|  |
| --- |
| RPC Brownfield RFQ Response Form |
| 1. Contract title as shown in the advertisement**Brownfield Environmental Services: 2022-2026** | 2. Announcement DateSeptember 22, 2022 |
| 3. Firm Name (as registered with the Louisiana Secretary of State)  |
| 4. Address of the office to perform work *Physical (not a PO Box):**Mailing (if different from physical):* | 5. Name, title, telephone number, and e-mail address of the official with **signing authority** for this contract  |
| 6. Name, title, telephone number, and e-mail address of **project point of contact** who would manage the work as described in the SOW (if different from 4a.) |
| 7. Is the Firm a Disadvantaged Business certified through the Louisiana Unified Certification Program or through the Small Business Administration (SBA) (either SBA 8(a) program certifications or SBA Small Disadvantaged Business (SDB) program self-certifications)? If yes, indicate which certification program. |

|  |
| --- |
| **Complete with the Applicable Number of Personnel** |
| 8. Full-time personnel **on firm’s payroll**: | All Personnel whose physical office address will be in LA | Project Specific Personnel whose physical office address will be in LA | Project Specific Personnel whose physical office address will NOT be in LA |
| a. Civil/Environmental Engineers |  |  |  |
| b. Geologists |  |  |  |
| c. Other Environmental Personnel |  |  |  |
| d. Technical Support Personnel (non-engineers/geologists) |  |  |  |
| e. AutoCAD Technicians/ Drafters |  |  |  |
| f. Clerical |  |  |  |
| g. Quality Assurance (QA) Project Officers familiar with EPA’s QA requirements [if none, indicate on the Staffing Plan (Section 8) and the Minimum Personnel Requirements (Section 9) how this will be filled] |  |  |  |
| h. Other project specific personnel not included in above categories (List titles and total numbers for each below; add additional rows as needed) |  |  |  |
| **Total Personnel:** |  |  |  |
| **Total Personnel who meet EPA’s Definition of a Qualified Environmental Professional:** |  |  |  |

|  |
| --- |
| 1. If one or more subconsultants/ subcontractors will be used, provide the information requested below for each subconsultant/subcontractor. This includes Drillers and Laboratories. If the Respondent normally bids a project between drillers/labs, include all drillers/labs the firm intends to solicit work from. Database compilation companies (e.g. EDR) do not count as subconsultants/subcontractor for purposes of this section.
 |
| Name and Address | Role in Project (Examples: Field Work, Driller, Lab, Asbestos/ Lead Inspector, UST Worker, etc.) | Has the firm worked with this sub-consultant before?(Yes/No) | Disadvantaged Business certified through the Louisiana Unified Certification Program or SBA; or EPA Environmental Workforce Development Program? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |

|  |
| --- |
| 1. Project Staffing Plan – Provide an organizational chart showing all key prime consultant and sub-consultant (if applicable) personnel assigned to each work element of the project, specific duties for each, and immediate supervisors. Drillers and laboratories can be identified by firm. 1 page maximum.
 |
|  |

|  |
| --- |
| 1. Use the table below to identify full-time staff (prime/sub-consultant) designated to work on this project meeting the minimum personnel requirements specified in Section 12.6 the RFQ Scope of Work. Fill in the “Requirement” heading in the first column with the minimum personnel requirement(s) given in the RFQ Scope of Work.
 |
| **MINIMUM PERSONNEL REQUIREMENTS** |
| **Requirement (as stated in advertisement)** | **Personnel Meeting Requirement** | **Firm by which Employed Full Time** | **Office Address** | **Type of License / Certification Required** | **License / Certification Number and Expiration Date** |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |

|  |
| --- |
| 1. Provide short resumes for key project personnel. Information provided should be concise and relate directly to the scope of work. (Maximum of 2 pages per résumé.)
 |
| a. Name, Title |
| b. Name of firm by which employed full time and office location | c. Years experience:With this firm:        With other firms:              |
| d. Education: Degree(s) / Years / Specialization | e. Active Registration/ License:  Discipline:   Year registered:Branch: State:.License No.:  |
| f. Project Roles/Responsibilities (Brief Description) |
| g. Experience and qualifications **relevant to the proposed project** including dates: |

|  |
| --- |
| 1. List firm’s project experience most relevant to the scope of work in the advertisement (List no more than 5 projects and include no more than one page per project). Include experience with conducting environmental assessments and cleanups under USEPA’s Brownfield Program and experience with LDEQ’s RECAP and Voluntary Remediation Program. The projects listed do not necessarily need to have been RPC projects.
 |
| Project Name: | Project Location: |
| Type pf Project:  | Firm Responsibility: \_\_\_Prime \_\_\_Sub |
| Services Commenced by this Firm (Month / Year):Services Completed by this Firm (Month / Year): | Budgeted Cost:Actual Cost: |
| Owner/Agency Name: |
| Owner/ Agency Project Manager: |
| Owner/ Agency Address: | Owner/ Agency Phone:Owner/ Agency Project Manager Email: |
| Describe the project including the firm’s role and members involved. Highlight members to be utilized in this project submittal. |

|  |
| --- |
| 1. List any current prime or sub-consultant work being performed by all of your firm’s offices either directly for the Regional Planning Commission (under any program – Brownfields, Transportation, Economic Development, etc.) or another EPA Brownfield Grantee in the State of Louisiana. If not applicable, indicate that in the table below. **DO NOT LEAVE THIS SECTION BLANK**. Add or remove rows as needed.
 |
| Project Name and Location\* | Project Manager/ Contact Person | % Complete and Expected Completion Date | Contract fees (by phase/type of work)\*\* |
| Total | Remaining |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **\* For retainer contracts, list open task orders individually;** **\*\* If no specific budget has been allocated, indicate estimated costs**  |

|  |
| --- |
| 1. Discussion of efforts undertaken to solicit DBE Participation (refer to 40 CFR Part 33 Subpart C and Section 6.4 of the RFQ Scope of Work):
 |
|  |
| 14. This is to certify that all information contained herein is accurate and true to the best of my knowledge, and that I presently have sufficient staff to perform these services within the designated time frame. I further certify that this company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A‑133. Signature of Official (noted in Box 5):                              Date:                  |
| Attachment 1: Include a Fee Estimate on the RPC provided Excel Spreadsheets. (Note: Actual fee schedule and project budgets to be negotiated with RPC after the consultant has been selected). |
| *Please note that the selected Contractor will be required to sign a Conflict of Interest Affidavit and a Certification of Restrictions on Lobbying.* |