

Request for Proposal – Environmental Management Services
For The Camden Redevelopment Agency

Request
For
Proposals

FOR ENVIRONMENTAL MANAGEMENT SERVICES FOR
THE CAMDEN REDEVELOPMENT AGENCY

Camden Redevelopment Agency

September 7, 2018

An Equal Opportunity Employer

Request for Proposal – Environmental Management Services
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Request for Proposal – Environmental Management Services
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1.0 ADVERTISEMENT

The Camden Redevelopment Agency (CRA) is soliciting proposals from qualified firms to provide environmental assessment, remediation and redevelopment management services.

The Request for Proposal (RFP) package will be available for pick-up at no cost beginning Friday, September 7, 2018. The entire package may be accessed on the CRA website at www.camdenredevelopment.com in the section entitled “Open RFP/RFQs. The package may also be picked up at 520 Market Street, City Hall, Suite 1300, Camden, New Jersey 08101. Written, faxed, or emailed requests to have the RFP mailed will also be honored. The CRA fax number is 856-968-3541. Emailed requests should be sent to joconyer@ci.camden.nj.us. All requests must be addressed to Ms. Johanna S. Conyer, Director of Finance.

The submittal date for Bid Proposals is 2:00 p.m. local time on Friday, September 28, 2018.

All questions should be directed in writing to Johanna S. Conyer via email at joconyer@ci.camden.nj.us, by mail to Camden Redevelopment Agency, City Hall, Suite 1300, P.O. Box 95120, Camden, NJ 08101 or faxed to (856) 968-3541 no later than 2:00 p.m. Tuesday, September 18, 2018. Responses will be provided via Addendum no later than Friday, September 21, 2018.

The RFP package and all subsequent addendums and revisions are available at www.camdenredevelopment.org. All prospective proposers should continue to check the site for any changes to the RFP.

CAMDEN REDEVELOPMENT AGENCY SOLICITATION OF PROPOSALS

2.0 Introduction

It is the intent of the CRA, as a result of this request for proposal, to award one contract with one environmental management consulting firm (the Contractor) to coordinate the CRA's application for environmental investigation and remediation funds and to manage the CRA's environmental investigation and remediation consultant contracts. Please note, the chosen Contractor will be precluded from performing remediation work on any projects for which they are providing management services.

In addition the City of Camden has secured two U.S. Environmental Protection Agency (EPA) assessment grants to help fund the City's Brownfield Program. The CRA is managing the EPA assessment grants on behalf of the City. Part or all of the contracts to be awarded associated to this RFP will be funded with USEPA Grant Monies. As such adherence to Federal Funding Requirements will be associated with this offering.

3.0 SCOPE OF SERVICES

The Contractor will perform the following tasks:

Develop work plans for environmental sites as identified by the CRA. This task includes the identification of potential professional and technical consulting services necessary for the implementation of the plan.

Identify funding sources for environmental activities and submit application materials to these sources on behalf of the CRA.

Develop requests for proposals (RFPs) for professional and technical consulting services as identified in the work plans.

Review proposals submitted in response to the RFPs. The Contractor will make recommendations to the CRA regarding the award of consultant services contracts resulting from the RFPs.

Monitor the work progress of consultants. This includes site visits and meetings with the consultants. Review progress reports and submittals by consultants as may be required by funding and regulatory agencies.

Review invoices submitted by consultants and make recommendations to the CRA for payment.

Prepare periodic reports on behalf of the CRA as may be required by funding agencies. Appear before the Board of the CRA, the City of Camden City Council, community groups, funding and regulatory agencies as necessary.

Review of bids for remediation activities. The Contractor will make recommendations to the CRA regarding the award of contracts resulting for Invitations to Bid, Requests for Proposals, and Requests for Qualifications.

4.0 ACCEPTANCE OF RFP

Respondent's submission in response to this RFP shall constitute acceptance by the Respondent of the terms and conditions of the RFP.

5.0 NO WARRANTY

Respondents are required to examine the RFP, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent's own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFP, specifications, or instructions.

6.0 METHOD OF SELECTION

A committee appointed by CRA will review the responses to this RFP. This selection committee will then rate and rank the respondents. The highest ranked firm with respect to written responses and price will be recommended for award.

Selection Criteria

Knowledge of environmental investigation and remediation and the ability to undertake Brownfield redevelopment projects. 20 Points

Experience representing public agencies in the supervision of contractors. 20 Points

Demonstrated success in securing state and Federal grants and funding, not just limited to Hazardous Discharge Site Remediation Fund. Knowledge of application processes and reporting and draw-down requirements. 20 Points

References 15 points

Quality of the Proposal 10 points

Price 15 points

7.0 CONTRACT FORM AND TERM

This RFP will lead to a contract to provide environmental management services for the CRA. The Contract will be for a period of one year from the date of authorization by the Board.

Throughout the term of the contract the CRA and the USEPA will reserve the right to terminate the contract for cause.

8.0 DELIVERABLES

The company awarded the contract will be responsible for providing their own equipment and supplies to carry out all tasks.

9.0 SUBMISSIONS AND SELECTIONS

All proposals shall be submitted in sealed envelopes bearing the words “RFP-Environmental Management Services for the Camden Redevelopment Agency”.

10.0 COST PROPOSAL

The Contractor must provide an hourly rate for its services. It is estimated that the Contractor will provide an average of five hours of service per week. The hourly rate must cover all reasonable costs of doing business such as routine telephone, copying or postage. Large volume duplicating, mass mailing or special graphics production may be billed separately on a straight cost basis.

11.0 PAYMENT TERMS

The Contractor will submit monthly, itemized invoices within ten days of the end of the month. The invoice must be accompanied by a narrative description of the services provided by the Contractor during the period.

12.0 STATEMENT OF QUALIFICATIONS AND REQUIREMENTS

The Statement of Qualifications package is to contain a cover letter, table of contents, and the following sections:

12.1 Company Identification

- A. Name of firm, address, telephone and fax number of main office and any branch office, which will be involved in the project in any way.
- B. Name, title, address, telephone and fax number of the principal-in-charge.
- C. Type (e.g. corporation, partnership) and size firm, including number of offices, number of employees, and representative disciplines.

D. At least three references from clients with contracts of similar scope and work product are mandatory.

12.2 Key Personnel

Key personnel associated with the items provided in the above qualifications sections should provide a brief description of what they did on the relevant projects listed.

12.3 Debarment Certification

The CRA must ensure that the contractor is not debarred from receiving federal funds. All respondents must provide a properly executed form ensuring the contractor is not debarred from receiving federal funds. (See Attachment)

****It is necessary for each proposer to disclose parent companies, subsidiaries, affiliates, and subcontractors that may be responsible parties at the sites of concern.*

12.4 Adherence to Federal Requirements

As USEPA Assessment Grant monies will be used to fund this work, the Consultant must adhere to all applicable Federal requirements. These requirements include, but are not limited to:

- (1) The contract will be subject to those conditions of the cooperative agreement that relate to eligibility of costs and to contracts, including the administrative cost prohibition (see Attachment).
- (2) The contract will be subject to regulations that govern contracts under cooperative agreements (such as, but not limited to, 40 CFR Part 31 requirements for accounting and record keeping, 40 CFR Part 30 requirements for financial reporting, and 40 CFR Part 35 Sub part O).
- (3) The contract will be subject to general Federal requirements for contracts under cooperative agreement, including mandatory steps for contractors to follow related to areas such as the Davis Bacon Act and utilization of Disadvantaged Business Enterprise (DBE).
- (4) The relative cooperative agreement conditions and applicable regulations are included in this RFP as an Attachment.
- (5) All contractors must verify that they are not debarred from receiving Federal Funds.
- (6) The Minority-owned Business Enterprise (MBE) goal set under the grant agreement funding this work is 8%. The Woman-owned business enterprise (WBE) goal is 8%.

While evaluating bids or proposals, the CRA will consult the most current “List of Parties Excluded from Federal Procurement or Non-procurement Programs” to ensure that the firms submitting proposals are not prohibited from participation in assistance programs. The CRA will comply with the requirements regarding sub awards to debarred and suspended parties described in 40 CFR 31.35 or 40 CFR 30.13

13.0 EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

Companies and their subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity.

The potential company must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order I 1 246 and as amended in Executive Order I 1 375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

In response to this RFP, companies should furnish detailed statement relative to their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

14.0 INSURANCE REQUIREMENTS

1. The company shall carry and maintain in full force and effort for the duration of this contract, and any supplement thereto, appropriate insurance. The company agrees to protect and defend, indemnify, and hold the CRA, the United States Environmental Protection Agency, and their employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the CRA in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the CRA, death or damages to property (including property of the CRA) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether or not it is caused in part by the CRA. Company will designate and provide the CRA with the identity of a person or

persons in company's employ who shall be responsible for handling claims from the public efficiently and expeditiously.

Policies shall be issued by an insurance company authorized to do business in the State of New Jersey.

2. Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract, and included in all subcontracts.
3. Insurance certificates must be presented at the time of bid, documenting overage for the following:
 - A. Worker's Compensations and Employers Liability in accordance with State of New Jersey requirements, employer liability Insurance should have endorsement for occupational disease coverage.
 - B. Public Liability Insurance: Comprehensive general Liability, (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with bodily injury and death limit of \$500,000 on account of death or injury to one person and \$500,000 for death or injury to more than one person in any one occurrence and property damage limit of not less than \$500,000 per occurrence.
 - C. Comprehensive Automobile Liability Insurance. Covering all owned, hired and Rented vehicles and equipment, with limits of liability of not less than \$500,000 for Injuries to, or death of any one person and \$500,000 for injuries to, or death of more than one person resulting from any one occurrence and property damage limit of liability of not less than \$500,000 per occurrence. Said Certificate must state that coverage cannot be cancelled or materially altered without ten (10) days written notice to the CRA.
 - D. Professional liability and errors & omissions insurance in the amount of \$500,000.

15.0 DEADLINE FOR SUBMISSION

One original proposal, two copies, and an electronic copy must be submitted to the CRA as follows:

Bidders are required to submit their responses in a sealed envelope to the following address:

Camden Redevelopment Agency
City Hall, Suite 1300
P.O. Box 95120
Camden, NJ 08102
Attn: Johanna S. Conyer

All bids are to be clearly marked, “Environmental Management Services for the Camden Redevelopment Agency.”

Proposals are due no later than 200 p.m. local time Friday, September 28, 2018 by mail or delivery.

The above deadline is firm as to the date and hour. CRA will treat as ineligible for consideration any submission that is received after that deadline. Upon receipt of each proposal, CRA will date and stamp it to evidence timely or late receipt and upon request, provide the Respondents with an acknowledgement of receipt. Faxed submissions will not be accepted. All submissions become the property of CRA and will not be returned.

16.0 INSTRUCTIONS FOR SUBMISSIONS OR INQUIRIES

Any questions should be directed in writing to Johanna S. Conyer via email at joconyer@ci.camden.nj.us, by mail to Camden Redevelopment Agency, City Hall, Suite 1300, P.O. Box 95120, Camden, NJ 08101 or faxed to (856) 968-3541 no later than 2:00 p.m. Tuesday, September 18, 2018. Responses will be provided via Addendum no later than Friday, September 21, 2018.

ATTACHMENTS

1. Business Entity Disclosure Certification
2. Debarment Certification Form
3. USEPA Terms and Conditions

Attachment I

BUSINESS ENTITY DISCLOSURE CERTIFICATION

FOR NON-FAIR AND OPEN CONTRACTS
Required Pursuant To N.J.S.A. 19:44A-20.8
CAMDEN REDEVELOPMENT AGENCY

The following is statutory text related to the terms and citations used in the Business Entity Disclosure Certification form.

“Local Unit Pay-To-Play Law” (P.L. 2004, c.19, as amended by P.L. 2005, c.51)

19:44A-20.6 Certain contributions deemed as contributions by business entity.

5. When a business entity is a natural person, a contribution by that person's spouse or child, residing therewith, shall be deemed to be a contribution by the business entity. When a business entity is other than a natural person, a contribution by any person or other business entity having an interest therein shall be deemed to be a contribution by the business entity.

19:44A-20.7 Definitions relative to certain campaign contributions.

6. As used in sections 2 through 12 of this act:

“business entity” means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of this State or of any other state or foreign jurisdiction;

“interest” means the ownership or control of more than 10% of the profits or assets of a business entity or 10% of the stock in the case of a business entity that is a corporation for profit, as appropriate;

Temporary and Executing

12. Nothing contained in this act shall be construed as affecting the eligibility of any business entity to perform a public contract because that entity made a contribution to any committee during the one-year period immediately preceding the effective date of this act.

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**The New Jersey Campaign Contributions and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)**

**19:44A-3 Definitions.** In pertinent part...

p. The term "political party committee" means the State committee of a political party, as organized pursuant to R.S.19:5-4, any county committee of a political party, as organized pursuant to R.S.19:5-3, or any municipal committee of a political party, as organized pursuant to R.S.19:5-2.

q. The term "candidate committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) for the purpose of receiving contributions and making expenditures.

r. the term "joint candidates committee" means a committee established pursuant to subsection a. of section 9 of P.L.1973, c.83 (C.19:44A-9) by at least two candidates for the same elective public offices in the same election in a legislative district, county, municipality or school district, but not more candidates than the total number of the same elective public offices to be filled in that election, for the purpose of receiving contributions and making expenditures. For the purpose of this subsection: ...; the offices of member of the board of chosen freeholders and county executive shall be deemed to be the same elective public offices in a county; and the offices of mayor and member of the municipal governing body shall be deemed to be the same elective public offices in a municipality.

**19:44A-8 and 16 Contributions, expenditures, reports, requirements.**

*While the provisions of this section are too extensive to reprint here, the following is deemed to be the pertinent part affecting amounts of contributions:*

“The \$300 limit established in this subsection shall remain as stated in this subsection without further adjustment by the commission in the manner prescribed by section 22 of P.L.1993, c.65 (C.19:44A-7.2)

**BUSINESS ENTITY DISCLOSURE CERTIFICATION**  
**FOR NON-FAIR AND OPEN CONTRACTS**  
 Required Pursuant To N.J.S.A. 19:44A-20.8  
**CAMDEN REDEVELOPMENT AGENCY**

**Part I – Vendor Affirmation**

The undersigned, being authorized and knowledgeable of the circumstances, does hereby certify that the \_\_\_\_\_ has not made and will not make any reportable contributions pursuant to N.J.S.A. 19:44A-1 et seq. that, pursuant to P.L. 2004, c. 19 would bar the award of this contract in the one year period preceding (*date of award scheduled for approval of the contract by the governing body*) to any of the following named candidate committee, joint candidates committee; or political party committee representing the elected officials of the **Camden Redevelopment Agency** as defined pursuant to N.J.S.A. 19:44A-3(p), (q) and (r).

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**Part II – Ownership Disclosure Certification**

I certify that the list below contains the names and home addresses of all owners holding 10% or more of the issued and outstanding stock of the undersigned.

**Check the box that represents the type of business entity:**

- Partnership       Corporation    Sole Proprietorship       Subchapter S Corporation  
 Limited Partnership    Limited Liability Corporation       Limited Liability Partnership

| Name of Stock or Shareholder | Home Address |
|------------------------------|--------------|
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**Part 3 – Signature and Attestation:**

The undersigned is fully aware that if I have misrepresented in whole or part this affirmation and certification, I and/or the business entity, will be liable for any penalty permitted under law.

Name of Business Entity: \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_,  
2 \_\_.

\_\_\_\_\_  
(Affiant)

My Commission expires:

\_\_\_\_\_  
(Print name & title of affiant) (Corporate Seal)

**ATTACHMENT 2**

**DEBARMENT CERTIFICATION FORM**

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, \_\_\_\_\_ an authorized representative of \_\_\_\_\_ (company) certify that \_\_\_\_\_ (company) is not debarred from receiving Federal funds.

\_\_\_\_\_ (signature)

\_\_\_\_\_ (print name)

\_\_\_\_\_ (title)

\_\_\_\_\_ (date)

ATTACHMENT 3

US EPA TERMS AND CONDITIONS

BROWNFIELD ASSESSMENT COOPERATIVE AGREEMENTS