

Request for Quotation for Phase I Environmental Site Assessment

Must meet ASTM E1527-13

Quotes Due: July 19, 2018 5 p.m.

Please submit to:

Dennis Pyle

City Administrator

217 5th Street

Monett, MO 65708

For questions contact:

Bonnie Witt-Schulte

417-235-4241



Request for Quotation for Phase I Environmental Site Assessment (ESA) meeting ASTM E1527-13

Request

The City of Monett requests written quotations (“quotations”) from qualified entities and individuals to perform a Phase I Environmental Site Assessment (ESA) of the site.

The City of Monett intends to purchase and demolish 10 structures located in the floodplain utilizing a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant (see attachment A for map and addresses). The properties will generally be distressed due to a history of flooding, deferred maintenance, and/or long-term vacancy. As a condition of the grant, FEMA has requested a Phase I Environmental Site Assessment meeting [ASTM E1527-13](#).

The City of Monett wishes to engage an environmental consultant firm that will provide the following services:

- Prepare environmental reviews and Phase I Environmental Site Assessments (Phase I ESA) for the **three** commercial properties
- Identify potential or known environmental hazards and make recommendations for further action or abatement
- Prepare Phase I ESA reports in accordance with ASTM E1527-13 standards
- Submit two (2) bound, signed original Phase 1 ESA reports and digital copies for each property no later than August 3, 2018
- Provide reliance letters with respect to each Phase 1 ESA

The City of Monett is an Equal Opportunity Employer and invites the submission of proposals from minority and women-owned firms.

Preparation of Proposals

Envelopes containing quotations shall be labeled and must be presented so that they may be easily identified as containing a quotation. Envelopes must include the following:

- name and location of project;
- name and address of bidder;
- addressed to Dennis Pyle, City Administrator;
- submit proposal in triplicate plus one original, must be on company letterhead. (Oral or telephone modifications will not be considered)

Pre-Qualifications

1. To be considered as eligible to submit a Proposal, a Bidder must possess all credentials as required by Federal and State regulations to conduct the Phase I assessment, and licensed and/or certified as required to conduct hazardous material sampling and analysis.

2. Bidder must have extensive knowledge of applicable requirements of local, State and Federal environmental laws and regulations.
3. Bidder must have experience in projects of similar scope and scale.
4. Bidder must demonstrate prior acceptable experience in performing environmental studies.
5. Consideration will be given to Minority and Female Owned Enterprises Certified by the state of Missouri.
6. Knowledge of target area preferred
7. Experience working with City of Monett preferred

Scope of Work

Phase I Assessment

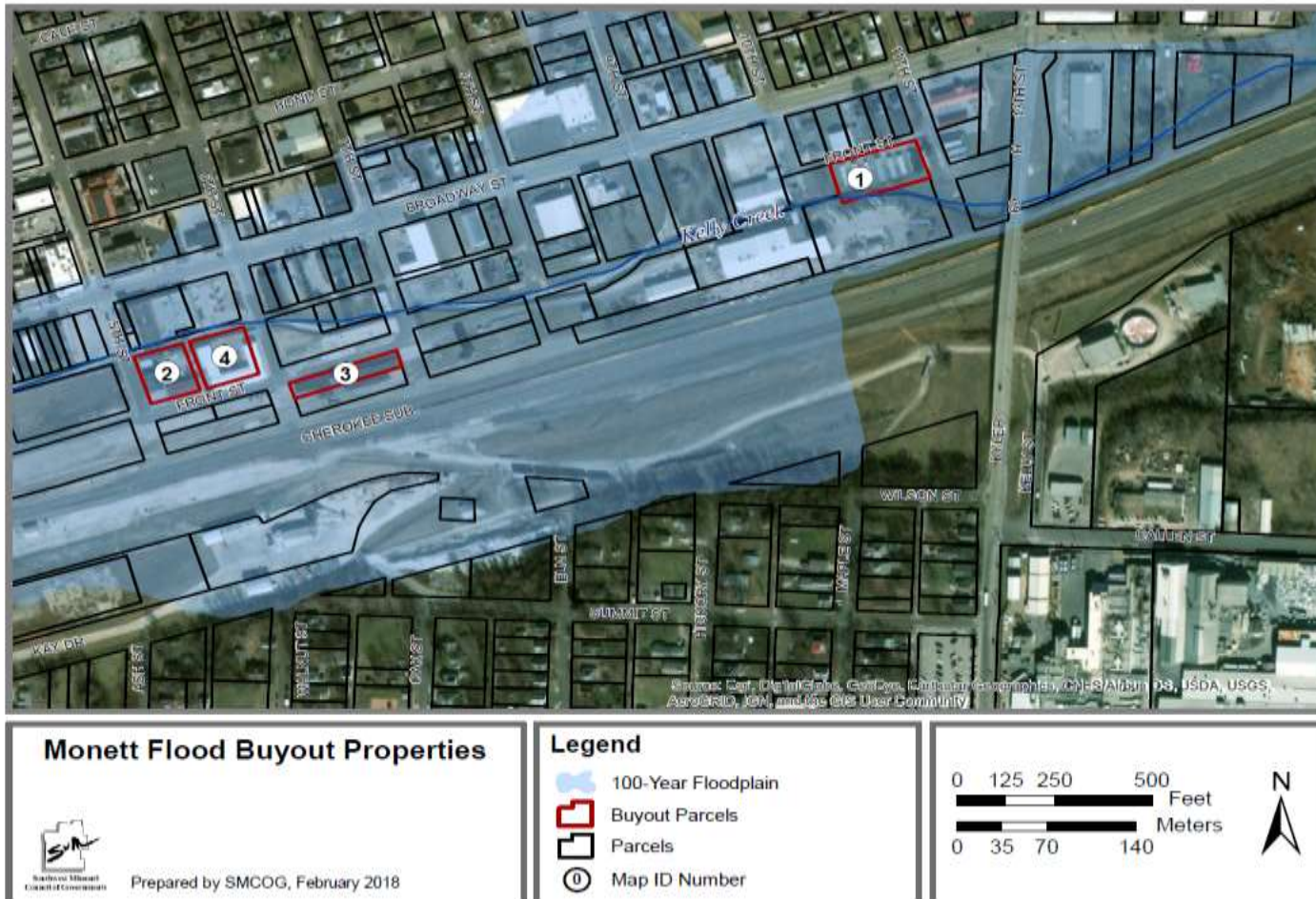
1. The Phase I Assessment must be conducted using current American Society for Testing and Materials (ASTM) E1524-13 standards including records review, site reconnaissance, interviews and report to identify recognized environmental conditions.
2. Based on project funding and the Phase I Assessment shall also comply with the following: *Community Development Block Grant- Housing and Urban Development & Federal Emergency Management Agency.*

Form of Proposal

Quotations must be provided on company letterhead and must consist of the information indicated below:

- Cover letter stating interest in project with signature of duly authorized principal;
- Professional Qualifications of Key Personnel;
- Recent Applicant Experience in Related projects;
- List of Successful Jobs Completed;
- List of Professional References;
- Evidence of applicable licenses and certifications;
- Minority/Female Enterprise Certification (if applicable);
- E-Verify compliance documents (required by CDBG);
- Evidence of Errors and Omissions Insurance;
- Example of an ESA report prepared by the bidder's company;
- Timing;
- Cost: Phase I Assessment

Attachment A



Properties to be assessed:

- 2- 107 5th Street
- 3- 601 Front Street
- 4- 100 6th Street