

**REQUEST FOR PROPOSALS
FOR
GRANT WRITING SERVICES
FOR ENVIRONMENTAL ASSESSMENTS OF
BROWNFIELD SITES**

**PROPOSAL FORMAT
AND
SCOPE OF SERVICES**

PROPOSALS TO BE SUBMITTED BY 10:00 AM, MONDAY, SEPTEMBER 29, 2014 TO:

LACKAWANNA COUNTY BOARD OF COMMISSIONERS
C/O STEVE BARCOSKI, ACTING CHIEF OF STAFF
200 ADAMS AVENUE
6TH FLOOR
SCRANTON, PA 18503
(570) 963-6800

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Notice is hereby given that pursuant to a fair and open process, the County of Lackawanna is seeking proposals from qualified firms with considerable knowledge and experience in grant programs relative to environmental assessments and cleanup of brownfields to provide writing and submission of an assessment grant from the US Environmental Protection Agency. This grant, if successful, would provide for developing inventories of brownfields throughout Lackawanna County.

Sealed submissions will be received by the Lackawanna County Board of Commissioners, c/o Steve Barcoski, Acting Chief of Staff, at its offices at 200 Adams Avenue, 6th Floor, Scranton, PA 18503, (570) 963-6800, by Monday, September 29, 2014, no later than 10:00 AM, prevailing time. Proposals will not be accepted after that date and time.

Details of the proposal content are contained in a Request for Proposals Packet which can be obtained on the Lackawanna County web site at www.lackawannacounty.org.

Lackawanna County encourages responses from eligible MBE, WBE, and Section 3 residents and businesses.

Lackawanna County is an equal opportunity employer.

Steve Barcoski

Acting Chief of Staff

COUNTY OF LACKAWANNA
REQUEST FOR PROPOSALS
FOR
GRANT WRITING SERVICES
FOR ENVIRONMENTAL ASSESSMENTS OF BROWNFIELD SITES

Notice is hereby given that pursuant to a fair and open process, and in compliance with Title 24 of the Code of Federal Regulations of the Department of Housing and Urban Development, Part 85 - Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments, the Lackawanna County Board of Commissioners, c/o Steve Barcoski, Acting Chief of Staff, will receive sealed proposals at its offices at 200 Adams Avenue, 6th Floor, Scranton, PA 18503, (570) 963-6800, on Monday, September 29, 2014, no later than 10:00 AM, prevailing time, grant writing services for environmental assessments of brownfields sites throughout Lackawanna County. Any questions regarding the request for proposals should be directed to the Lackawanna County Board of Commissioners, c/o Steve Barcoski, Acting Chief of Staff, at the above address between the hours of 9:00 AM and 4:00 PM Monday through Friday.

The purpose of this Request for Proposals is to solicit interest from qualified firms and/or individuals to provide professional services for the County. A qualified firm and/or individual will be selected through a fair and open process at the sole discretion of the County.

The services to be furnished are required under a written deadline and include:

ARTICLE I. Scope of OFFERER'S Services - The OFFERER, in connection with and respecting the aforesaid, and in return for payment from the COUNTY, shall perform and carry out, in a satisfactory and proper manner, the following:

- (A) Identify potential sites throughout Lackawanna County guided by US Environmental Protection Agency guidelines and resources for brownfields identification
- (B) Gathering and reducing municipal data
- (C) Gathering information on potential sites
- (D) Public outreach, as needed
- (E) US EPA coordination
- (F) US EPA coordination
- (G) Application production and submission

ARTICLE II Services to be Provided by the COUNTY - The COUNTY agrees to furnish the OFFERER ownership data for each property. The COUNTY will provide the applicant name and address of property to be assessed by the OFFERER.

ARTICLE III. Time of Performance - Failure to complete the prescribed work within submission deadline will render any contract null and void.

ARTICLE IV. Documentation to be provided by each OFFERER - The OFFERER also understands that the scope of the project is to be investigated prior to the submission of proposals. Do not base proposals solely upon the information provided in this Request for Proposals. In the event an OFFERER, in the process of investigating the scope of work, discovers that unusual circumstances exist and/or the scope of the project must be expanded, the OFFERER shall immediately notify the COUNTY of the discovery. The COUNTY reserves the right to reject any or all proposals, including, but not limited to, proposals exceeding the budget after negotiations. Submissions must be submitted in a sealed envelope with the name of the firm or individual submitting the proposal and the term "GRANT WRITING SERVICES FOR ENVIRONMENTAL ASSESSMENTS OF BROWNFIELD SITES RFP" clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submission by fax, telephone, or e-mail is not permitted. The final selection shall be made in the sole discretion of the Board of Commissioners.

- (A) The OFFERER shall submit two (2) copies of the "General Information" form (which is attached).
- (B) The OFFERER shall submit two (2) copies of the "Price Proposal for Discussion Purposes" forms (which are attached).
- (C) Qualifications and Experience - Each OFFERER shall submit two (2) copies of the following forms:
 - 1. Qualifications of the principals in the firm/staff/subcontractors (form is attached).
 - 2. Experience of the principals in the firm/staff/subcontractors (form is attached).
 - 3. Experience of the firm with the specific services requested (form is attached). Two example reports of Interim Control Risk Assessments must be submitted.
 - 4. Amount of time that the firm has available to commit to the project, based on the current workload of the firm (form is attached).
- (D) Insurance - Each OFFERER shall submit two (2) copies of Certificates of Insurance for:
 - 1. General and Professional Liability Insurance (Minimum \$1,000,000.00)
 - 2. Workman's Compensation Insurance

ARTICLE V. FACTORS FOR AWARD - Proposals will be evaluated in accordance with Lackawanna County's Qualifications Based Selection Process. Anyone submitting a proposal is advised to review that process, which is set forth on the County's website at www.lackawannacounty.org. Based on the content of the written proposal and any oral discussion, the COUNTY will make a selection that will be most favorable to the COUNTY. The factors for award will include consideration of the factors identified in Request for Proposal hereof, as well as qualifications, experience, timeliness, past performance, reasonableness of compensation, and overall determination of the OFFERERS ability to meet the COUNTY's need for the services as described herein. The COUNTY encourages Small Business Firms and firms owned and controlled by socially and economically disadvantaged individuals including Minority Business Enterprises and Women Business Enterprises to submit proposals. Personnel/subcontractors working on the project shall be listed in the proposal. During the contract period, use of any personnel and/or subcontractors by the successful OFFERER that were not previously identified in their proposal must be approved in advance in writing by the COUNTY. All successful OFFERERS must meet the terms and conditions of the attached Part II - Terms and Conditions. The COUNTY reserves the right to reject any and all proposals, in whole or in part, and to waive any immaterial defect or informality in any proposal as may be permitted by law, including, but not limited to, proposals exceeding the budget after negotiations. Evaluation factors and their relative importance (maximum points to be awarded) are as follows:

- (A) Qualifications of the principals in the firm/staff/subcontractors: 15 points.
- (B) Experience of the principals in the firm/staff/subcontractors: 15 points.
- (C) Experience of the firm with the specific services requested: 15 points.
- (D) Amount of time that the firm has available to commit to the project, based on the current workload of the firm: 5 point.
- (E) Firm's past performance with Lackawanna County projects: 10 points
- (F) Other qualifications:
 - 1. Small Business Firm (a firm with less than \$4 million in annual gross receipts): 1 point.
 - 2. Minority Business Enterprise (MBE) (MBE's must be certified by the Pennsylvania Department of General Services and/or the Pennsylvania Department of Transportation): 5 points.
A Minority Business Enterprise is a for-profit business concern that is one of the following (minority persons are persons who are citizens of the United States and who are African Americans, Hispanic Americans, Native American, or Asian-Pacific Americans):
 - (1) A sole proprietorship, owned and controlled by a minority;
or

- (2) A partnership or joint venture controlled by minorities in which 51% of the beneficial ownership interest is held by minorities; or
- (3) A corporation or other business entity controlled by minorities in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by minorities.

3. Women Business Enterprises (WBE) (WBE's must be certified by the Pennsylvania Department of General Services and/or the Pennsylvania Department of Transportation): 3 points.

A Woman Business Enterprise is a for-profit business concern that is:

- (1) a sole proprietorship, owned and controlled by a women in which at least 51% of the beneficial ownership is held by women; or
- (2) a partnership or joint venture controlled by women in which at least 51% of the beneficial ownership is held by women; or
- (3) a corporation or other entity controlled by women in which at least 51% of the voting interest and 51% of the beneficial ownership interest are held by women.

4. Labor Surplus Area Business Firm (a civil jurisdiction (cities with a population of at least 25,000 and all counties, in addition to township of 25,000 or more population) whose average unemployment rate is at least 20% above the average unemployment rate for all states (including the District of Columbia and Puerto Rico) during the previous two calendar years.: 1 point.

5. Section 3 Business Firm: (Section 3 Business Concern means:

- (1) That is 51 percent or more owned by section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment business concern were section 3 residents; or
- (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontractors to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) above.

Section 3 Resident means: A public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the section 3 covered assistance is expended (Lackawanna, Luzerne, and Wyoming Counties), and who is a low-income or very low-income person.

Category 1 - Section 3 Resident (Business concerns of 51% or more owned by residents of the community or public housing development for which the work is

performed, or whose full-time, permanent workforce includes 30% of these persons as employees): 4 points.

Category 2 - Section 3 Resident (Business concerns of 51% or more owned by residents of the community or public housing development other than the housing development where the work is to be performed; or whose full-time, permanent workforce includes 30% of these persons as employees): 3 points.

Category 3 - Section 3 Resident (HUD Youthbuild programs being carried out in the community in which Section 3 covered assistance is expended): 2 points.

Category 4 - Section 3 Resident (Business concerns that are 51% or more owned by a Section 3 resident(s), or whose permanent, full-time workforce includes no less than 30% Section 3 residents; or that subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns): 1 point.

Section 3 Strategy for meeting greatest extent feasible requirement to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable.: 5 points.

G. Reasonableness of Compensation: 15 points.

GENERAL INFORMATION

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

PRINCIPALS:	TITLE:
_____	_____
_____	_____
_____	_____
_____	_____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

- I. Did your firm submit the following documentation:
 - A. GENERAL AND PROFESSIONAL LIABILITY INSURANCE CERTIFICATE?: _____
 - B. WORKMAN'S COMPENSATION INSURANCE CERTIFICATE?: _____
 - C. TWO EXAMPLE REPORTS OF INTERIM CONTROL RISK ASSESSMENTS?: _____
 - D. COMMONWEALTH OF PENNSYLVANIA LICENSES FOR ALL LEAD INSPECTORS AND RISK ASSESSORS?: _____

- II. Indicate qualifications under any of the following categories:
 - A. SMALL BUSINESS FIRM: _____
 - B. MINORITY BUSINESS ENTERPRISE: _____
 - C. WOMEN BUSINESS ENTERPRISE: _____
 - D. LABOR SURPLUS AREA BUSINESS FIRM: _____
 - E. SECTION 3 BUSINESS FIRM:
 - Category 1: _____
 - Category 2: _____
 - Category 3: _____
 - Category 4: _____

III. Is your firm currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations? (If yes, specify): _____

IV. Is your firm involved in any current litigation with the County? (If yes, specify): _____

V. Are there any conflicts of interest to which your firm would be subject if it were to provide the requested services on behalf of the County? (If yes, specify.): _____

SIGNATURE: _____ DATE: _____

PRICE PROPOSAL FOR DISCUSSION PURPOSES

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

The following fee schedule shall include all such services, all supplies, materials, and equipment used or furnished by the OFFERER, and all expenses incurred by the OFFERER. All expenses of the OFFERER, including travel expense and subsistence, telephone conversations, clerical services, communications, documentation, correspondence, and any and all other miscellaneous work shall be borne by the OFFERER.

- (A) Flat fee for all grant related services including, and up to, submission of application to US Environmental Protection Agency.
\$ _____

SIGNATURE: _____ DATE: _____

**QUALIFICATIONS OF THE PRINCIPALS IN THE
FIRM/STAFF/SUBCONTRACTORS**

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

- I. Describe the qualifications of the principals in the firm/staff/subcontractors. List the specific personnel to be assigned to the projects(s), their functions and their qualifications.

**EXPERIENCE OF THE PRINCIPALS IN THE
FIRM/STAFF/SUBCONTRACTORS**

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

- II. Describe the experience of the principals in the firm/staff/subcontractors. List the specific personnel to be assigned to the projects(s), their functions and their experience.

EXPERIENCE OF THE FIRM WITH THE SPECIFIC SERVICES REQUESTED

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

- III. Describe the experience of the firm with the specific services requested. Describe the stability, continuity, and commitment of both the staff and the management.

CURRENT WORKLOAD

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

- IV. Estimate the amount of time that the firm/subcontractors has available to commit to the project(s), based on the current workload of the firm. List all current projects which the firm/subcontractors is under contract, and provide a percentage of time that personnel will devote to the project(s).

PAST PERFORMANCE

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

V. Describe past experience, if any, with Lackawanna County projects.

SECTION 3 STRATEGY

OFFERERS MUST SUBMIT 2 COPIES OF THIS FORM

NAME: _____

ADDRESS: _____

TELEPHONE #: _____ SS #/IRS ID #: _____

- VI. Section 3 Strategy for meeting greatest extent feasible requirement to comply with the Section 3 training and employment preference, or contracting preference, or both, if applicable.