



*Request for Proposals and Qualification for  
Environmental Consulting Services*

**ISSUE DATE: October 4, 2021**

**SUBMIT RESPONSES TO:**

City of Gatesville  
Finance Department  
110 N. 8<sup>th</sup> Street  
Gatesville, TX 76548

**SUBMIT NO LATER THAN:**

October 29, 2021  
5:00 PM (Central)

Late submissions will not be accepted or considered.

**LABEL ENVELOPE:  
ENVIRONMENTAL CONSULTING SERVICES  
Include submitting company's name and address.**

**Vendor Responsibilities:**

- Submit response in accordance with requirements stated on the cover of this document.
- Submit three (3) bound copies of your response.
- DO NOT submit responses via email or fax.
- Submit Vendor Information form with response.

Direct questions regarding submission instructions to:

City of Gatesville Finance Director: Mike Halsema, (254)865-8951.

## Vendor Information

Mike Halsema  
 Finance Director  
 Office (254)865-8951

Legal Company Name (top line of W9)	
Business Name (if different from legal name)	
Federal ID # or S.S. #:	
DUNS #:	
Type of Business:	<input type="checkbox"/> Corporation/LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor/Individual <input type="checkbox"/> Tax Exempt Organization
Number of years in Business:	
Remittance Address:	
City/State/Zip:	
Physical Address (if different):	
City/State/Zip:	
Phone Number:	
Contact Person Name:	
Contact Person e-mail:	
Check all that apply to the company listed above and provide certification number.	<input type="checkbox"/> DBE-Disadvantaged Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> SBE-Small Business Enterprise <b>Certification #</b> _____ <input type="checkbox"/> HUB –Texas Historically Underutilized Business <b>Certification #</b> _____ <input type="checkbox"/> WBE-Women’s Business Enterprise <b>Certification #</b> _____
NAICs codes (Please enter all that apply):	
Signature of Authorized Representative:	
Printed Name:	
Title:	
Date:	

**THIS FORM MUST BE SUBMITTED WITH THE SOLICITATION RESPONSE**

## **I. INTRODUCTION:**

The City of Gatesville, TX was awarded an EPA Brownfields Cleanup Grant to demolish a structure containing asbestos containing materials (ACMs). The City is requesting Proposals and statements of qualification for Qualified Environmental Professional (QEP) services to perform all work associated with the demolition and to assist the city with other grant related activities. The City is seeking a QEP who can achieve all tasks outlined below cost effectively and in the detail required by the granting agency. Experience with the EPA Brownfields Clean Grant Program is mandatory.

Proposals must be submitted not later than 5:00 p.m. on October 29, 2021 in order to be considered. Proposals should meet all federal requirements for work funded by an EPA Brownfields Cleanup grant.

The City encourages qualified DBEs, i.e., Minority Business Enterprises (MBEs) or Women Business Enterprises (WBEs), to respond to this RFQ. Respondents shall clearly identify their status as a DBE or non-DBE in their response. If the Respondent is claiming DBE status, the Respondent shall submit a valid certification as part of the response. If a subcontractor is identified as a DBE, a valid copy of the subcontractor's DBE certification shall be included with the form.

The City will choose a QEP using a Qualifications-Based Selection (QBS) process in accordance with the procurement policies and procedures of the City. The QBS process will rely on evaluations of written responses to this Request for Qualifications (RFQ) and subsequent supplemental evaluation processes, such as requests for additional information, as may be instituted by the City at its sole discretion.

## **II. SITE DESCRIPTION:**

The site, located at 2525 Osage Road in Gatesville, TX formerly housed the Rotunda Nursing Home, a rotunda with three attached wings, all single-story, wood-framed, brick-veneered structures constructed between 1968 and 1973. In May of 2008, the facility was condemned by the Gatesville City Council as a result of previous roof and ceiling collapses.

In 2010, EPA Region 6 performed a Phase I environmental site assessment and a Phase II targeted brownfields assessment/asbestos and lead based paint survey. At the time of the Phase II report, the facility still consisted of the rotunda and three associated wings, but portions of the interior had already collapsed.

In 2014 and 2015, the City funded the abatement and demolition of Wing 4 and Wing 3, respectively, but lacked the funding to abate and demolish the entire facility. As per the Phase II report, the two remaining structures (rotunda and Wing 2) total 25,150 ft<sup>2</sup>, contain 93,386 ft<sup>2</sup> asbestos containing materials (ACMs) in the form of textured walls and ceilings, flooring (sheet vinyl and tile), and mastic.

The structures continued to significantly deteriorate as parts are open to the elements resulting in a health hazard and huge eyesore to the surrounding neighborhood. In August 2020, ABACUS Engineering conducted an on-site inspection to assess the structural integrity and general condition of the structures. ABACUS, treating the rotunda and Wing 2 as one building, determined that the structure “is a significant hazard to those who enter as the structural integrity of the entire building is severely compromised” and that “this building is in imminent danger of collapse and it needs to be demolished and removed”.

**III. SCOPE OF SERVICES:** Tasks to be completed by the QEP include all or some of the following:

- Prepare a Quality Assurance Project Plan (QAPP) for on-site air monitoring during the demolition process that adheres to the EPA QA/G-4 Data Quality Objectives Process. The QAPP must be approved by EPA prior to any environmental data collection activities;
- Prepare final ABCA (the draft ABCA will be made available);

**IV. CITY TIMELINES:**

The approximate time table to select the QEP and execute the contract is as follows:

October 29,2021: Final date for submission of bid packages in response to this RFQ.

November 1-5,2021: Interviews with select firms

November 10,2021: Anticipated date to sign contract with the selected QEP firm.

**V. SUBMITTALS:**

Qualified Consultants are invited to submit a written qualifications statement to the City for consideration. The minimum content of that submission is outlined below:

- A. Vendor Information Form.
- B. Brief description and history of the firm.
- C. State the firm’s status as a DBE or non-DBE and if a DBE subcontractor is being included as part of the response. If the firm is claiming DBE status for itself or a subcontractor, valid certification must be included in the response. Neither the respondent nor a subcontractor will be considered a DBE without valid certification submitted as part of the response.
- D. Proposed project team and qualifications, including an organization chart identifying all key project team members and demonstration that each team member is qualified to perform the assigned role and tasks.
- E. Firm qualifications and related experience, with references (contact name, affiliation, telephone number and/or email address), demonstrating the firm’s capabilities related to providing services described in the Scope of Services above.
- F. Descriptions of technical and operational approaches for performing the project services described above.

- G. Itemized cost estimates for task activities and deliverables. The total cost of services will be identified in the cover letter with further itemization of all costs in the response materials. Subcontractors will be identified.

**VI. GENERAL REQUIREMENTS:**

- A. Consultants should include a discussion of their qualifications and certifications such as: Certified Environmental Inspector/Specialist; OSHA training; and general knowledge of CERCLA, RCRA, and Clean Air and Clean Water Acts.
- B. The City of Gatesville will own all documents produced as a result of the contract. The QEP may use generated documents under the signed contract only with the expressed permission of the City of Gatesville.
- C. There will be no formal “proposal opening.” The City of Gatesville will conduct the review, interview and selection and submit the contract to the EPA.