



**Request for Proposals (RFP)
For Pre-Demolition Investigation and Survey
of
Asbestos and Hazardous Materials**

Invitation:

City of Forest Park, GA is seeking a qualified environmental professional or qualified consulting firm for Investigation and Survey of Asbestos/Hazardous Materials and prepare a complete report. The site is located at 890 Conley Road SE also commonly known as Briarwood Forest Duplexes LLC. The City of Forest Park is exploring the options for demolition of the structures and possible redevelopment of the land.

Please review the RFP carefully to determine if your Firm possesses the necessary manpower, resources, and technical abilities to meet project requirements identified in this solicitation prior to responding.

Program Goals and Objectives:

Environmental report shall meet industry standards and include the following:

- Results of a pre- demolition asbestos inspection and building materials survey which satisfies the requirements of the United States Environmental Protection Agency's National Emission Standard for Hazardous Air Pollutants. The inspection survey should be conducted in a manner sufficient to identify all suspected asbestos containing materials.
- Recommendations and cost estimates for any necessary abatement work prior to demolition.

Desired Deliverables and Responsibilities:

City of Forest Park is seeking proposals from qualified professionals or qualified consulting firms to perform a pre-demolition asbestos survey of 28 buildings located at 890 Conley Road SE also commonly known as Briarwood Forest Apartments. The final product should contain a text document with environmental standards and strategies as necessary to enable planning of demolition to proceed with full knowledge of any further testing required, costs, and implications.

Minimum Qualifications

Firms must demonstrate they have the qualifications, capacity, experience, ethical standards and reliability to assure good faith performance. This requirement includes the proof of equipment, personnel, expertise, and ethical standards existing at time of submission.

Qualifications: Firm must have experience in identifying asbestos and hazardous materials. Firm must have experience with all the abatement requirements of Federal, State and Local laws, ordinances, rules and regulations concerning the abatement of asbestos and hazardous materials, including current OSHA, NIOSH, and NESHAP regulations

Licenses & Certificates: Certified by the State of Georgia with appropriate certifications by general contractor or sub-contractor for asbestos activities.

Evidence of Insurance:

Coverage	Limits of Liability
<u>Workmen's Compensation</u>	Statutory
<u>Employer's Liability</u>	
Bodily Injury Accident	\$100,000 each occurrence
Bodily Injury by Disease	\$500,000.00 aggregate
Bodily Injury by Disease	\$100,000.00 each person
<u>Comprehensive General Liability</u>	
Property Damage	\$500,000.00 aggregate
Bodily Injury	\$500,000.00 each person
<u>Automobile Liability</u>	
Property Damage Liability	\$500,000.00 each occurrence
Bodily Injury	\$500,000.00 each occurrence
<u>Excess Umbrella Liability</u>	\$1,000,000.00 each occurrence

Performance & Payment Bonds: In the full amount of the Contract Price and in a form acceptable to the City of Forest Park, executed by a Surety Company licensed to do business in the State of Georgia. The Surety Company providing the bond shall have a rating of B+ or better within the Best Key Rating Guide.

Certificate of Good Standing (Corporation) or Certificate of Existence: The Firm shall provide a Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Georgia Secretary of State. (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture).

Pricing: Must be reasonable and competitive based on the scope of work.

If a Firm does not convince the City of Forest Park that it possesses the above minimum qualifications with the bid (response), The City of Forest Park shall deem the bidder not qualified.

Scope of Work

The purpose of this RFP is to secure the services of pre-qualified Firms that can carry out Investigation and Survey of Asbestos/Hazardous Materials activities as identified within this solicitation. All Investigation and Survey of Asbestos/Hazardous Materials activities will be carried out within the boundaries of the City of Forest Park, Georgia.

- ***Overview:*** Firm shall investigate residential buildings identified for demolition assigned to it, identify asbestos and hazardous materials that may be present at the project site, quantify the amounts of those materials, and recommend methods for their proper removal and disposal.

The actual removal and disposal of said materials is not a part of this Contract and shall be undertaken by one or more Abatement/ Demolition Contractors. Due to conflict of interest concerns, your Firm shall not be allowed to perform work for as an Abatement/ Demolition Contractor on properties where your Firm performed the Asbestos Survey

- ***Survey Report:*** Firm shall conduct a thorough inspection of the affected property for the presence of asbestos and hazardous material prior to any demolition or renovation activity. The survey shall include inspection, identification, and quantification of all friable and Class I and Class II non-friable asbestos containing material and of all suspected hazardous waste, and any physical sampling of materials. The survey shall be documented with the following information and be provided in printed format with the following information:
 - The address of the property investigated.
 - The name, address, and telephone of the person who conducted the survey.
 - Copy of the license of the qualified inspector who conducted the survey.
 - The dates the survey was conducted.
 - A listing of all suspected materials containing any asbestos or hazardous waste and samples taken. Listing to include sample identification number, the sample location, the sample description, the friability of the sample (asbestos), the sample condition and other comments regarding each sample collected.
 - The name, address, and telephone number of any laboratory used to conduct analyses of materials for asbestos and hazardous waste content.
 - A list of the test methods used, including sampling protocols and laboratory methods of analysis, test data, and any other information used to identify or quantify any material containing asbestos and/or hazardous waste.
 - Photographs of the property, sampling locations, and suspected asbestos containing material and/or hazardous waste.
 - Completion of a chain-of-custody form documenting the sample transport process, and submittal of the samples to the laboratory.

- Laboratory results of the samples collected.
- Recommendations for notification required by NESHAP, 40 CFR 61, Subpart M and the Georgia Department of Natural Resources Rules of Asbestos Removal and Encapsulation, Chapter 391-3-14.
- Recommendations and options regarding appropriate methods of abating the asbestos and hazardous material at the site.

Selection Criteria

Following receipt of the Firm's' Proposals, a selection committee will evaluate each response. All Proposals that meet the minimum requirements of the Request for Proposals will be evaluated. Any Proposals determined to be non-responsive to the specifications or other requirements, including instructions governing submission and format, will be disqualified unless the City of Forest Park determines, in its sole discretion, that noncompliance is not substantial or that an alternative proposed by the Firm is acceptable. The City of Forest Park reserves the right to request clarification of Proposals submitted. If this is necessary, it will be done in writing with request for a written response by the Firm within a specified period.

Upon contract award, and the City of Forest Park and the Firm shall execute a contract, which shall contain all contractual terms and conditions in a form provided by the City of Forest Park. No contract shall become effective until the contract has been approved and executed by the City of Forest Park.

Prior to completion of this approval process, the Firm shall have no authority to begin work under the Contract. The City of Forest Park shall not authorize any payments to the Firm prior to such approval; nor shall the City of Forest Park incur any liability to reimburse the Firm regarding any expenditure for the purchase of materials or the payment of services.

The Firm shall be deemed authorized to begin work under the contract once the requirements of the aforementioned paragraph have been satisfied and upon written receipt of said Contract.

Proposals received will be evaluated based upon the Firm's ability to:

- Meet the minimum qualifications specified in the RFP.
- The Firm's demonstration of its organization's capacity, including staff resources to provide the requested services as evidenced by the submission of a statement of qualifications to be included with the sealed bid submitted.
- Past performance of the Firm including but not limited to quality of control that is proposed by the Firm in addressing the scope of work and requirements.
- The Firm's demonstration of relevant experience in performing and successfully completing investigation and survey and clearance projects including work previously performed for others.
- Ability to meet production goals and timelines and availability to complete work in the assigned timeframes.
- Pricing

Submission Requirements and Instructions

Firms responding to this Request for Proposals must complete and submit all required forms, documents or additional information requested including the following information:

1. Firm overview. Includes Name of Firm/Consultant, Address, Contact Name, Phone and Email, EIN, and any other information you deem pertinent, not otherwise covered in the Request for proposals. (-Page Maximum)
2. Statement of Qualifications (2-Pages Maximum). Include proof of meeting minimum qualifications.
3. Proof of Past Performance including Quality Control and method of addressing the scope or work and requirements. (2-Page Maximum).
4. Key employee names, and job titles. Copies of all applicable certifications and or licenses.
5. List of the types and sources of equipment applicable to perform investigation and survey activities identified under scope of work. (1-Page Maximum)
6. Certificate of Good Standing.
7. Evidence of Insurance.
8. Performance & Payment Bonds
9. Three (3) letters of reference from customers for which projects of similar scope and size have been performed. Include date of project, contact person and phone number, and brief description of project.
10. Pricing-Detailed breakdown of costs, including per square foot cost for investigation, laboratory fees for up to 20 samples per structure, survey report, and inspection capacity per week.
11. Attachments A,B,& C must be completely filled out and included with your submittal.

Firms shall submit one (1) original and four (4) copies of the proposal. The original must bear the original signature of the authorized agent and witness.

Firm's responses to this Request for Proposals must be submitted in a sealed envelope, which is clearly marked on the outside of the sealed package with the following information:

"ASBESTOS/ HAZARDOUS MATERIALS SURVEY"

Attn: James Shelby, Interim City Planner

The City of Forest Park Planning, Building and Zoning

745 Forest Parkway

Forest Park, GA 30297

The City assumes no responsibility for delays caused by any package or mail delivery service for unforeseen conditions. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid.

Proposals are Due:

The proposal must be received on or before the Proposal due date of **Thursday, May 21, 2020 @ 3:00 PM (EST)** at which time they will be opened and read aloud. **Proposals not received by this time will not be accepted.** Bidders may attend the bid openings.

Proposals must be signed by an officer or representative of the Firm who is authorized to bind the Firm to an agreement obligation. Proposals submitted by a partnership or joint venture must list the full names and addresses of all parties.

Proposals received become the property the City of Forest Park. All Firms submitting Proposals will be notified whether they will receive an award. Failure to submit a complete application may result in the disqualification of the Firm's submission.

Questions can be directed in **writing** to James Shelby, Interim Planning Director, **jshelby@forestparkga.org**.

END OF REQUEST FOR PROPOSALS



Attachment A

NON-COLLUSION OATH

COUNTY OF: _____

STATE OF: _____

Before me, the Undersigned Bidder being duly sworn on oath, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Contractor herein, his agents, servants, and/or employees, to the best of his knowledge and belief, have not in any way colluded with anyone for and on behalf of the Contractor, or themselves, to obtain information that would give the Contractor an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Contractor, or themselves, to gain any favoritism in the award of the contract herein.

He or she further states that no person or person, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

Oath and Affirmation

I hereby affirm under the penalties for perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this day _____ of _____, _____

Authorized Signature for Contractor: _____

Title: _____

Contractor's name (print): _____

SWORN TO BEFORE ME THIS _____ DAY OF _____, 20 _____

NOTARY PUBLIC FOR THE STATE OF _____

My Commission Expires: _____

Notary Public Signature _____

Printed Name: _____

Phone Number: _____

Address: _____

(Note: Notary seal required for foreign Contractor.)



Attachment B

Georgia Security and Immigration Compliance Act Affidavit

CONTRACTOR'S AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with [O.C.G.A. 13-10-91](#), stating affirmatively that the individual, firm, or corporation which is contracting with the City of Forest Park, Georgia has registered with and is participating in a federal work authorization program - EEV/Basic Pilot Program operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA), in accordance with the applicability provisions and deadlines established in [O.C.G.A. 13-10-91](#).

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Forest Park, Contractor will secure from such subcontractor(s) similar verification of compliance with [O.C.G.A. 13-10-91](#) on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Forest Park at the time the subcontractor(s) is retained to perform such service.

EEV/Basic Pilot Program* User Identification Number

BY: Authorized Officer or Agent Date
(Contractor)

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 20__

Notary Public
My Commission Expire



Attachment C

Bidders Qualification Sheet

Company Name _____

Name _____ Title _____

Address _____ City _____

St. _____ Zip _____

Phone _____ Fax _____ E-Mail _____

1. Number of years of experience bidder has in the type of work described in specifications.

2. Name & location of places where similar services have been performed in the past five (5) years, and indicate date and year of contracts and name of person to contact who approved Bidders work.

Name	Location	Year	Contact	Phone #

3. Number of employees specifically hired by proposer to perform services of type specified.

Supervisory _____ Laborers _____

4. Additional Information _____

Signature & Title of Person Preparing this Form

Date

Attachment D

