

# **RFP FOR PROFESSIONAL SERVICES**

**RFP # NyECC-24**



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Pahrump, NV 89048**

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## **Notification:**

*Issued 2/13/2024*

*Deadline: 3/28/24, 5:00 p.m. PST*

*Point of Contact for RFP:* Jess Rosner, Program Evaluation Manager,  
NyE Communities Coalition, [jess@nyecc.org](mailto:jess@nyecc.org)

There will not be an addendum for RFP #98T42501 as was previously announced. This RFP #NyECC-24 is being issued in its place.

**NyE Communities Coalition  
NOTICE TO PROPOSERS**

RFP # NyECC-24

PROJECT TITLE: Environmental Consulting Services

NOTICE IS HEREBY GIVEN that the NyE Communities Coalition (NyECC) will receive proposals for the project listed above. Said proposals must be received via email by NyECC NO LATER THAN **5:00 p.m. on March 28, 2024. Proposals shall be sent to [jess@nyeccc.org](mailto:jess@nyeccc.org) with **RFP # NyECC-24 as subject line. Proposals received after the deadline will not be accepted.****

The right is reserved to reject any proposal or to accept any proposal which is deemed by NyECC to be in the best interest of NyECC and the coalition partners, Nye, Lincoln, and Esmeralda Counties. NyECC reserves the right to waive any irregularities and/or informalities in the proposal process.

**PROJECT DESCRIPTION:** NyECC is requesting interested parties to submit a proposal to provide professional services related to technical and project assistance to NyECC in support of its FY23 U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant within the boundaries of, Nye, Lincoln, and Esmeralda Counties, designated as redevelopment areas. The selected contractor will assist by providing project management, community outreach services, preparing an inventory of potential Brownfields sites, conducting Phase I and Phase II assessments on priority sites, assisting with required reporting including but not limited to providing monthly summary reports to NyECC, ACRES reporting, and developing clean-up plans.

The work to be performed under this Contract shall be commenced by the successful contractor after all executed Contract documents have been submitted for each unique scope of work, and after receiving a notice to proceed (NTP) by NyECC.

This RFP may be obtained online website at: <http://www.nyeccc.org>.

Any questions should be directed to **Jess Rosner, Program Evaluation Manager, [jess@nyeccc.org](mailto:jess@nyeccc.org)**.

## **RFP GENERAL OVERVIEW**

### **RFP # NyECC-24 – PROFESSIONAL SERVICES**

The purpose of this RFP is to solicit the information needed for NyECC to select a contractor to provide professional services, including but not limited to environmental services. NyECC will be using federal funds as provided through its FY23 EPA Brownfields Assessment Grant to conduct assessments of contaminated or potentially contaminated properties within the boundaries of NyECC's designated redevelopment areas. The three (3) areas are Nye, Lincoln, and Esmeralda Counties, including the Duckwater Shoshone Reservation (located within Nye County) in Nevada. The selected contractor will assist by providing project management and community outreach services, preparing an inventory of potential brownfields, conducting environmental site assessments on priority sites, and developing clean-up plans, and assisting with reporting.

The intent of the RFP is to comply with City, State and Federal procurement requirements, including but not limited to 2 CFR 200 and 1500, as well as 40 CFR 33. All proposals will also be expected to follow such regulations and requirements.

The contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of 40 CFR 33 in the award and administration of contracts under the EPA financial assistance agreement. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

The contractor shall maintain and provide NyECC with all information necessary to prepare and submit the required annual MBE/WBE Utilization Report (EPA Form 5700-52A).

The awarded firm will be required to provide a UEI (Unique Entity Identifier) to NyECC prior to award. If you need a UEI, please visit the [U.S. General Services Administration](https://www.gsa.gov) (<https://www.gsa.gov>) to learn more.

## **RFP RESPONSE FORMAT**

The proposal should be in font Times New Roman size 11 with one-inch margins. Proposals must be sent electronically via email to [jess@nyeccc.org](mailto:jess@nyeccc.org). Send email with RFP # NyECC-24 as subject line. Proposals not received by the deadline will not be accepted.

It is the proposer's sole responsibility to see that their proposal is received at the place, date, and time specified. Any proposal received after the deadline will be rejected. Mailed, oral, facsimile, telegraph, or telephone modifications will not be considered.

The contents of the proposal and any clarifications thereto submitted by the successful proposer and accepted by NyECC shall become part of the contractual obligation and incorporated by reference into any ensuing Agreement. All proposals shall become the property of NyECC and shall not be returned. All proposals submitted may become public records under the laws of the State of Nevada and the public may be given access thereto after the formal process has been completed.

## **QUESTIONS/INFORMATION**

Questions concerning aspects of the Proposal process, Post-Award process, and/or Specifications or Project Scope should be sent to be addressed to: Jess Rosner, Program Evaluation Manager, [jess@nyeccc.org](mailto:jess@nyeccc.org). Questions are due by 5 pm Pacific Time on February 29, 2024. The response to questions will be as a written addendum to this RFP by 5 pm Pacific Time on March 8, 2024.

## SUBMITTAL PARAMETERS

Respondents replying to this RFP are required to complete the necessary forms indicated in the Bidder's Checklist and submit relevant information that will be used in the evaluation. The submittal shall have at a minimum, the following information:

- 1) Cover Letter (*Recommend 2 pages or less; 5 pts*)**
  - Geographic location of the principal office of the firm and the office (if different) which would be responsible for providing services.
  - Description of the overall capabilities of the firm and the services which the firm is interested in providing NyECC.
  - Number of employees within the firm and within the local office responsible for providing services to NyECC.
- 2) Demonstrated Experience in Addressing Contaminated Properties (*Recommend 4 pages or less; 15 pts*)**
  - Summary of (up to three) projects that the respondent, and any subcontractors, has addressed contaminated properties or those perceived to be contaminated.
- 3) Demonstrated Experience in Successfully Completing Tasks/Projects (*Recommend 10 pages or less; 20 pts*)**
  - Define firm and individual department hierarchy, provide a description of current in-house quality control, and explain resources available to complete the project.
  - Describe approach and work plan for all services requested especially with reporting, compliance with federal and state regulations including maximizing grant funding, addressing quality control, and utilizing innovative technical approaches.
    - a) Provide information relating to work schedule and how respondent will complete work timely, set benchmarks, and meet outcomes.
    - b) State the minimum expectations for involvement of, and information the respondent firm needs from NyECC to accomplish the project.
- 4) Demonstrated Experience in Effectively Engaging with Community Members and Federal and State Agencies (15 pts)**
  - a) This project includes NyECC informing and working with the public in various capacities. Provide experience in how you have assisted in such activities in similar situations with helping the public understand environmental concerns and issues as well as presenting to elected officials or other stakeholders.
  - b) Describe how you will work with NyECC to support it with disseminating information to the public, The minimum number and type of public meetings, workshops, meetings with staff, and meetings with outside parties such as NyECC that the respondent will attend.
- 5) Experience and Capacity of Project Team/Personnel (*Recommend 2 pages or less; 15 pts*)**
  - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. A list of management and staff personnel in the office(s) that would be providing services to NyECC (full resumes may be added in an appendix if desired but should be limited to one page per person, or less).
  - Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, skills related to the project, education, experience, and other pertinent information, including experience working with contaminated or perceived contaminated properties.
- 6) Reasonableness of Cost/Price Proposal (*Recommend 2 pages or less; 25 pts*)**
  - Provide an itemized cost proposal for the various tasks to be performed. The cost schedule must list the estimated hourly charge or task charge (e.g., for a Phase I EA, for a Phase II EA, etc.) and estimated hours to be assigned for staff members and/or sub consultants.

- The evaluation process is designed to award this procurement not necessarily to the proposal with the least cost, but rather the proposal that meets the requirements of this RFP.

**7) References (*Recommend 2 pages or less; 5 pts*)**

- List names, addresses, telephone numbers and fax numbers/e-mail addresses of three (3) references for whom similar work has been accomplished. The respondent grants permission to NyECC to contact the references provided. NyECC may evaluate references at its discretion. Do not include current staff of NyECC.

## **EVALUATION PROCESS**

Responsive proposals will be evaluated in accordance with the requirements stated in the RFP and any addenda issued. Evaluation of proposals shall be accomplished by an evaluation team to be designated by NyECC, which will determine the ranking of the proposals.

NyECC reserves the right to conduct Oral Interviews at their discretion.

## **EVALUATION CRITERIA**

**The following evaluation criteria will be used for evaluation purposes:**

<b>Criterion</b>		<b>Possible Points</b>
1	Cover Letter	<b>5</b>
2	Demonstrated experience in addressing contaminated properties	<b>15</b>
3	Demonstrated experience in successfully completing tasks/projects	<b>20</b>
4	Demonstrated experience in effectively engaging with community members and federal and state agencies	<b>15</b>
5	Experience and capacity of project team/personnel	<b>15</b>
6	Reasonableness of cost/price proposal (e.g. rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services	<b>25</b>
7	References	<b>5</b>
<b>Total</b>		<b>100</b>
<b>Interview (If applicable)</b>		<b>20</b>

## **ORAL INTERVIEW**

Written submittals and interviews (if considered necessary) will be utilized in selecting the winning proposal. NyECC, at its sole discretion, may elect to select the top scoring respondents from the written evaluation for an interview and final determination. Should NyECC elect to hold interviews, it will contact the top-scoring firm(s) to schedule a date, time and location. Commitments made by the contractor at the oral interview, if any, will be considered binding.

## **AWARD OF CONTRACT**

This RFP does not obligate NyECC to award a contract.

NyECC reserves the option of awarding this contract in any manner most advantageous for the organization.

**Award of contract, when and if made, will be to the proposer whose Proposal is the most favorable to NyECC, taking into consideration the evaluation factors.**

## **NEGOTIATION(S)**

NyECC shall reserve the right to negotiate any terms and conditions of proposals received, with the final candidate(s) prior to acceptance/rejection of said proposal(s).

Upon determination of the winning proposal, NyECC will commence negotiations with those firms that will be selected for open ended contracts.

## **COMMUNITCATION WITH UNSUCCESSFUL RESPONDENTS**

Upon request by email, a summary of the evaluation review will be provided to unsuccessful respondents.

## **RFP TIMELINE**

Issue Request for Proposals	February 13, 2024
Question and Answer Period	February 13 – 29, 2024
Last Date for RFP questions requiring an Addendum	February 29, 2024
Proposals Due	March 28, 2024 by 5:00 p.m.

Proposal Evaluation	April 2024
NyECC approval of Contract	May 2024
Notice To Proceed	May 2024

**NyECC reserves the right to revise the above schedule.**

## **STATUS OF SUCCESSFUL PROPOSER**

A successful proposer shall have the status of an "Independent Contractor" as defined by current State and Local Statutes and shall not be entitled to any or all rights, privileges, benefits, and emoluments of an employee of NyECC.

## **PROJECT OVERVIEW**

### **BACKGROUND**

The NyE Communities Coalition (NyECC), a non-profit organization, serves as a cornerstone for socio-economic support across Nye, Esmeralda, and Lincoln Counties, encompassing the Duckwater Shoshone Reservation in Nevada. These rural areas, home to a total population of 56,819 spread over 32,425 square miles, face significant challenges stemming from limited infrastructure, water scarcity, and food deserts. Historically reliant on industries such as mining, military facilities, and agriculture, these communities grapple with the legacy of mine-scarred lands, environmental hazards, and aging populations.

Despite recent strides in renewable energy, characterized by investments in solar power and electrical infrastructure, the region's local governments struggle to meet the evolving needs of their communities. The influx of renewable energy workers and businesses exacerbates the strain on infrastructure and services, highlighting the urgent need for revitalization efforts. NyECC, in collaboration with stakeholders and governmental bodies, seeks to address these pressing issues and pave the way for sustainable growth and development across the target area.

### **SCOPE OF WORK**

In addition to the services (e.g., community outreach plan, preparing an inventory of Brownfields sites, conducting Phase I and Phase II assessments on priority sites, developing clean-up plans, and reporting) that Brownfields grants recipients regularly seek from an environmental consultant, the contractor selected through this solicitation will be required to work with NyECC to provide project management and community outreach services. While NyECC will play an active role in the implementation of the Brownfields program, and bear responsibility for accountability to the EPA, as well as provide a project manager and staffing, the selected consultant will be expected to provide their own staffing needed to carry out Tasks 1-3, including Project Management, Planning, Community Outreach, and Reporting.

Before responding to this RFP, please review the Goals and Objectives; Project Goals; Tasks 1-3; and Milestones and Deliverables

## **GOALS AND OBJECTIVES**

NyE Communities Coalition (NyECC) seeks proposals to support EPA's Strategic Plan, Goal 1, Objective 1.3: Revitalize Land and Prevent Contamination. The project aims to deliver real results by providing Americans with clean air, land, and water, while ensuring chemical safety.

### **Task 1: Program Implementation and Tracking**

Description: NyECC will oversee contractor activities, conduct reporting, and develop an Area-wide Planning document.

### **Task 2: Environmental Site Assessments and Planning**

Description: Prioritized sites will undergo assessments, including Phase I and II ESAs, Sampling and Analysis Plans, and Cleanup and Reuse Plans.

### **Task 3: Public Outreach and Document Development**

Description: Provide online access to project information, engage rural populations, and acknowledge EPA as a funding partner.

Interested parties are invited to submit proposals aligned with these tasks to contribute to the revitalization and resilience of rural communities in Nevada.

## **Contact Information Page**

**NyE Communities Coalition**  
**1020 E Wilson Road**  
**Pahrump, NV 89048**  
**775-727-9970**  
**[WWW.NYECC.ORG](http://WWW.NYECC.ORG)**

**Grant Project Manager**  
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