

**REQUEST FOR  
QUALIFICATIONS**

**FORT WORTH**



**PROJECT: ENV 21-02: EECS**

ENVIRONMENTAL ENGINEERING &  
CONSULTING SERVICES  
ANNUAL CONTRACT

CITY OF FORT WORTH  
CODE COMPLIANCE DEPARTMENT  
ENVIRONMENTAL QUALITY DIVISION  
200 TEXAS  
FORT WORTH, TEXAS 76102

\_\_\_\_\_  
(Company Name)

BY: \_\_\_\_\_  
(print or type name of signatory)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
Title (print or type)

**Due: June 24, 2021**

# TABLE OF CONTENTS

## **1.0 REQUEST FOR QUALIFICATIONS**

- 1.1** Project Description
- 1.2** General Requirements
- 1.3** Interpretation of the Request for Qualifications
- 1.4** Conflicts
- 1.5** How to Submit a Qualifications Package
- 1.6** Opening of Qualifications
- 1.7** Qualifications Evaluation Criteria
- 1.8** Negotiation of the Contract
- 1.9** Contract Time
- 1.10** Award of the Contract
- 1.11** Reservations

## **2.0 QUALIFICATIONS DOCUMENTS**

- 2.1** Qualifications Document Checklist
- 2.2** Acknowledgment of Receipt of Addenda
- 2.3** Business Diversity Enterprise (BDE) Utilization Requirements
- 2.4** Qualifications Summary
- 2.5** Qualifications of Provider
- 2.6** List of Subcontractors
- 2.7** Insurance Certificates
- 2.8** Provider's Licenses & Certificates
- 2.9** Nondiscrimination
- 2.10** Provider's Legal and Compliance History
- 2.11** Financial Statement

# 1.0 REQUEST FOR QUALIFICATIONS

- 1.1 PROJECT DESCRIPTION: Qualifications are being accepted by the City of Fort Worth for the provision of professional services for environmental and engineering consulting on an annual contract agreement. Individual projects under the contract will be released on a Task Order basis when the City elects to proceed with each project. Providers are being asked to present the qualifications and experience of their company as well as their personnel for these services.

**THERE IS NO MINIMUM GUARANTEE OF ANY WORK UNDER THIS CONTRACT.**

- 1.2 GENERAL REQUIREMENTS:

Qualifications documents may be obtained from the City of Fort Worth - Purchasing web site at [www.fortworthtexas.gov/purchasing](http://www.fortworthtexas.gov/purchasing) in portable document format (PDF).

All Providers must comply with:

- Chapter 17, “Human Relations,” Article III, “Discrimination,” Division 3, “Employment Practices,” of the Code of the City of Fort Worth, prohibiting discrimination in employment practices.
- City of Fort Worth’s Business Equity Ordinance, Ordinance No. 20020.

## 1.2.1 Pre-Proposal WEBEX Meeting

A Pre-Proposal Conference will be held from **10 a.m. to 11:00 a.m., Wednesday, May 19, 2021 via WEBEX or Microsoft Teams.**

Attendance at the pre-proposal conference is not mandatory but is recommended. All interested parties are encouraged to email their respective email contact information to [Roger.Grantham@fortworthtexas.gov](mailto:Roger.Grantham@fortworthtexas.gov) in order to access the WEBEX or Microsoft Teams Pre-proposal conference.

- 1.3 INTERPRETATION OF THE REQUEST FOR QUALIFICATIONS:

All requests for an interpretation of the Request for Qualifications must be made in writing and submitted to the Code Compliance Department – Environmental Quality Division, by fax, regular mail, or email, at any time up to seven (7) calendar days prior to the deadline date for submitting Qualifications Packages. The person submitting the request will be responsible for its prompt delivery. No oral requests for interpretation will be answered.

The City will issue any interpretation of the Qualifications Documents as a formal addendum. Each Provider that intends to submit a Qualifications Package, must e-mail Mr. Roger Grantham, with a notification of intent to submit. The City will also post addenda on the web site. The City will not be responsible for any other explanations or interpretations. It is the Provider's obligation to determine if addenda have been issued prior to the deadline for submitting the Qualifications Package. Requests for interpretations must be submitted to:

Roger Grantham  
Code Compliance Department–Environmental Quality Division  
City of Fort Worth  
200 Texas Street  
Fort Worth, TX, 76102-6311  
Phone: 817-392-8592  
Email roger.grantham@fortworthtexas.gov

- 1.4 CONFLICTS: Should there be conflicts between the Qualifications documents and the final executed contract documents, the final contract documents shall take precedence.
- 1.5 HOW TO SUBMIT A QUALIFICATIONS PACKAGE: Each Provider must submit **ONE (1) electronic copy (in Adobe Acrobat® format (PDF) on a “Thumbdrive”** of their Qualifications Package to the City. All items to complete the submittal must be included within the Qualifications Package or the entire Qualifications Package may be considered non-responsive and rejected. In case of ambiguity or lack of clarity, the City reserves the right to adopt the construction most advantageous to the City or to reject the Qualifications Package.

Qualifications Packages must be submitted in a sealed envelope, addressed to the City of Fort Worth Purchasing Division, 200 Texas, Fort Worth, Texas 76102. The Qualifications Packages must be received by the Purchasing Division no later than 1:30 p.m. on June 10, 2021.

The project number must be clearly marked on the envelope and the statement **“QUALIFICATIONS DOCUMENTS ENCLOSED, DELIVER TO PURCHASING DIVISION ONLY BEFORE 1:30 on Thursday, June 10, 2021”** placed in the lower left-hand corner of the envelope in which the documents are delivered. If the documents are placed in an envelope that is contained inside another envelope, the statement shall be placed on the outermost envelope.

Any Qualifications Documents not properly marked or not received in the proper place by the proper time will be considered non-responsive.

## **NO FAXED QUALIFICATIONS WILL BE ACCEPTED**

- 1.6 OPENING OF QUALIFICATIONS: The Document entitled "Qualifications Summary" in each Qualifications Package submitted will be opened and read aloud at 2:00 P.M. on Thursday, June 10, 2021, in the Fort Worth City Council Chambers. The Qualifications Packages shall be handled so as to avoid the disclosure of the remainder of their contents

to competing offerors and so as to keep such contents secret during negotiations. All Qualifications Packages will be open for public inspection after the contract is awarded. However, information in the Qualifications Packages subject to the trade secrets exception of the Public Information Act under § 552.110 of the Texas Government Code or the confidential information exception under §552.101 of the Texas Government Code will not be open to public inspection. It is the responsibility of the Provider to clearly mark as such any information they deem trade secret or confidential.

- 1.7 QUALIFICATIONS EVALUATION CRITERIA: The City will select the most highly qualified Provider(s) responding to the request, based upon demonstrated competence and qualifications. Qualifications will be evaluated by qualitative measures and will be weighted as follows:

<b>FACTOR</b>	<b>WEIGHT</b>
1. Provider’s Company Experience	25 points
2. Provider’s Personnel Experience	25 points
3. Provider’s Legal History	10 points
4. Provider’s Work History With City *	5 points
5. Subcontractor’s Experience	10 points
<u>6. BDE Ordinance – MWBE Participation</u>	25 points
 <b>TOTAL</b>	 <b>100 points</b>

**\* No work history with the City will receive a score of 0 points.**

*NOTE: Any of the above factors may be weighted as low as -10 points.*

The City may conduct such investigations as deemed necessary to assist in the evaluation of any Qualifications and to establish the responsibility, qualifications, and financial ability of the Provider, subcontractors, and other persons who are proposed to work on the project.

- 1.8 NEGOTIATION OF THE CONTRACT: After selecting the most highly qualified Provider(S, the City will then attempt to negotiate with such Provider(s) a contract at a fair and reasonable price. At this time the City will request from Provider(s) a Fee Statement for primary charges for the proposed scope of services. If a satisfactory contract cannot be negotiated with the most highly qualified Provider(s), the City shall formally end negotiations with that Provider(s), select the next most highly qualified Provider(s), and attempt to negotiate contract(s) with that Provider(s) at a fair and reasonable price. This process shall continue until a contract is entered into, or until the City rejects all submittals and issues a new Request for Qualifications based on a new scope of work. The professional fees under the contract must be consistent with and not higher than the recommended practices and fees published by the applicable professional association for such services, and may not exceed any maximum provided by law. The City will negotiate with the successful Provider(s) any final changes to the contract and any exceptions identified in the Qualifications Documents. The City is not obligated to accept any

exceptions made by Provider(s). The successful Provider(s) will be required to submit one (1) electronic copy on a “Thumbdrive”. After the negotiations, the City will prepare and issue the contract documents with the notice of award to the successful Provider(s).

- 1.9 CONTRACT TIME: The successful Provider(s) will be awarded a one-year contract with three one-year options to renew.
- 1.10 AWARD OF THE CONTRACT: The City will send a notice of award letter to the successful Provider(s). The successful Provider(s) will receive an electronic contract document to execute by the designated Provider’s authorized signatory, and once completed by all parties, the City will notify the Provider(s) a letter entitled notice to proceed. This letter authorizes work to begin and invoices to be paid.
- 1.11 RESERVATIONS: The City reserves the right to reject any or all Qualifications Packages and waive any or all formalities.



# 2.0 QUALIFICATIONS DOCUMENTS

## 2.1 QUALIFICATIONS DOCUMENT CHECKLIST

All Qualifications Documents, including this Checklist, must be completed in full and submitted in a sealed envelope, in the requested order, or the Qualifications Package may be considered as a non-responsive submittal.

<u>Qualifications Documents</u>	<u>Initial if Included</u>
1. QUALIFICATIONS DOCUMENT CHECKLIST	_____
2. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	_____
3. BUSINESS DIVERSITY ENTERPRISE ORDINANCE REQUIREMENTS	_____
4. QUALIFICATIONS SUMMARY	_____
5. QUALIFICATIONS OF PROVIDER	_____
6. LIST OF SUBCONTRACTORS	_____
7. INSURANCE CERTIFICATES	_____
8. PROVIDER'S LICENSES & CERTIFICATES	_____
9. NONDISCRIMINATION	_____
10. PROVIDER'S LEGAL & COMPLIANCE HISTORY	_____
11. PROVIDER'S FINANCIAL STATEMENT	_____
12. HEALTH & SAFETY PROGRAM MANUALS	_____

I understand that failure to submit all of these items may cause my submittal to be considered non-responsive.

**PROVIDER:**

Company Name	BY: _____ (print or type name of signatory)
Address	(Signature)
City, State, Zip	Title (print or type)
Email	Phone Number

2.2

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

2.2.1 Check if applicable \_\_\_\_\_

The undersigned acknowledges the receipt of the following addendum (a) to the Request for Qualifications, and has attached all addenda following this page. (Add lines if necessary).

\_\_ Addendum Number 1 \_\_\_\_\_  
(Date received)

\_\_ Addendum Number 2 \_\_\_\_\_  
(Date received)

\_\_ Addendum Number 3 \_\_\_\_\_  
(Date received)

\_\_ Addendum Number 4 \_\_\_\_\_  
(Date received)

2.2.2 Check if applicable \_\_\_\_\_

The undersigned acknowledges the receipt of no addenda to the Request for Qualifications.

PROVIDER:

\_\_\_\_\_  
Company Name

BY: \_\_\_\_\_  
(print or type name of signatory)

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title (print or type)



## 2.3 BUSINESS EQUITY FIRMS-(M/WBE) UTILIZATION REQUIREMENTS

The City of Fort Worth implemented the Business Equity (BE) Ordinance to reflect the City's availability and disparity study findings. All proposers shall note that it is the policy of the City to ensure the full and equitable participation of Business Equity Firms in the procurement of services \$100,000.00 or more. This Request for Qualifications consists of a Business Equity goal.

The Business Equity goal is **11%**.

The information shall be submitted with the proposal and shall include:

- The company name, address, point of contact, email address, office and fax/telephone numbers of the Business Equity firms;
- A detailed description of the work to be performed or supplied by each Business Equity firm;
- The tier level, i.e., 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. (if other than 1<sup>st</sup> tier, the plan must clearly identify the firm name and tier from whom the Business Equity firm will be receiving payment)
- The sub-contract value or percentage of work for each Business Equity firm;
- State the Business Equity percentage level of commitment achieved; and
- Provide the same identification information for all non-Business Equity firms

It is important to note that only Business Equity firms that perform a commercially useful function may count towards the **11%** Business Equity goal.

A Business Equity Prime Contractor can count its self-performance services towards meeting the Business Equity Goal for the assigned NAICS commodity codes on their MBE or WBE certification. If the Business Equity Prime Contractor cannot self-perform all of the work, it will be accountable for subcontracting with certified Business Equity firms to meet the overall goal.

Proposers **must** obtain a request for listing of certified firms from the City of Fort Worth's Business Equity Division at (817) 392-2674 or email [DVIN\\_BEoffice@fortworthtexas.gov](mailto:DVIN_BEoffice@fortworthtexas.gov). This will ensure that Proposers are acknowledging Business Equity firms currently certified by the North Central Texas Regional Certification Agency (NCTRCA), Dallas/Fort Worth Minority Supplier Development Council (D/FW MSDC) and the Women's Business Council Southwest (WBCS) at the time proposals are submitted, in order for the participation to be counted towards the established goal. The firms must be located in the City's six (6) county geographic marketplace that includes the counties of: Tarrant, Dallas, Denton, Johnson, Parker and Wise.

If an Offeror, forms a joint venture with one or more Business Equity firms, the Business Equity joint venture percentage participation will be counted towards the established goal. The appropriate Business Equity Joint Venture form must be submitted for review and approval in order for it to be counted.

If Offeror failed to meet the stated Business Equity goal, in part or in whole, then a detailed explanation must be submitted to demonstrate the Good Faith Efforts made to secure Business Equity participation.

Failure to submit the Business Equity participation information or the detailed explanation of the proposer's Good Faith Efforts to meet or exceed the stated Business Equity goal, may render the proposal non-responsive.

**The Business Equity commitment will be part of the final weighted selection criteria.**

The undersigned acknowledges the City's MBE requirements as stated above, and if selected as the most highly qualified Provider(s), will comply with the requirement to submit a utilization plan during contract negotiations.

PROVIDER:

\_\_\_\_\_ BY: \_\_\_\_\_  
Company Name (print or type name of signatory)

\_\_\_\_\_  
Address (Signature)

\_\_\_\_\_  
City, State, Zip Title (print or type)



2.4 QUALIFICATIONS SUMMARY

**TO THE CITY OF FORT WORTH:**

The undersigned hereby proposes to furnish the equipment, labor, materials, superintendence, and any other items or services necessary to perform the required environmental and engineering consulting services as instructed by the City. All work will be outlined in a Task Order issued by the City to the Provider(s) for each required task. The Scope of Services is outlined on the following pages of the Qualifications Documents.

All Qualifications Documents have been submitted in one sealed package.

\_\_\_\_\_ Addenda to the Request for Qualifications have been received as acknowledged in Section 2.2.

This Qualifications Summary and the accompanying Qualifications Documents are intended to be complete and will remain valid for sixty (60) days from the date of submittal.

**PROVIDER:**

\_\_\_\_\_  
(Company Name)

BY: \_\_\_\_\_  
(print or type name of signatory)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Phone)

\_\_\_\_\_  
(FAX)



QUALIFICATIONS OF THE PROVIDER

Provider shall identify its company name, address, telephone number(s), and email addresses for the local office as well as the headquarters. Provider shall include the individual's name and email address with the firm who will be signing the contract with the City.

Company Official Name: \_\_\_\_\_

Company Local Address: \_\_\_\_\_

Company Headquarters Address: \_\_\_\_\_

Company Main Telephone Number: \_\_\_\_\_

Company Email Address: \_\_\_\_\_

Company Number of Years in Operation: \_\_\_\_\_

Number of Professional Employees to be Assigned to this Contract: \_\_\_\_\_

Name of Signatory Authority: \_\_\_\_\_

Email Address of Signatory Authority: \_\_\_\_\_

1. Provider shall include a narrative on how they will act as an extension of the Environmental Management staff. While Task/Purchase Orders will outline services to be provided and the price list will set the unit rates, the Provider will be expected to be a good steward of the City's funds.

**ATTACH NARRATIVE INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

2. Explain how the Provider will manage their operations in a manner that will provide cost effective, efficient, responsive, and creative support to the City of Fort Worth.

**ATTACH COST EFFICIENCY AND RESPONSIVE INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

3. Discussion should also focus on the Provider's billing practices to ensure accurate and timely billing in a manner that is easily reviewed and understood by the City.

**ATTACH BILLING INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

4. Provider shall attach a copy of its current statement of qualifications (**10-page maximum, 10 pt type minimum**).

**ATTACH PROVIDER QUALIFICATIONS INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**



5. If subcontractors are to be utilized, a current statement of qualifications for each subcontractor must also be included (**5-page maximum per subcontractor, 10 pt type minimum**).

**ATTACH SUBCONTRACTOR INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

6. Document the Provider's company and personnel experience with environmental and engineering consulting services as discussed in the **Scope of Services located on Page 2-13**. This section should discuss past and current relevant jobs with special focus on **Fort Worth/Dallas Metropolitan Area** work. Specific projects shall be included that summarize work performed, costs incurred with details in regard to being under, on or over original budget, and references.
7. Each Provider must submit their qualifications for each Primary Service identified under the **Scope of Services** or the entire submittal may be rejected.
8. Submit an organization chart depicting contact arrangement from the City to the Provider and from the Provider's representative to other areas within the Provider. Identify key persons by name and title and describe the primary work assigned as well as the percentage of time each person will devote to this contract. This chart must include the individual(s) assigned to ensure the BDE plan is followed.

**ATTACH ORGANIZATION INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

9. Submit a brief résumé (one page maximum, 10 pt type minimum) for each professional person who will be assigned to PERFORM WORK under this contract. Resume should detail specific projects and accomplishments that are directly related to the Scope of Services contained in this RFQ. Descriptions should be very specific on actual work performed by the individual.

**ATTACH RESUME INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

**Please List Number of Resumes Attached \_\_\_\_\_**

10. Please complete following table listing the professionals with your firm that will actively work on CFW projects or provide significant importance to the effective usage of this contract; personnel associated with the firm but that will not be active in supporting the City on a regular basis **will not be counted** in the evaluation matrix.

List essential personnel who will be actively involved such as, Program Manager, Senior Consultant, Project Manager, Scientist I-V, Technical Specialists I-V, Clerical Administration, Senior Scientist, etc...)

**ATTACH FULLY COMPLETED TABLE  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

List of Provider's Professional Employees Assigned to Contract \*\*

Professional's Name	Professional's Education Level	Professional's Educational Institution	Professional's Years of Experience	Professional's Title	Percentage Time Dedicated
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Professional's Name	Professional's Education Level	Professional's Educational Institution	Professional's Years of Experience	Professional's Title	Percentage Time Dedicated
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

## SCOPE OF SERVICES

Qualifications are being accepted by the City of Fort Worth for the provision of professional services for environmental and engineering consulting on an annual contract agreement. Individual projects will be released on a Task Order/Purchase Order basis when the City elects to proceed with each effort. Providers are being asked to present the Company's qualifications and experience for this work as well as their Personnel's qualifications and experience for this work.

Provider shall ensure that the Qualifications Package and any resumes included not only document relevant work experience but also summarize how the Provider has been a good steward of the Client's funds. Additionally, details should be included how the Provider has brought creative solutions to the table in an effort to control costs, reduce remediation time, increase effectiveness, etc.

**THERE IS NO GUARANTEE OF ANY WORK UNDER THIS CONTRACT**, however the types of work for which the successful Provider should be qualified to perform include the following:

### *Primary Services*

- **Phase I Environmental Site Assessments** in strict accordance with the All Appropriate Inquiries Final Rule and ASTM Standard 1527-05.
  - Please list a minimum of **ten (10)** Phase I ESA projects conducted in the DFW Metroplex Region with a brief description of the project and the findings of the investigation.
  - Please include applicable reference information for each of the individual Phase I ESA projects.

**ATTACH PHASE I ESA INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- **Phase II Environmental Site Assessments** including potential impacts to soil, groundwater, surface water, and air.
  - Please list a minimum of **six (6)** Phase II Subsurface Investigation projects conducted in the DFW Metroplex Region with a brief narrative describing the project and the findings of the investigation.
  - Please include applicable reference information for each of the individual Phase II investigations.

**ATTACH PHASE II ESA INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**



- **Leaking Petroleum Storage Tank (LPST)** site investigation, monitoring, remediation, and/or closure including necessary field work, data collection and analysis, reporting, etc. Oversight of underground storage tanks (UST) removal, soil and groundwater sampling, and report preparation to achieve site closure, etc.
  - Please list a minimum of **five (5)** LPST projects conducted with a brief description of the project and the findings of the investigation.
  - Please include reference information for each of the individual LPST project.

**ATTACH LPST INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- **Soil Remediation**, including developing a cleanup strategy under the appropriate TCEQ program and choosing the proper cleanup level for a particular site, overseeing the cleanup, providing appropriate documentation to TCEQ during the cleanup process, and seeing the cleanup through to closure.
  - Please list a minimum of **four (4)** site remediation projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site remediation projects. (**Do not** include descriptions for “confidential clients”).

**ATTACH SOIL REMEDIATION INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- **Volatile Organic Compound (VOC)** impacts to soil and groundwater including source identification, monitoring/delineation, and active/passive remediation.
  - Please list a minimum of **five (5)** VOC projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site VOCs remediation projects.

**ATTACH VOC INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- **Groundwater** flow issues associated with complex subsurface characteristics including natural and man-made features. Design, installation and monitoring of subsurface systems for groundwater flow control, groundwater treatment, etc.
  - Please list a minimum of **three (3)** groundwater delineation or remediation projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site groundwater remediation projects.

**ATTACH GROUNDWATER INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

## **Secondary Services**

- National Environmental Protection Act (NEPA) associated work with focus on Categorical Exclusion criteria reports.
  - Please list a minimum of **three (3)** NEPA Categorical Exclusion projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site NEPA CE projects.

**ATTACH NEPA CATEGORICAL EXCLUSION INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- Housing and Urban Development (HUD) compliant Noise Assessments in accordance with 24 CFR 51, B.
  - Please list a minimum of **three (3)** HUD Noise Assessment projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site HUD Noise Assessment projects.

**ATTACH HUD NOISE ASSESSMENT INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- Housing and Urban Development (HUD) compliant Explosive Assessments in accordance with 24 CFR 51, B.
  - Please list a minimum of **three (3)** HUD Explosive Assessment projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site HUD Explosive Assessment projects.

**ATTACH HUD EXPLOSIVES ASSESSMENT INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- Air pollution modeling and preparation of reports regarding air toxics, particulate matter and other pollutants.
  - Please list a minimum of **two (2)** Air Pollution Modeling projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site Air Pollution Modeling remediation projects.

**ATTACH AIR POLLUTION MODELING INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**



- Design and construction management of structures, systems, and components intended to collect and/or prevent pollutants from entering the municipal separate storm sewer system (MS4).
  - Please list a minimum of **three (3)** design and construction management of MS4 pollutant prevention projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site MS4 projects.

**ATTACH MS4 DESIGN AND MANAGEMENT OF POLLUTANTS INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- Stormwater pollutant concentration modeling and watershed evaluation.
  - Please list a minimum of **three (3)** Stormwater Pollutant Modeling projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site Stormwater Pollutant Modeling projects.

**ATTACH STORMWATER POLLUTANT MODELING INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**

- Watershed evaluations for stormwater quality improvements and enhancements.
  - Please list a minimum of **three (3)** Watershed Evaluation projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.
  - Please include applicable reference information for each of the individual site Watershed Evaluation projects.

**ATTACH WATERSHED EVALUATION INFORMATION  
FOLLOWING THIS PAGE WITHIN THE QUALIFICATIONS PACKAGE**



## 2.6 LIST OF SUBCONTRACTORS

Providers shall complete the following information and submit it with the Qualifications Documents to permit the City of Fort Worth to more fully evaluate the submittal's quality prior to awarding the contract.

**ATTACH ADDITIONAL PAGES AS NECESSARY**





<b>Company Name:</b>			
<b>Address:</b>			
<b>Phone Number:</b>		<b>Website:</b>	
<b>Proposed Tasks on the Project:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Phone Number:</b>		<b>Website:</b>	
<b>Proposed Tasks on the Project:</b>			

<b>Company Name:</b>			
<b>Address:</b>			
<b>Phone Number:</b>		<b>Website:</b>	
<b>Proposed Tasks on the Project:</b>			
<b>Company Name:</b>			
<b>Address:</b>			
<b>Phone Number:</b>		<b>Website:</b>	
<b>Proposed Tasks on the Project:</b>			

## 2.7 INSURANCE CERTIFICATES

2.7.1 **FOR PURPOSES OF THIS REQUEST FOR QUALIFICATIONS, PLEASE ATTACH A COPY OF YOUR CURRENT INSURANCE CERTIFICATE(S) FOLLOWING THIS PAGE AND BOUND WITHIN THE QUALIFICATIONS PACKAGE.**

2.7.2 The successful Provider(s) will be required by the contract to have insurance coverage as detailed below. Prior to commencing work, the Provider(s) shall deliver to Fort Worth certificates documenting this coverage. The City may elect to have the Provider(s) submit its entire policy for inspection.

(a) Insurance coverage and limits:

Provider shall provide to the City certificate(s) of insurance documenting policies of the following coverage at minimum limits that are to be in effect prior to commencement of work on the contract:

1. Commercial General Liability
  - \$5,000,000 each occurrence
  - \$5,000,000 aggregate
2. Automobile Liability
  - \$1,000,000 each accident, or
  - \$250,000 property damage / \$500,000 bodily injury per person per accident

A commercial business auto policy shall provide coverage on "any auto," defined as autos owned, hired and non-owned during the course of this project.

3. Worker's Compensation
  - Coverage A: statutory limits
  - Coverage B: \$1,000,000 each accident  
\$1,000,000 disease - policy limit  
\$500,000 disease - each employee
4. Professional Liability
  - \$2,000,000 each claim
  - \$5,000,000 aggregate

Professional Liability Insurance shall be written on a project specific basis. The retroactive date shall be coincident with or prior to the date of this contract and the certificate of insurance shall state that the coverage is claims-made and the retroactive date. The insurance coverage shall be maintained for the duration of this contract and for five (5) years following completion of the contract (Tail Coverage). An annual certificate of insurance shall be submitted to the City for each year following completion of this contract.



5. Environmental Impairment Liability and/or Pollution Liability

- o \$2,000,000 per occurrence.

EIL coverage(s) must be included in policies listed in items 1 and 4 above; or, such insurance shall be provided under a separate policy or policies. Liability for damage occurring while loading, unloading and transporting materials collected under the contract project shall be included under the Automobile Liability insurance or other policy(s).

(b) Certificates of insurance evidencing that the Provider(s) has obtained all required insurance shall be delivered to the City prior to Provider(s) proceeding with the contract.

1. Applicable policies shall be endorsed to name the City an Additional Insured thereon, as its interests may appear. The term City shall include its employees, officers, officials, agents, and volunteers as respects the contracted services.
2. Certificate(s) of insurance shall document that insurance coverage specified according to items in section (a) above are provided under applicable policies documented thereon.
3. Any failure on part of the City to request required insurance documentation shall not constitute a waiver of the insurance requirements.
4. A minimum of thirty (30) days notice of cancellation or material change in coverage shall be provided to the City. A ten (10) days notice shall be acceptable in the event of non-payment of premium. Such terms shall be endorsed onto Provider's insurance policies. Notice shall be sent to Cody Whittenburg, Program Manager, Code Compliance Department - Environmental Quality Division, City of Fort Worth, 200 Texas, Fort Worth, Texas 76102.
5. Insurers for all policies must be authorized to do business in the state of Texas or be otherwise approved by the City; and, such insurers shall be acceptable to the City in terms of their financial strength and solvency.
6. Deductible limits, or self-insured retentions, affecting insurance required herein shall be acceptable to the City in its sole discretion; and, in lieu of traditional insurance, any alternative coverage maintained through insurance pools or risk retention groups must be also approved. Dedicated financial resources or letters of credit may also be acceptable to the City.
7. Applicable policies shall each be endorsed with a waiver of subrogation in favor of the City as respects the contract.
8. The City shall be entitled, upon its request and without incurring expense, to review the Provider's insurance policies including endorsements thereto and, at the City's discretion, the Provider may be required to provide proof of insurance premium payments.
9. The Commercial General Liability insurance policy shall have no exclusions by endorsements unless the City approves such exclusions.
10. The City shall not be responsible for the direct payment of any insurance premiums required by the contract. It is understood that insurance cost is an allowable component of Provider's overhead.

11. All insurance required in section (a) above, except for the Professional Liability insurance policy, shall be written on an occurrence basis in order to be approved by the City.
12. Subcontractors to the Provider(s) shall be required by the Provider to maintain the same or reasonably equivalent insurance coverage as required for the Provider. When subcontractors maintain insurance coverage, Provider shall provide City with documentation thereof on a certificate of insurance. Notwithstanding anything to the contrary contained herein, in the event a subcontractor's insurance coverage is canceled or terminated, such cancellation or termination shall not constitute a breach by Provider of the contract.



## 2.8 PROVIDER'S LICENSES & CERTIFICATES

Provider shall procure all permits and licenses, pay all charges, costs, and fees, and give all notices necessary and incident to the due and lawful prosecution of the work.

Provider should provide a copy of the appropriate certifications, registrations, and licenses and related certificates (including Subcontractors) with their submittal including but not limited to:

- TCEQ Corrective Action Specialist (CAS);
- TCEQ Correction Action Project Manager (CAPM);
- Professional Engineer (PE);
- Professional Geologist (PG);
- Professional Land Surveyor; and
- Hazardous Waste Operations and Emergency Response (HAZWOPER) Training – only for key field personnel.

**ATTACH COPIES OF CURRENT APPLICABLE LICENSES AND CERTIFICATES  
FOLLOWING THIS PAGE AND BOUND WITHIN THE QUALIFICATIONS PACKAGE**



2.9 NONDISCRIMINATION

All City contractors are required to comply with Chapter 17, "Human Relations," Article III, "Discrimination," Division 3, "Employment Practices," of the Code of the City of Fort Worth, prohibiting discrimination in employment practices. Provider agrees that Provider, its employees, officers, agents, contractors or subcontractors, have fully complied with all provisions of such Ordinance, and that no employee, participant, applicant, contractor or subcontractor has been discriminated against according to the terms of such Ordinance by Provider, its employees, officers, agents, contractor or subcontractors herein.

CONTRACTOR:

\_\_\_\_\_  
Company Name

BY: \_\_\_\_\_  
(print or type name of signatory)

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title (print or type)



## 2.10 PROVIDER'S LEGAL AND COMPLIANCE HISTORY

Provider's legal and compliance history is a critical component of this Request for Qualifications. Read this section with care and respond accordingly. Failure of the Provider to provide all the information requested and to certify the report, will result in the Provider's submittal being declared non-responsive.

Provider shall attach a written report of legal action brought against Provider, Provider's officers, Provider's employees, AND Provider's proposed subcontractors relating to the protection of the environment. The terms "legal action" and "relating to the protection of the environment" are defined below.

The report shall include all legal action brought within **five (5) years of the closing date of this Request for Qualifications**. The report shall detail the substance, status, and outcome of such legal action. This includes without limitation the names of the agency and/or persons bringing the action, all relevant dates, and all fines, judgments, and/or settlements. Include the following information for each case at a minimum:

- Style of Case ( X vs. Y )
- Cause Number
- Court
- Date of Disposition
- Settlement Information (as appropriate)
- Names / Addresses of all parties named
- Counsel List and phone numbers
- Judgment and Order of Judgment

"LEGAL ACTION" means: ANY enforcement action by the United States Environmental Protection Agency, the Occupational Safety and Health Administration, any other federal agency, the Texas Commission on Environmental Quality (including its predecessor agency the Texas Natural Resource Conservation Commission), the Texas Department of State Health Services (including its predecessor agency the Texas Department of Health), and any other state agency, commission or department, whether in Texas or elsewhere, when such enforcement action is a result of violations, real or alleged, of any laws, licenses, permits, judicial orders, or administrative orders, relating to the protection of the environment. In this context, enforcement action shall include without limitation, written warnings, notices of violation, consent orders or agreements, compliance orders, administrative hearings, civil litigation and criminal prosecution. Legal action also means any civil litigation brought by any person relating to the protection of the environment.

"RELATING TO THE PROTECTION OF THE ENVIRONMENT" means: requirements pertaining to the manufacture, processing, distribution, use, handling, storage, transportation, reporting, records keeping, permitting, licensing, treatment, disposal, emission, discharge, spill, release, or threatened release of hazardous materials, hazardous substances, hazardous wastes, toxic substances, petroleum, industrial waste, solid waste, pollutants or contaminants into or onto the air, surface water, drinking water, groundwater, storm water, publicly owned treatment works, or land.

THE REPORT SHALL BE SIGNED AND CERTIFIED by an authorized representative of the Provider, using the form on the following page. The top portion of the form is to be completed if a report of legal action is attached. The bottom portion of the form is to be completed if Provider has no legal action to report. **Make certain that the appropriate portion of the form is filled out and signed.**

AN AUTHORIZED REPRESENTATIVE OF THE PROVIDER shall mean:

- (1) if the Provider is a corporation: the president, secretary, or treasurer, or a vice president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation;
- (2) if the Provider is a partnership, a general partner; and
- (3) if the Provider is a sole proprietorship, the sole proprietor.

**INCLUDE A COPY OF THE REPORT OF LEGAL ACTION  
FOLLOWING THE CERTIFICATION PAGE AND  
BOUND WITHIN THE QUALIFICATIONS PACKAGE**

# Certification of Provider's Legal and Compliance History

Complete ONE of the Following Certifications:

## ***Certification of Legal Action Report***

I certify under penalty of law that the attached Legal Action Report detailing Provider's, Provider's officers, Provider's employees, and Provider's proposed subcontractors legal and compliance history relating to the protection of the environment was prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

PROVIDER:

\_\_\_\_\_  
Company Name

BY: \_\_\_\_\_  
(print or type name of signatory)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Date

## ***Certification of NO Legal Action***

I certify under penalty of law that the legal and compliance history of Provider, Provider's officers, Provider's employees, and Provider's proposed subcontractors was researched under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, I hereby certify that no legal action relating to the protection of the environment was brought against Provider, Provider's officers, Provider's employees, or Provider's proposed subcontractors within the preceding five years. To the best of my knowledge and belief, this statement is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

PROVIDER:

\_\_\_\_\_  
Company Name

BY: \_\_\_\_\_  
(print or type name of signatory)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
Title (print or type)

\_\_\_\_\_  
Date

2.11 FINANCIAL STATEMENT

Providers must provide a current certified or compilation financial statement within this section of the proposal. The financial statement shall be no more than six months old.

**INCLUDE A COPY OF THE STATEMENT FOLLOWING THIS PAGE  
BOUND WITHIN THE PROPOSAL PACKAGE**







## ADDENDUM

TO: Interested Parties  
FROM: Roger Grantham, Environmental Supervisor  
DATE: June 17, 2021  
RE: Addendum  
ENVIRONMENTAL ENGINEERING AND CONSULTING SERVICES  
Project #: ENV 21-02: EECS

---

As of Thursday, June 17, 2021, the following clarifications apply;

1. Will the addendum be uploaded on the City of Fort Worth procurement site (replacing the current RFQ that is uploaded there now) or do I need to log into a vendor portal to receive the addendum?

Yes the new addendum will replace the current RFQ and it will be located at the rear of the RFQ. The addendum will be sent out electronically to all interested parties that have expressed interest.

2. Can we apply the work history of current employees and subcontractors who have experience with the City but not performed while working at Weston?

Yes.

3. Does work experience for the City on other contracts apply for qualification?

Yes

4. Does work performed within the city of Fort Worth (but not for the City) qualify for points to be earned?

Unfortunately no it will not count towards the points to be earned.

5. We assume that subcontractor work experience with the City of Fort Worth is included in the scoring.

Yes the subcontractor qualifications will be considered in the overall scoring matrix.

6. Can a subcontractor's specific experience be featured as a project example for a requested category?

Yes it may be utilized.

7. If a project involves aspects of multiple requirements, we assume that it can be used for multiple examples?

Yes it can be used for multiple examples, but diversity of projects will indicate the overall breadth of your company's experience.

8. The RFQ lists that Health & Safety Program Manuals must be included with our response. The requirement is listed in the deliverables checklist but we would appreciate clarification of your expectations of the extent and completeness of what is requested.

Please include your latest standard HASP that covers general activities conducted on a daily basis by your company. Your company should have a standard HASP at the ready. You are not required to produce a HASP specific to all of the categories listed in the RFQ.

9. For this RFQ under Primary Services, the City has requested a minimum number of Phase I ESA and Phase II Subsurface Investigation project examples in the DFW area. Does this project experience need to reside with the bidding company or can personal experience of the company staff qualify?

The ideal answer would to have the "Company" experience listed for each of the areas, however, descriptions in the staff matrix should also reflect the experience in the related areas also.

10. Section 2. Qualifications Documents Item No. 12 Health & Safety Manuals. Can you please provide guidance on what specific manuals need to be provided, or is this item referring to a list of the firm's Health & Safety programs?

Please see answer to Question #8 above.

11. Section 2.3 Can you please provide a definitions or examples of a Tier 1,2,3 level Business equity Firm? A Business Equity Plan is mentioned in Section 2.3. Can you please provide the format or example of the Plan, and will this plan need to be presented with the qualifications package? Will an email requesting a Business Equity listing suffice as an acknowledgment?

Please contact the Business Diversity Office at 817-392-7525 concerning these questions and they will be more than willing to help.

12. Are analytical services considered under this contract, and if not, what other services are considered by the City under this contract?

There will be no laboratory analytical services for this contract. Other services may include drillers, samplers, and any other environmentally related activity performed by subcontractors to meet the requirements of the RFQ areas of emphasis.

13. Can you please provide clarification on Item 6, page 2-18 regarding the "Scope of Services located on Page 2-13".

Basically discuss your company's experience and your company's staff experience in addressing each of the areas of emphasis in the RFQ package as related to Primary and Secondary services.

14. For the addendum, WSP would like clarification on one additional item. Scope of Service – Primary Services – Soil Remediation (**Do Not** include descriptions for "confidential clients") does this statement only relate to Soil Remediation projects or does no "confidential clients" apply to all project descriptions?

No, it relates to all areas of Primary and Secondary services. It was just mentioned in that one area only but carries throughout the entire project descriptions.

15. Will multiple consultants be awarded for this contract? Or only one be chosen?

Currently the City is considering the option to make multiple awards under this contract provided that an adequate number of respondents are received and that multiple vendors are qualified based on the scoring summary.

16. Who are the incumbents for this contract?

The incumbent is Enercon Services, Inc.

17. Will the provider be required to submit on ALL 13 Primary and Secondary services (ref: starting on page 2-23)? Is a response for each required?

It is desirable for each respondent to submit information for each services requested as emphasized in the RFQ. The City from time to time requires work in each of these niches. A response is not required but it is advantageous to have the respondent or a subcontractor information in each area if possible.

18. Can you clarify the definition of the Tiers for the Business Equity firms?  
Does the statement mean 1<sup>st</sup> Tier is the Prime? (ref: page 1-9)

Please see Answer to Question #11 above.

19. Will the "Primary Scope of Work" tasks and "Secondary Scope of Work" tasks be weighted the same in scoring?

The primary and secondary services will be scored on a weighted scale within the overall criterial. The secondary services will not carry the weight of the primary services.

20. Would you please provide a list of firms that currently provide the City of Fort Worth with HUD-compliant noise assessment services in accordance with 24 CFR 51, B?

Enercon Services, Inc. and WSP

21. Would you please provide a list of firms that currently provide the City of Fort Worth with HUD-compliant Explosive Assessments in accordance with 24 CFR 51, B?

Enercon Services, Inc. and WSP

22. Who is the incumbent and do we have to submit a response to each scope category for consideration on the subject submittal?

Enercon Services, Inc. and it is advantageous to submit information in each category but it is not necessary to do so if you do not have any associated experience in those areas.

23. The Scope of Services requests the following: Air pollution modeling and preparation of reports regarding air toxics, particulate matter and other pollutants. Please list a minimum of two (2) Air Pollution Modeling projects conducted with a brief narrative describing the details of the project and the type of remedial strategy implemented.

Can you provide details on what specific projects you require, for example are you referring to industrial source/air permitting modeling, or other sources such as landfills, and what kind of reports, for example, emissions inventories or EPA, state, local permit reports?

Greenhouse gas studies and modeling involving City operations, numerous oil/gas wells located in the city limits, and landfills. Other areas of emphasis may include school zones, emergency response instances to disasters locally that may affect the overall air quality.

Also, the term "remedial strategy implemented", would this encompass installation of air pollution equipment, or process modifications, etc..?

Remedial strategy implementation would include similar means available to reduce the overall impact from the particular emission sources identified in the scope of services issued. These may vary from industrial areas to air quality in "school zones" for instance.

24. Regarding Section 2.11 " Financial Statement".

The City is removing this requirement from the RFQ. Do not include a Financial Statement in the RFQ submittal.

Bids are due at Lower Level City Hall; Purchasing Division, 200 Texas, Fort Worth, Texas 76102, no later than 1:30P on June 24, 2021.