REQUEST FOR QUALIFICATIONS – ENVIRONMENTAL CONSULTING SERVICES

Department of Metropolitan Development
City of Indianapolis
200 E. Washington Street, Suite 2042
Indianapolis, IN  46204

REQUEST FOR QUALIFICATIONS (RFQ)
Brownfield Redevelopment Program – On-Call Environmental Contractors
Reference #: BRP - 2015 – 001

INTRODUCTION AND PURPOSE
The Consolidated City of Indianapolis and Marion County (City,) Department of Metropolitan Development (DMD,) Brownfield Redevelopment Program (BRP) is requesting qualifications from consultants (Consultants) interested in providing environmental consulting services including assessments and incidental related services in accordance with the attached scope of services and sample contract. This Request for Qualifications (RFQ) is being issued to solicit information, qualifications and statements of interest from firms able to provide such services on an on-call basis as needed by the City and its agencies. Submissions will be used by the City of Indianapolis to identify professionals meeting the required qualifications standards and capable of providing the necessary services. The City may then proceed to negotiate fees with qualified respondents. Submission of a qualification statement does not guarantee that a respondent will be contracted to perform any services; it only serves as notice to the City of Indianapolis that a respondent desires to be considered.

The goal of the RFQ is to execute multi-year master contracts with multiple qualified Consultants which include a service array broad enough to ensure that the City has timely access to all necessary environmental consulting services. These master agreements will establish terms, conditions and negotiated fees for a specified period, during which contractors will agree to provide services on an as-needed basis. No contract will have a dollar amount or actual projects specified at the outset. Rather, the City, in its sole discretion, will select contractors based on the services needed and the capacity of the various contractors at the time of the actual project(s). In the interest of efficiency, the City may award contracts for an unspecified number of projects to as many qualified respondents as it anticipates may be necessary to meet its needs.

DATE ISSUED:  May 11, 2015

SUBMISSION DEADLINE:  June 11, 2015

SUBMISSION INSTRUCTIONS:
Two (2) bound original and one (1) electronic copy on CD-ROM. Facsimile or email submissions will not be accepted. Submissions must be clearly labeled with RFQ Name and Reference Number (above). Submissions must be signed by a representative of the respondent organization authorized to submit
REQUEST FOR QUALIFICATIONS – ENVIRONMENTAL CONSULTING SERVICES

proposals and to establish fees on behalf of the respondent and to bind the respondent to the terms and conditions of this RFQ. Submissions must be received on or before 12 p.m. (EDT) on June 11, 2015. Late submissions will not be accepted or considered. The respondent shall assume full responsibility for the delivery of the qualifications submission to the City. Submissions must be mailed or delivered to:

Assistant Administrator - Brownfield Redevelopment Program (BRP)
Department of Metropolitan Development
200 East Washington Street, Room 2042
Indianapolis, IN  46204

An electronic version of the RFQ is available at http://www.indy.gov/egov/city/dmd/Pages/home.aspx

Contact for Questions:
For questions regarding the RFQ, contact Mr. Cameron Starnes
(317) 327-5845, Cameron.Starnes@indy.gov

The deadline date to submit questions is 12:00 p.m. (EDT) on June 3, 2015.
Written responses will be provided via e-mail no later than 3:00 p.m. (EDT) on June 8, 2015.

SCOPE OF SERVICES. Respondents should review the attached Scope of Service provided in Attachment A and submit qualifications for some or all of the services. The actual scope of services will be addressed in individual contracts.

SAMPLE CONTRACT. Respondents should review the sample contract provided in Attachment B. In accordance with the process described below, any material elements of the contract will be substantially finalized prior to contract award.

SUBMISSION REQUIREMENTS:

SUBMISSION OF QUALIFICATIONS.

Qualified Consultants are invited to submit a written qualifications statement to the City for consideration. The qualifications statement can pertain to some or all of the services identified in this RFQ; and teaming arrangements may be proposed, but are not required. The minimum content of the submission is outlined below:

I. Brief narrative history of the firm
II. Proposed personnel, identifying all key personnel’s qualifications and a primary point of contact for the City and its Agencies, and summaries of all key personnel’s qualifications and relevant work experience.
III. Firm qualifications and related experience demonstrating the firm’s capabilities related to those services it intends to provide and its experience in working with Local governments, the State of Indiana and Federal regulatory agencies, and its capacity to coordinate and complete services in a timely manner. Respondents must identify which services from the Scope of Services will be available and must furnish a list of client references for which the respondent has provided those services.
IV. Descriptions of technical and operational approaches for performing the services described above.
V. Representative cost and fee schedule(s) for performing the services described above including rates for all categories of staff and unit rates for equipment, supplies and vehicle charges.

VII. State the firm’s status as a MBE/WBE/DOBE/VBE as part of the response. If the firm is claiming MBE/WBE/DOBE/VBE status for itself or a subcontractor, valid certification must be included in the response.

MBE/WBE/DOBE/ VBE PARTICIPATION.

In accordance with Title I, Article IV, Section 202-401 of the Indianapolis’ Revised Code of the Consolidated City and County and its Executive Order No. 5, 2008, the City encourages qualified Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Disability-Owned Business Enterprises (DOBE) and Veteran Business Enterprises (VBE) to respond to this RFQ. The City also encourages Respondents to identify and include qualified MBE/WBE/DOBE/VBE subcontractors in their responses as described in the sample contract/Attachment B.

AUTHORIZED REPRESENTATIVE.

The submission must include a statement signed by a properly authorized representative, agent, member or officer of the respondent attesting, subject to the penalties for perjury, that s/he has authority to submit responses and establish fees on behalf of the respondent and to bind the respondent to the terms and conditions of this RFQ, including:

--agreement to incorporate all of the terms of this RFQ in to a contract for Consultant services
--agreement to all terms in the sample contract/Attachment B, except any terms specifically identified in the response and with respect to which the City and respondent agree to an alternative which attestation will be incorporated in to respondent’s contract for Consultant services along with all other RFQ terms.

EVALUATION OF QUALIFICATIONS SUBMISSIONS.

Qualifications submissions will be evaluated on the basis of demonstrated expertise and experience in providing the services which are the subject of this RFQ and on the availability of staff. Responses will be evaluated based upon the proven ability of the respondents to satisfy the requirements of the RFQ in a timely and cost-effective manner.

Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category:

1. Demonstrated stability and capabilities of the firm
   a. Staff and financial stability
   b. Capability to meet project staffing and schedule needs
   c. Project experience related to environmental consulting and remediation services.
   d. Project experience, relevant to the scope of Services described above.
   e. Summaries for representative projects, including client name, dates of service and references (contact name, title, and telephone number), demonstrating experience related to environmental consulting and remediation projects performed for Local, State and Federal units of government.
REQUEST FOR QUALIFICATIONS – ENVIRONMENTAL CONSULTING SERVICES

2. Structure, demonstrated capabilities, and qualifications of project team
   a. Organizational structure, project position/role descriptions and responsibilities, and key staff assignments
   b. Qualifications and experience of key project staff.
   c. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided

3. Demonstrated understanding of the Scope of Services and task implementation as evidenced by discussions of cost estimates and schedules, including representative costs for the project activities required to accomplish the scope of services described in this RFQ.

4. Reasonableness and competitiveness of proposed labor, materials, services, and subcontractor unit costs

The Director of DMD/ Assistant Administrator of the BRP or his designee will, in the exercise of his sole discretion, determine which submissions offer the best means of servicing the interests of the City. The exercise of this discretion will be final.

TERMS AND CONDITIONS:

RIGHTS AND SELECTION
The purpose of this RFQ is to serve the best interests of the City. The City does not create any obligation, express or implied, of any kind or description by issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be considered a legal offer. The City reserves the right to modify any provision of this RFQ or to withdraw the RFQ at any time prior to the execution of a contract pursuant thereto.

The City reserves the right to reject any and all responses without cause, waive irregularities or informalities in procedures related to the RFQ and to make inquiries as deemed necessary of respondents and their references and clients regarding qualifications and information submitted as part of their responses.

In the event the selected respondent(s) do not enter into the required agreement to carry out the purposes described in this RFQ, the City may commence negotiations with others. By submitting a response to this RFQ, each respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a respondent or respondents with which to negotiate a contract, the rejection of any or all offers to negotiate or a decision to terminate negotiations.

Consultants will be selected based on responses as to expertise, experience and other factors which show them to be qualified, responsible and capable of performing the work in the best interests of the City. All decisions will be final.

DISCLOSEMENT OF RESPONSES/CONFIDENTIAL INFORMATION.
All responses to this RFQ become the property of the City. Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and,
after the contract awards, the entire RFQ file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must mark such documents as “confidential” and place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked “Confidential” and must indicate in the submission and on the outside of that envelope that confidential materials are included. If the respondent does not identify the statutory exception, the City will not consider the submission confidential. The City reserves the right to make determinations of confidentiality. If the City does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Fees are not confidential information.

Respondents acknowledge that contracts that result from this RFQ are not confidential information and that the City will post the contracts on the City website as required by Section 141-105 of the Revised Code of the Consolidated City of Indianapolis and Marion County. Use by the public of any document or the information contained therein shall not be considered an act of City.

**CONTRACTS.**

**TERMS:** Respondent must review the sample contract/Attachment B and submit any requested changes with its response. The City reserves the right to reject any requested changes. Only changes requested in the response will be considered; all other terms are considered accepted by respondent.

**AWARD:** The City will award contracts to the respondents deemed qualified and responsive with respect to factors determined in the sole discretion of the City and based on the City’s review of the respondents’ abilities to provide the required services and on the City’s needs. Notice of Awards will be provided to the selected respondents at the earliest possible date.

**NEGOTIATION:** After selection of respondents by appropriate City officials, contract negotiations will commence. In addition to fees, negotiations may include alternate provisions presented by the respondent and additional terms and conditions to which the parties agree. If at any time contract negotiations are determined to be ineffective, the City may terminate negotiations.

**COSTS.** Any travel or preparation costs associated with a response to this RFQ shall be at respondent’s expense and shall not be included in any related contract or fee negotiations.

---

**INSURANCE:** See Sample contract and include answers to the following questions in your response.

--Do these insurance requirements exceed coverage provided in your existing insurance program?

--If they do, what would be the cost to obtain this additional insurance?