



Request for Proposals Phase 1 ESA

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Phase I Environmental Site Assessment Services

Mountain View County, Alberta

Operational Services Eagle Hill and Carstairs Shop Location(s)

I. Introduction

Mountain View County is soliciting proposals for conducting a Phase I Environmental Site Assessments. The assessments will be conducted on two county owned public works yards. This Request for Proposals (RFP) provides specifications and requirements for prospective applicants to complete a proposal with cost estimates for services. Proposal will be submitted no later that 4 p.m. on February 19, 2010.

II. Site Description

The first site is located in the SW 18-33-3-W5M. The second site is located at 147 – 9 Avenue North in Carstairs Alberta. Both Sites house small shops built in the early 1970's and have served as public yards since this time.

III. Objectives and Scope

The overall objective of this project is to evaluate the environmental condition, identify if any site contaminates that could exist on the site.

The scope of services as outlined in this RFP is preliminary. The final scope of services will be negotiated with the selected firm and modified as needed, depending on site conditions. Scope of the project includes the following:

- Present information in layperson's terms including summaries and presentations
- Meet with Mountain View County staff to discuss assessment progress, issues and results.
- Perform a full Phase I Environmental Site assessment on both properties as per current provincial and federal guidelines

IV. Submittal Requirements

All interested and qualified Consultants are invited to submit a proposal for consideration. Submission of a proposal indicates that the consultant has read and understands this entire RFP, including all attachments and all concerns regarding this RFP have been satisfied. Proposal must be submitted in the format described. Proposals are to be prepared in such a way as to provide a straightforward concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content. Proposals must be complete in all aspects. A proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted will become property of Mountain View County.

Hand carried proposals may be delivered to Mountain View County Office 1408 Township Road 32.0 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday excluding holidays observed by the County. Consultants are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service. **Some delivery services have difficulty finding the office.**

Proposal Presentation

1. All proposals must be submitted on 8 ½" x 11" paper, neatly typed, double sided with no less than ½" top, bottom, left, and right margins and single spaced. Typeface must be no more than 12 characters per inch. Each page, including exhibits and attachments, must be clearly and consecutively numbered at the bottom of each page.

2. One (1) original and (5) copies, total of (6), of the complete proposal must be received by the deadline. The original and all the copies must be in a sealed envelope or container stating on the outside: Consultants Name, Address, Telephone Number, RFP for Environmental Site Assessment Services and Proposal Due Date.

Proposal Content

1. Cover Page. Submit RFP coversheet on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposals that must include the following information:
 - A statement that the proposal is submitted in response to the Request for Proposal for Environmental Site Assessment Services
 - A statement indicating which individuals, by name, title, address and phone number, are authorized to negotiate with the county on behalf of the organization/firm.
 - A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the organization/firm.
2. State whether the firm can provide all of the services listed in the Scope of Services. As best as possible describe the approach that the firm will use to carry out the Scope of Services. If the firm is utilizing a team approach, state all of the members of the team.
3. Statement of Qualification. Include the following in this section of the proposal:
 - a) General description of your firm, including size and length of time in business.
 - b) A summary of your firm's background and specific experience on similar projects.
 - c) Location of offices providing services to the county.
 - d) List of environmental site assessment projects completed that make your firm competitive for the scope of work in this RFP. Include general description of projects, the organization for which they were done, and dates completed.
 - e) Types of environmental site assessment projects in which your firm has expertise.
 - f) Any qualifications not previously described that make your firm unique.
4. Provide a résumé of all key personnel, who have at least five (5) years of continuous experience in providing environmental site assessment service to large employer groups, including some experience in the government sector. The proposal will include descriptions of roles for key personnel expected to work on this project. Résumés should work location, education/certificates, and experience in the following areas:
 - Managing and performing Phase I, II, & III ESA's;
 - Performing site remediation and environmental risk assessments;
 - Working with federal and provincial regulatory agencies;
 - Experience on the uses of alternative or innovative technologies.
5. Provide three (3) references from other clients, three (3) of which should be a public agency with whom you now work with or have worked within the last three (3) years and have established a contract on a project of this nature, of the same or similar size. Provide the agency, contact name, address, phone number, project name and dates of service provided.
6. Indicate that you have no outstanding or pending complaints as determined by the Better Business Bureau and are in good standing with Alberta Association of Professional Engineers, Geologists and Geophysicists of Alberta.
7. Statement of Good Faith. Include the following in this section of the proposal:
 - a) A statement that the offer made in this proposal is firm and binding for one hundred twenty (120) days from the date the proposal is opened and recorded.
 - b) A statement that all aspects of this proposal, including cost, have been determined independently, without consultation with any other prospective Consultant or competitor for the purpose of restricting the competition.
 - c) A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy by law.
 - d) A statement that the Consultant agrees that all aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract awarded.

- e) A statement that the Consultant, if selected, will comply with all applicable contract requirements, rules, laws and regulations.
 - f) A statement that the Consultant agrees to respond to any reasonable inquiry made by the County for the purpose of clarifying any of the information contained in a Consultant's proposal. The submission of a proposal constitutes permission by the Consultant for the County to verify all information contained therein. If the County deems it necessary, additional information may be requested from the Consultant. Failure to comply with any such request may disqualify a Consultant from further consideration. Such additional information may include evidence of financial ability to perform.
 - g) A statement that the consultant does not have any commitment or potential commitments which may impact the Consultant's assets, lines of credit, guarantor letters or ability to perform the contract.
 - h) A statement that the consulting firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the service contemplated by the agreement with Mountain View County. No person having such interest shall be employed or associated with the consultant during the term of this agreement.
8. Statement of Training and Certification. The Project Manager and/or Technical Lead for the contractor must have advanced health and safety training.
9. Statement of Schedule and Costs. The proposal should include the anticipated schedule and time/material cost estimates for assessment activities, which shall be completed in its entirety by **May 1, 2010**. This schedule should include each task as outlined in the "Scope of Work" reflecting the timeframe for each task and the total completion time. The schedule should involve provisions for Mountain View County review, revisions of draft deliverables, and preparation of the final documents.

Proposal Submission Deadline

All proposals must be received at the address above no later than 4:00pm on February 19, 2010. Facsimile transmitted proposals will not be accepted. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete shall not be opened or considered. No exceptions will be made.

Questions regarding the content of this RFP must be submitted in writing on or before noon 12:00 (MST) on January 29, 2010 and directed to the individual listed below. Any clarification or interpretation of the proposal will be made by addendum. A copy of each addendum will be posted on the county website www.mountainviewcounty.com on February 3, 2010. Mountain View County is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except be addenda.

All correspondence and the proposal are to be submitted to:

Ryan Morrison, Manager of Infrastructure Projects
Operational Services Department
Mountain View County
Postal Bag 100
Didsbury, Alberta
TOM OWO

Phone: (403) 335-3311
Fax: (403) 335-9207
E-mail: ryan.morrison@mountainviewcounty.com
Website: www.mountainviewcounty.com

Proposal envelope should be clearly marked Carstair and Eagle Shop Environmental Site Assessment Proposal

Once this RFP has been issued, Consultants are specifically directed not to contact County personnel for meetings, conferences or technical discussions related to this RFP. All questions and queries made in regards to this RFP will be made by issue of addenda or amendments to all interested parties. Failure to adhere to this policy may result in disqualification of the Consultant. All facts and opinions stated within this RFP and all supporting documents and data based upon information available from a variety of sources. No representation or warranty is made with respect thereto.

V. Selection Process and Schedule

All proposals will be subject to a standard review process by the county. A primary consideration shall be the effectiveness of the consultant to deliver the environmental site assessment services as describe in this RFP. Consultants identified as “finalists” may be asked to submit samples of previous work. Evaluation of the “finalists” proposals may include quality of requested work samples, results of references, and interviews with county personnel. The Manager of Infrastructure Projects will make the final decision(s) as which proposal(s) will be recommended for contractual consideration and approval.

Initial Review

All proposals will be initially evaluated to determine if they meet all of the requirements as stated in this RFP. Failure to meet all of these requirements may result in a proposal being rejected as non-responsive. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation of the irregularity, defect or variation is considered by the County to be immaterial or inconsequential. In such cases the Consultant will be notified of the deficiency in the proposal and given the opportunity to correct the irregularity, defect or variation, or the County may elect to waive the deficiency and accept the proposal.

Technical Review

Proposals meeting the above requirements will be scored on the basis of the following criteria:

- **40 Percent: Ability and Experience of Team to Carry out Project.**
Professional and educational experience of key personnel to be assigned to the project, and the firm’s experience with this type of project.
- **35 Percent: Approach to and Understanding of the Project.**
Proposals will be evaluated based on the Consultant’s understanding and approach to the scope of services desired, and the ability to meet Mountain View County’s objectives. The approach must demonstrate competence and familiarity in completing the projects goals.
- **25 Percent: Cost and Fees**
Proposal costs, including time and materials, and fee structures are complete and clear. Proposals will be evaluated based on comparisons to other Consultants and to current market costs for comparable services as determined by Mountain View County.

Interview

The most competitive Consultants may be invited to an interview, which could include a presentation by the consultant and questions by the County.

Final Selection

Final Selection will be based on determining which proposals will best meet the needs of the County as described in this RFP.

VI. Contract Award

Contract(s) will be awarded based on a competitive selection of proposals received. The contents of the proposal(s) of the successful Consultant(s) will become contractual obligations and failure to accept these obligations in a contract may result in cancellation off the award. Award of the contract(s) may or may not be on an all or nothing basis. The County reserves the option to make award(s) as it deems to be in the best interest of the County.

The County may require the potential Consultant(s) selected to participate in negotiations, and to submit price, technical, or other revisions of their proposal as may result from negotiations. The County reserves the right to make one total award, one award for each subject area, or combination of awards, which ever is in the best interest of the County. It is the County’s sole discretion to extend an agreement with the assessment consultant to site remediation activities or to ascertain remediation services through a separate RFP.

Proposal Timelines

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|--------------------------------------|-------------------|
| Release RFP | January 20, 2010 |
| Deadline for Submission of Questions | January 29, 2010 |
| Deadline for Proposal Submissions | February 19, 2010 |
| Tentative Date for Awarding Contract | February 27, 2010 |

VII. Other Information

Acceptance or Rejection of Proposals

This RFP does not commit the County to award a contract. Mountain View County reserves the right, in its sole discretion, to accept or reject any proposals when it is in the public interest to do so; to waive minor informalities of proposals; or to cancel, revise or extend solicitation. Proposals shall remain open, valid and subject to acceptance anytime with in one hundred twenty (120) days after the proposal opening and up to the end of the agreement period. The County realizes that conditions other than a price are important and will award contract(s) based on the proposal that best meets the needs of the County.

Modifications to the RFP

The County reserves the right to issue addenda or amendments, or change the timelines to this RFP.

Incurred Costs

This RFP does not commit the County to any costs incurred in the preparation of a proposal in response to this request and Consultant(s) agree that all costs incurred in developing their proposals are the Consultant's responsibility.

Final Authority

The final authority to award a contract(s) rests solely with the council of Mountain View County.

Disputes Relating to Proposal Process and Award

In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the disputes shall request in writing to the Chief Administrative Officer, within a ten (10) days of notification of non-selection. Grounds for an appeal are that the County failed to follow the follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments; there has been a violation of Provincial or Federal Law. Appeals will not be accepted on any other grounds. The County will consider only those specific issues addressed in the written appeal. The Chief Administrative Officer or designee shall consider the request and respond in writing with ten (10) days of receipt. The decision of the Chief Administrative Officer shall be final with respect to matter of fact. All disputes and/or must be submitted to:

Doug Plamping, Chief Administrative Officer
Mountain View County
Postal Bag 100 Didsbury, Alberta
TOM OWO