

Biomedical Research Foundation  
P.O. Box 38050  
Shreveport, LA 71133

## Request for Proposal of Services

Project: Environmental Professional Services, Greenwood Road

RFP Due Date: 2:00 p.m. March 19, 2013

Location: Biomedical Research Institute, Office 1-45  
1505 Kings Highway  
Shreveport, LA 71103

The Biomedical Research Foundation is soliciting proposals to provide the Environmental Professional Services described in the attached document. The submittal should consist of one (1) original of a signed and completed submittal package and three (3) copies for evaluation use (one copy should be unbound). Submittal packages must be submitted in a sealed envelope with the Professional's name and address clearly indicated on the envelope. The pages and items should be numbered for ease of reference purposes.

Contact: Pat Murphy, BRF Facilities Manager, at 318/675-4123 or (fax) 318/675-4120 or [pmurphy@biomed.org](mailto:pmurphy@biomed.org) for questions concerning clarification of the Request for Proposal of Services.

## **A. Project Description:**

The subject property is located at 2005 Greenwood Road, Shreveport, Louisiana 71103. The Greenwood Road site consists of approximately 3.9 acres containing two adjacent tracts of land. On Tract A, the concrete foundations of former commercial buildings are present, and Tract B is undeveloped and grass-covered. The surrounding vicinity consists of active and vacant commercial properties. The site history includes commercial business use, as Wholesale Air Conditioning, Federal Building Annex, Winterton Food Stores, and International Harvester Company. The 1935 Sanborn Map depicted a service station on the property in Tract A. The structures on the property (Tract A) were demolished in 1980. The analytical data generated during the Limited Phase II Investigation concludes that surface soil has been impacted by petroleum hydrocarbons in excess of Louisiana Department of Environmental Quality (LDEQ) Risk Evaluation/Corrective Action Program (RECAP) screening standards (SS).

ALTEC Environmental Consulting, LLC conducted a Phase I Environmental Site Assessment with All Appropriate Inquiry (AAI) in September 2012. The ALTEC Environmental report identified a recognized environmental condition (REC), the former gasoline station, on the property (Tract A). The Biomedical Research Foundation directed ALTEC Environmental to conduct a Limited Phase II Environmental Site Assessment at the property in October 2012. The analytical data generated during the Limited Phase II Investigation concludes that surface soil has been impacted by petroleum hydrocarbons in excess of Louisiana Department of Environmental Quality (LDEQ) Risk Evaluation/Corrective Action Program (RECAP) screening standards (SS). The soil concentrations have been reported to LDEQ as a release.

The Louisiana Department of Environmental Quality (LDEQ) has assigned Area of Investigation (AI) 184715 to the site. Information regarding this site is posted on the LDEQ website.

The Greenwood Road Request for Proposal of Services, the Phase I Environmental Site Assessment (September 2012) and the Limited Phase II Environmental Site Assessment (October 2012) are available for review on the Biomedical Research Foundation website at:  
<http://www.intertechsciencepark.com/current-brownsfield-documents/>.

The Biomedical Research Foundation shall contract the completion of appropriate site investigation in accordance with the Louisiana Department of Environmental Quality (LDEQ) Risk Evaluation Corrective Action Program (RECAP) standards. Funding for this project has been provided by the United States Environmental Protection Agency (USEPA) Brownfields Grants Program via a subgrant award. All work must be performed according to United States Environmental Protection Agency (USEPA) Brownfields Program standards.

## **B. Services to be Performed:**

The Foundation is seeking proposals for the development of a Remedial Investigation Work Plan, in accordance with Louisiana Department of Environmental Quality (LDEQ) requirements, enrollment of the site into the Voluntary Remediation Action Program (VRP), and following LDEQ approval of the Work Plan, completion of the Site Remedial Investigation, the development of a Voluntary Remediation Investigation Report and the submittal of the Report to LDEQ for approval. The Environmental Professional shall be responsible for all revisions and amendments to the Report as required for approval. Following approval of the Site Investigation Report, the Foundation shall next contract the appropriate site remediation work.

The Environmental Professional shall submit proposals to provide these services in a format designed to follow the requirements of the Request for Proposals, Tasks 1, 2, 3, etc.

The Environmental Professional shall provide a fee structure and individual costs for each project task along with a total project cost. Additionally, unit costs for each project task and task component will be provided. An example of this would be a total price for the completion of Task 4, Investigation of the Site, and the unit cost for laboratory analysis. The unit cost component may be utilized in the event that additional analysis is required during the course of the project. The Professional shall provide a project schedule for completion of all services, and include the time required for mobilization and commencement upon award of contract.

### Task 1. Remedial Investigation Work Plan.

The Environmental Professional shall prepare and submit a Remedial Investigation Work Plan that is consistent with the methods and processes provided by the Louisiana Risk-Based Corrective Action Program (RECAP), Appendix B, and must include the determination of the nature and extent of potential threats to human health and the environment through data collection and site characterization, and the development of remedial action goals. The work plan shall be designed to identify the nature and extent of contamination at the identified area of immovable property.

### Task 2. Enroll Site into Voluntary Remediation Program.

The Environmental Professional shall prepare and submit appropriate documents for enrollment of the site into the LDEQ Voluntary Remediation Program (VRP).

Investigation of the site begins with a Voluntary Remedial Investigation Application. The application consists of the Application form, \$500 application fee (paid by the

Foundation), and an Investigation Work Plan. The Foundation will additionally complete the Oversight Waiver Fee Request and include with the application.

### Task 3. Quality Assurance Project Plan (QAPP).

The Environmental Professional shall prepare and submit a Quality Assurance Project Plan (QAAP) in accordance with United States Environmental Protection Agency (USEPA) requirements. The Quality Assurance Project Plan will be developed according to EPA Requirements for QA Project Plans (QA/R5) (EPA2001a). The QA Project Plan is the formal document that describes in detail the necessary Quality Assurance, Quality Control, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. The QA Project Plan must be approved by EPA before any work can commence. The Environmental Professional will conduct all associated work in compliance with the approved plan.

The QA Project Plan must provide sufficient data to demonstrate that:

- a. the project technical and quality objectives are identified and agreed upon;
- b. the intended measurements, data generation, or data acquisition methods are appropriate for achieving project objectives;
- c. assessment procedures are sufficient for confirming that data of the type and quality needed and expected are obtained; and
- d. any limitations on the use of the data can be identified and documented.

### Task 4. Remedial Investigation of the Site.

The Environmental Professional shall perform investigation of the site according to the approved Work Plan, including necessary borings, laboratory analysis, and other required components to fully define the nature and extent of contamination at the site. All investigation work will be accomplished in compliance with the Quality Assurance Project Plan (QAPP) according to United States Environmental Protection Agency (USEPA) requirements. The Environmental Professional will be responsible for the characterization and disposal of any Investigation Derived Waste. The Environmental Professional shall also perform a Ground Penetrating Radar (GPR) survey of the site to determine if any Underground Storage Tanks (USTs) remain in the shallow subsurface at the property.

### Task 5. Site Investigation Report.

Following completion of the investigation of the site, the Environmental Professional shall assemble all data, including findings, laboratory analysis, and other appropriate documents, into a final Site Investigation Report, in accordance with RECAP Appendix B guidelines. Following review by the Foundation, the Environmental

Professional shall submit the Site Investigation Report to LDEQ for approval. If the nature and extent of contamination has been identified, the department will issue an approval letter stating those facts. The Environmental Professional shall amend the report as necessary to secure approval.

Task 6. Regular Reporting.

The Environmental Professional shall provide the owner a monthly Project Summary Report, addressing all activities and actions performed, on the last Thursday of each month.

Task 7. Final Report.

The Environmental Professional shall prepare a final Project Report (six (6) copies, three (3) bound, three (3) unbound; and (1) one CD media digital copy), describing all activities and including the information described above, and submit to the owner following completion of the project.

**C. Minimum Requirements:**

Firms who are interested in providing services for this contracting opportunity shall submit the following information:

1. The firm must be licensed and certified in the state of Louisiana to provide the services specified.
2. Letter of interest that includes the Legal Name and Federal Identification Number of the firm.
3. Firm's resume, specifically addressing previous EPA projects and Quality Assurance Plan preparations and approvals
4. A written statement of the firm's qualifications, including licenses, registrations and certifications. Copies of license/certificates documents shall be included in the proposal.
5. Description of how the firm will deliver the services. This description must be detailed and address all aspects of the scope of services specified in the Request for Proposal of Services (RFP).
6. A plan for providing the services within the described fee structure and work schedule.

7. Name, title, organizational affiliation, address, and phone number of at least three (3) references (include dates, letters of support, etc. as necessary).
8. Insurance requirements as stated in Section E below.
9. List of sub-Professionals proposed for use on this project, including sub-contractors' qualifications and projects experience. Copies of licenses and registrations for the sub-contractors, including those of key personnel assigned to the project, will be included in the proposal.

#### **D. Procurement and Wage Requirements.**

##### **1. DBE/MBE/WBE Utilization:**

###### **Foundation Policy Goal.**

The Foundation is committed to providing optimal opportunities to small, minority and women owned businesses (SBE/MBE/WBE), collectively referred to as disadvantaged business enterprises (DBE), in the procurement of goods and services. The opportunities available to such entrepreneurs will include the provision of goods and services through general contracting, joint venturing, partnering, subcontracting, and mentoring in addition to direct procurement. The Foundation is also committed to building the capacity of regional disadvantaged businesses to fulfill the Foundation's and the community's procurement needs.

The Foundation requires that the Contractor shall identify the portions (percentage) of work to be performed by SBE/MBE/WBE, along with the costs of those services performed. The Contractor shall use its best efforts to include SBE/MBE/WBE contractors in its proposal. The Contractor shall provide documentation of the total inclusion in the final Application for Payment.

SBE/MBE/WBE/DBE registration, certification, or documentation shall be included in proposals submitted.

###### **EPA Good Faith Efforts.**

The Environmental Professional Contractor will be required to employ Environmental Protection Agency (EPA) Good Faith Efforts. The Good Faith Efforts are methods employed by all EPA financial assistance agreement recipients to ensure that disadvantaged business enterprises (DBEs) have the opportunity to compete for procurements funded by EPA financial assistance funds.

Greenwood Road RFP, Attachment A, Good Faith Efforts, provides information regarding this program and the forms associated with these contract administration provisions.

## **2. Prevailing Wages:**

### **Davis Bacon Act Requirements.**

The Environmental Professional Contractor will be required to comply with all requirements of the Davis-Bacon Act of 1931 and provide documents of compliance. This includes, but is not limited to payment of prevailing wages and submission of certified payroll records. The Contractor will provide the Owner weekly payroll information recorded on Department of Labor Form WH-347 or equivalent with each Application for Payment. The Contractor will also provide the required payroll information for all subcontractors.

## **E. Insurance Requirements:**

Firms will be required to comply with the following insurance requirements:

1. The Consulting Firm shall at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this Agreement and any extensions thereto, according to the following coverage and limits of liability.
2. Commercial General Liability, Pollution, and Professional Liability Insurance policy coverage as required by the law of the State of Louisiana, in an amount not less than an individual limit of \$1,000,000 per each type occurrence.
3. The policy shall provide a combined aggregate annual limitation of no less than \$2,000,000.
4. Comprehensive Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than a combined single limit of \$1,000,000 per occurrence.
5. Workers' Compensation Insurance as required by the law of the State of Louisiana and Employer's Liability Insurance in a minimum amount of \$1,000,000.
6. Coverage shall be maintained for at least two (2) years following completion of the project.
7. All coverage provided for above shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an **A.M. Best rating of B+VII or better.**
8. This rating requirement is waived on the Workers Compensation coverage only.

9. The Foundation reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter.
10. Proof that such insurance coverage exists shall be furnished to the Foundation by means of a Certificate of Insurance form as a part of the proposal submitted and confirmed before any part of the service specified by this Agreement are commenced.

**F. Site Visit:**

A site tour and inspection for prospective vendors is scheduled at the 2005 Greenwood Road property, Shreveport, LA, 71103, on March 5, 2013, at 8:30 a.m.

**G. Vendor Selection:**

An evaluation team will select the vendor for this project based on document review, experience, price, quality of submittal, and MBE/WBE inclusion.

# Good Faith Efforts

## Greenwood Road RFP, Attachment A

### What is the Purpose of the Good Faith Efforts?

The Good Faith Efforts are methods employed by all EPA financial assistance agreement recipients to ensure that disadvantaged business enterprises (DBEs) have the opportunity to compete for procurements funded by EPA financial assistance funds.

### What Are the Good Faith Efforts?

- ❖ Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- ❖ Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- ❖ Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- ❖ Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- ❖ Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- ❖ If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

### What are the New Contract Administration Provisions?

When the DBE rule goes into effect, there are a number of new provisions designed to prevent unfair practices that adversely affect DBEs. Those provisions are as follows:

- ❖ A recipient must require its prime contractor to pay its subcontractor for satisfactory performance no more than 30 days from the prime contractor's receipt of payment from the recipient.
- ❖ A recipient must be notified in writing by its prime contractor prior to any

termination of a DBE subcontractor for convenience by the prime contractor.

- ❖ If a DBE subcontractor fails to complete work under the subcontract for any reason, the recipient must require the prime contractor to employ the Six Good Faith Efforts if soliciting a replacement subcontractor.
- ❖ A recipient must require its prime contractor to employ the Six Good Faith Efforts even if the prime contractor has achieved its fair share objectives.

### **What are the New Forms Associated With the New Contract Administration Provisions?**

EPA Form 6100-2 - DBE Program Subcontractor Participation Form. This form gives a DBE subcontractor the opportunity to describe the work the DBE subcontractor received from the prime contractor, how much the DBE subcontractor was paid and any other concerns the DBE subcontractor might have.

EPA Form 6100-3 - DBE Program Subcontractor Performance Form. This form captures an intended subcontractor's description of work to be performed for the prime contractor and the price of the work submitted to the prime.

EPA Form 6100-4 - DBE Program Subcontractor Utilization Form. This form captures the prime's intended use of an identified DBE subcontractor, and the estimated dollar amount of the subcontract.

Form	Requirement	Provided By	Completed By	Submitted To
EPA Form 6100-2	Recipients required to have prime contractors provide form to Subcontractors	Prime Contractors	DBE Subcontractors	EPA DBE Coordinator
EPA Form 6100-3	Recipients required to have prime contractors provide form to Subcontractors	Prime Contractors	DBE Subcontractors	Recipients as part of bid or proposal package
EPA Form 6100-4	Recipients required to have prime contractors complete the form	Recipients	Prime Contractors	Recipients as part of bid or proposal package



Environmental  
Protection Agency

OMB Control No: 2090-0030  
Approved: 05/01/2008  
Approval Expires: 01/31/2011

## **Disadvantaged Business Enterprise Program DBE Subcontractor Performance Form**

The public reporting and recordkeeping burden for this collection of information is estimated to average fifteen (15) minutes. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed EPA DBE Subcontractor Performance Form to this address.



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OMB Control No: 2090-0030  
Approved: 05/01/2008  
Approval Expires: 01/31/2011

**Disadvantaged Business Enterprise Program  
DBE Subcontractor Utilization Form**

BID/PROPOSAL NO.	PROJECT NAME
NAME OF PRIME BIDDER/PROPOSER	E-MAIL ADDRESS
ADDRESS	
TELEPHONE NO.	FAX NO.

<b>The following subcontractors<sup>1</sup> will be used on this project:</b>							
COMPANY NAME, ADDRESS, PHONE NUMBER, AND E-MAIL ADDRESS	TYPE OF WORK TO BE PERFORMED	ESTIMATE D DOLLAR AMOUNT	CURRENTLY CERTIFIED AS AN MBE OR WBE?				
<p>I certify under penalty of perjury that the forgoing statements are true and correct. In the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302(c).</p> <table><tr><td>_____ Signature of Prime Contractor</td><td>_____ Date</td></tr><tr><td>_____ Print Name</td><td>_____ Title</td></tr></table>				_____ Signature of Prime Contractor	_____ Date	_____ Print Name	_____ Title
_____ Signature of Prime Contractor	_____ Date						
_____ Print Name	_____ Title						

<sup>1</sup>Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.