



ADDENDUM NUMBER ONE

REQUEST FOR PROPOSALS FOR ENVIRONMENTAL CONSULTING SERVICES RFP #16-900-06

ITEM #1 QUESTIONS RECEIVED BY NORA AS OF SEPTEMBER 14, 2016

Q1. Will the request for a Phase I ESA be combined with request for NEPA environmental reviews?

A1. This will be determined on a case by case basis. Since services will be provided on an as-needed basis and work orders will be used to assign properties, NORA will work with the selected firm to determine the level of review required at the time of the request for services. If it is determined that a Phase I ESA and a NEPA Environmental Review is needed, NORA will make the request at one time.

If there is an instance where the NEPA Review has started, and it is determined that a Phase I ESA is needed for any reason, NORA will work with the firm to revise the Work Order or submit an additional Work Order, if necessary.

Q2. Will the request for a Phase I ESAs be conducted within 6 months of NEPA environmental reviews for the same property?

A2. Yes.

Q3. In an effort to develop a realistic fee schedule for NORA, please provide available addresses for properties anticipated to be subject to:

- NEPA Environmental Review Services
- Phase I Environmental Site Assessments
- Phase II Environmental Site Assessments
- Lead Inspections
- Lead Risk Assessments
- Lead Clearance Testing
- Asbestos Surveys

A3. All of the addresses will be in Orleans, Parish. However the specific locations are not known at this time. Services will be requested on an as-needed basis and Work Orders will be used to assign projects, as noted in the RFP.



Q4. If no specific addresses are known at this time for future projects, how should the bidder prepare a fee schedule for the scope of work if size of property and detailed information is unknown for:

- NEPA Environmental Review Services
- Phase I Environmental Site Assessments
- Phase II Environmental Site Assessments
- Lead Inspections
- Lead Risk Assessments
- Lead Clearance Testing
- Asbestos Surveys

A4. Fees should be estimated on a per property basis for each item listed in the RFP (**Attachment B, Section 6 – Fee Schedule**). If there are certain parameters in which the fees are based (i.e. – single project description; x number of acres; x square feet of building; residential; commercial; etc.) you may include that.

For the NEPA environmental reviews, please also include the cost of performing a programmatic review (tiered review) for an entire program for the various levels of review.

Q5. We request a copy of NORA’s current Environmental Consulting Services contractor’s/consultant’s winning proposal, or we request to review a copy of NORA’s current Environmental Consulting Services contractor’s/consultants winning proposal at NORA’s office.

A5. Please complete NORA’s Public Records Request Form (Attachment A) and submit it to Jasmine J. Haralson, Director of External Affairs at jjharalson@nola.gov.

Q6. Do you want the Fee Schedule for Phase I ESA to include Expert Witness Support Fees?

A6. Per the RFP, **Attachment A – Task #2 Phase I ESA’s Item (7)** is to provide expert witness services relating to Phase I Environmental Site Assessments. Please provide the fee(s) for Expert Witness support in your fee schedule as a separate line item within your Phase I ESA fee estimate since these services would only be requested on a case-by-case basis as necessary.

Q7. Do you want the Fee Schedule for Phase II ESA to include Expert Witness Support Fees?

A7. Per the RFP, **Attachment A – Task #2 Phase II ESA’s Item (16)** is to provide expert witness services relating to Phase II Environmental Site Assessments. Please provide the fee(s) for Expert Witness support in your fee schedule as a separate line item within your Phase II ESA fee estimate since these services would only be requested on a case-by-case basis as necessary.

Q8. Does this RFP have budget set? Is there an approximate estimated value to this award?

A8. Yes. The contract resulting from this solicitation is estimated to not exceed \$150,000. However, there is no guaranteed minimum assignment of work to the selected contractor.



Q9. Referencing Page 8 of 47, in Task #1: NEPA Environmental Review Services “1) ...The contractor shall conduct the environmental reviews (including the publication of notices) for all activities on an as needed basis.” Who will be the party responsible for the publishing public notices in the Times-Picayune and/or the Advocate?

A9. Once the Environmental Review(s) has been completed and submitted to NORA; NORA’s Responsible Entity (generally City of New Orleans or State of LA, depending on the funding source for a particular project) will publish the public notices.

Q10. Who will be the party responsible for the completion of the FONSI/Release of Funds forms and the associated notice publications?

A10. Same as A9, above.

Q11. Will a pre-bid/pre-submission conference be held regarding this RFP?

A11. No.

Q12. Can the example copies of the reports requested (HUD NEPA EA, CE, Phase I, Phase II, Lead, and Asbestos) be provide to NORA in electronic format in an effort to reduce the amount of paper used in the submittals? We have been asked to provide 5 hardcopies of the submittal. That seems a little excessive considering that submitters are encouraged to use environmentally friendly materials.

A12. Both the five (5) hard copies and the electronic copy must be submitted as a part of your proposal copies.

Q13. Attachment B- Submission Information- 3. Qualifications- A Overall Qualifications – 4c. Provide one completed lead survey. Is that supposed to be ASBESTOS survey?

A13. Yes, that should be one completed Asbestos survey.

Q14. First, under “Qualifications” (Attachment B, #3A.1.d), NORA requests “one completed Environmental Assessment...” Does NORA actually require an Environmental Assessment in its entirety (1,000+ pages)?

A14. You may condense the sample; however, it must include the most important portions of the Environmental Assessment. Please indicate which portions of the EA have been redacted (if any) from the sample you have provided in your proposal.

Q15. How many of the following were completed for each year associated with the previous contract award and the average costs?

A15. Please complete NORA’s Public Records Request Form (Attachment A) and submits it to Jasmine J. Haralson, Director of External Affairs at jjharalson@nola.gov.



Q16. How many of the following are anticipated for the upcoming contract for each and estimated budget?

A16 The number of anticipated Environmental Reviews and Phase I/II ESA's are unknown.

- NEPA Environmental Review Services
- NEPA Environmental Review-Exemption
- NEPA Environmental Review-Categorically excluded not subject to 58.5
- NEPA Environmental Review- Categorically excluded subject to 58.5
- NEPA Environmental Review-Environmental Assessment

Q17. Which forms will need to be completed for the Initial Review (Environmental Restriction Checklist or Market-To-Market Form 4.4 or other)?

A17 NORA's projects are generally cleared on an individual basis. Therefore the forms used for review will be dependent on the individual project description.

- **Phase I Environmental Site Assessments**
- Single Family Houses
- Multi-Family Houses
- Small Commercial (<5000SF)
- Large Commercial (>5000 SF)
- Small Vacant Tracts of Land (1 acre or less)
- Medium Vacant Tracts of Land (1-5 acres)
- Large Acre Tracts (>5 acres)

- **Phase II Environmental Site Assessments**
- <\$10,000
- \$10,000 to \$15,000
- \$15,001 to \$20,000
- \$20,001 to \$25,000
- >\$25,000

- **Lead Inspections**
- Single Family Houses
- Multi-Family Houses
- Small Commercial (<5000 SF)
- Large Commercial (>5000 SF)
- Lead Risk Assessments
- Single Family Houses
- Multi-Family Houses



- **Lead Clearance Testing**
- **Asbestos Survey**
- Single Family Houses
- Multi-Family Houses
- Small Commercial (<5000 SF)
- Large Commercial (>5000 SF)

Q18. Can NORA provide a list and description (age, # of units, # of buildings address, etc.) of the housing developments that will be Subject to the RFP?

A18. All of the addresses will be in Orleans Parish. However the specific addresses are not known at this time. Services will be requested on an as-needed basis and Work Orders will be used to assign projects, as noted in the RFP.

Q19. Can NORA provide documentation as to what the future improvements will be at the communities that are Subject to the CDBG, CDBG-DR, NSP2 and Home Grants? The reason I ask this question is because it will dictate the scope of work required for environmental assessments and Part 58 (NEPA) reviews. This scope of work considerations may include asbestos surveys, archaeological surveys, wetland survey etc.

A19. Specific projects and improvements are not known at this time. Services will be requested on an as-needed basis and Work Orders will be used to assign projects, as noted in the RFP. To view a list of the types of projects NORA has completed in the past please visit <http://redevelop.nola.gov/about/projects>. Please note that this is not an exhaustive list of projects. The scope of work has included constructing and/or reconstructing commercial buildings, residential buildings, as well as landscaping projects.

Q20. Will each Housing Development require a Phase I ESA and Part 58 (NEPA) Environmental Review?

A20. No.

Q21 What is the preferred time frame that NORA would like the Phase I ESAs & Environmental Reviews?

A21. A schedule is requested in Attachment B of the RFP. NORA understands that timeline will vary for each firm; therefore, a final schedule of each task will be mutually agreed upon after a firm has been selected.

Q22. I did not see any forms in the RFP as to how NORA would like fees broken down. AEI would prefer to provide fixed fees for all services as a cost savings measure. Please advise as to how NORA would like fees discussed in the proposal/qualifications package.

A22. Please provide fees for each of the items identified in Attachment B: Submission Information, 6. Fee Schedule.



Q23. With respect to DBE participation, my firms intends to utilize DBE firms as sub-contractors. If we were to guarantee that 35% of the contract would be awarded to DBE firms, would 10 points be given (maximum amount per contract evaluation) to that firm which make the full commitment? That being said, if we were to guarantee that 17.5% of the contract would be awarded DBE firms, would 5 points be given per the contract amount?

A23. Points will be awarded based on the degree to which the respondent is responsive in each criterion.

Q24. Will the contract be awarded to one firm or multiple firms? If the latter, what would be the maximum amount of the firms the contract would be awarded to (2, 3, 4 etc.)?

A24. One firm will be selected.