



City of Carson
Purchasing Division
701 E. Carson Street
Carson, CA 90745

REQUEST FOR QUALIFICATIONS (RFQ) 24-001Q

Notice is hereby given that the Purchasing Manager for the City of Carson will accept submittals for:

ON-CALL ENVIRONMENTAL CONSULTING SERVICES FOR BROWNFIELD SITE ASSESSMENTS & GRANT IMPLEMENTATION

ISSUE DATE:	03/14/24
QUESTIONS DEADLINE:	04/02/24 12:00 PM
QUALIFICATION SUBMISSIONS DEADLINE:	04/24/24 03:00 PM

ELECTRONIC SUBMITTALS ARE REQUIRED

**ELECTRONIC COST FILE IS REQUIRED AND MUST BE SUBMITTED SEPARATELY
FROM THE MAIN ELECTRONIC SUBMITTAL**

REGISTER AS A VENDOR AND SUBMIT:

- 1) MAIN ELECTRONIC RFQ SUBMITTAL; AND
- 2) SEPARATE ELECTRONIC RFQ COST FILE SUBMITTAL AT:
<https://pbsystem.planetbids.com/portal/32461/portal-home>

No late submissions will be accepted. Submissions received after the deadline established will not be considered. Respondents are strongly encouraged to carefully read the entire RFQ and are solely responsible for the timely and completed submissions. The City reserves the sole right to evaluate the submissions, waive any irregularities therein, approve subconsultants, and select one or more firms, or reject any and all submissions, should such action be deemed in the best interest of the City.

All questions or requests for interpretation regarding this solicitation must be submitted online through PlanetBids Vendor Portal Q&A tab within the date and time established. Any City response for this solicitation not submitted through PlanetBids is unauthorized and will be considered invalid. Any attempt to lobby elected officials or city employees during the release date of the solicitation and the announcement of the Notice of Intent to Award, may result in disqualification from the selection process. Please note submittals are not confidential and are subject to release in response to a public records request after negotiations are complete.

Please note, in the event of a conflict between any details included in this RFQ 24-001Q document and any details in PlanetBids, this RFQ 24-001Q shall control and govern.

To view other bidding opportunities from the City of Carson, please visit:
<https://ci.carson.ca.us/Finance/Bidding.aspx>

**REQUEST FOR QUALIFICATIONS RFQ NO. 24-001Q
ON-CALL ENVIRONMENTAL CONSULTING SERVICES FOR BROWNFIELD SITE
ASSESSMENTS & GRANT IMPLEMENTATION**

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Additional Documents Available on PlanetBids as Downloads

1. Affidavit of Non-Federal Lobbyist Requirements
2. Certificate of Compliance with Labor Code Section 3700
3. Debarment and Suspension Certification
4. Affidavit of Non-Collusion and Non-discrimination
5. Client Reference List
6. W-9 Request for Taxpayer Number and Certification
7. Acknowledgement of Insurance Endorsement
8. Instructions for Entering Electronic Bids
9. Contract Insurance Checklist
10. Sample Contract Services Agreement

A. SUMMARY

The City of Carson (“City”) Community Development Department requests responses to this Request for Qualifications (RFQ) to retain multiple on-call environmental consulting/engineering/planning firm(s) with expertise in brownfield remediation and funding to provide assistance with: (a) Implementing the State of California Department of Toxic Substances Control (DTSC) Equitable Community Revitalization Grants (ECRG) (“**Exhibit A**”); (b) Implementing United States Environmental Protection Agency (US EPA) grants (if awarded) (“**Exhibit B**”); (c) applying to future brownfield, environmental justice, or other related funding opportunities; and (d) assisting the City with technical environmental work including brownfield assessment remediation, conducting community outreach and education, developing a city-wide brownfields inventory and more.

Carson is a community of nearly 100,000 residents and is considered to be a vulnerable and underserved community with a history of environmental justice issues. Environmental justice and public health concerns, including pollution and compounded health risks stemming from the concentration of landfill, refineries, port related activities, and other industrial activities in and nearby the city, have a long history in Carson that predates its incorporation as an independent city in 1968. Carson continues to face environmental justice issues with the majority of areas in the city being designated CalEnvironScreen 4.0 Tracts within the 75% percentile or more. And despite being located in one of the largest metropolitan areas in the country (where land value is very high) and surrounded by cities that are practically fully built, many sites in Carson remain undeveloped because of contaminated land. It has also been well established by local residents and the Carson community that the need to address brownfields is of highest priority in the community. Over the past two years alone, several plans and policies were adopted by the City to highlight this importance including, but not limited to, the following:

- Resolution No. 22-068 - This resolution declared the City’s intention to formally prioritize the remediation and development of vacant, environmentally challenged properties in the City and develop a comprehensive economic development ordinance to facilitate remediation and development of contaminated properties.
- Carson 2040 General Plan Community Health & Environmental Justice Element, Policy CHEG-6 – This policy states the following: "Explore opportunities and seek funding to remediate and redevelop brownfields as sites to spur economic development, expand natural open spaces and parks, community gardens, and other similar health-promoting community revitalization activities, particularly in underserved neighborhoods."
- 2023 Economic Development Strategic Plan, Strategy 6.E – This strategy provides the following: “Partner with property owners to assess, investigate, and clean-up contaminated sites, establishing Carson as a "national best-practices leader" in brownfield remediation and redevelopment.”

To that end, the City endeavors to establish itself as a “national best-practices leader” in brownfield remediation and redevelopment and is looking to retain multiple on-call consultants to carry out this effort on an as-needed basis. At this time, the City is looking to establish a list of qualified consultants to carry out the work over the next five years. Over the next five-years, when the City desires a specific service or task, a fee proposal will be requested from the list of qualified on-call consultants. The City will then select proposal that best meets the needs of the City.

City of Carson

The City of Carson was incorporated as a California general law city on February 20, 1968. On November 6, 2018, with the City's voters' approval, the City of Carson became a California chartered city. Carson is considered one of the youngest municipalities in the South Bay region of Los Angeles County. Carson is located less than 20 miles south of downtown Los Angeles and is considered part of the South Bay section of Los Angeles County. The City's acreage is 19.2 square miles, and has grown considerably, beginning with a population of 61,000 in 1968 and with a current population of close to 100,000 residents.

Carson prides itself on being a culturally diverse community and is accessible by air, rail and freeway. The City is close to the Los Angeles International Airport, the Long Beach Airport, the Port of Los Angeles, and the Port of Long Beach. The four freeways that surround or run through the City are the Harbor (110); the San Diego (405); the Artesia (91); and the Long Beach (710). Additionally, the MTA Bus Line frequently stops in Carson on its route between Los Angeles and Long Beach and the City's owned bus system, the Carson Circuit, provides convenient bus transportation within the City. There is no other city in the Los Angeles-Orange County region that matches Carson's ease of accessibility. The City is home to many large, modern petrochemical, electronics, automobile, aerospace, trucking, and high-tech facilities. Many of these companies have won regional and local beautification awards. A number of multinational companies also call Carson their home by locating their corporate headquarters here. Through cooperative efforts between the City and businesses, the vitality and future of Carson continues to flourish.

RFQ General Policies

The City of Carson reserves the right to make changes in the RFQ as it may deem appropriate. Any and all changes in this RFQ shall be made by written addenda via PlanetBids. No oral changes will be permitted. Addenda issued during the solicitation process will become a part of the original RFQ. All RFQs must be submitted by the date and time established for the RFQ opening. The City reserves the right to take any action considered to be in the best interest of the City of Carson.

A qualification submission may be withdrawn prior to the RFQ opening without prejudice upon written request to the Purchasing Office. No qualification submission may be withdrawn for a period of ninety (90) days once submissions have been opened by the Purchasing Manager, or assigned designee.

No contract exists on the part of the City until the City Council has made the award and a contract has been fully executed. The award, if made, will take place approximately within ninety (90) calendar days after the scheduled RFQ opening date.

The City reserves the right to reject any and all submissions received or any parts therein, and to be the sole judge of the merits of each submission received.

This RFQ does not commit the City of Carson to award a contract or to pay any cost incurred in the preparation of any response to the RFQ. All responses to this RFQ become the property of the City. At such time a selection is made, all responses submitted become a matter of public record and shall be regarded as such, with the exception of those elements in responses which are trade secrets or proprietary, marked as such, and otherwise exempt from disclosure under

the Public Records Act. Any changes to the RFQ requirements will be made by written addenda via PlanetBids.

Unless expressly stated otherwise, documents must be uploaded in PDF format. It is the Respondent’s responsibility to ensure their submission documents are properly and timely uploaded onto the City’s online bid management system. Submissions that are missing pages, cannot be opened, etc. may be considered nonresponsive. It is the Respondent’s sole responsibility to contact the City’s online bid management provider (PlanetBids at 818-992-1771) to resolve any technical issues related to electronic bidding, including (but not limited to) registering as a vendor, updating passwords, updating profiles, uploading/downloading documents, submitting an electronic bid/proposal, etc. All questions or requests for interpretation regarding this RFQ solicitation must be submitted online through PlanetBids within the date and time specified. Respondents are not to contact City personnel or Elected Officials with any questions or clarifications concerning this RFQ other than through PlanetBids. Any City response for this RFQ that is not posted through PlanetBids is unauthorized and will be considered invalid. Respondents are solely responsible for “on time” submission of their electronic bid. The Bid Management System will not accept late bids and no exceptions shall be made. Respondents will receive an e-bid confirmation number with a time stamp from the Bid Management System indicating that their bid was submitted successfully. The City will only receive those bids that were transmitted successfully.

NOTE: E-Bids are sealed and cannot be viewed by the City until the closing date and time. If you need to withdraw your bid, you may do so any time before the bid deadline, by going back into the system and selecting “withdraw”.

B. RESERVED – DOES NOT APPLY TO THIS RFQ

C. SUBMITTAL REQUIREMENTS

Both the Main Submittal and separate Cost File Submittal must include the Respondent’s name and company address and reference the City’s RFQ No. 24-001Q.

Electronic Submittals: Please allow sufficient time to prepare and upload your documents into the PlanetBids system prior to the deadline, as the system will lock and not allow entry of submittals after the designated deadline. Any technical questions regarding the use of PlanetBids must be directed to PlanetBids (818) 882-1771.

The Cost File submittal must be entered separately from the Main Submittal. PlanetBids allows the Cost File submittal to be entered separated.

Submit qualifications electronically on PlanetBids no later than **04/24/24| 03:00 PM**. Please allow sufficient time to prepare and upload your documents into the electronic bid system prior to the deadline, as the system will lock and not allow entry of proposals after the designated deadline. Any technical questions regarding use of PlanetBids must be directed to PlanetBids.

Submissions must include the following sections, numbered in accordance with the table below. **Submissions must include the Proposer’s name and the City’s RFQ No. 24-001Q.**

The Main Submittal must be succinct and include the following sections numbered in accordance with Table A Required Main Submittal Sections and Documents. Promotional materials are discouraged.

Table A on page 6 and the portion Section J on page 9 starting with "A. Cover Letter" is amended to be deleted in its entirety and replaced with the below "Revised Table A."

Revised Table A. Required Main Submittal Sections and Documents		
Submissions must be organized and contain all information as specified below:		
1	Cover Letter. Maximum of two pages serving as an executive summary which shall include an understanding of the scope of services.	Required
2	Brief Company Profile. Include general company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification of the firm as they relate to the work proposed in this RFQ.	Required
3	Company Certification and Personnel Verification Certification, on company letterhead that the person submitting the RFQ is authorized to contract on behalf of the prospective contractor. Examples of authorized persons include owner, partner, or corporate officer. Include name, title, address, and contact information. If the submitting entity is a corporation, certification should include statement that corporation is in good standing with the California Secretary of State. Describe the general qualifications of the firm as they relate to the work proposed with this RFQ.	Required
4	Organization and Staffing. Provide a list of the Consultant's employees, agents, and subconsultants which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the type of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all persons performing under the agreement.	Required
5	Project Understanding, Description and Approach. Detailed narrative for Respondent's understanding of the project and its significance including methodology, work plan and any optional tasks. Submissions should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFQ.	Required
6	Subcontractor List (if applicable) Include the subcontractor's qualifications and the nature and extent of work to be performed by each subcontractor	Required if Applicable
7	Relevant Projects/Services with References. Three references including the name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided. Governmental entities preferred. Include client contact information and a brief description of the service provided to each client. Minimum of 3 references for work performed within the last 3 years in (download from PlanetBids)	Required
8	Cost Proposal. The cost proposal shall include the hourly rate for services. Include any subconsultant's fee schedule, if applicable. This should include hourly billable costs of each team member; project manager, associate and various titles. COST FILE SUBMITTAL MUST BE ENTERED SEPARATELY FROM THE MAIN SUBMITTAL.	Required

9	Modification, Changes or Exceptions to the City Contract of Service Agreement Template Exceptions to the specifications of any proposed items, contract terms and conditions shall be fully described and stated in writing	Required if Applicable
10	Affidavit of Non-Collusion and Non-Discrimination (download from PlanetBids)	Required
11	Federal Lobbyist Requirements (download from PlanetBids)	Required
12	Debarment and Suspension Certificate (download from PlanetBids)	Required
13	Certificate of Compliance with Labor Code Section 3700 (download from PlanetBids)	Required if Applicable
14	W-9 Request for Taxpayer Identification Number and Certification (download from PlanetBids)	Required

D. QUESTIONS AND ADDENDA

All project scope questions must be posted to PlanetBids by the due date and time established. The City will coordinate responses and post them to PlanetBids (5) five days prior to the RFQ deadline for all interested proposers to review.

Questions must include the Section and page number. Questions must be submitted individually and not in paragraph form.

If discrepancies or omissions are found for this document, the City reserves the right to make such changes as deemed appropriate. Any such changes will be by written addendum, which will be posted to PlanetBids no later than five (5) days prior to the proposal deadline. The City reserves the right to extend the submission deadline.

	Type of Question	Contact	Contact Info
1	Those related to the Project	PlanetBids	Post directly to PlanetBids under the “Q&A” tab
2	Use of PlanetBids	PlanetBids	(818) 992-1771
3	City’s Purchasing Process	Josilla Togiola Purchasing Manager	(310) 830-7600 ext. 1237 jtogiola@carsonca.gov

ONLY the City’s Purchasing Manager may be contacted regarding this solicitation. No other City officers, agents, employees or representatives have authority to respond on behalf of the City. Contact with unauthorized City personnel or elected officials during the selection process or may result in disqualification.

E. RESPONDENT QUALIFICATIONS

Respondents who do not meet the minimum qualifications will be disqualified.

Respondents shall clearly demonstrate expertise in in brownfield remediation and funding to provide assistance with: (a) Implementing the State of California Department of Toxic Substances

Control (DTSC) Equitable Community Revitalization Grants (ECRG) (“**Exhibit A**”); (b) Implementing United States Environmental Protection Agency (US EPA) grants (if awarded) (“**Exhibit B**”); (c) applying to future brownfield, environmental justice, or other related funding opportunities; and (d) assisting the City with technical environmental work including brownfield assessment remediation, conducting community outreach and education, developing a city-wide brownfields inventory and more.

Awarded contractor and subcontractors (if applicable) must pay the City’s business license tax and submit required insurance documents prior to execution of the contract.

F. PROCUREMENT LOCATION AND SCHEDULE

Job location: **Citywide and/or Remotely**

Job Work Schedule: **To be determined upon contract award, and separate task order.**

Anticipated Procurement Schedule (Subject to Change)		
1	Award of Contract	May 2024
2	Contract Execution	June 2024
3	Begin Engagement & Notice to Proceed (depends on specific Task Order, TBD)	TBD
4	Complete Engagement	June 30, 2029

G. OTHER REQUIREMENTS

The City’s form contract is required (reference sample Contract Service Agreement). Specific requirements are outlined in the form contract.

The majority of the work as required herein must be performed by the awarded consultant(s). The work may not be subcontracted to another consultant unless the subconsultant has been included in the main submittal, or a substitution has been approved in writing by the City’s Contracting Officer in advance of work performed.

H. INSURANCE REQUIREMENTS

The City confirms: Additional insured is not required for Environmental Liability insurance, Crime insurance or bond.

The selected consultant(s) shall comply with the insurance requirements detailed in the Contract Services Agreement (download from PlanetBids), also included in the Contract Insurance Checklist (download from PlanetBids). The acknowledgement of Insurance Endorsements must also be signed and submitted as part of the proposal. Failure to submit may result in City rejecting the submission as being materially non-responsive to this RFQ.

If a submitter believes any of the City’s proposed insurance is not appropriate for any reason and/or the requirements warrant an adjustment, City invites submission of a written request with explanation of the same to be submitted prior to 10 days before the bid deadline. City will review

the request and if appropriate, will issue and amendment to the insurance requirements as an addendum to this RFQ.

I. COST FILE SUBMITTAL

DO NOT INCLUDE COST FILE SUBMITTAL WITH THE MAIN RFQ SUBMITTAL DOCUMENTS. COST FILE SUBMITTAL MUST BE SUBMITTED SEPARATELY FROM THE MAIN RFQ SUBMITTAL.

The Permits, licenses and fees do not refer to drilling permit fees as part of carrying out grant-related activities. Example of licenses obtained at consultant’s sole expense include City’s business license. After the City establishes a list of highly qualified on-call consultants, the City will solicit a specific task or proposal and will request a detailed fee proposal at that time.

Respondents must provide everything necessary at their own expense including, but not limited to labor, materials, and equipment required to perform and complete the required work.

The Cost File Submittal must include all necessary labor, materials, and fees to complete the work required by Project Scope and Specifications. Permits, licenses and fees must be obtained at the awarded Contractor’s sole expense. Federal taxes must not be included, as the City is exempt from paying federal taxes. However, the City does pay Sales Tax on the purchase of items, which must be included as a separate line within the total Cost File Submittal price.

The following costs will not be allowed: additional charges such as fuel surcharges and mileage rates, fines, entertainment, advertising, and any costs considered inappropriate for reimbursement from taxpayer money.

In the separate Cost File Submittal, include hourly rates for additional work which may be authorized by the City’s Contract Officer.

Separate Cost File submittal will only be opened after evaluation of the top-ranked Respondents.

J. MAIN SUBMITTAL OPENING, DOCUMENT REVIEW, AND AWARD OF CONTRACT(S)

Main Submittals will be opened publicly in the Office of the City Clerk on the date and time established and are considered confidential until a contract recommendation is made to City Council.

Separate Cost File Submittal will only be opened after evaluation of the top-ranked Respondents.

Main Submittal documents that are submitted on time and meet the minimum requirements outlined above will be reviewed by City staff, which will make a recommendation to the City Council to either reject all submittals or award a contract. Evaluation criteria will include qualifications, experience, price and past performance; and will be based on guidelines in the City’s Municipal Code.

The City may hold interviews with Respondents prior to a final section of the project consultant(s). Such interviews may be conducted in person or by electronic means. The City reserves the right to make such additional investigation as it deems necessary to establish the competence and financial stability of any Respondent.

No contract exists until the City Council has made the award, and the contract has been fully executed.

The City reserves the right to reject the submissions, request additional information or take any other action considered to be in the best interest of the City of Carson.

Submissions shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, submissions must be organized and contain all information as specified below:

**Specific Evaluation Criteria For Award of Contract Will Be As Follows:
Ratings Sheet**

Main Submittals will be evaluated initially to determine if they are responsive to the requirements of this RFQ. This RFQ is a qualification-based selection and contract award will be based on Respondent's qualifications. An evaluation panel, consisting of City staff and members selected by City Staff, will review and evaluate all Main Submittals received by the date and time established, or as amended by

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addenda, and the Main Submittals will be evaluated based on the thoroughness, clarity, and quality of the material presented. The City reserves the right to request additional information and clarification of any information submitted and to allow corrections or errors and omissions.

Respondents who have the qualifications (expertise and skills) and experience (documents, successful and relevant) necessary to meet the requirements of this RFQ will be scored and ranked using the criteria and point assignments listed in Table 1 Evaluation Criteria – Main Submittal and Table 2 Evaluation Criteria – Interviews. Respondents submitting the most highly-ranked qualification-based Main Submittal, at the City’s sole discretion, may be invited for interviews.

The City intends to retain several on-call highly qualified consultant(s). City staff will use the following criteria to evaluate submissions:

No.	Table 1 Evaluation Criteria – Main Submittals	Points
1	Understanding of the scope of services: Adherence to project needs as outlined in the RFQ.	10
2	Demonstrated professional skills and credentials: Review of firm’s experience, personnel, technical expertise and years in business.	15
3	Related experience: Experience in performing similar work, demonstrated ability to manage and coordinate the services, deliver quality products/services, be a reliable provider and meet deadlines.	20
4	Quality of submission: Review of overall quality of presentation and completeness, especially references and examples provided.	15
5	Approach to performing this type of services: Review of approach and methodology to provide the required services such as tasks necessary to complete work, enhance services, reduce the costs or speed delivery and approvals.	10
6	Familiarity with City, County, State and Federal procedures: Review of demonstrated expertise related to appropriate procedures.	15
7	Diverse Supplier* including Disadvantaged business enterprise, Disabled veteran owned business enterprise, Small/ micro business enterprise, and/or local preference**.	5
8	References/ satisfaction of previous clients: Review of client references relevant to providing design review services.	10
Total		100

Table 2 Evaluation Criteria – Interviews

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. The City reserves the right to reject any and all submissions.

Should the City elect to conduct interviews, the following evaluation criteria and rating points will be used to evaluate the Respondent(s) invited to interview.

9	Qualifications and experience of Respondent
10	Qualifications and experience of Key Personnel
11	Response to Interview Questions
12	Project Management, Approach, and Workplan

Note: Cost File Submittal is required for all Respondents; however, Cost File Submittals will remain unopened until the City’s review/selection committee has identified the top-ranked Respondent(s) as the result of the evaluation process and interviews (if held). Respondents must NOT include their Cost File Submittal in their Main Submittal. PlanetBids allows Respondents to submit their Cost File submittal information as a separate submittal attachment.

Prospective Respondents are strongly encouraged to review the City’s submitted grant applications; State of California, Department of Toxic Substances Control (DTSC), Equitable Community Revitalization Grant (ECRG) (“**Exhibit A**”), and the United States, Environmental Protection Agency (US EPA), Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Cooperative Agreements (MARC) (“**Exhibit B**”) to understand the scope of grant funded activities. The City has been awarded the ECRG funding under Exhibit A and is awaiting results on its application on MARC under Exhibit B.

Additionally, on-call environmental consulting services contemplated under this RFQ, may include other tasks not included in Exhibit A and B above such as future brownfield funding opportunities and more.

*Certain funding sources for on-call environmental services calls for the inclusion of small businesses, disabled veteran business enterprises, and other disadvantaged and underrepresented businesses. Businesses meeting this definition may receive full points under this section. Refer to the **State of California Office of Brownfields, Small Business Advocacy Program guidance (“Exhibit C”)** for additional guidance.

**Businesses based in Carson may receive points under this section for local preference. CMC 2611.1 Local Preference for Materials, Services, supplies, and equipment.

PROJECT SCOPE AND SPECIFICATIONS

All services provided by the Consultant(s) shall be performed by individuals who meet the qualifications, education, and certifications/licensing requirements for the contract. Based on qualifications presented in the response to this RFQ, the City will establish a qualifications list of firms to provide certain on-call environmental consulting services. Only firms with high scores will be placed on the qualifications list. All firms placed on the qualifications list will enter into an on-call contracts with the City. The City intends on retaining several on-call firms and is committed to maintaining a diverse set of suppliers to carry out its environmental consulting services needs.

Entering into an on-call contract with the City does not guarantee work. The City will separately request contracted on-call consultants to submit a fee proposal for every service needed by the City to ensure fair market costs and competitive contracting practices are being met. And based on the submittal, the City would select the proposal that most meets the need of the City. The successful Consultant(s) shall also have the resources to provide cost effective and timely services to the City. Example fee proposal projects include:

- A. Projects or subprojects associated with the ECRG Award (“Exhibit A”).
- B. Projects or subprojects associated with MARC application, if awarded (“Exhibit B”).
- C. Any environmental consulting projects or tasks pertaining to brownfield assessment and remediation including:
 - a. Applying to current and future brownfields, environmental justice, or other related funding opportunities.
 - b. Assisting the City with technical environmental work including brownfield assessment remediation.
 - c. Conducting community outreach and developing a public education component on the history of brownfields in Carson.
 - d. Developing a city-wide brownfields inventory.

The on-call contract(s), if awarded, under this RFQ will reside in the Community Development Department. The Contract Officer for the on-call contracts is the City’s Special Projects Manager, or other designee appointed by the City. Possible services contemplated at this time include:

1. Brownfield Planning and Inventory, including but not limited to:
 - a. Inventory and database of brownfield sites city-wide, including GIS mapping.
 - b. Researching general conditions of brownfield areas, analyzing associated data including market data, and build on adopted brownfield redevelopment roadmap plan to address long-term brownfields remediation in Carson. The plan should also involve the community as provided in the Community Involvement Plan.
 - c. Conduct ALTA survey, as needed.
2. Community Outreach, Public Education, and Reuse Visioning, including but not limited to:
 - a. Develop a Community Involvement Plan (CIP). The CIP should inform, consult, and involve the local community to provide input to shape the future of approaching brownfields in Carson. The plan should endeavor to collaborate with the local community when possible. Refer to US EPA guidance on CIP and ECRG guidelines on Community Engagement.

- b. Develop a “Storymap” to tell the story and history of brownfields in Carson, and its future. Integrate StoryMap with inventory GIS mapping efforts.
 - c. Conduct city-wide and/or project specific information session(s) to solicit public feedback, present project materials, and host roundtables for reuse.
 - d. Conduct focus groups on reuse, community design charettes, reuse polling, interview/consultation meetings including neighboring property owners, community envisioning, canvassing, reuse ground-truthing, and/or other engagement as appropriate.
 - e. Developing educational flyers and marketing materials for the public including workshops, City’s website, and other avenues of marketing.
 - f. Perform tribal engagement, including tribal monitoring, incorporation of indigenous knowledge or tribal ecological knowledge, other engagement as appropriate.
3. Perform Assessments on one or more properties in Carson, including but not limited to:
- a. Phase I / II Environmental Site Assessment / Workplan
 - b. Preliminary Endangerment Assessment Workplan
 - c. Supplemental Site Investigation Workplan
 - d. Technical Memo/ Letter Workplan or any other reports
 - e. Site Reuse Assessment
 - f. Quality Assurance Project Plan (QAPP) in compliance with EPA regulations.
 - g. Conduct field investigations including sample collections and lab analysis.
 - h. Provide regulatory, technical, and financial information as needed.
4. Perform Investigation or Cleanup on one or more properties in Carson including but not limited to:
- a. Cleanup Workplan including Removal Action Workplan or Remedial Action Plan
 - b. Risk Assessment Workplan or Report
 - c. Feasibility / Pilot Study Workplan, Treatability Study Workplan and any other reports associated with the workplan.
 - d. Field activities associated with implementing cleanup and reports associated with site-specific cleanup workplans and fieldwork.
 - e. Cleanup Design & Implementation Work Plan
 - f. Operations and Maintenance Plan
 - g. Land Use Covenant and Soil Management Plan
 - h. Analysis of Brownfield Cleanup Alternatives (ABCA)
5. Assistance with Grant Management and Reporting.

6. Inspection, testing for, and abatement of lead-based paint (LBP) and asbestos for properties including, but not limited to, commercial properties for the façade improvement program:

a. Lead Based Paint

- i. Conduct lead hazard inspection/evaluation. Determine if lead-based paint hazards exist project site, and where, if any, such hazards exist.
- ii. Conduct testing of all surfaces to be disturbed during the rehabilitation process. A certified lead-based paint inspector or risk assessor must conduct the testing.
- iii. Provide the City with a report indicating the findings of the paint testing.
- iv. A certified risk assessor must conduct and preparer a risk assessment of the entire project site.
- v. Conduct final clearance inspection to ensure the project site is safe for occupants. Final clearance shall ensure that all of the following have been completed:
 1. All hazard reduction work covered in the work specifications is complete.
 2. All areas where paint has been stabilized have been repainted with primer and finish coats of paint.
 3. All causes of deteriorated paint have been repaired.
 4. Encapsulants have been applied according to manufacturer's recommendations.
 5. Friction and impact surfaces have been treated.
 6. Surfaces that collect lead dust have been cleaned.

b. Asbestos

- i. Conduct inspections of each project site to identify and assess the presence of accessible asbestos containing construction materials at each project site.
- ii. Visually inspect suspect materials to assess their condition.
- iii. Collect physical bulk samples of suspect materials from representative locations within the project site and submit such samples to an independent laboratory for analysis.
- iv. Based on the results of the laboratory analysis of the suspected asbestos containing materials, prepare recommendations for the stabilization or abatement, as applicable, of any hazardous asbestos-related conditions the analysis reveals.
- v. Oversee the stabilization or abatement, as applicable, of the hazardous asbestos related conditions.
- vi. Conduct asbestos containing materials clearance inspection after all asbestos-related activities have been completed. After the project site passes all air clearance testing, issue asbestos abatement clearance to reoccupy the abated areas.

7. Other related as-needed on-call environmental consulting services desired by the City.