

The Hightstown Housing Authority

REQUEST FOR PROPOSAL

FOR PHASE I ENVIRONMENTAL SITE ASSESSMENT AND, IF APPLICABLE, HAZARDOUS MATERIALS ASSESSMENT

RESPONSE REQUESTED NO LATER THAN: Friday, May 10th, 2019 AT 4 PM

Client: The Housing Authority of the Borough of Hightstown
(HHA)

Property Description: 7 residential buildings with one office building on 3-acre campus located at 131 Rogers Avenue, Hightstown, NJ 08520.
Block 37, Lot 8 and Block 32, Lot 8

Environmental Services Needed:

Perform a Phase I Environmental Site Assessment (ESA) and Issue a final report.

Perform a Phase I Environmental Assessment (ESA) and issue a final report. Perform a Phase I ESA on the above described property. The assessment must characterize the environmental conditions of the subject property and assess potential environmental concerns. The assessment is to be prepared in accordance with the requirements of the New Jersey Department of Environmental Protection (NJDEP) Technical Requirements for Site Remediation N.J.A.C. 7:26E-3.1 through 3.2, and in accordance with the practices and services scope elements recommended by the American Society of Testing Materials (ASTM) Standard Practice C1527-00 for Environmental Site Assessments and to establish a Comprehensive Environmental Response Compensation and Liability Act (“CERCLA”) “innocent landowner defense” including fulfilling the All Appropriate Inquiry (“AAI”) requirements and to evaluate the environmental risks. A Phase I ESA is to be conducted for the entire Project Property. See below concerning hazardous materials assessment. Note if any universal waste may be present (e.g. fluorescent bulbs, PCB capacitors, etc.).

Purpose: A Phase I Environmental Site Assessment is intended to provide site history, physical and environmental data for purposes of evaluation of existing and potential environmental conditions or concerns which might adversely affect the property. Evaluation of findings of a Phase I Assessment provides a basis for recommendations and prudent decisions regarding whether to perform a Phase II Assessment. Background research will include:

- Review of current tax records, examination of site specific historical aerial photographs, search of well records, historical fire insurance maps and review of past land use practices to characterize pre-existing conditions;
- Review of readily available local records to document potential environmental concerns on and in the immediate vicinity of the subject property;
- Identification of known or suspected hazardous waste sites, permitted hazardous waste facilities; active or inactive waste facilities and nearby spill sites with respect to the subject property.

The Phase I ESA will make an initial determination as to the presence of “hazardous substances” as defined by CERCLA, and of petroleum and petroleum products. In addition, a purpose of the Phase I ESA is to document compliance with 24 CFR 50.3(i), which states HUD’s policy that all properties proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property. This purpose must be described in the “Purpose” subsection to the required “Introduction” Section of the Phase I ESA. To meet this purpose, in addition to the standard Phase I determination of whether Recognized Environmental Conditions (RECs) have been identified in connection with the site, the Evaluation Section’s discussion of Findings, Opinions, and Conclusions should state whether further investigation or corrective action is recommended to meet §50.3(i).

Format: The Phase I ESA must be prepared in accordance with the requirements of ASTM E1527-13 “Standard Practice for Environmental Site Assessments, Phase I Environmental Site Assessment Process”. The Phase I ESA must incorporate a vapor encroachment screen performed in accordance with ASTM E2600-10. The Phase I must clearly indicate that HUD is an authorized user of the report.

- **Conduct a Hazardous Materials Assessment for Asbestos Containing Materials**

Identify any suspect asbestos containing materials and note its condition. The proposed cost for abatement (removal/encapsulation) from an Asbestos professional certified as a New Jersey Asbestos Abatement Contractor must be provided as well. Provide the cost to include:

1. a NESHAP survey from a licensed asbestos contractor/supervisor,
2. asbestos abatement plan including provisions for independent third-party air monitoring,
3. bid(s) from licensed asbestos abatement contractor(s) to perform the proposed abatement plan, and
4. a copy of the trade payment breakdown identifying all cost associated with the asbestos abatement activities.

- **Conduct an Air Quality Assessment for Radon**

Test for radon in all basement/crawlspace areas and note the results. The proposed cost for treatment from a Radon professional certified in the State of New Jersey must be provided as well. Provide the cost to include providing:

1. All radon testing services, laboratory certification, and if required, mitigation requirements as regulated by the NJ Department of Environmental Protection (DEP).
2. All testing services, laboratory certification, and mitigation activities are to be conducted by individuals or entities having the appropriate certification(s) as administered by DEP.
3. Provide HHA with a written risk assessment including the results of testing and written mitigation recommendations and requirements as regulated by the NJ Department of Environmental Protection (DEP).
4. If, as a result of the testing, there is a presence of Radon at or above the 4pCi/l level, remediation and mitigation will be performed by an individual or entity with the appropriate certification and constructed in compliance with the NJ DEP regulations. Consultant will collect clearance (post-mitigation) sampling and provide HHA with the results within three (3) working days.

- **A Lead-Based Paint Study has been Completed and Clearance Certificates are Available Upon Request. Contractor to review and include in report.**

Work Completion Date:

All environmental reports to be finalized and delivered to HHA by Friday, May 10th, 2019

Your contact:

Name: _____

Address: _____

PH: _____ **Cell #:** _____

FAX: _____

Proposals should be sent via pdf to: kleprevost@hightstownhousing.org

Consultant Selection:

Date Expected April 15, 2019 - Submitters to be notified within 24 hours.

Proposal Requirements:

1. The proposal should indicate your company's ability and agreement to meet the requirements set forth herein. It should include information regarding specific, relevant experience, and your company's ability to operate effectively and in a cost-effective manner.
2. The proposal should identify a specific project coordinator, who will be the principal liaison with the HHA. This individual will be responsible to manage the relationship with the HHA, including adequate staffing, timely response, quality of workmanship and any other related matters or issues that may arise.
3. The proposal should include a pricing proposal for basic services and standard fee schedule by which additional services will be billed. **All** costs associated with the project should be broken down as much as possible, and per the main requested services outlined above. HHA may award some, all or none of the work, in its sole discretion.
4. The proposal should include proof of insurance showing minimum coverages and policy limits, as required in the State of New Jersey.
5. The proposal must indicate whether the consultant has or may have a conflict of interest with representing HHA for the work described herein.
6. The selection of a proposal by HHA may be canceled at any time prior to the complete execution of a contract. Reasons for canceling the selected proposal will be discussed in advance.

7. If HHA cancels its selection of a proposal, HHA may repost this or a similar RFP and re-seek proposals.
8. HHA reserves the right, in its sole discretion, to accept or reject any proposal for any or no reason and is not obligated to accept the proposal which contains the lowest cost estimate or the lowest unit prices. HHA also reserves the right to waive any defect in any proposal, to the extent permitted by law, or permit correction of any defect or non-compliance by any consultant, as a condition to further consideration of, or to acceptance of, the proposal. However, HHA is under no obligation to any consultant to waive any such defect or permit any such correction.

The HHA is a Public Housing Authority that is in process of converting its units using RAD. Contractors should be fully aware of the 2 handbooks HUD has published covering environmental issues: Handbook 1390.2, “Environmental Assessment Guide for Housing Projects”, and Handbook 1390.4 “Guide to HUD Environmental Criteria and Standards contained in 24 CFR 5.

Environmental Report

The vender must submit a narrative Environmental Report to provide information regarding compliance with the NEPA environmental factors, the laws and authorities listed at 24 CFR 50.4, and the HUD-specific requirements described herein, as applicable, as well as any issues that might affect the acceptability of the project, including any issues of compliance with state environmental laws. Each authority must be addressed, or an exception is otherwise noted below. If a CE or other exception applies, the Environmental Report must include a statement to that effect. The Environmental Report must include and appropriately cite supporting documentation. The failure to submit applicable supporting documentation may cause delays in the environmental review process.

The following environmental issues must be included as applicable:

1. Introduction
2. Site Description
 - 2.1 Regional Location
 - 2.2 Physical Features
3. Environmental Data and Records
 - 3.1 Environmental Site History Report
 - 3.2 Sanborn Fire Insurance Maps
 - 3.3 Evaluation of Well Records Data
 - 3.4 Evaluation of Aerial Photographic Records
 - 3.5 Hightstown Board of Health

- 3.6 Hightstown Fire Official
- 3.7 Ownership and Operational History

- 4. Site Reconnaissance
 - 4.1 Existing Site Conditions and Current Operations
 - 4.2 Utilities
 - 4.3 Storage Tanks

- 5. Interviews
 - 5.1 Current Management

- 6. Findings and Recommendations
 - 6.1 Findings
 - 6.2 Conclusions

- 7. Conditions and Limitations

Attachments

- A - Site Location Map
- B - Property Map
- C - USGS 7.5 Minute Topographical Map
- D - EDR - Radius Map with Geo Check Report
- E - No Further Action Letter (if applicable)
- F - Sanborn Fire Insurance Maps
- G - Deeds
- H - Pictures

The issues must be analyzed by HUD staff during their preparation of the environmental review in HEROS - Form HUD-4128 and provide guidance by which the Owner can assist HUD. These brief descriptions are not substituting for the requirements in the statutes, regulations, Executive Orders, and handbooks. Note that "Toxic Chemicals and Radioactive Materials" should be included in the Phase I ESA discussed above.

FEE PROPOSAL
Hightstown Housing Authority

ENVIRONMENTAL SITE ASSESSMENT

We, the undersigned, propose to furnish to the Hightstown Housing Authority services consistent with the Request for Proposal dated _____2019.

DESCRIPTION

AMOUNT

Phase I - ESA \$ _____

Phase 2- If needed \$ _____

Additional costs/Testing anticipated: \$ _____

SUBTOTAL \$ _____

TOTAL \$ _____

PLEASE TYPE:

Company Name: _____

Address: _____

Agent Name: _____

Agent's Title: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address : _____

Agents Signature: _____ **Date:** _____