

## **NIAGARA FALLS HOUSING AUTHORITY**

### **REQUEST FOR PROPOSALS TECHNICAL ASSISTANCE GRANT (TAG) PROJECT**

#### **TECHNICAL CONSULTANT SERVICES for the TRACT II – Highland Avenue Site, No. 932136 Niagara Falls , New York , Niagara County**

The Niagara Falls Housing Authority (NFHA) (“TAG recipient”) is seeking the services of a Qualified Environmental Professional (QEP) to serve as a Technical Consultant to review technical and health related documents and information generated during the State Superfund Program remedial process for the TRACT II – Highland Avenue State Superfund site (“the Site”), located in Niagara Falls New York, Niagara County. The Technical Consultant would also summarize and interpret this information for the TAG recipient and the affected community. The technical assistance provided by the Technical Consultant is intended to help the TAG recipient and community to understand the nature and extent of contamination at the Site and the development and implementation of the remedy for the remediation of the Site. The services described in this request will be funded by the TAG recipient under a TAG provided by the New York State Department of Environmental Conservation (DEC).

#### **General Information**

In the Highland Community the NFHA is the primary agency addressing the community’s needs. The NFHA provides affordable housing in the neighborhood at the Harry S. Jordan Gardens community, located at 2910 Highland Avenue, and the Center Court community, located at 1700 Center Avenue. Combined, these apartment developments have 234 family units and are both within walking distance of the TRACT II site. The NFHA provides comprehensive health, educational, social and recreational programs to the entire Highland Community, through the Doris W. Jones Family Resource Building located at 3001 Ninth Street. Through effective community based partnerships and collaborations with other community organizations and city institutions, the NFHA has worked to improve the quality of life, and the lives of families within the Highland Avenue area.

The Tract II Site is a 20 acre parcel located on Highland Avenue and is one of the largest brownfields in the Highland Community. As a former heavy industrial property, this site is considered a high priority development site for the City of Niagara Falls. The city owns the TRACT II site and in July 2008 it was reclassified for action under the State Superfund program and will be remediated beginning the summer of 2009.

The location and condition of the TRACT II Site to the NFHA’s housing communities and surrounding neighborhood is of great concern. The TAG recipient believes it has a responsibility to ensure all affected parties are aware and knowledgeable of the site remediation process and its overall health impact.

Additional information about the Site is available at two locations established by DEC to access site-related project documents:

**Doris Jones Family Resource Building  
3001 Ninth Street  
Niagara Falls, NY 14301  
(716) 285-5374**

**NYS Department of Environmental  
Conservation  
270 Michigan Avenue  
Buffalo, NY 14203  
(716) 851-7220  
(Please call for an appointment)**

**Definition of a Qualified Environmental Professional (QEP)**

QEP means a person, including a firm headed by such a person, who possesses sufficient specific education, training, and experience necessary to exercise professional judgment to develop opinions and conclusions regarding the presence of releases or threatened releases to the surface or subsurface of a property or off-site areas.

(a) Such a person must:

- (1) Hold a current Professional Engineer's or a Professional Geologist's license or registration and have the equivalent of three (3) years of full-time relevant experience; or
- (2) Be a site remediation professional licensed or certified by the federal government, a state or a recognized accrediting agency, to perform investigation or remediation tasks, and have the equivalent of three (3) years of full-time relevant experience. Examples of such license or certification include, but are not limited to, the following titles:
  - a. Licensed Site Professional, by the State of New York;
  - b. Licensed Environmental Professional, by the State of New York;
  - c. Certified Hazardous Materials Manager, by the Institute of Hazardous Materials Management;
  - d. Qualified Environmental Professional by the Institute of Professional Environmental Practice.

(b) The definition of QEP provided above does not preempt state professional licensing or registration requirements, such as those for a professional geologist, engineer, or site remediation professional. Before commencing work, a person should determine the applicability of state professional licensing or registration laws to the activities to be undertaken.

- (c) A person who does not meet the above definition of a QEP under the foregoing definition may assist in the conduct of all appropriate activities if such person is under the supervision or responsible charge of a person meeting the definition provided above.

### **Minimum Qualifications for a QEP**

Minimum qualifications for a QEP include experience in the investigation and remediation of contaminated sites. The QEP must have been involved in at least three remedial projects.

The QEP serving as the Technical Consultant would need to have expertise both in understanding the technical information available about the Site and in communicating such information verbally and in writing to the community in the plain language needed to make the information accessible, understandable and interpretable. The Technical Consultant would be expected to coordinate effectively with the TAG recipient and its Community Educator. This coordination would include assisting the TAG recipient to communicate with DEC regarding technical issues about the site.

### **Cost Range**



Completion of the activities described below in the Scope of Work shall not exceed **\$5,000**. The “not to exceed” cost for Technical Consultant services includes all necessary communication and interaction with the TAG recipient, DEC and other government entities involved with the Site remedial program, and the Community Educator and any other TAG recipient consultants as appropriate; all appropriate travel; costs associated with developing, reproducing and distributing summaries, reports, fact sheets and other documents; and all equipment necessary for the delivery of services.

### **Estimated Time Frame for Project**

Cleanup activities at the Site begin in the summer of 2009 and are expected to be completed in 2010. Site management activities will be conducted as appropriate at the completion of remediation. The Technical Consultant will be expected to provide service under this scope of work for approximately 12 months, subject to the schedule for remediation and site management.

### **Scope of Work**

The Technical Consultant will be expected to conduct activities and generate the following work products:

-   Review relevant environmental and health related site technical documents generated and considered during the State Superfund Program remedial process for a better understanding of this project. Such documents will include health assessments,

the Remedial Investigation/Feasibility Study Report, any Interim Remedial Measure decision documents, the Proposed Remedial Action Plan, the Record of Decision, and Design and Remedial Action documents.

- ☰☞ Prepare plain language written summaries for the TAG recipient and affected community of important project documents. These would include, in priority order:
  - The Record of Decision (ROD)
  - Remedial Design documents
  - Remedial Construction documents
  - Final Engineering Report (concluding that remediation has met remedial goals)
  - Site Management documents (including any that discuss engineering and institutional controls, post-remedial sampling and verification results, and site management)
  
- ☰☞ Participate in a minimum of two public meetings and/or public workshops to communicate important project information to the affected community and answer questions:
  - Discuss the ROD, implementation of remedy, including specific activities, time frames, health and safety plans and concerns.
  - At conclusion of construction, discuss achievement of remedial goals and any post-construction site management (including discussion of any engineering and institutional controls, post-remedial sampling and verification results, and site management).

Participation in the public meetings includes all costs/time required for preparation, participation, and appropriate follow-up.

**NOTE: In support of the cost quotation provided in a response to this RFP, please provide a breakdown of the level of effort for each work product in a format as shown in the Attachment at the end of this announcement.**

Dates for delivery of the various work products will be governed by the progress of the Site remedial program.

### **Technical Consultant Proposals**

**Three complete copies of the Technical Consultant Proposal are required; (two hard copies, one (1) with original signatures), and one (1) electronic copy as an Adobe / Acrobat PDF on a CD. The proposals are to be submitted in a separate, sealed envelope. The Technical Consultant Proposal will be evaluated on the basis of required experience and cost.**

Proposals must include the following:

1. Organization description;

2. Proposed key project personnel by name and title;
3. Description of at least three qualifying remedial projects; samples of plain language written materials; and discussion of participation in public meetings, as described in the section “Minimum Qualifications for a QEP”.
4. Copies of licenses/certifications mentioned in the section “Definition of a Qualified Environmental Professional (QEP)”;
5. Cost breakdown as described in the section “Scope of Work”;
6. Designation of an office and individual who will be directly responsible for all activities of the Technical Consultant in connection with this project;
7. A statement a) certifying that the proposer is not currently employed by or affiliated with the **Niagara Falls Housing Authority**, is not performing work at the Site for the Federal or New York State government or site responsible parties, and does not otherwise have a conflict of interest in relation to the Site; and b) a statement that the proposer shall immediately disclose any such information discovered after submission of the proposal;
8. A statement providing availability of insurance at the time of contract execution which holds the Niagara Falls Housing Authority harmless during the contract period.

### **RFP Evaluation Criteria**

The following criteria will be used to evaluate and score the Technical Consultant Proposals. Scoring will be on a point system. Thirty (30) points will be the highest achievable score. In submitting a Proposal, the Proposer is acknowledging that evaluation and scoring of the Proposal is at the sole discretion of the TAG recipient. In the event of a tie, the TAG recipient will rescore the “tie” Proposals until the tie is broken. The components of the evaluation criteria and the points associated with them are identified below:

**A. Professional experience (15 points maximum) as follows:**  
**15 points if on DEC’s Qualified Remedial Consultants (QRC) list; or**  
**10 points if not on QRC list but involved in at least three (3) remedial projects**

**B. Communications skills (10 points maximum) as follows:**  
**0 - 5 points for verbal skills**  
**0 - 5 points for written skills**

**C. Quality of the Proposal (0 - 5 points)**

**The TAG recipient and its contractors must make good faith efforts to subcontract a portion of the contract amount to Minority and Women Owned Business Enterprises (M/WBE).**

### **Submission**

Proposals must be received by **4:00 PM**, local prevailing time, on **July 29, 2009**.

Proposal envelopes should be clearly labeled to:

1. Identify that it is a sealed proposal
2. Identify the name of the proposer
3. Identify the project name

Proposals should be mailed to:

**Ms. Stephanie W. Cowart**  
**Executive Director**  
**Niagara Falls Housing Authority**  
**744 Tenth Street**  
**Niagara Falls, New York 14301**

Inquiries regarding this RFP may be directed to Ms. Cowart at the above address or by contacting her at **(716) 285-6961**.

**ATTACHMENT**

**Breakdown of Cost Estimates for Technical Consultant Work Products**

Review and/or summarize:

Health assessments/documents	#hrs. X \$/hr. =	\$
The Record of Decision (ROD)	#hrs. X \$/hr. =	\$
Remedial Design documents	#hrs. X \$/hr. =	\$
Remedial Construction documents	#hrs. X \$/hr. =	\$
Final Engineering Report	#hrs. X \$/hr. =	\$
Site Management documents	#hrs. X \$/hr. =	\$
Other (specify)	#hrs. X \$/hr. =	\$

Prepare for/participate in:

Public meeting or workshop re the ROD and implementation of remedy	#hrs. X \$/hr. =	\$
Public meeting or workshop at conclusion of construction to discuss achievement of remedial goals and any post-construction site management	#hrs. X \$/hr. =	\$
TOTAL		\$