



REQUEST FOR QUALIFICATIONS

ENVIRONMENTAL ASSESSMENT SERVICES

July 2008

**Redevelopment Agency of the
City of San Bernardino**

Redevelopment Agency of the City of San Bernardino
201 North "E" St., Ste. 301
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Purpose:

The Redevelopment Agency of the City of San Bernardino (Agency) is issuing this Request for Qualifications (RFQ) from environmental consulting firms to enable the Agency to develop a list of environmental firms that can successfully perform Phase-I and Phase-II Environmental Site Assessments (ESAs) for the Agency.

Background:

Brownfields are defined by the U.S. Environmental Protection Agency (EPA) as abandoned, idled, or under-utilized industrial and commercial properties where expansion or redevelopment is complicated by real or perceived contamination. Land reuse sites are properties that are being redeveloped from their former use.

In July 2008, the Agency received a grant from federal EPA for the implementation of not to exceed ten (10) Phase-I ESAs and not to exceed three (3) Phase-II ESAs for petroleum substance contamination. An additional grant was received from the EPA for as many as six (6) Phase I-ESAs and not to exceed two (2) Phase-II ESAs for hazardous substance contamination. In response to these grants, the Agency is developing an inventory of Brownfield sites within the downtown area of the City of San Bernardino (City).

Site Description:

The Brownfields area of the City, as defined in the EPA grant applications, is bounded on the North by Ninth Street, on the West by Pepper Street, on the South by Mill Street, and on the East by Tippecanoe Avenue. After the sites within the grant application area have been determined, they will be prioritized for Phase-I ESAs. From those sites receiving Phase-I ESAs, a determination will be made as to those sites that will undergo Phase-II ESAs.

Agency Participation in the Projects:

The selected firm or firm will work closely with Agency staff and other agencies as required to complete each ESA.

Submittal Requirements:

Each response shall include:

1. A cover letter signed and dated by a representative who is authorized to response to this RFQ on behalf of the firm;
2. The number of years in business as the entity submitting a response and the total years experience of the principal individuals of the responding firm;



3. Types of services offered;
4. Number of projects completed in California;
5. Largest ESA project completed in the last five years;
6. Examples of successful Brownfield projects with completion of Phase-I and Phase-II ESAs;
7. Experience as a consultant to governmental agencies;
8. Names of all officers, partners or owners of the firm;
9. Number and technical expertise of staff;
10. Project manager's name and resume;
11. Resumes of key personnel;
12. Organizational chart indicating managerial relationship among key personnel and role of each individual;
13. Indemnities and available insurance (e.g., errors and omissions, sudden accidental, workman's compensation, etc.); and
14. References with point of contact.

Submittal Instructions:

Interested firms shall submit five (5) original copies of their responses. Responses must be received by the Agency no later than **4:00 p.m. on Wednesday, August 20, 2008** at the following address:

Redevelopment Agency of the City of San Bernardino
201 North "E" St., Suite 301
San Bernardino, CA 92401
Subject: RFQ Environmental Services
Attention: Kathleen Robles, Project Manager

Facsimile or electronically transmitted responses will ***not*** be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late responses will not be opened nor considered.

Evaluation Criteria:

1. Response compliance with the requirements of the RFQ
2. Project Manager qualifications
3. Number and size of similar projects
4. Government coordination experience
5. Reference check
6. Rate structure

Responses will be reviewed by Agency staff and/or staff from other City Departments. A maximum of 15 firms will be shortlisted within 30 calendar days after the due date of the responses. All firms responding to this RFQ will be notified as to whether they were



selected for the shortlist. Those firms shortlisted, will be invited to submit proposals and cost estimates for each project on such basis as shall be determined by the Agency at its sole discretion. There is no guarantee that the firm selected to conduct a particular Phase-I ESA will be selected to perform any subsequent Phase-II ESA on the same site.

Questions:

Questions will **only** be accepted by mail or email until **August 4, 2008**. Address all questions to:

Redevelopment Agency of the City of San Bernardino
201 North "E" St., Suite 301
San Bernardino, CA 92401
Subject: RFQ Environmental Services
Attention: Kathleen Robles, Project Manager
Email: krobles@sbrda.org

Questions and answers will be posted no later than **August 11, 2008** to the Agency's Brownfield website at: www.sbrdaprojects.org/Brownfields

Contingencies:

This RFQ does not represent a commitment or an offer by the Agency to enter into an agreement with a firm or to pay any costs incurred in the preparation of a response to this RFQ. All submitted responses, and any information made a part of the responses, becomes the property of the Agency and will not be returned. The Agency has sole discretion and reserves the right to reject any and all responses received with respect to this RFQ and to cancel the RFQ at any time prior to entering into a formal agreement with one or more firms responding to this RFQ.

All documents submitted to the Agency will be deemed public records and made available for general public view. Any proprietary or confidential information should be submitted under separate cover and there is no guaranty by the Agency that any such information will not be deemed to be a public record under California law.