

TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY (CDA)
REQUEST FOR QUALIFICATIONS (RFQ) # 23-5-1, NEW CASSEL NY (ONGOING WORK) US
EPA MULTI-PURPOSE GRANT and NYS DOS BOA PREDEVELOPMENT GRANT

Issued May 2, 2023,
Deadline for Questions May 26, 2023, 12:00 PM,
Proposals Due June 15, 2023, 3:00 PM

BROWNFIELD SITE ASSESSMENTS, SITE CLEANUPS, AND PREDEVELOPMENT PLANNING
(CONNECTIVITY AND WAYFINDING) IN THE NEW CASSEL BOA

The North Hempstead CDA will receive the Request for Qualification Proposals (interchangeability the “Proposal” “RFQ” or RFQP”) at 51 Orchard Street, Roslyn Heights, NY on: **June 15, 2023, at 3:00 PM**

The North Hempstead CDA reserves the right to reject in whole or in part any and all proposals, award service agreements to one or more service providers, and or maintain a list of prequalified service providers.

One (1) original and one (1) electronic copy on a flash drive shall be submitted to:

NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY
51 ORCHARD STREET
ROSLYN HEIGHTS, NEW YORK 11577

The original shall be identified on the outside cover as “Original”. Any additional copies should otherwise be marked “Copy”.

Proposals received at the Community Development Agency after the submission deadline shall be returned unopened and will not be considered. The CDA is not responsible for delivery delays, and the clock at the CDA shall indicate the official time of receipt. Facsimile or electronically mailed proposals are not acceptable and will be rejected.

Clearly mark the envelope “Request for Qualifications #23-5-1 Brownfield Site Assessments, Site Cleanups, and Predevelopment Planning (Connectivity and Wayfinding) in the New Cassel BOA” on the outside of the proposal envelope. Failure to do so may necessitate the premature opening of the proposal, which may compromise its confidentiality.

The total number of pages contained in this Request for Qualifications should be 17. Please contact the Town of North Hempstead Community Development Agency (CDA) if any pages are missing.

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ADVERTISEMENT

CDA Request for Qualifications (RFQ) 23-5-1

New Cassel Brownfield Opportunity Area Request for Qualifications: Brownfield Site Assessments, Site Cleanups, and Predevelopment Planning - Connectivity and Wayfinding (“US EPA and NYS DOS Brownfields Multipurpose Environmental Consultant Teams”)

Town of North Hempstead Community Development Agency (CDA) seeks qualifications from organizations. To be considered, a consultant team must be experienced in providing brownfield site assessments, reuse planning, remediation consulting, and other services involved in guiding predevelopment planning initiatives. The primary focus of this Project is to prepare specific properties for reuse and create community-wide predevelopment plans that follow the New Cassel Vision Plan.

This Project is Grant funded—Federal and State—and subject to compliance and cooperation in implementing regulations of both. Proposal packets may be downloaded at www.northhempsteadny.gov/CDA-RFPs or email: cdadepartment@northhempsteadny.gov.

Questions regarding this RFQ may be directed to Neal Stone (516) 869-7809, Monday to Friday, between 10 AM and 3 PM, or by email to stonen@northhempsteadny.gov until noon, May 26, 2023. All final responses to questions will be issued on or before noon, May 31, 2023. The Proposal deadline is June 15, 2023, at 3 PM.

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RESPONSE CHECKLIST

For the CDA to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may cause the rejection of a proposal because adherence to this format is critical for the CDA’s evaluation process.

Please check each item indicating your compliance:

- ___ RESPONSE CHECKLIST (this page must be completed)
- ___ STATEMENT OF QUALIFICATIONS AS OUTLINED IN SECTION III
 - ___ Project Team, Qualified Approach and Understanding of Work
 - ___ Organization and Management
 - ___ Project Experience
 - ___ Cost Schedule
 - ___ References
 - ___ Insurance
- ___ NON-COLLUSION CERTIFICATE (Appendix A) (signed & notarized)
- ___ VENDOR RESPONSIBILITY FORMS (Appendix B)
- ___ ADDENDUM(S) ACKNOWLEDGED (If Applicable)

COMPANY(S) (IF PRIME WITH SUBS, or JV LEAD/TEAM NAME):	TELEPHONE NUMBER
ADDRESS	EMAIL ADDRESS
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE	DATE
FEDERAL ID NO.	

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INTENT

The North Hempstead Community Development Agency (CDA) invites interested parties to submit a Statement of Qualifications (SOQ) to provide an array of services over the course of the 30-month project timeline. Tasks for various services (listed below) shall take place concurrently but will be awarded separately as individual contracts as needed by the CDA once a team has demonstrated that they have the qualified skillsets to be on the on-call list. To be an eligible team, qualifications for the following services must be apparent and available, as needed:

- Environmental testing
- Environmental planning
- Site marketing
- Community engagement
- Traffic counting and safety analysis
- Connectivity analysis and planning
- Wayfinding planning and implementation strategizing
- Architectural / Engineering consulting services
- Building inspections
- Lead and asbestos testing
- Site Clean- ups
- Site Surveying
- Knowledge of multi-layered districts and jurisdictions unique to this locale that may need approvals, permits, consultation and/or onboarding to execute any of the elements above
- Other work as determined by the CDA

This Project is funded with a US EDA Brownfields Multi-Purpose Grant and a NYS DOS BOA Predevelopment Grant as part of an ongoing community revitalization process. The team *must* be able to demonstrate an ability to utilize services provided by Minority-owned/Women-owned Business Enterprise (MWBE) firms to meet project goals (30% participation) set forth by New York State and the Federal government.

RFQ TIMELINE

The following timeline has been established for the RFQ process:

RFQ Schedule and Timeline	Date
RFQ Posted / Available	May 2, 2023
Deadline for Questions	May 31, 2023, 12:00 PM
Proposal Submission Deadline	June 15, 2023, 3:00 PM
Selection of Contractors (approximately)	June 30, 2023

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I. INTRODUCTION

The North Hempstead Community Development Agency (CDA) invites interested parties to submit a Statement of Qualifications (SOQ). The Project provides planning (environmental, economic, transportation, wayfinding, community engagement, among others) and engineering consulting services under the auspices of one Federal grant and one New York State grant: (1) a Brownfields Multi-Purpose Grant awarded by the United States Environmental Protection Agency (EPA), and (2) a New York State Department of State Brownfields Opportunity Area Predevelopment Grant, (together, the “Grants”).

This Project is part of an ongoing community revitalization process led by the CDA and the Town Planning Department (the “Town Team” or “North Hempstead”). The Grants fund the site-specific characterization, assessment, remediation planning of specific sites, and area-wide predevelopment initiatives such as connectivity planning and wayfinding. The Project includes community engagement activities for brownfield sites throughout the New Cassel Brownfield Opportunity Area (BOA). Work will take place over an approximately two-and-a-half (2.5) year period from May 2023 to September 2025.

North Hempstead has focused on revitalization efforts in New Cassel for many years. The Town conducted a blight study in 1988. Much of the focus from 1988- 2001 was on the urban renewal acquisition of blighted properties in New Cassel. North Hempstead engaged both a not-for-profit and a community-based organization to undertake a community-wide charrette. The charrette led to the development of Seeking a Shared Vision: The Visioning Plan for New Cassel (2003). The Town also updated the New Cassel Urban Renewal Plan (2003). Both plans identified Prospect Avenue as the central business district of New Cassel. In addition, the Town created a New Cassel Overlay Zone to assist in the redevelopment area.

The Town Team implemented many of the goals and strategies outlined in the Vision Plan.

- Code enforcement was stepped up with CDA having jurisdiction over building permits for 24 months and an intensive code enforcement effort by the Town. In addition, the Town implemented a town-wide 311 system to facilitate and track service requests by Town residents.
- Volunteers worked on a community cleanup initiative. Town employees continue to maintain parks, streets, and public places.
- The redevelopment area projects were funded through private foundations, federal, state, and local government and undertaken by the CDA, Town, developers, and not-for-profit organizations.
- Community Art contributed to improving public spaces, including street banners in 2015 and again in 2022.
- Community Assets were built, including expanding services in the Town at the Yes We Can Community Center.
- The Town completed a Traffic Engineering Study leading to the reconstruction of Prospect Avenue with traffic calming measures and pedestrian safety improvements following Complete Street standards.
- The Town completed streetscape improvements, including planting trees and medians, installing bus benches and decorative streetlights, and installing trash cans.
- Gateway improvements included the development of Gateway Park at the western entrance to Prospect Avenue and the development of Cathedral Place, an attractive, affordable housing

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community at Prospect and Bond Street. Improvements underway include entranceway signs and historical markers.

- The Town established the New Cassel Overlay Zoning District and some general design guidelines.
- Park Improvements include developing the Rose Ribbon Park and Parking lot and the Swalm Street Pocket Park.
- A youth-led seasonal Farmer's Market has been operating annually since 2011.
- The Town developed, owns, and operates a new state-of-the-art LEED Platinum multi-use Community Center next to the Martin "Bunky" Reid Park.
- Vision Documents – www.northhempsteadny.gov/New-Cassel-Community-Visioning

New York State Department of State (DOS) designated New Cassel as an NYS Brownfields Opportunity Area (BOA) in 2013. As part of this process, *An Expression of New Cassel: Advancing the New Cassel Community Vision* was a 2012 check-in on the achievements of the Vision Plan and community needs. Additionally, the New Cassel Brownfield Opportunity Area (BOA) Step 2 Nomination Final Report made extensive recommendations for ongoing redevelopment opportunities, which are underway and ongoing. As a result, eight new mixed-use developments now provide 247 units of affordable rental housing. In addition, recent development includes 54 new first-time home buyer homes, over 50,000 square feet of new commercial space attracted a supermarket, specialty grocery, pharmacy, dentists, restaurant, barbershop, retailers, community services, and a laundromat creating over 75 new jobs. In addition, a pharmaceutical manufacturer was attracted, creating 618 jobs.

The Town received additional US EPA Brownfields funding that assisted in the cleanup of the former Grand Street Elementary School site. North Hempstead Housing Authority redeveloped the Grand Street site into a newly constructed \$26-million, 76-unit affordable senior living complex. Shortly afterward, the Town was awarded two US EPA Assessment Grants in 2018 (one Petroleum, one Hazardous Materials; each \$150,000). These grants were used to further scope and prioritize redevelopment from the BOA-identified, 176-site list constituting New Cassel's Universe of Known and Potential Brownfields. We identified 21 sites that are currently undeveloped, underdeveloped, or present solid redevelopment potential. Eleven (11) of these sites were directly addressed during the most recent community input discussions in 2021: www.northhempsteadny.gov/NewCassel-2021

The Town Team is worked with a US EPA Technical Assistance economics and marketing technical assistance consultant ("TA Consultant") during late 2022 and early 2023, which evaluated current market and demographic conditions, consumer demand, space/vacancy availability, and commercial feasibility. In addition, under the recently awarded scope of work by the NYS DOS BOA Market Study consultant, permitted uses (or combinations thereof) under current zoning or overlay conditions will be evaluated in relation to changes that may have occurred (or may be occurring) in adjacent jurisdictions such as Westbury and Hicksville, where Downtown Revitalization Initiatives (DRIs) have recently been undertaken.

Work under this Grant solicitation will support all of the efforts currently underway with a continuation in preparing target sites for redevelopment. The Town Team is looking for organizations/professional teams with documented experience in "II. Scope of Work" and highlight each team member's history and experience (including MBE/WBE status) in the core opening narrative of the SOQ (maximum 8 pages).

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Based on this solicitation, the CDA intends to select qualified teams for on-call services to perform grant activities as needed. Once a project/planning activity is identified, proposals with a detailed scope of work and associated costs will be requested from the pre-selected qualified contractors.

II. SCOPE OF WORK

Activities of one or more organizations or teams (“Contractor” or “Organization”) selected in connection with this RFQ may include the following Scope of Work (“Brownfield Services”) but not necessarily be limited to:

- 1) Site Characterization and Environmental Assessment/Remediation Activities:
 - A Qualified Environmental Professional (QEP) *must* be part of any team to be eligible, and eventually accepted, as a qualified team for on-call contracting.
 - Conduct Phase I ESAs following the most current American Society for Testing and Materials (ASTM) standards (now Practice E1527-21 and relevant appurtenant changes to be folded-in pursuant to the new November 2021 standard).
 - Conduct Phase II ESIs following current ASTM standards and develop Site-Specific Quality Assurance Project Plans (QAPPs) based on EPA’s template.
 - Conduct ACM/LBP Surveying and Abatement Planning and related Abatement Clearance activities during and post abatement.
 - Provide property inspection and testing services and related reports to certify conditions of existing property improvements.
 - Prepare Analysis of Brownfields Clean-up Alternatives (ABCAs) for public comment prior to commencement of site clean-up.
 - Provide bidding and contracting packets and documents for site demolition-related abatement activities. In addition, provide supervisory and contracting management services during abatement and demolition activities.
- 2) Brownfields Site Disposition and Marketing: Assist with developing brownfield marketing, including outreach to prospective developers and/or tenants for vacant spaces on former brownfield sites (now redeveloped) or sites currently being cleaned-up and redeveloped. This may include advertising properties and developing marketing site fact sheets, as well as preparing a collective inventory of opportunity sites within the BOA—maintaining an updated catalogue of existing commercial vacancies. This work may be done in concert with, complementary, or subsequent to the current CDA consultant work being performed on the BOA Predevelopment Market Study Grant.
- 3) Connectivity Analysis and Planning:
 - Existing patterns will be mapped to show relationships between pedestrian movements; bicycle paths; routes to/from schools, parks, community centers, health clinics, etc.; access to commercial nodes; quality of bus routes and stops; and connections to regional transportation infrastructure.
 - Planning opportunities and Strategies for Improvements shall include:

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- Improving pedestrian crossing points at roadway intersections along school routes;
 - Examining bicycle infrastructure and north/south roadways for safe bicycle trail delineation and shared roadway/bikeway “sharrows” that connect to Prospect Avenue and other existing and proposed regional bikeways and trails;
 - Conducting necessary vehicle/pedestrian counts and traffic studies throughout the BOA to inform decision-making;
 - Proposing re-design of NICE bus stops along Prospect Avenue;
 - Further enhancing safe non-vehicular connections between the New Cassel residential area and New Cassel Industrial Area (NCIA)/Old Country Road; and
 - Finding opportunities to link New Cassel to the Westbury DRI to the west and Hicksville DRI to the east, among others.
- Consider ways to integrate community identity, public art, and branding into connectivity planning, such that wayfinding development may dovetail immediately near the conclusion of the connectivity planning phase.
- 4) Wayfinding Expertise:
- Develop a wayfinding network for the entire hamlet of New Cassel.
 - Create a main community-wide wayfinding map.
 - Build a wayfinding brand with a compilation of important information and component items such as maps, directions, symbols, logos, and colors to assist visitors in finding their way to commercial nodes, important locations within the hamlet and beyond.
 - Develop a durable signage strategy with weather resistant materials, low-maintenance upkeep and complementary lighting that is location-appropriate.
 - Consider community driven character-building elements that encourage building owners and business managers to enhance their customer’s user experience, build brand reputation, and contribute to a sense of place. This should be guided by recommendations and strategies (where relevant) for placemaking in the Town’s Cultural Master Plan.
 - Ensure that all relevant on-site wayfinding is also represented in user-friendly web and app-based mediums.
 - Establish an implementation budget, wayfinding strategy/plan, and timeline.
- 5) Stakeholder Participation and Community Outreach: Work with the Town Team and local Brownfields Steering Committee to identify public outreach opportunities and assist with implementation/execution, as needed. This may include the creation and subsequent addition of narrative or updates to a [yet-to-exist] New Cassel Community web homepage.
- 6) Other Brownfield Site Related Reuse Assistance: clean-up execution and oversight including, but not limited to:
- Licensed Land Surveyors Services.
 - Temporary site fencing and storm water mitigation.
 - Contaminated soil/sediment excavation, consolidation, disposition.
 - Asbestos and lead-based paint abatements and disposition.
 - Capping.
 - Groundwater remediation/treatment.

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- Wetland mitigation.
 - Institutional controls.

Assigned work must meet all and most restrictive Federal requirements of the US EPA Brownfield Program, US Department of Housing and Urban Development Community Development Block Grant Programs, and the New York State Department of State Brownfields Opportunity Program.

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III. STATEMENT OF QUALIFICATIONS (SOQ) FORMAT

The SOQ shall include the information outlined below. In addition, proposals should be organized into the following separate sections to ensure fair and equitable evaluation: Submissions shall be evaluated by a Town and CDA-staffed selection committee, whose participants shall independently score submissions using criteria explained in Section V below

- 1) Project Team, Qualified Approach and Understanding of Work (maximum 8 pages):
 - Describe your Team – Include a summary of the different firms and what they bring to your team; the size and staff structure of each. Include the years in business and other information about the character of the firms on the Team.
 - Summarize your Team’s understanding of the history of the project, community needs, and experience providing the various services in the Project scope (listed above in Section II) in New Cassel and elsewhere.

- 2) Organization and Management:
 - Provide a description of your team’s organizational structure and the names and experience of key individuals who will manage performance of the specific services requested.
 - Provide resumes for individuals expected to work on the Project from the participating firms - and the staff member’s roles and responsibilities. (If not a joint venture, identify your subcontractors and their participating staff.) Identify the title and/or rank of all proposed participating professionals that correlates to their billing rate category on your costing table.
 - Designate the team’s *prime contact* or *project manager* and include full contact information and a description of expertise for this individual. This person shall be the point-of-contact for all matters relating to execution of all contracted work with the team. Identify the person (if different) who will serve as MBE/WBE Participation Coordinator, including name and contact information.
 - Describe your approach to fulfilling the Project’s MBE/WBE goals.
 - An organizational chart is not necessary at this stage but will be required when the team is asked to submit a competitive cost proposal and work plan to be selected for specific activities from the overall project scope of work.
 - Furnish full contact information, including the names, addresses, and phone numbers of each of the contacts of the team’s firms.

- 3) Project Experience:
 - Highlight any projects that team members have successfully executed (similar to the proposed New Cassel work) with involvement and/or oversight by the EPA, HUD, DOS, DOT, DEC, BOA-related, private, or third-sector brownfield experience – as well as community revitalization initiatives.
 - Include drawings, illustrations, renderings, and/or photographs of successfully completed projects similar to tasks described in the Scope of Work herein.

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4) Cost Schedule

- For each firm on your team, provide a salary table listing standard hourly billing rates for each title.
- If not a joint venture, include subcontractor administration fees/markup percentages and any travel costs/allowance amounts.
- Provide rates for asbestos, lead paint, mold, geophysical, and radiation surveys.

5) References:

List at least three (3) references for services/projects undertaken by each member of your Organization/Team who would speak to the performance and quality of work. Please describe the service, dates of service, and list of key personnel involved in the services/project. Include a contact person, organization name, email address, and phone number. Furnish public sector references as a priority.

6) Insurance and Licensures

List types and limits of your Worker's Compensation, Liability, and Errors and Omissions insurance for all team members and where applicable, registrations and licensures to perform work in the State of New York. Include proof of MBE/WBE registration in the State of New York.

One (1) original hard copy and one (1) electronic copy on a flash drive of the SOQ is required to be submitted by the due date: **June 15, 2023, 3:00 PM to**

NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY
51 ORCHARD STREET
ROSLYN HEIGHTS, NEW YORK 11577

The original shall be identified on the outside cover as "Original". Any additional copies should otherwise be marked "Copy".

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IV. GENERAL TERMS AND CONDITIONS

- 1) Teams/Organizations/Contractors (“Contractors”) must be able to perform successfully under the terms and conditions of this proposed procurement.
- 2) Failure to complete, sign, and be certified by a Notary Public, the “Affidavit of Non-Collusion Certificate,” will result in SOQ being rejected.
- 3) The submittal should be double-sided and as concise as possible.
- 4) The SOQ must include a letter signed by an officer empowered by the Contractor to sign such material and thereby commit the Contractor to the obligations contained in the proposal.
- 5) The Contractor agrees that upon submittal, the SOQ, including all employee standard hourly billing rates with fringe, may not be withdrawn, modified, or canceled for a period of sixty (60) days following the proposal deadline.
- 6) The CDA does not make payment upon selecting contractors or issuing a contract or purchase order. No retainers will be issued. Payments are tied to work completed to the satisfaction of the CDA.
- 7) To the extent permitted by law, contractors may request the non-disclosure of confidential data in writing. Such data shall accompany the SOQ, be clearly identified, placed in an envelope clearly marked “Confidential Data,” and submitted with the SOQ. Any request to keep the entire SOQ confidential cannot be honored. Proposals become public information at the time of the opening.
- 8) The CDA will assume no responsibility for oral instructions or interpretation. Any questions regarding this request that may change the specifications in this document must be received in writing. Inquiries must identify the RFQ by title and due date. Any alterations or erasure of the RFQ must be initialed by the signer of the SOQ, guaranteeing authenticity.
- 9) The CDA may change any portion of the RFQ described and detailed herein at any time by written notification to all contractors. These changes will be communicated in the form of Addenda. Addenda will be available and communicated through email by the RFQ point of contact. In addition, copies of the Addenda will be made available for viewing at 51 Orchard Street, Roslyn Heights, NY. No Addenda will be issued later than forty-eight (48) hours before the date and time for the receipt of offers, except an Addenda withdrawing the RFQ or Addenda for postponement of the SOQ due date/time.

Contractors shall ascertain before submitting their SOQ that they have received all Addenda issued and acknowledge receipt of Addenda by returning the signed Addenda form with the SOQ response. All addenda issued shall become part of the agreement.

The CDA reserves the right to decline to respond to any questions if, in the CDAs assessment, the information cannot be obtained and shared with all potential proposers promptly

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- 10) Reserved Rights: This RFQ does not constitute an offer to buy on the part of the CDA. Acceptance of any obligations on the part of the CDA may only be done by a formal written agreement. Any information contained herein does not commit the CDA to a contract or to pay any costs incurred in preparing a response. Nothing contained herein shall be construed as guaranteeing any term, condition, or other item, including any specified purchase volume.

All responses to this RFQ will become the property of the CDA. Therefore, the Contractors' response to this RFQ may be included in whole, part, or by reference in the final contracts, which may result from this RFQ.

The CDA reserves the right not to award a contract to any proposing party even if the criteria described in the RFQ are met. The CDA may also elect to close the procurement process before the stated deadline. However, the CDA will not incur any obligation to a Contractor until both parties fully execute a contract.

The CDA expressly reserves the right to withdraw this RFQ or reject any SOQs in whole or part.

The CDA reserves the right to request financial and other business-related information about the Contractor.

- 11) Contractors shall disclose on a list in the SOQ any contractual agreements that the Contractor has had with Nassau County, the Town of North Hempstead, or any of the Villages within the Town (and whether the work is completed or ongoing).
- 12) Conflict of Interest: The successful Contractor shall certify at the time of contract authorization that such contract signing has not been solicited or secured, directly or indirectly, in a manner contrary to New York State law. This certification provides that laws have not and will not be violated relating to the procurement or performance of this contract, including illegal conduct such as paying or giving of any fee, commission, gift, gratuity, or consideration of any kind, directly or indirectly, to any City, County, Town, Agency, or State employee, officer or official.
- 13) SOQs that do not conform to the instructions contained in this document and/or which do not address all questions and/or requirements as specified may be eliminated from consideration. However, the CDA reserves the right to accept such an SOQ if it is determined to be in the CDA's best interest.
- 14) The CDA reserves the right to reject any late or incomplete submissions and all SOQs for whatever reason.
- 15) The CDA intends to select three (3) to five (5) contractors/teams/organizations based on this RFQ and the quality of the SOQs received. All contractors will be notified in writing of the decisions.

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V. EVALUATION AND AWARD PROCEDURES

The SOQs will be reviewed and evaluated based on the following criteria to determine:

Criteria	Maximum Points
Experience with the requested services, including Phase I ESAs and II ESIs, ACM/LBP Plans, QAPPs, Analysis of Brownfields Cleanup Alternatives, Clean-Up Plans, Brownfield Site Marketing, Site Surveying, Connectivity Planning, Wayfinding, and Community Engagement.	30
Experience with municipal brownfield projects in medium-density suburban areas has been conducted in the last five (5) years, with preference given to contractors with extensive experience with projects performed through the EPA’s brownfield program and New York State BOA program.	30
Qualifications and experience of key personnel who will be assigned to lead various project tasks depending on the project/planning activity needs – relative to education, professional certifications, licensure(s), and relevant experience.	10
Past performance on contracts with municipal entities (including North Hempstead) will be evaluated in terms of quality of work, project management, cost control, and project schedule, as reported by the provided references.	10
Professional labor and expense rates will be evaluated with respect to reasonableness and value. Complete salary tables listing standard hourly billing rates for each title for each participating firm on the team <i>must</i> be included.	10
The Contractor's location and proposed project personnel will be evaluated relative to the proximity to the hamlet and implications concerning staff accessibility and travel-related expenses.	5
The presence of and ability to extend participation to MBE/WBE firms on the team to deliver scope of work tasks and meet project MBE/WBE goals	5
TOTAL MAXIMUM SCORE	100

The CDA intends to generate an on-call list of professional service teams—after candidate submissions best meet all the criteria above to qualify—of 3 to 5 top scoring teams who shall be invited to submit various cost proposals for contractual work of the Project Scope of Work for the duration of the project timeline.

TOWN OF NORTH HEMPSTEAD COMMUNITY DEVELOPMENT AGENCY (CDA)
REQUEST FOR QUALIFICATIONS (RFQ) # 23-5-1, NEW CASSEL NY (ONGOING WORK) US
EPA MULTI-PURPOSE GRANT and NYS DOS BOA PREDEVELOPMENT GRANT

Issued May 2, 2023,
Deadline for Questions May 26, 2023, 12:00 PM,
Proposals Due June 15, 2023, 3:00 PM

APPENDIX A

INSTRUCTIONS ACCOMPANYING THE AFFIDAVIT OF NON-COLLUSION

1. The Affidavit of Non-Collusion must be executed by a member, officer, or employee of the bidder. It must be executed by the person who makes the final decision about the prices and amount quoted in the bid. If for a good reason, that person is not available to execute the Affidavit, it may be executed by another authorized member, officer, or employee of the firm. The Affidavit must be signed by such person authorized to make statements set out in the Affidavit on his or her behalf and on behalf of the firm. The written authorization must be attached to the Affidavit at the time of its submission.
2. Bid rigging, combinations or conspiracies to restrain competition, and making false sworn statements in connection with the submission of bids is unlawful and may be subject to criminal prosecution. Therefore, the person who will execute the Affidavit must examine it carefully before signing it and assure himself or herself that each statement is true and accurate. If for any reason, the affiant cannot attest to each of the statements in the Affidavit without qualification or reservation, the necessary qualification or reservation must be noted in the Affidavit. The facts and circumstances on which such qualification or reservation are based must be set out in writing and submitted as a part of or together with the executed Affidavit.
3. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bidding documents, and an Affidavit must be submitted separately on behalf of each party.
4. The term “complementary bid,” as used in the Affidavit, has the meaning commonly associated with that term in the procurement business and construction industry and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of a bid submitted to give a false appearance of competition.
5. To carry out the requirements of Affidavit Paragraph 7 of the Affidavit, the affiant must make diligent inquiries of all other persons employed by or associated with the bidder with responsibilities relating to the preparation, approval, or submission of the bid. Such inquiries need not be made of secretarial or clerical employees and other persons performing purely ministerial functions who do not have actual or apparent authority to act on behalf of the firm regarding the Project.
6. Failure to file an Affidavit following these instructions may disqualify the bid.

**BID NOT ACCEPTABLE WITHOUT AFFIDAVIT NON-COLLUSION CERTIFICATION
SET FORTH AND CERTIFIED BY A NOTARY PUBLIC.**

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APPENDIX A (continued)

AFFIDAVIT OF NON-COLLUSION CERTIFICATE

I hereby attest that I am the person responsible within my firm for the final decision as to price(s) and amount of this bid or, if not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his or her behalf and on behalf of my firm. I further attest that:

1. The price(s) and amount of this bid have been arrived at independently, without consultation, communication, or agreement, to restrict competition with any other contractor, bidder, or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this Project and will not be so disclosed prior to bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any firm or person to refrain from bidding on this Project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid, or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid.
5. My firm has not offered nor entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person or offered, promised, or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this Project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person. It has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid or agreeing to do so on this Project.
7. My firm has made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to preparing, approving, or submitting my firm's bid on this Project. As a result, it has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in this Affidavit.

FIRM NAME

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

NAME & COMPANY POSITION

AUTHORIZED SIGNATURE

Sworn to me this

_____ day of _____

202_____

Notary Public: _____

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APPENDIX B

VENDOR CERTIFICATION

As of January 1, 2005, the Office of the State Comptroller requires that governmental agencies award contracts only to vendors that have been certified as “responsible.” Vendor responsibility means that a vendor has the integrity to justify the award of public dollars and the capacity to perform the contract's requirements fully. Under Section 163 (9) of the State Finance Law (SFL), it is a contracting agency's responsibility to evaluate and determine a prospective contractor's responsibility. The contracting agency conducts such responsibility determination to determine that it has reasonable assurances that a vendor is responsible. This responsibility determination is an important part of the procurement process, promoting fairness in contracting and protecting a contracting agency and the State against failed contracts.

The following factors are to be considered in making a responsibility determination:

1. Legal Authority to do business in New York State
2. Integrity
3. Capacity - both organizational and financial
4. Previous performance

Please complete the enclosed Vendor Responsibility Questionnaire. The completed Questionnaire shall be returned with your bid submission in order for your bid to be ruled responsive.

Additional information concerning vendor responsibility, including electronic versions of forms, may be found at the Office of the State Comptroller's (OSC) website: <http://www.osc.state.ny.us/vendrep>

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APPENDIX B (continued)

**VENDER RESPONSIBILITY FORM
 (to be completed by each team member, including subconsultants)**

Within the last five (5) years, has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner, or proprietor been the subject of:

VENDOR NAME:	ANSWER ALL QUESTIONS	
A. An indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business-related conduct constituting a crime under governmental law?	YES	NO
B. a government suspension or debarment, rejection of any bid, or disapproval of any proposed subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification, or a voluntary exclusion agreement?	YES	NO
C. Any governmental determination of a violation of any public works law or regulation, labor law or regulation, or any OSHA violation deemed “serious or willful?”	YES	NO
D. A consent order with the NYS Department of Environmental Conservation or a governmental enforcement determination involving a construction-related violation of federal, state, or local environmental laws?	YES	NO
E. A finding of non-responsibility by a governmental agency or Authority for any reason, including but not limited to the intentional provision of false or incomplete information as required by Executive Order 127?	YES	NO
If yes to any of the above, please provide details regarding the finding.		
ENTITY	MAKING	FINDING
YEAR OF FINDING		
BASIS OF FINDING		

(Attach additional sheets as necessary)