

REQUEST FOR PROPOSALS

for

Environmental Services

Addendum No. 1

Published November 29, 2023

Date RFP Published: Wednesday, November 8, 2023

Deadline to Submit Proposals: Wednesday, December 20, 2023 4:00P.M. Central Time

To All Applicants:

This addendum is being issued to clarify, add, delete, correct and/or change the Request for Proposals for Environmental Services (RFP) to the extent indicated herein and is hereby made a part of the RFP documents on which the contract will be based. Any modifications/changes made by this addendum affect only the portions or paragraphs specifically identified herein; all remaining portions of the RFP, including those addressed through previously-issued addenda, are to remain in force. It is the responsibility of the applicant to conform to this addendum.



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1. *The Cover Page of the RFP (page 1), is hereby revised to reflect a change in the submission deadline, and shall now read as follows:*

Issue Date: Wednesday, November 08, 2023

Last Day to Submit Proposals: Wednesday, December 20, 2023 by 4:00 p.m. CST

2. *Section I, “General and Administrative Information”, Subsection D “Important Dates and Deadlines” (page 3) is hereby revised to change the dates and deadlines regarding the submission of proposals, and shall now read as follows:*

RFP published and posted to LHC website	Wednesday, November 08, 2023
Deadline for submitting written inquiries	Wednesday, November 15, 2023 by 4:00pm CST
Deadline for LHC to respond to written inquiries from proposers	Wednesday, November 29, 2023
Deadline for submitting proposals	Wednesday, December 20, 2023 by 4:00pm CST
Formal announcement of selected Proposer(s)	No earlier than January 15, 2024
Contract Start Date	No earlier than January 31, 2024

NOTE: The LHC reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum to the RFP.

3. *Section II, “Submission Requirements”, Subsection A “Submission Deadline and Method of Delivery” (page 6) is hereby revised to change the deadline for the submission of proposals, and shall now read as follows:*

Proposals must be delivered in hard copy (printed) to the Solicitation Coordinator designated in Section I(B), above, **by no later than 4:00 p.m. CST on Wednesday, December 20, 2023.** Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposals by the date and time specified above. **Fax or e-mail submissions are not acceptable and will be disqualified from consideration.**

Proposals may be mailed through the U. S. Postal Service or delivered by hand or courier to:

Louisiana Housing Corporation
 2415 Quail Drive
 Baton Rouge, LA 70808
 (225) 763-8700
Attn: Agaha Y. Brass, Solicitation Coordinator
Re: RFP for Environmental Services

The outside of the envelope, box or package must be CLEARLY MARKED with the following information and format:

Proposal Name: RFP for Environmental Services

Proposal Submission Deadline: Wednesday, December 20, 2023 at 4:00pm CST.

Proposer is solely responsible for ensuring that its courier makes inside deliveries at the physical location. Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal submission deadline shall result in rejection of the proposal and disqualification from consideration.

4. *Section III, “Scope of Services”, Subsection B “Tasks and Services,” (pages 11-15) is hereby revised to clarify the tasks and services expected to be performed under this contract, and shall now read as follows:*

B. Tasks and Services

I. Phase I Environmental Site Assessment (ESA)

The Contractor will perform the following activities as it relates to the completion of a Phase 1 ESA. The contractor should include a timeline for the completion of this deliverable, as well as a cost for this deliverable:

1. Performance of an on-site visit to view present conditions (chemical spill residue, die-back of vegetation, etc.); hazardous substances or petroleum products usage (presence of above ground or underground storage tanks, storage of acids, etc.); and evaluate any likely environmentally hazardous site history.
2. Evaluation of risks of neighboring properties upon the subject property
3. Review of Federal, State, Local and Tribal Records out to distances specified by the ASTM 1528 and AAI Standards (ranging from 1/8 to 1 mile depending on the database); also verifying tribal needs via HUD’s Tribal Directory Assessment Tool (TDAT). The proposer will be required to provide site maps with GPS coordinates and detailed descriptions for associated earthwork (i.e., digging, ditching, trenching, foundation, etc.).
4. Interview of persons knowledgeable regarding the property history (past owners, present owner, key site manager, present tenants, neighbors).
5. Examine municipal or parish planning files to check prior land usage and permits granted
6. Conduct file searches with public agencies (State water board, fire department, county health department, etc.) having oversight relative to water quality and soil contamination issues.
7. Examine historic aerial photography of the vicinity.
8. Examine current USGS maps to scrutinize drainage patterns and topography.
9. Examine chain-of-title for Environmental Liens and/or Activity and Land Use Limitations (AULs).

10. Socioeconomic factors
11. Asbestos Containing Building Materials (ACBM)
12. Lead-Based Paint (LBP) associated with the building and surrounding area adjacent to the structure
13. Lead in Drinking Water
14. Sole source aquifer determination from EPA
15. Mold
16. Radon
17. Wetlands via the Army Corps of Engineers (USACE)
18. Threatened and Endangered Species from both the USFWS and LDWF
19. Mercury poisoning
20. Debris flow
21. Earthquake Hazard
22. Vapor Encroachment Analysis

II. National Environmental Policy Act (NEPA) Criteria for 24 CFR Part 58.5

The Contractor will perform the following activities as it relates to the completion of the NEPA assessment for 24 CFR Part 58.5. The contractor should include a timeline for the completion of this deliverable, as well as a cost for this deliverable:

1. Consultation with the State Historic Preservation Office (SHPO) regarding Historic Significance – letter
2. Consultation with the United States Army Corps of Engineers (USACE) regarding jurisdictional Waters of the United State (WOUS) and jurisdiction wetland permitting requirements – letter or preliminary jurisdictional determination (PJD)
3. Consultation with the Natural Resources Conservation Service (NRCS) for Prime Farmland Determinations – letter
4. Consultation with the U. S. Environmental Protection Agency (EPA) regarding Sole Source Aquifer (SSA) compliance as prescribed within the Memorandum of Understanding (MOU) executed on July 25, 2019 – letter or identify specific MOU criteria and attachments that are applicable.
5. Consultation with the U.S. Fish and Wildlife Service (USFWS) for Threatened and Endangered Species compliance – obtain IPac website confirmation

6. Louisiana Department of Wildlife and Fisheries (LDWF) consultation for State level Threatened and Endangered Species compliance – visit agency website and provide applicable fact sheets
7. Coastal Zone Management (CZM) compliance – John H. Chafee Map
8. Coastal Barrier Resources compliance – USFWS Coastal Barrier Resources map
9. Louisiana 8-hour Ozone Nonattainment Areas Classification or Clearance – map or green book information
10. Contamination and Toxic Substances – NEPAassist website documentation if not covered in Phase I ESA
11. Explosive and Flammable Hazards – map with distance to all above-ground storage tanks (ASTs) that may propose a threat
 - *Acceptable separation distance analysis is necessary when ASTs are identified as well as an Operation and Maintenance Plan could be required.
12. Noise Abatement and Control – map depicting distance to potential noise contributors
 - *Day/Night Noise Level (DNL) calculator analysis is required with roadway, airport, and railroad maps included as supporting information. Where noise is in the unacceptable range additional studies and mitigation could also be required.
13. Environmental Justice (EJ) – map or applicable documentation to evidence no EJ concerns exist
14. Louisiana Natural & Scenic Rivers System Clearance – map with distance to Saline Bayou identified
 - A. Work for specific tasks for properties requiring Environmental Clearance will be initiated and performed through Work Orders, which will conform to a form and content to be provided by LHC. One or more Work Orders will be issued by the LHC to the Contractor for each environmental record compilation task to be performed. Multiple properties for environmental clearance may be listed on a single Work Order.
 - B. For each Environmental Review Record (ERR) to be compiled, LHC will prepare and transmit to the Contractor a Work Order which will include the address(es).
 - C. The Contractor shall review each Work Order issued by the LHC, ascertain the level of environmental assessment required, and request an amendment to the Work Order to reflect a change in the level of effort, if necessary. After review and affirmation of any requested amendments to a Work Order by the LHC, the Contractor shall proceed with the preparation of the ERR within HEROS uploading all required information and supporting documentation.

- D. The Contractor shall coordinate with the LHC to determine any and all additional consultations, permits, etc., that may be required to complete the ERR (i.e., clearance letters from State Historic Preservation Office, USACE, EPA, NRCS, USFWS, LDWF, etc.).
- E. ERRs shall be completed and electronically submitted to the LHC via HEROS unless otherwise specified within the Work Order. The Contractor shall provide proof of publication of all required public notices published in the official journal of the affected jurisdiction as required by 24 CFR Part 58.5 for the HUD 8- step Decision-making process.
- F. The Contractor shall advise the LHC if at any time the Contractor has evidence that an additional level of environmental assessment (e.g., ASTM Phase II ESA) is necessary, or if additional assessments or studies (e.g., Cultural Resources Survey [CRS] – component of Section 106 Tribal Consultation Process) are required to complete the ERR, and shall request an amendment to the Work Order and await LHC approval before beginning any additional work or incurring any additional costs.
- G. For each Work Order indicating an ESA is needed, the Contractor’s assigned field staff will visit the site after written right of entry has been obtained either by LHC or provided to the Contractor by the Developer, obtain a GPS location reading, and upload a picture(s) of the property along with all associated checklists to be completed regarding the site. Prior to and during the initial assessment, the field staff will be able to download from the GIS platform relevant available information. The Contractor will contact the appropriate public officials to obtain information to complete the required checklists as needed. The Contractor will provide all information and documentation necessary for LHC staff to submit the Legal Combined Public Finding of No Significant Impact (FONSI) and Notice of Intent (NOI) to Request Release of Funds (RROF) Notices for publication in the required order and sequence set forth in the applicable regulations. Information obtained and reports developed during the assessment compilation will be submitted electronically to the Corporation for reference. The need for environmental permits and compliance determinations or authorizations will be evaluated during the environmental compliance processing.

III. Lead Testing Services

The Contractor will perform the following activities as it relates to the completion of a full lead risk assessment. The contractor should include a timeline for the completion of this deliverable, as well as a cost for this deliverable:

- a. **Full Lead Risk Assessment:** Certified Lead Inspector or Risk Assessor will conduct the lead-based paint survey using an X-ray Fluorescence Spectrophotometer (XRF). The lead-based inspection will be conducted using the procedures dictated by La. Admin. Code Title 33 Part III §2811 *et seq.* and in accordance with HUD Guidelines. Based on the building painting condition and test results, the Risk Assessors will determine the potential lead-based hazards associated with the dwelling through use of the XRF Survey, lead dust sampling, and lead soil sampling. The Contractors

LDEQ certified Lead Risk Assessor or Lead Inspector will collect dust samples from the interior floors and windowsills of the property. Soil samples will be collected from the front yard, backyard, and drip lines along the building perimeter. All the samples collected will be sent to a lead-certified laboratory for analysis. All sampling and analytical protocols strictly adhere to HUD required procedures. If Lead is found through the analysis process the inspector should provide an abatement or encapsulation recommendation and an O&M plan for recommended mitigation.

- b. Lead Clearance Test: Once the property has undergone renovations or abatement activities for lead-based paint, personnel will mobilize on site to conduct clearance tests. These clearance tests are designed to ensure all lead hazards identified in the Risk Assessment report have been rectified.
- c. Additional Lead Clearance Test: If any item fails the previous clearance test, additional work will be required followed by another clearance investigation until all hazards have been rectified.

IV. Asbestos Evaluation and Mitigation

The Contractor will perform the following activities as it relates to the completion of an Asbestos evaluation and mitigation assessment. The contractor should include a timeline for the completion of this deliverable, as well as a cost for this deliverable:

- A. On any building built before 1981, a qualified asbestos inspector must perform a comprehensive building asbestos survey that is based on a thorough inspection to identify the location and condition of asbestos throughout any structures.
- B. This survey should be based on industry standard testing and should include findings such as location, type of materials, and friability. If asbestos is found, the inspector should provide an abatement or encapsulation recommendation and an O&M plan for recommended mitigation.

5. *Section V, "Proposal Response Format", Subsection H "Cost Proposal," (pages 22-23) is hereby revised to provide a new table for the "Deliverable Costs" to be provided in the proposal, and shall now read as follows:*

The cost of services is one of the factors that will be considered in making an award(s). The information requested in this section is required to support the reasonableness of the Proposer's fee schedule.

The Proposer shall provide the total cost for providing all services set forth in the table below. This rate shall be fully burdened and include all labor, office supplies and project expenses to provide the service. All required publications will be considered as an "other direct cost" and will be billed at cost.

Deliverable Costs (50 points)

Deliverable	Timeline for Deliverable	Cost Per Report
NEPA Assessment for 24 CFR Part 58.5 for Rehabilitation and/or Reconstruction Projects – Rehab Only, No Acquisition <i>(Where Phase I ESA is not required)</i>		
NEPA Assessment and Phase I ESA for 24 CFR Part 58.5 for Rehabilitation and/or Reconstruction Projects		
NEPA Assessment and Phase I ESA for 24 CFR Part 58.5 for Acquisition, New Construction, or Projects Involving Both Acquisition and Rehabilitation		
Additional Deliverables that may trigger based on NEPA Assessment.		
Historic Preservation: Consultation with SHPO		
Cultural Resources Survey		
Section 106 Assessments		
Wetlands: Consultation with United States Army Core of Engineers for preliminary jurisdictional determination (PJD) and mitigation plan (e.g., mitigation banking)		
8-Step Decision-making Process and Public Notices		
Farmlands: SOV consultation to NRCS for Prime Farmland Analysis to obtain a No Effect Determination		
Sole Source Aquifer: Identify specific MOU criteria and attachments that are applicable or SOV consultation with the EPA to obtain a No Effect Determination		
Threatened and Endangered Species Federal and State compliance: Biological Assays and mitigation plans		

Coastal Zone Management (CZM) compliance – John H. Chafee Map or Coastal Use Permit (CUP)		
Louisiana 8-hour Ozone Nonattainment Areas Classification or Clearance: Consultation with LDEQ		
Contamination and Toxic Substances – Phase II ESA		
Risk Evaluation and Corrective Action Plan (RECAP)		
Explosive and Flammable Hazards – Acceptable Separation Distance (ASD) analysis and O&M plan		
Noise Abatement and Control – noise assessment and mitigation plan		
Louisiana Natural & Scenic Rivers System Clearance – Consultation with LDWF and mitigation plan (if applicable) – to obtain No Effect Determination		
For the following deliverables, provide cost for an individual action. (An individual action means a single structure of no more than four (4) units, or a combination of structures totaling no more than four (4) units.)		
Full Lead Risk Assessment with Mitigation and O&M plan		
Lead Clearance Test		
Additional Lead Clearance Test		
Asbestos Survey with Mitigation and O&M plan		
For the following deliverables, provide estimate for a multifamily development of 100 units.		
Full Lead Risk Assessment with Mitigation and O&M plan		
Lead Clearance Test		
Additional Lead Clearance Test		

Asbestos Survey with Mitigation and O&M plan		
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***Actual project specifications during the life of the contract will be refined as more details of projects are known.**