Addendum.

- 4) Do you need to be registered on the new eBidsColumbiasc website to participate?
 - The RFP can also be found under Important Notices on our Disaster Recovery website: <https://dr.columbiasc.gov/>. It is not necessary to register on the eBidsColumbiasc website to participate. All communications and addenda will be posted to both sites.

- 5) On page 4, under Residential Rehabilitation, in the last paragraph, it states "The selected firm will conduct the necessary testing and inspection to identify environmental hazards, such as Lead-based Paint (LBP) and asbestos; monitor compliance with HUD's Lead-Safe Housing Rule (24 CFR Part 35);

determine abatement requirements if necessary; and provide oversight and clearance of the remedial actions.” Please clarify if you want specific cost for the activities stated above.

- The Unit Price table has been modified accordingly.
- 6) Please clarify if PCM air samples will be used for the asbestos clearance (say 5 total) per house.
 - Phase Contrast Microscopy (PCM) will be used to analyze air samples. Assume no more than 8 per house if applicable.
 - 7) Please clarify if wipe samples will be used for the lead-based paint clearance (say 5 total) per house.
 - Only structures built on or after 1978 may need dust wipes. Assume no more than 8 per house if applicable.
 - 8) On page 7, under Cost Proposal, please clarify if you want the “Professional Staff Prices” table to include a Subtotal Cost. Please clarify if you want the “Total Cost for Project” to include the “Unit Cost Subtotal” and the “Professional Staff Rates Subtotal.”
 - The City is not seeking a total project cost because there are still too many variables that are unknown at this time. The contract resulting from this RFP will be an indefinite quantity with a Not to Exceed amount. It is assumed that the unit prices quoted will include staff time. The Professional Staff Rate table will be used should additional work outside the scope of this RFP be necessary at a later date. The rate table and the unit cost tables have been revised and are included in this Addendum.
 - 9) Please clarify if all of the properties will be ready for the project work at one time – to allow the contractor unlimited access when starting the project. Or will the properties be available in smaller groups?
 - We expect to have between 150-200 properties ready for inspection upon contract Notice to Proceed. All damage assessments will be complete by end of April.
 - 10) Can you provide any floor plan drawings of the structures?
 - These are existing homes that vary in size and floor plan. The contracted firm will have access to specific floor plans at the time of inspection.
 - 11) Can you provide tax assessment documents – perhaps showing the outline of the structures?
 - Damage assessments provided to the selected contractor will include detailed photos and sketches.
 - 12) Will the structures be vacant or occupied during the inspections?
 - All structures, with the exception of some small rental properties, currently are occupied.
 - 13) The solicitation appears to be posted on more than 1 City website. Where will addendums be posted?
 - All communications and addenda will be posted to both sites: <https://dr.columbiasc.gov> and <https://columbiasc.ionwave.net/CurrentSourcingEvents.aspx>.

- 14) There is a lot of information pertaining to the Residential Rehabilitation on the CDBG Disaster Recovery website. Is there any similar information on the Head Gate /Public Facility Improvement. If so, where is it?
- The repair of the Canal Head Gates is a new project proposed in the City's Action Plan Amendment #1, which is available for review on the CDBG Disaster Recovery website noted above. While we believe approval is eminent, the project scope will be developed upon HUD authorization. The City expects to begin project design by mid-summer.
- 15) Summit, Tetra Tech, and Landmark appear on documents previously prepared closely associated with the proposed work. Do they have an unfair advantage in pursuing this solicitation?
- Landmark Consulting LLC, the City's Disaster Recovery Program Manager, prepared the Tier 1 Environmental Review Record (ERR) and assists the City in administering the CDBG DR program. Summit Engineering has provided similar services for other City projects, primarily public facilities. When the Tier 1 ERR was completed in July 2017, the City was considering the use of an Intergovernmental Agreement with Richland County to share environmental services procured as part of the County's CDBG DR Program Management contract with Tetra Tech. The City chose to publicly procure its own services, a decision that resulted in this RFP. Neither Summit nor Tetra Tech participated in developing this RFP.
- 16) What other questions have been asked, and what are the answers?
- This Addendum responds to this question.
- 17) Does the City have a budget identified for the proposed work?
- Yes, the City has prepared an independent cost estimate for these services.
- 18) Are we able to submit on the following activities only: LBP Testing and Clearance and Asbestos Testing, Oversight and Clearance? Or do we need to submit on the entire Tier 2 CST Major/Minor Rehab and Public Facility Improvement Canal Head Gates portions as well?
- Proposals will be evaluated on each firm's ability to provide services for the Tier 2 residential rehab and the public facility improvement activities, not just LBP and Asbestos work.
- 19) First question involves pricing and the unit prices table detailed under the "Cost Proposal" header on page 6 of the RFP. Is your department able to expand the tasks associated with Lead Testing and Asbestos Testing so that the unit pricing can more task specific? (i.e., include separate tasks for 1) LBP Inspection, 2) LBP Risk Assessment and 3) LBP Clearance Testing; same for asbestos)
- Yes, it makes sense to separate the inspection and testing costs from the oversight and clearance activities. A daily rate seems appropriate for that work. A revised Unit Price table is included as part of this Addendum.
- 20) Per page 6 of the RFP (Unit Price table), for the Asbestos line item it appears a lump sum is required for abatement oversight. Would the City please clarify how many days are assumed that oversight will be needed?
- The number of days required for oversight will vary with the degree of abatement. Please provide an oversight cost per day.

- 21) Page 3, paragraph 2 - This paragraph indicates that “Tier 1 Categorical Exclusion Subject to 58.36 (CEST) environmental reviews have been completed for unidentified scattered sites for three activities: major rehabilitation, minor rehabilitation and pre-award costs.” Please provide a copy of the Tier 1 environmental reviews.
- A copy of the complete Tier 1 Environmental Review Record is available on the City’s CDBG Disaster Recovery website: <https://dr.columbiasc.gov>.
- 22) Page 4, paragraph 2 in reference to the Programmatic Agreement. Please provide a copy of the Programmatic Agreement and referenced Addendum.
- A copy of the Programmatic Agreement and Addendum are available on the City’s CDBG Disaster Recovery website: <https://dr.columbiasc.gov>.
- 23) Page 4, paragraph 3 - This paragraph identifies special requirements for any major rehabilitation activities on structures in the floodplain. How will minor versus major rehabilitation activities be determined, and who will make this determination?
- Households in our Minor Repair Program have estimated damages up to \$25,000; households categorized as major rehabilitation are those with more than \$25,000 in damages. All work will take place within the existing footprint; however, those in the floodplain are subject to local floodplain ordinances, which require elevation of the structure to two feet above BFE if substantially damaged. HUD requires a separate environmental review for elevation and reconstruction activities because the degree of soil disturbance is greater.
- 24) Page 4, paragraph 4 - This paragraph defines conditions for which the Consultant must provide an ASTM Phase I report. For consistency of pricing, would the City please specify the number of properties that should be assumed for pricing ASTM Phase I reports. Is it acceptable to add a line item for ASTM Phase 1 reports using the anticipated number of properties provided by the City in response to the question above?
- The City is unable at this time to estimate the number of properties that will require ASTM reports. Please provide a unit cost per report. A line item addressing ASTM Reports has been added to the revised Unit Cost table.
- 25) Page 5, final paragraph - Can you please clarify if one (1) bound copy is required in addition to the electronic copied provided by email?
- One electronic copy of your proposal is all that is needed.
- 26) Page 6 -Can you please clarify how many references are required?
- Please provide three references, not four.
- 27) Page 6, Unit Price table -Can the form (on Page 11 of Appendices) be modified to include space for a project description? Alternatively, can bidders present the requested information in their own format?
- We recommend bidders provide a project description and list of references in their own format.
- 28) Page 7, Professional Staff Rate table - This table requests overhead and profit be presented separately. Do we assume correctly that this only applies to the prime consultant’s labor?
- Correct, OHP is only provided for the prime consultant.

- 29) Do we assume correctly that fringe benefits are to be included in the prime consultant's base labor rates?
- Correct, please assume that fringe benefits are included in the base labor rate.
- 30) Do we assume correctly that subconsultant labor rates are to be presented as fully burdened rates inclusive of fringe benefits, overhead, and the subconsultant's profit?
- Labor rates for subconsultants should be fully burdened rates.
- 31) Is subconsultant profit listed in the table the same as mark-up on subconsultants referenced in the 1st paragraph of the COST PROPOSAL section on Page 6?
- Yes, the language concerning subconsultant profit has been revised in the Staff Rate table to clarify that subconsultant profit is the same as markup in this instance.

UNIT PRICE TABLE

TYPE OF SERVICE	ESTIMATED NUMBER OF PROPERTIES	COST PER PROPERTY	TOTAL COST
TIER 2 CEST MAJOR REHAB	50		
TIER 2 CEST MINOR REHAB	300		
LEAD BASED PAINT INSPECTION & TESTING	200		
LEAD BASED PAINT CLEARANCE			
ASBESTOS TESTING, OVERSIGHT, & CLEARANCE	100		
ASBESTOS OVERSIGHT (PER DAY)			
ASBESTOS CLEARANCE (PER DAY)			
ASTM REPORT	1		
CEST PUBLIC FACILITY IMPROVEMENT – CANAL HEAD GATES	1		

PROFESSIONAL STAFF RATES

STAFF POSITION	HOURLY RATE
Project Manager	
Environmental Scientist	
Environmental Engineer	
Environmental Technician	
Environmental Testing	
Lead Risk Assessor	
SHPO Professional	
Asbestos Building Inspector	
Clerical	
Other	
Other	
Other	
Profit (%)	
Overhead (%)	
Subconsultant Markup (%)	