



ADDENDUM #1
RFP-13-11

HH

BROWNFIELDS ENVIRONMENTAL CONSULTANT / TESTING SERVICES

DATE: MARCH 26, 2013

TO: PROSPECTIVE OFFERORS

PROPOSALS DUE: **THURSDAY, APRIL 11, 2013 BY 4:00 P.M. OUR CLOCK**

The following information is provided to all prospective offerors and is hereby made a part of the above proposal. Proposers must acknowledge this Addendum 1 with their submittal. **This addendum is a total of twelve (12) pages.**

CLARIFICATION, ADDITIONAL INFORMATION, CHANGES:

General

- 1. **Question:** The RFP states that the due date is Tuesday, April 4, however, April 4 is a Thursday. Please clarify.

Answer: The day was stated as Tuesday, however RFP responses are due on **THURSDAY**. Due to the number of questions asked, the RFP response date shall be extended by one week. **RFP responses are due on THURSDAY, APRIL 11, 2013 by 4:00 PM Colorado time.** The revised schedule of dates is as follows:

REVISED SCHEDULE OF EVENTS

All times are local and by our clock.

RFP Issued	March 7, 2013
Advertise in The Denver Post	March 11, 2013
Inquiry Deadline	March 21, 2013
Final Addendum Issued	March 26, 2013
Proposal Due Date and Time	THURSDAY, APRIL 11, 2013 by 4:00 pm
Short List	May 3, 2013
Interviews	Week of May 6, 2013
Negotiation of Contract	Week of May 13, 2013
Council Approval	June 10, 2013
Start Date	June/July, 2013
CAF	Late May

- 2. **Question:** Out of the \$350K in EPA funding, does that include actual clean-up costs, as well?

Answer: No.

- 3. **Question:** Referencing "II. Statement of Work, A. Methodology for Environmental Assessments, Phase II," page 8 of the RFP indicates that—at a minimum—"limited sampling and analysis" will be part of the Environmental Consultant's Scope of Work. Also on page 8, "Sampling activities must be adequate to determine the presence or absence, magnitude, extent, and cleanup options for contaminants that may pose a threat to redevelopment and future land use." We are concerned that the available funding may not be sufficient to fully determine the nature and extent of contamination at nine sites. Please clarify City expectations of the Environmental Consultant in the event that all contractually required work is adequately performed, yet additional contamination is subsequently found.

Answer: Funds will be available to property owners on a first-come/first-served basis. It will be up to the City to monitor the expenditure of funds to be sure adequate funds are available to take all assessments through to completion.

4. **Question:** Regarding "Deliverables, 9 – Clean-up plans with preliminary cost estimates," when the clean-up plans are developed will the future land use/redevelopment plan be known?

Answer: Redevelopment plans will probably not be known for most sites.

5. **Question:** Will there be a single award, or will multiple awards be made for this contract?

Answer: We do not know at this time. It depends on the number and type of proposals received.

6. **Question:** If more than one firm is selected, will the firms bid against each other for specific work?

Answer: No, assessments may be divided between or among the firms.

7. **Question:** Is ATTACHMENT "B", RFP-13-13, BROWNFIELDS ENVIRONMENTAL CONSULTANT I TESTING SERVICES ACCEPTANCE OF CONDITIONS STATEMENT required to be submitted with the proposal?

Answer: The RFP number 13-13 on the form is not right. A corrected form (see RFP page 33) for RFP-13-11 is included at the end of this Addendum. Please submit the attached form with your response to this RFP.

8. **Question:** Section II, Item H (page 13) identifies August to December 2013 as the timeframe for "initial environmental assessments." Does this specifically mean Phase I ESAs, or does it refer to both Phase I and Phase II ESAs for an initial set of properties?

Answer: This refers to both Phase I and Phase II assessments for an initial set of properties.

9. **Question:** Has the City of Wheat Ridge made available copies of Environmental Assessments (including remediation activities) already completed for the sites within the Wadsworth Blvd. corridor?

Answer: No, the City has not and will not make available copies of assessments already completed for sites on Wadsworth Blvd.

10. **Question:** The text of RFP-13-11 (pdf) does not support the ability to cut and paste. Can you provide a version of the document which will allow these features to be used?

Answer: No, only the pdf version is published.

11. **Question:** We assume there has been an EPA-approved QAPP for the grant – may we have access to said QAPP?

Answer: There is not an EPA-approved QAPP. It will be the responsibility of a selected firm to prepare the QAPP for the grant.

12. **Question:** Part II, Section B, page 8, Quality Assurance: The text indicates that the QAPP should be written per EPA 540-R-98-038, *Quality Assurance Guidance for Conducting Brownfields Site Assessments*, September 1998; however, in March 2005, the EPA released the *Uniform Federal Policy for Quality Assurance Project Plans* (with revised worksheets in March 2012), which supersedes the 1998 document. Please clarify which version of the QAPP should be used.

Answer: The most recent version released by EPA should be used.

13. **Question:** Page 5 – Paragraph 5: The first sentence mentions that grant funds will be used "to identify, inventory, characterize, rank and select existing hazardous substance and petroleum substance sites.....". This language indicates that a current Brownfields Inventory has NOT been completed at this time. Could you confirm my assumption? The answer will assist us in providing the most appropriate staff selection for our response.

Answer: As explained in Part I Section B. Background/Site Description – Location on page 6, Wheat Ridge 2020 has prepared an inventory of properties in the Wadsworth Blvd. urban renewal area that include information from regulatory and public agency records on historical uses of properties. This inventory will be used to target properties for the initial assessments.

14. **Question:** Is there a City prioritization of the sites?

Answer: The Wadsworth Blvd. urban renewal area is the targeted site for use of the funds. At this time, there is not prioritization of sites within this area.

15. **Question:** Is an inventory of properties most likely to be the focus of assessment activities available? (Questions references Section B, "Background / Site Description, Location," second paragraph).

Answer: As explained on page 6 Section B. Background/Site Description – Location, the existing inventory prepared by Wheat Ridge 2020 will be used to initially target outreach to property owners.

16. **Question:** Will the consultant be responsible for pulling title records, or will those be provided?

Answer: Yes.

17. **Question:** What type of interaction is anticipated with CDPHE? Is this expected to be informal or are some of the sites going to be entered into VCP?

Answer: Some sites may be entered into VCP.

18. **Question:** Page 3 of the RFP states that "(t)he City of Wheat Ridge only accepts proposals in hard copy format" and that "one (1) marked 'Original' and three (3) hard copies for a total of four (4) complete sets" must be submitted. Part III, Section A, page 14, states "Submit one (1) marked 'Original' and three (3) hard copies for a total of four (4) complete sets and one (1) CD-ROM with all files in a .pdf format." Please clarify if a CD is needed

Answer: Yes, please submit a CD with the proposal response in addition to the stated hard copies.

19. **Question:** Part I, Section C, page 7, Objectives: There are two Task 5.0s. Should we assume Assist with Community Outreach/Environmental Education should be Task 6.0?

Answer: Yes.

20. **Question:** Part II, Section F.3, Page 10, Site Assessments: It is assumed the data collection forms would act as a quality assurance (QA) measure? Are there any other QA measures required by the City or CDPHE?

Answer: Quality assurance requirements are spelled out on page 8 Section B. of the RFP.

ASTM

21. **Question:** Section A, "Methodology for Environmental Assessments," cites the -97 and -00 ASTM Phase I standards. The current ASTM standard is -05 and is about to be replaced with -13. Should the current ASTM standard in effect at the time of the work be followed?

Answer: Yes. Follow ASTM E1527-05 for Phase I assessments. For Phase II assessments, follow ASTM E1903-11.

22. **Question:** Section A also cites outdated version of the ASTM Phase II standards. Should the current version of the Phase II standard be used?

Answer: Yes, as stated in question 21 above.

23. **Question:** Page 7 of the RFP indicates Phase I's must be in accordance with ASTM 1527-97 or 1527-00, but page 11 says they must be performed under ASTM 1527-05. Which one is correct?

Answer: ASTM E1527-05.

24. **Question:** Are the Phase I environmental assessments required to be in general accordance with USEPA's All Appropriate Inquiry Final Rule at 40 CFR Part 312 and ASTM 1527-05?

Answer: Yes.

Page Limit & Format

25. **Question:** The solicitation requires that a typical boring log diagram and examples of approved QAPP and Health & Safety Plans be included. Will these documents be counted against the 75-page limit, or should we reference them in Section 4 and then provide samples for each of those reports separately?

Answer: No, these documents will not be counted against the 75 pages. Please provide relevant sections of these Plans in particular sections indicating EPA approval of the documents. Limit sample pages to a total of 25 pages.

26. **Question:** Could you please clarify what is included in the page count (75 pages)? Are the requested boring log diagram and example outlines/documents (e.g., Quality Assurance Project Plan, Sampling and Analysis Plan, Health and Safety Plan, Work Plan, Phase I/II Environmental Site Assessment reports) included in the page count?

Answer: See Question 25 above.

27. **Question:** Section III, Item B. 4) on page 15 of the RFP includes a request for sample(s) of work plans and reports. These documents themselves may range from tens of pages to well over 75 pages, depending on document type and whether all appendices are included. Are these sample documents excluded from the 75 page limit for the proposal? If they are to be included, would the City accept an extracted portion such as the table of contents to illustrate the document while staying within the 75 page limit?

Answer: Yes. See Question 25 above.

28. **Question:** May we submit 11" x 17" pages for special graphics, schedules, etc.? Would this count as 2 pages of the 75-page limit?

Answer: Yes, 11 x 17 pages may be submitted. No, these will not count as 2 pages.

29. **Question:** On page 15 in section 4, the RFP requests us to "Provide sample(s) of approved QAPP's, Health & Safety Plans and Phase I and II environmental assessment reports, produced by the team." Keeping the 75 page limit in mind, would a cover page and table of contents suffice or would you like the entire document, which could potentially be upwards of a couple hundred pages, be attached as an appendix?

Answer: See Question 25 above.

30. **Question:** Part III, Section B, page 14, Evaluation Criteria: Do the four Signature Page and Forms count against the 75-page proposal limitation? Do cover pages (inside and outside), table of contents/indexes, divider pages count against the 75-page proposal limitation?

Answer: No, the Signature Page, table of contents/indexes, and divider pages will be not counted against the 75 page limit.

31. **Question:** Part III, Section B, page 14, Evaluation Criteria: Are there any font size or margin size limitations?

Answer: There are no font size or margin limitations, but the documents must be easily readable.

32. **Question:** Part III, Section B, page 15, 4) Experience of Staff and Team: This section requests to "provide sample(s) of approved QAPP's, Health & Safety Plans and Phase I and II environmental assessment reports, produced by the team." Will this count against the 75-page count requirement? If so, please clarify what is expected from a sample, because adding full documents of these types of reports would be well over 75 pages. Would it be possible to include the sample QAPP, Health & Safety Plans, educational materials, and Phase I and II ESA in an appendix to the proposal?

Answer: See Question 25 above.

33. **Question:** Page 15 – Item 4 (Experience of Staff & Team): There is a bullet-listed requirement that specifies that "samples of approved QAPPs, Health & Safety Plans and Phase I and II ESA Reports" be provided. We are assuming these examples are not being counted against the 75-page proposal limitation. Can you confirm this?

Answer: See Question 25 above.

34. **Question:** The RFP states a maximum of 75 letter-size pages. Does the 75 include the example reports required. Also it is stated that additional relevant information is encouraged. Can that be an attachment or appendix and if so, is that information included in the 75 page limit?

Answer: See Question 25 above.

35. **Question:** On page 14 of the RFP, Section B. Evaluation Criteria – Paragraph 2 states Indexes for four categories are preferred. We see 6 categories beginning with Signature Page and Forms and ending with Fee Schedule. Do you want indexes for all 6 of those sections?

Answer: By indexes we are referring to Tab Pages for the six categories in the Evaluation Criteria section. Include Tabs for all six categories.

36. **Question:** Part III, Section B, pages 14 and 15, Evaluation Criteria: The second paragraph states: "Submittals should be formatted to correspond exactly to the bullets. Indexes for each of the four categories are preferred, in the same order." The fifth paragraph states "Submit the following information in your proposal in this order:

1. Signature Page
2. Qualifications of the Firm
3. SBE/MBE/WBE Enterprise Participation Qualifications
4. Experience of Staff and Team
5. Approach, Timelines and Current Workload
6. Fee Schedule"

Are the numbered bullets above the bullets referred to in the second paragraph of this section? If so, which are the "four categories" for which we should provide indexes?

Answer: See Question 35 above.

Meetings

37. **Question:** What is the purpose of the property owner meetings—are they intended to explain the results of the investigations, or to try to convince the owners to spend their money to do the remediation?

Answer: The purpose of the property owner meetings is to explain the use of the grant program and to encourage property owners to utilize funds. These meetings will be the primary responsibility of the City and Wheat Ridge 2020, with some assistance from the consultant as needed.

38. **Question:** Part II, Section F.2, Page 10, Community Outreach: The RFP states that "Consultant(s) shall assist the City and WR2020 in the facilitation of public meetings." Please clarify what is meant by the word "facilitation." Will the selected Consultant(s) only be required to provide logistical support for the public meetings, such as procurement of meeting space, sound and audiovisual equipment, court reporting, advertisement, translation services, etc. Alternatively, will the Consultant(s) also be providing experts at the public meeting to discuss results of sampling events, etc.? Please provide greater detail on the expected duties of the Consultant(s) during facilitation activities.

Answer: The City will handle all meeting logistics and lead the facilitation of the meetings. The consultant(s) role will be to discuss results of sampling activities and to provide information materials as needed.

39. **Question:** Part II, Section F.3, Page 10, Site Assessments, *Specific Activities*: The 1st bullet states that "The firm(s) will assist the City and WR2020 in communicating with property owners and negotiating assessment agreements prior to site assessment activities." Confirm that the site assessment agreements will be prepared by the City or will consist of standardized forms that have been preapproved for use under this project and that the firm(s) will not be required to provide legal consulting services, such as preparation of site access and sampling agreements, under this task.

Answer: EPA provides site access agreements that will be used for the project. The consultant will not be responsible for providing site access or sampling agreements.

40. **Question:** Will a City representative be present for meeting prior to and during field and after deliverables with property owners? Will these meetings be scheduled during typical work hours?

Answer: Yes, a City representative or Wheat Ridge 2020 staff will be present. As much as possible, property owner meetings will be scheduled during working hours.

41. **Question:** Will the community meetings be scheduled after business hours?

Answer: Yes, most likely the community meetings will be held after regular business hours.

Definitions

42. **Question:** What is an FSSP (referenced on page 12, third bulleted item from the bottom)? Is that supposed to be SAP or FASP (Field Sampling Analysis Plan)?

Answer: Yes.

Phase I

43. **Question:** Regarding "Section H. Schedule and Cost," please provide more detail concerning the Phase I Assessments. Could you provide a description of an example property (size) and then square footage and description of any on-site buildings ("A" site scenario). This detail could ensure bidders are making the same assumptions concerning cost.

Answer: As the sample for the basis of the Phase I and Phase II assessments costs, assume a 1 acre site with a 5,000 square foot building that was built in the 1960s. Assume previous use of the site included a gas station.

44. **Question:** Will the Phase I Site Assessment activities also include NEPA investigations? (i.e. threatened or endangered wildlife, historical structures, wetlands, etc.).

Answer: No.

45. **Question:** Will the Phase I assessments also include Vapor Encroachment Surveys?

Answer: No.

46. **Question:** Will the Phase I's follow a schedule or can they be grouped together for efficiency?

Answer: They will be grouped to together if feasible depending on the number and timing of assigned work.

47. **Question:** Will any previous Phase I ESA reports be provided to the awarded consultant?

Answer: As referenced on page 6 Section B. Background/Site Description – Location, the inventory of historical property uses will be provided to the consultant.

Phase II

48. **Question:** Regarding "H. Schedule and Cost," please clarify what is intended to be the basis of the Phase II estimated hours (a Phase II can be a few samples or many samples).

Answer: Use the sample site listed in Question 43 above. Assume 10 borings as the basis for the Phase II estimated hours.

49. **Question:** Do we need to include costs for asbestos surveys?

Answer: Yes,

50. **Question:** Please clarify the costing requested in H. Schedule and Costs. The bullets provide for costing an HSP, a QAPP, and an FSPP; however, there is no place to include the cost to execute the Phase II and prepare the Phase II report.

Should we provide a cost for the execution and reporting and a Phase II ESA? If so, should we assume a certain type of site?

The second checkmark requests an estimate of potential analytical costs. Are you requesting a unit cost, for example, a cost for a metals analysis of a soil sample? Should these costs be presented as a separate table?

Answer: Please see responses to Questions 43 and 48 above.

51. **Question:** In regards to the Phase II environmental assessments, is there a list of analytical testing that you are specifically looking for?

Answer: Please consider analytical testing for the most commonly found contaminants in a historically auto-oriented inner ring suburb built out in the 1950s and 1960s.

52. **Question:** Part II, Section F.8, Page 11: The RFP requirements of the Phase II ESA include "recommendations for clean-up or other appropriate actions, with cost estimates." A recommendation for clean-up is within the scope of the Phase II report, however, providing other appropriate actions with cost estimates, is beyond the scope of the Phase II reports. According to the Phase II requirements on page 8, if Phase II work indicates the need for clean-up, a separate scope of work and cost will be required for each clean-up plan required. Therefore, should this be discussed as an optional task and cost within the proposal, or just noted that clean-up or other appropriate actions may require a separate cost estimate?

Answer: Discuss this as an optional task in your RFP response and include associated cost.

53. **Question:** Page 12 – Schedule and Costs: The City has requested hourly rates for conducting Phase II ESA. In this request, the City also has asked for the number of hours for this work task. As Phase II scope/size varies by specific project location, each submitter would provide an assumed by variable number of hours. So to keep all "apples-to-apples", will the City provide an assumed number of hours that we can rely on?

Answer: Based on the response to Questions 43 and 48 above, assume the number of hours needed to prepare a Phase II.

GIS

54. **Question:** Regarding "Deliverables – 3, Site Assessments," please provide additional detail regarding the Geographic Information System (GIS) that "the selected firm(s) will develop," using for initial input the "data inventory as previously prepared by WR2020."

- Is this inventory already in GIS?
Answer: No.
- Is the consultant expected to purchase the GIS software?
Answer: Yes.
- Is it expected additional data fields that need be added to the existing inventory, or additional sites that will require initial entry?
Answer: It is not anticipated additional fields will be added at this point. The initial focus of the grant funds is Wadsworth urban renewal area. All properties in the urban renewal area are currently in the inventory.
- Can copies or facsimiles of the forms used to create the current inventory be provided?
Answer: Yes.

55. **Question:** Please clarify exactly what services the consultant is being requested to provide regarding the GIS. Other than unit rates, is the RFP requesting cost estimates for the GIS work?

Answer: The consultant(s) shall develop a GIS database of properties for assessments undertaken.

56. **Question:** Part II, Section F.3, Page 10, Site Assessments: What coordinate system does the Geo-Database need to be in? For example, NAD83 State Plane Colorado Central, FIPS 0502, (Feet).

Answer: The Geo-Database coordinate system must be in NAD83 State Plane Colorado Central HARN.

57. **Question:** Part II, Section F.3, Page 10, Site Assessments: Since it is a Geo-Database, what extent should we use the site plus a determined buffer, the city, the county, the state, etc.? This needs to be addressed since features cannot be added to the Geo-Database that are outside the extent of the defined area.

Answer: The buffer is be 300 feet from the City limits.

58. **Question:** Part II, Section F.3, Page 10, Site Assessments: Are there any mandatory items that need to be in the attribute tables or is there an existing Geo-Database format that would be preferred? Does the Consultant determine the feature class table breakdown or is that set by the City? Does the Geo-Database need to be SDSFIE compliant?

Answer: The County Assessor and City have basic data such has zoning, land use, ownership, etc. Special fields included as part of the database will need to be developed by the consultant.

59. **Question:** Part II, Section F.3, Page 10, Site Assessments: It is assumed that the Consultant would be required to meet FGDC metadata standards for all feature class tables. Is this a correct assumption?

Answer: That is correct.

60. **Question:** Part II, Section F.3, Page 10, Site Assessments: What version of ArcGIS Geo-Database would be required (i.e. ArcGIS 10.x, ArcGIS 9.3)?

Answer: ArcGIS 10.0.

DBE Goals / Evaluation

61. **Question:** In order to meet the MBE/WBE goal, analyze samples (during Phase II work), performing asbestos work, drilling, etc., we will need to partner or subcontract this work. However, in the RFP under Section VI Administrative and Offeror Information, No. 10, it mentions that no portion of the proposal may be subcontracted out without the prior written approval by the City. Does this mean we cannot subcontract the MBE/WBE, lab, asbestos, drilling, etc., work? Or does it mean that if we mention that we are subcontracting this work in the proposal, we will be okay to subcontract it out. However, if we want to subcontract other work that wasn't mentioned in the proposal, then we will need the written approval of the City.

Answer: Any work to be contracted out shall be stated in the proposal response. This may include labs, asbestos work, drilling, etc. Once a firm(s) is selected, the final negotiated Scope of Work shall include all subcontractors to be used by the firm based on approval by the City.

62. **Question:** Page 15 – Item 3 (SBE/MBE/WBE participation): Regarding the proposal scoring approach, can the 3% scoring value be achieved by providing a Utilization Plan with the Proposal, or can the maximum scoring only be achieved by identifying the SBE/WBE/MBE subcontractor companies and percentages?

Answer: We want to know how the firm intends to address SBE/MBE/WBE goals. This information may be provided in a utilization plan.

Cost

63. **Question:** Please clarify the item 6. Fee Schedule on page 15. "Costs associated with the scope of work, subject to negotiation with the selected firm upon submittal of a detailed work plan shall be submitted, and evaluated." Is this statement referring to something that must be submitted with the proposal or after the contract is awarded?

Bullet 1 states: "Also include an estimate for all reimbursable expenses (billed at cost, no markup)." Are you asking for unit rates for drilling, well installation, laboratory analyses, etc.?

Bullet 3 states: "Pricing for any or all requested services." Please clarify what services should be priced.

Answer: Proposal is requesting a Scope of Work or outline on how the Section F. Deliverables will be addressed by the firm. We are asking for unit rates based on Section H. Schedule and Costs on page 12.

64. **Question:** Regarding "Section III, Proposal Submission and Evaluation Criteria, 6) Fee Schedule," please define "reimbursable expenses." Are these costs such as, computers, telephones, postage, copies, and incidental office expenses?

Answer: Yes

65. **Question:** Do "reimbursable expenses" also include the following:

- drilling / trenching / monitor well installation / surveying?
Answer: Yes.
- field equipment rental (air monitoring equipment, field test equipment)?
Answer: Yes

66. **Question:** Page 15 – final bullet paragraph: The submitter should "include an estimate for all reimbursable expenses". Does this include required subcontractor expenses (such as analytical laboratory for Phase II ESAs), or does this refer only to internal reimbursable costs such as photocopies, office supplies, telephone reimbursement, etc? Additionally, it is stated that "reimbursable expenses should be assumed to be billed at cost, with no mark-up". Again, does this include required subcontractor expenses (such as analytical laboratory for Phase II ESAs) or does this refer only to internal reimbursable costs?

Answer: See above.

67. **Question:** Regarding "Deliverables 10 – Progress Reports / Invoice Submittals," are Project Management and Project Control tasks compensable using the unit rates present in the bidder's proposal?

Answer: Yes, based on agreed, estimated hours for each project. The City will request a proposal in advance of authorizing work that is specific to the Scope of Work required for a particular site and based on the rates and costs proposed in response to this RFP.

68. **Question:** Page 10, "Section H. Schedule and Costs," requires "cost estimates and unit rates for the following activities:"

- Final negotiated work plan preparation
- Surveys, field sampling, and analytical testing
- Report writing and project management activities
- Quality assurance activities
- Providing environmental clean-up strategies
- Participation in public education activities

Please confirm that the RFP is requiring a Basis and Total Estimate for each of these activities. If so, please clarify how the Basis of Estimate for "report writing" should distinguish between these required Deliverables: Phase I reports, Phase II reports, Site Eligibility Determinations, Hazardous Materials Assessments, Work Plans for Additional Assessments, Supplemental Phase II Reports, Clean-up Plans, and Progress Reports.

Answer: The RFP is asking for Basis of Estimate to include unit rates and sampling costs. Use the estimated quantities provided in Section H. Schedule and Costs on page 12 and the responses to Questions 43 and 48 as the basis for costs.

69. **Question:** Does the City require a Basis of Estimate and Total Estimate for the ten discrete deliverables specified in Section F, "Deliverables," of the RFP?

Answer: No.

70. **Question:** Part II, Section H, Page 12, Schedule and Cost: Please clarify how costs should be presented. Should it be based on the 6 tasks identified on page 7, or based on the 11 bullets in Part II, Section H beginning with "Final Negotiated Work Plan Preparation" through the unit price for "One-on-one property owner meetings" on page 12, or should the costs correspond with each of the 10 Deliverables specified on pages 10 and 11? If based on the bullets listed under Section H of Part II, do you want an overall cost to prepare 9 Phase IIs. The cost for clean-up strategies would be beyond the scope of a Phase II, should that be included as an optional unit cost in the proposal?

Answer: Cost estimates should be based on Section H. Schedule and Costs on page 12. Per assessment costs are being requested. Please include clean-up planning costs as an optional item.

71. **Question:** Part II, Section H, Page 12, Schedule and Cost: The cost schedule includes line items for 9 Health and Safety Plans (HSP), 9 Field Sampling and Analysis Plans (FSAP), and one QAPP. Based on this, can we assume that the QAPP addresses the Phase II Assessment QA program as identified in Section II, B and that the HSP (Section II, C) and FSAP will be site specific? Please confirm.

Answer: Only one QAPP will be prepared for all sites covered under the grant. HSP and FSP will be site specific.

72. **Question:** With respect to costing, the City requests both individual labor rates for professional and support staff (p. 15) and unit rates for various activities (p. 12). Particularly with respect to Phase II Assessments, costs may vary significantly between sites depending on the level of intrusive work, number of samples, etc. Will the City base costs for actual work assignments on task-specific cost estimates using the labor rates?

Answer: Yes, labor rates as well as specific lab test costs will be used.

73. **Question:** Part II, Section F.9, Page 11, Clean-up Plans with Preliminary Cost Estimates and Levels of Confidence (as needed): There is no costing associated with this task in Section H Schedule and Costs. Is the purpose of this optional task in the RFP to have firms demonstrate that they can perform these optional tasks and that funding will be provided from other sources than this Grant? Please confirm that no costs should be included in the proposal for Clean-up Plans with Preliminary Cost Estimates and Levels of Confidence.

Answer: Clean-up planning is an allowable expense under the grant. Please provide a quote for a clean-up plan based on the sample site as explained in questions 43 and 48.

74. **Question:** Part III, Section B, page 15, 6) Fee Schedule: In addition to pricing for requested services as discussed on pages 14 and 15 of the RFP, should this section of the proposal also include a list of proposed Labor Categories with associated rates/fees?

Answer: Yes.

Thank you to those of you who asked important questions. Your expertise in this arena and attention to detail will help the City of Wheat Ridge engage landowners to prepare for future use of properties in the Wadsworth Blvd. corridor.

Visit the City website for bid documents, addendum, project updates at www.ci.wheatridge.co.us

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us or fax 303-234-5924 or phone 303-235-2811. Do not contact the user department or evaluation committee.

ATTACHMENT "B"

**RFP-13-11
BROWNFIELDS ENVIRONMENTAL CONSULTANT / TESTING SERVICES**

ACCEPTANCE OF CONDITIONS STATEMENT

A. Proposing firm indicates acceptance of the following conditions:

1. City of Wheat Ridge prohibits contracting with firms which employ certain relatives of City employees unless the City Council determines that the making of such a Contract is in the City's best interest.

No City Council member, member of a board or commission, Municipal Judge, City Manager, City Attorney (s), or employee of the City of Wheat Ridge or any such person's spouse, child, parent, brother, sister, dependent or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Request for Proposal, except as follows:

2. I/we hereby agree to all instructions, terms and conditions, and specifications contained herein.

B. I/we acknowledge the following addenda: _____

Proposing Firm Name: _____

Address: _____

Telephone Number: _____

Submitted By: _____

(Signature)

Title: _____

Date: _____

Attest (by officer if corporation) or Notary (if individual): _____

My Commission Expires (if notarized): _____