

**REQUEST FOR PROPOSALS
TO PROVIDE
ENVIRONMENTAL ASSESSMENT SERVICES**

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified firms to provide environmental assessment services for Rhode Island Housing’s Development Division. Selected firms will assist Rhode Island Housing in performing environmental reviews to support the agency’s lending activities under various HUD/FHA MAP loan programs.

INSTRUCTIONS

One (1) original and two (2) copies of the proposal must be submitted to Rhode Island Housing, 44 Washington Street, Providence, R.I. 02903-1721, Attn: Anne Berman, Asst. Director of Development. Proposals must be no longer than ten (10) pages, excluding exhibits, and must be presented on business letterhead.

Proposals must be delivered no later than **5:00 p.m. on Friday, April 4, 2014.**

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Please see Attachment A.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

- a. General Firm Information
 1. Provide a brief description of your firm, including but not limited to the following:
 - a. Name of the principal(s) of the firm.
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal.
 - c. Address of all offices of the firm.
 - d. Number of employees of the firm.
 - e. Names of any sub-contractors that you will use in preparing environmental assessment reports for Rhode Island Housing.

b. Experience and Resources

1. Identify the principal, partners, associates and contracted inspectors of the firm that would be involved in providing services to Rhode Island Housing. Provide appropriate background information and identify responsibilities of each person in providing services to Rhode Island Housing. For each name submitted, provide documented evidence of the requisite licenses and insurance, certification or other validation required by municipal or state agencies or FHA.
2. Describe your firm and its capabilities. In particular, support your capacity to perform the Scope of Work.
3. Include a current client roster, including a lead contact name and telephone number for each organization for which you provide similar services.
4. Indicate the approximate number of reports (i.e., the types of reports listed in the Scope of Work) that your firm completed during 2011, 2012 and 2013.
5. Indicate for 2011, 2012 and 2013 the geographic distribution of your environmental assessment and review work.
6. Submit at least one (1) each of HUD approved sample Phase I and Phase II environmental assessment reports for a multifamily residential property with a minimum of eighty (80) units.
7. Provide three (3) client references for which you have provided HUD approved environmental assessment services. Include name, agency and contact information for these references.
8. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

B. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Provide a proposed fee structure for the Scope of Work set forth in Attachment A for both 221(d)(4) and 223(f) transactions, including anticipated reimbursable

costs. Fee schedule should include hourly rate/labor costs plus overhead and travel.

2. Separate RFPs are being issued concurrently for Architectural Analysis, Project Capital Needs Assessments and Cost Analysis. To the extent applicable, please highlight any cost savings Rhode Island Housing would achieve if your firm were selected to provide multiple services
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Rhode Island Housing.

C. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.
2. Identify any conflicts that may arise as a result of business activities, associates and/or ventures by members and associates of your firm, or as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.
3. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

D. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.

2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent (10%) or greater equity interest, or (ii) a Five Thousand Dollar (\$5,000) or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the General Assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Anne Berman**, aberman@rhodeislandhousing.org seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after May 31, 2014, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v)

your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors.

EVALUATION AND SELECTION

A selection committee consisting of Rhode Island Housing employees (the “Committee”) will review all proposals and select Environmental Assessment firms based on a number of factors, which shall include the following:

- Qualifications
- Professional experience including experience with HUD MAP projects
- Work samples
- Review of client list
- Recommendations by references
- Previous work performance with properties directly related to Rhode Island Housing lending, underwriting and disposition efforts, including quality of work and turn around time
- Fee structure
- Ability to meet timelines
- Other pertinent information submitted

All answers, information and certifications requested in this RFP must be included with your submission. Omission of any material may cause the submission to be declined as non-responsive.

Rhode Island Housing may invite one or more finalists to make presentations.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing’s decision on these matters is final.

For additional information contact: Anne Berman, aberman@rhodeislandhousing.org

Attachment A Scope of Work

The Development Division of Rhode Island Housing originates loans for multi-family properties throughout the state. The number of loans varies from year to year. Rhode Island Housing (the Lender”) is an approved HUD MAP Lender and is seeking to engage one or more qualified firms to provide Environmental Assessment services for projects seeking financing utilizing HUD MAP loan programs.

Rhode Island Housing seeks to engage Environmental Assessment firms to perform analyses and produce assessment reports on an as-needed basis. Through this Request for Proposals (“RFP”), Rhode Island Housing will establish a list of qualified firms, and will select firms on a project-by-project basis from this pre-qualified list.

Environmental Assessment analyses and reports must conform to the following requirements:

1. HUD MAP Guide (Revised November 23, 2011).
2. All applicable HUD Notices.
3. All applicable HUD Handbooks.
4. HUD qualifications for Environmental Assessment Analysts (“Analysts”; each an “Analyst”) undertaking Phase I & Phase II reviews.

Specific Requirements:

1. Depending on the particular HUD loan program, the Environmental Assessment Analyst must be able to provide at a minimum the following services for the Lender:
 - a. Phase 1 Environmental Site Assessment (“ESA”) and if required subsequent Phase II ESA.
 - b. The Phase I ESA must be prepared in accordance with the requirements of ASTM E-1527-05 —Standard Practice for Environmental Site Assessments, Phase I Environmental Site Assessment Process.
 - c. The ESA should follow the standard report format as required by ASTM and outlined in the MAP Guide.
 - d. The ESA must contain the required User Provided Information Session.
 - e. The ESA must include the required vapor encroachment screen.
 - f. As requested, an evaluation of asbestos-containing materials, lead based paint, radon, flood zone, wetlands, coastal barrier review, historic properties, threatened and endangered species, sole source aquifer, noise, nuisances and hazards and environmental justice issues.
 - g. The Phase II ESA must be completed in accordance with the requirements of ASTM E 1903-11, “Environmental Site Assessments: Phase II Environmental Site Assessment Process.”

2. The Analyst must be familiar with and proficient in the completion of the required HUD forms required under each of the HUD loan programs.
3. The Analyst must attend all required site visits and meetings.
4. The Analyst must sign all required HUD Certifications.