

# Calhoun County Land Bank Authority

## Neighborhood Stabilization Program 2

### Request for Proposal: Environmental Site Assessments Addendum

**For:** Glenwood Trace Apartment Complex located at 100 & 101  
Winding Way, Battle Creek, MI 49017

**Services may include:** Phase I, NEPA Report, Phase II,  
Floodplain Assessments & Permits, and Site Remediation.

**BID NUMBER:** #11-CCLBA-2011-Addendum

**DATE ISSUED:** November 2, 2011

**DATE DUE:** November 18, 2011; 1:00 PM (LOCAL TIME)

Bid will be opened publicly at this time in the Purchasing Department,  
315 W. Green Street, Marshall, MI.

As part of the Michigan NSP2 Consortium, a partnership between:

U.S. Department of Housing and Urban Development  
Michigan State Housing Development Authority  
The City of Battle Creek  
Calhoun County Land Bank Authority (CCLBA)

Para una versión en Español, por favor llamar a Krista Edwards – 269-781-0859



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# REQUEST FOR PROPOSALS – ENVIRONMENTAL ASSESSMENT SERVICES

## INTRODUCTION

### A. Overview

This Request for Proposals (“RFP”) is being issued by the Calhoun County Land Bank Authority. THE CALHOUN COUNTY LAND BANK AUTHORITY invites the submission of proposals from Certified Environmental Consultants (contractors) to provide environmental site assessments prior to demolition or rehabilitation of structures. Environmental Site Assessments may include conducting and preparing the following:

- Phase I Assessment per all applicable state and federal regulations;
- NEPA Report in the form of an Environmental Assessment per all applicable state and federal regulations (*Note: at this time, this project is not Categorical Excluded*);
- Floodplain Assessment & Delineation, establishment of the 100-year floodplain boundary, and facilitation of the demolition of structures in the 100 year floodplain per all applicable state and federal requirements;
- Wetland Delineation per state and federal rules;
- Phase II Assessment per all applicable state and federal requirements;
- Baseline Environmental Assessments (BEA) and Due Care Plan per all applicable state and federal requirements; and/or
- Scope or Work and Site Remediation Plans per all applicable state and federal requirements.

Certified inspectors (contractors) with demonstrated experience in these areas and an interest in making their services available to THE CALHOUN COUNTY LAND BANK AUTHORITY are invited to respond to this RFP. “Respondents” means the companies or individuals that submit proposals in response to this RFP.

It is understood that the selected Respondent acting as an individual, partnership, corporation or other legal entity, is State licensed and certified in accordance with title XI of the Financial Institutions Reform, Recovery, and Enforcement Act of 1989 (FIRREA) (12 U.S.C. 3331 et seq.) and is capable of providing the specified services. The Respondent shall be financially solvent and a combination of its members if a joint venture, its employees, agents or sub-consultants of any tier shall be competent to perform the services required under this RFP document.

THE CALHOUN COUNTY LAND BANK AUTHORITY is seeking to encourage participation by respondents who are MBE/WBE or Section 3 business enterprises and has a goal for minimum MBE/WBE participation of at least 10% MBE and 10% WBE participation.

Nothing in this RFP shall be construed to create any legal obligation on the part of THE CALHOUN COUNTY LAND BANK AUTHORITY or any respondents. THE CALHOUN COUNTY LAND BANK AUTHORITY reserves the rights, in its sole discretion, to amend, suspend, terminate, or reissue this RFP in whole or in part, at any stage. In no event shall THE CALHOUN COUNTY LAND BANK AUTHORITY be liable to respondents for any cost or damages incurred in connection with the RFP process, including but not limited to, any and all costs of preparing a response to this RFP or any other costs incurred in reliance on this RFP. No respondent shall be entitled to repayment from THE CALHOUN COUNTY LAND BANK AUTHORITY for any costs, expenses or fees related to this RFP. All supporting documentation submitted in response to this RFP will become the property of the CALHOUN COUNTY LAND BANK AUTHORITY. Respondents may also withdraw their interest in the RFP, in writing, at any point in time as more information becomes known. Bids are to be firm, unless the need for a change order is documented by the CALHOUN COUNTY LAND BANK AUTHORITY'S staff, and cannot be withdrawn for a period of thirty (30) calendar days after opening.

The CALHOUN COUNTY LAND BANK AUTHORITY has adopted purchasing policies and procedures for procurement process. For further information on this requirement, contact the Calhoun County Purchasing Department, 315 W. Green St., Marshall MI 49068 or phone 269-781-0981.

## B. Time of Completion

Any contract awarded pursuant to this RFP solicitation shall agree to complete the work on or before the times outlined in the Scope of Services.

## C. Term of Contract

Any contract awarded pursuant to this RFP solicitation shall be valid through the end of the grant, which concludes on February 10, 2013. All contracts made by the successful bidder with subcontractors shall be covered by the terms and conditions of the contract. The successful bidder shall see to it that their subcontractors are fully informed in regard to these terms and conditions.

## D. Background

Under the Recovery Act, Congress established the Neighborhood Stabilization Program 2 (NSP2) to stabilize neighborhoods whose viability is negatively affected by properties that have been foreclosed upon and abandoned. NSP2 provides grants to states, local governments, nonprofits and a consortium of public and or private nonprofit entities on a competitive basis.

The Michigan NSP2 Consortium received \$223,875,339. The Michigan State Housing Development Authority (MSHDA), as lead applicant, 12 city governments, and eight county land banks will work together to remove blight, address vacancy and foreclosures, and reposition neighborhoods in targeted NSP2-eligible census tracts. MSHDA allocated \$201,487,805 to place properties back in productive use and \$22,387,534 in administrative fund for MSHDA, Cities and Lands Banks to share.

The City of Battle Creek received \$4,501,000 and the Calhoun County Land Bank Authority received \$3,218,839 for a total award amount of \$7,719,839 to assist the targeted census tracts in the City of Battle Creek.

## E. Federal Regulations

Award recipients implementing the Michigan NSP2 Consortium must follow the Community Development Block Grant (CDBG) Program rules and regulations, unless stated otherwise in the May

4, 2009 of the Federal Register Notice [Docket No. FR-5321-N-01] regarding [Title XII of Division A of the American Recovery and Reinvestment Act of 2009](#), which is posted on

[http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2\\_nofa.pdf](http://www.hud.gov/offices/cpd/communitydevelopment/programs/neighborhoodspg/pdf/nsp2_nofa.pdf)

Respondents are strongly encouraged to read these regulations prior to submitting their response to this RFP. All NSP2 funds must be spent on specific eligible activities no later than February 10, 2013 and 50% of NSP2 funds must be spent no later than February 10, 2012.

## PROFESSIONAL SERVICE REQUIREMENTS

### A. Scope of Work

THE CALHOUN COUNTY LAND BANK AUTHORITY seeks sealed proposals from Respondents to inspect properties targeted for acquisition or already acquired for the purposes of NSP2 and provide Environmental Site Assessments for properties located in targeted neighborhoods and census tracts in the City of Battle Creek. (*See Appendix A – NSP2 Boundaries and Map.*)

THE CALHOUN COUNTY LAND BANK AUTHORITY is interested in facilitating the acquisition of and demolition of vacant/foreclosed properties for the purpose of rehabilitation, new construction, and demolition to foster neighborhood stabilization. THE CALHOUN COUNTY LAND BANK AUTHORITY is seeking Environmental Site Assessment services of the Glenwood Trace Apartment Complex located at 100 and 101 Winding Way, Battle Creek, MI 49017. This property is condemned and vacant; arrangements will be made by THE CALHOUN COUNTY LAND BANK AUTHORITY to schedule entry to the respective properties. The selected contractor will be expected to coordinate services with asbestos assessment and abatement contractors as well as demolition contractors. **The intended end use of this site, for the near future, is to create a park on the south side of the road and to land bank the northern part.**

Selected Respondents will be required to export the completed findings reports to THE CALHOUN COUNTY LAND BANK AUTHORITY via Excel, Word or Adobe file, and will also be responsible for preparing all reports required by state and federal agencies.

ALL WORK SHALL CONFORM TO THE FOLLOWING FEDERAL REQUIREMENTS WHERE APPLICABLE

OSHA 29 CFR 1926 – Construction Industry Standards

29 CFR 1926.62 – Construction Industry Lead Standards

29 CFR 1910-1200 – Hazard Communication

40 CFR 261 – EPA Regulations

HUD Title X parts 1012 – 1013

HUD Contract and Subcontract Activity

24 CFR 570.061 – Equal Opportunity and Fair Housing

24 CFR 570.602 – Affirmative Marketing

24 CFR 570.603 – Davis Bacon Wage Rates for Projects with 8 or more units

24 CFR 570.604 – Environmental Review

24 CFR 570.605 – National Flood Insurance Program

24 CFR 570.606 – Displacement, Relocation and Acquisition

24 CFR 570.607 – Lead Based Paint

24 CFR 570.609 – Debarred, Ineligible or Suspended Contractors

24 CFR 570.611 – Conflict of Interest

24 CFR 85.36 – Procurement

Executive Order 11246

Services shall be provided on an “as needed” basis. The CCLBA does not guarantee a minimum quantity. The CCLBA expects to Environmental Site Assessments for the Glenwood Trace Apartment Complex located at 100 and 101 Winding Way, Battle Creek, MI 49017. Proposals shall be guaranteed until the end of the grant period on February 10, 2013.

The Calhoun County Land Bank Authority reserves the right to select the contractor that best meets the CCLBA’s goals and objectives, quality levels, as well as its educational and service level expectations. The CCLBA reserves the right, in its sole discretion, to reject any/or all proposals, to waive any irregularities and technical defects contained therein, to award the contract in its entirety, in part, or not at all and/or determine which proposal is the lowest and/or best to enter into a Contract, as deemed to be in the best interest of the CCLBA.

## EVALUATION CRITERIA AND SCORING

In evaluating responses to this Request for Proposal, THE CALHOUN COUNTY LAND BANK AUTHORITY will take into consideration the experience, capacity, and costs that are being proposed by the Respondent. Proposals should provide a straightforward, concise description of the proponent’s capabilities to satisfy the requirements of the RFP. The following Evaluation Criteria will be considered in reviewing submittals:

Experience in Environmental Site Assessment, which may include the following:

Phase I Assessments

NEPA Report (Environmental Assessment; at this time this project is not Categorically Excluded)

Phase II Assessments

Baseline Environmental Assessments & Due Care Plans

Floodplain Assessments

**Wetland Delineation**

Site Remediation Plans

Scope of Work Plans Required per Applicable State and Federal Regulations

Capability of Contractor and its Personnel

Price

Qualifications

Completeness of Response

Locality of Business

Section 3 Certification or MBE/WBE

**A. Experience and Capacity**

A point system is to evaluate the experience and capacity of the Respondent including locality and HUD Section 3/MBE/WBE can be found in *Appendix B*.

**SUBMITTAL REQUIREMENTS**

RFP responses must be submitted via hard copy and sent to Calhoun County Purchasing Department, 315 W. Green St, Marshall MI 49068 and clearly labeled RFP #11-CCLBA-2011. Each respondent shall submit one (1) original and two (2) copies of the required documentation in a clear, legible, and 8.5 by 11 inch format. Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFP will be cause for rejection of submittals.

Written questions must be submitted via email to [kedwards@calhouncountymi.gov](mailto:kedwards@calhouncountymi.gov) by 5:00 pm Tuesday, November 15, 2011. Written answers will be provided to all potential bidders via email by 5:00 pm Wednesday, November 16, 2011.

THE CALHOUN COUNTY LAND BANK AUTHORITY reserves the right to seek additional information to clarify responses to this RFP. Each response must include the following:

**A. Letter of Interest**

Please submit a Cover Letter of Interest signed by a duly authorized officer or representative of the Respondent, not to exceed two pages in length. The Letter of Interest must also include the following information:

1. The principal place of business and the contact person, title, telephone/fax numbers and email address.
2. A brief summary of the qualifications of the Respondent and team.
3. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture).

4. The names and business addresses of all Principals of the Respondent. For purposes of this RFP “Principals” shall mean persons possessing an ownership interest in the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
  - If the Respondent is a partially owned or fully-owned subsidiary of another organization, identify the parent organization and describe the nature and extent of the parent organization’s approval rights, if any, over the activities of the Respondent.
5. The Certification attached hereto at the end of this RFP and incorporated herein by reference must be signed by Respondent and attached to the Letter of Interest.

## B. Threshold Requirements

These documents must be submitted and acceptable along with your proposal:

1. a. Certificate of Good Standing for Corporations Companies issued by the Michigan Secretary of State; or  
b. Certificate of Existence for Limited Liability Companies issued by the Michigan Secretary of State; or  
c. Certificate of Good Standing or Certificate of Existence for Joint Ventures; or  
d. “Doing Business As” documentation and certificates for all other types of businesses.
2. Evidence of Insurance: Commercial General Liability with limits not less than \$2,000,000; Workers Compensation and Employers Liability with limits not less than \$500,000; and Automobile Liability with limits not less than \$1,000,000 per occurrence. The selected Contractor shall agree to indemnify and hold harmless the CCLBA, Michigan State Housing Development Authority, HUD, and its officers, agents, and employees from any and all claims, causes, or actions, and damages of any kind, for injury to or death of any person and damages to property arising out of or in connection with the work done by the Contractor under this contract, and including acts or omissions of the CCLBA, MSHDA, HUD, or its officer, agents, or employees in connection with said contact.
3. Non-For-Profit Documentation if applicable
  - IRS 501(c)(3) determination
  - Articles of Incorporation
  - Corporate By-Laws
  - Listing of Board Members
4. Evidence of Financial Stability: All Respondents shall include their most recent financial statements with the proposal response. This information will assist and THE CALHOUN COUNTY LAND BANK AUTHORITY in determining the Respondent’s financial condition. THE CALHOUN COUNTY LAND BANK AUTHORITY is seeking this information to ensure that the proposer’s have the financial stability and wherewithal to assure good faith performance.
5. Evidence of Environmental Site Assessment certification under the Federal certification program or under a federally accredited State certification program.
6. Three (3) references of related projects, including date of project, contact person and phone number, and a brief description of the project. (*See Appendix E*)
7. Conflict of Interest Statement & Supporting Documentation: Respondent shall disclose any professional or personal financial interests that may be a conflict of interest in representing the CALHOUN COUNTY LAND BANK AUTHORITY. In addition, all Respondents shall further

disclose arrangement to derive additional compensation from various investment and reinvestment products, including financial contracts. (*See Appendix F*)

### C. Main Proposal

Please provide the following information:

1. Years of experience and detailed qualifications in Environmental Site Assessments and report writing in compliance with MSHDA, MDEQ, and HUD standards.
2. Pricing proposal associated with completing inspections and written reports on a per property basis.
3. Experience working with the Neighborhood Stabilization Program and Land Banks.
4. Respondents should state whether they are an MBE/WBE or Section 3 business enterprise. If so, please provide a copy of a current MBE/WBE certification letter.

## SELECTION PROCESS

The Selection Committee comprised of THE CALHOUN COUNTY LAND BANK AUTHORITY staff and the Calhoun County Purchasing Department will review qualifications in accordance with the evaluation criteria set forth herein and Michigan NSP2 Consortium objectives and policies. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, contract shall be awarded to vendor whose proposal received the most points in accordance with criteria set forth in RFP.

## QUESTIONS

Written questions must be submitted via email to [kedwards@calhouncountymi.gov](mailto:kedwards@calhouncountymi.gov) by 5:00 pm Tuesday, November 15, 2011. Written answers will be provided to all potential bidders via email by 5:00 pm Wednesday, November 16, 2011.

## SUBMITTAL DUE DATE

Responses to this RFP are due by **1 P.M. (local time) on Friday, November 18, 2011**. The prevailing clock shall be [www.time.gov](http://www.time.gov)

Each Respondent is responsible for labeling the exterior of the sealed envelope containing the proposal response with the proposal number, proposal name, proposal due date and time, and your firm's name. Hard copies must be delivered to:

Calhoun County  
CCLBA  
Purchasing Department  
315 W. Green St.  
Marshall MI 49068  
ATTN: Leslie R. Obrig

**LATE PROPOSALS WILL NOT BE CONSIDERED**

**CERTIFICATION FORM NOTE**

**THIS PAGE MUST BE COMPLETED AND INCLUDED WITH THE SUBMITTAL CERTIFICATION**

The undersigned hereby certifies, on behalf of the Respondent named in this Certification (the “Respondent”), that the information provided in this RFP submittal to THE CALHOUN COUNTY LAND BANK AUTHORITY is accurate and complete ,and I am duly authorized to submit same. I hereby certify that the Respondent has reviewed this RFP in its entirety and accepts its terms and conditions.

\_\_\_\_\_  
(Name of Respondent)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Typed Name of Authorized Representative)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

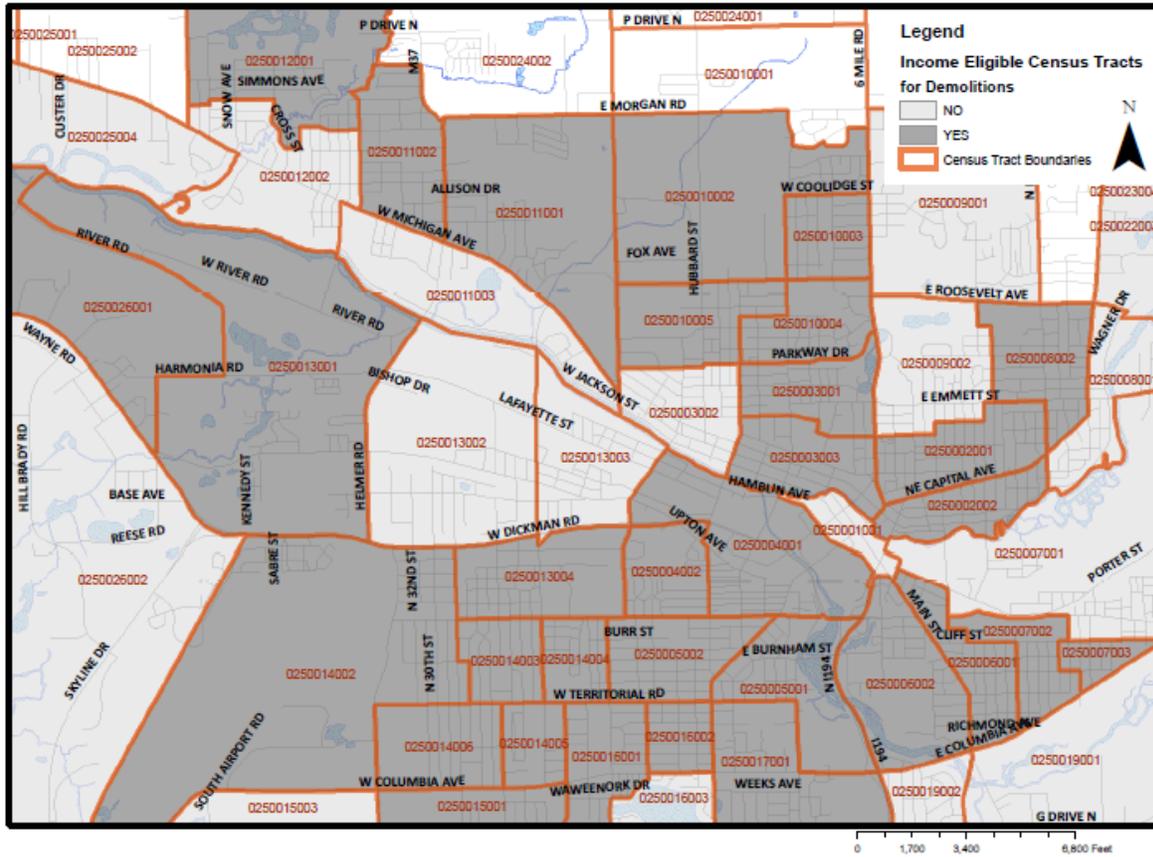


## RFP SUBMITTAL REQUIREMENTS CHECKLIST

Please provide Checklist with response to RFP

- Letter of Interest
  - Description & Capacity of Company
- Certification
- Certificate of Good Standing (Corporation) or Certificate of Existence (Limited Liability Company) issued by the Michigan Secretary of State (If Respondent is a joint venture, a Certificate of Good Standing or Certificate of Existence, as applicable, must be submitted for each entity comprising the joint venture.)
- Evidence of Insurance
- Applicable Licenses or Certifications
- Evidence of Financial Stability, which could include, but is not limited to, the following:
  - Annual Report that includes a financial review;
  - Most recent tax returns; or
  - Current balance in business accounts.
- References (*See Appendix E*)
- Conflict of Interest Statement & Supporting Documentation (*See Appendix F*)
- Pricing Proposal (*See Appendix D*)
- MBE/WBE, Local Hiring, HUD Section 3, if applicable
- RFP Submittal Requirements Checklist

# APPENDIX A



NSP2 Income Eligible Census Tracts for Demolitions

**APPENDIX B**

In evaluating responses to this Request for Proposal, Calhoun County Land Bank Authority will consider the following Evaluation Criteria to evaluate the experience and capacity of the Respondent:

**D. Experience and Capacity**

## 1. Experience in providing Environmental Site Assessments

One (1) year to Four (4) years of experience conducting Site Assessments	5 Points
Five (5) to Nine (9) years of experience conducting Site Assessments	10 Points
Greater than ten (10) years of experience conducting Site Assessments	20 Points

## 2. Pricing Proposal

Lowest bid amount	60 Points
Next lowest bid amount	55 Points
Each additional lowest bid amount will be reduced by 5 points	

## 3. Local Preference

Principal Business Office Location within 20 miles of Battle Creek, MI	20 Points
Principal Business Office Location within 40 miles of Battle Creek, MI	10 Points
Principal Business Office Location outside 40 miles of Battle Creek, MI	5 Points

## 4. Specialized experience in Neighborhood Stabilization Program and working with Land Banks, MSHDA, and HUD.

Neighborhood Stabilization Program (NSP) Experience	5 Points
Tax Foreclosure/Land Bank Experience	10 Points
Both Tax Foreclosure/Land Bank and NSP Experience	15 Points

## 5. Section 3/MDE/WBE

Respondents meeting MBE/WBE requirements	10 Points
Respondents meeting HUD Section 3 requirements	10 Points

## APPENDIX C

### Section 3 Clause

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## APPENDIX D

### Pricing Proposal

Glenwood Trace Apartment sBattle Creek, MI 49017	Price
<b>Phase I Assessment</b>	
<b>NEPA Report</b> ( Environmental Assessment; <i>this project is not Categorically Excluded</i> )	
<b>Floodplain Assessments</b> (Delineation of the 100 yr. flood plain & facilitation of demolition permit)	
<b>Wetland Delineation</b>	
Please provide itemized cost for the following services (these costs are intended to help us gauge potential contractors, information can be submitted in a different format if necessary):	
<b>Phase II Assessment</b>	Field tech (per hour) _____ Project management (per hour) _____ Report generation (per hour) _____ Analytical services (type/ # of samples) _____ _____ _____
<b>Baseline Environmental Assessment &amp; Due Care Plan</b>	Field tech (per hour) _____ Project management (per hour) _____ Report generation (per hour) _____ Analytical services (type/ # of samples) _____ _____ _____
<b>Scope of Work Plans</b>	Field tech (per hour) _____ Project management (per hour) _____ Report generation (per hour) _____ Analytical services (type/ # of samples) _____ _____ _____
<b>Site Remediation Plans</b>	Field tech (per hour) _____ Project management (per hour) _____ Report generation (per hour) _____ Analytical services (type/ # of samples) _____ _____ _____

**Project timeframe for completing the Phase I, NEPA, and Floodplain & Wetland Analysis:**

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## APPENDIX E

### List of Three References (3)

#### Reference 1

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
Budget: \_\_\_\_\_

#### Reference 2

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
Budget: \_\_\_\_\_

#### Reference 3

Company/Municipality: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Type of Project(s): \_\_\_\_\_  
Budget: \_\_\_\_\_

## APPENDIX F

\_\_\_\_\_  
**NON-COLLUSION AFFIDAVIT**

The bidder, by its officers and authorized agents or representatives present at the time of filing this bid, being duly sworn on their oaths, say that neither they nor any of them have in any way, directly or indirectly, entered into any arrangement or agreement with any other bidder or with any public officer of such Calhoun County Land Bank Authority, whereby such affidavit or affiant or either of them has paid or is to pay to such other bidder or public officer any sum of money, or has given or is to give to such other bidder or public office anything of value whatsoever, or such affidavit or affiant or either of them has not directly or indirectly entered into any arrangement or agreement with any other bidder or bidders, which tends to or does lessen or destroy free competition in the letting of the contract sought for by the attached bid, that no inducement of any form or character other than that which appears on the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the bid or awarding of the contract, nor has this bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the contract sought by this bid.

COMPANY: \_\_\_\_\_

BY: \_\_\_\_\_  
(signature)

NAME: \_\_\_\_\_  
(type or print)

TITLE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

The above statements are true to the best of my knowledge, information and belief as of the date set forth herein. *Notary certification below:*

# APPENDIX G



## APPENDIX H

