



**REQUEST FOR QUALIFICATIONS**  
**Wayne County Land Bank – Environmental Services**

Phase I Environmental Assessments, Phase II Environmental Assessments,  
 ACM/Hazardous Materials Survey & Report, Lead Based Paint Survey & Report,  
 Post Abatement Air Clearance Inspections

Event	Date Due	Time Due	Method of Communication
RFQ Release	July 25, 2024		
Questions on RFQ	August 15, 2024	5:00 pm	Email awistow@waynecountymi.gov
Answers to Questions	August 20, 2024	5:00 pm	Email to individuals asking questions
RFQ Response Due	August 30, 2024	5:00 pm	Email awistow@waynecountymi.gov
Qualified Lists	September 17, 2024		Email to respondents
Term of Qualified Listing	The list of qualified environmental professionals will begin September 17, 2024, and run through December 31, 2026.		

This Request for Qualifications (RFQ) is issued by the Wayne County Land Bank (WCLB). Please check your submission to make sure you have included all the information which is required in the Request for Qualifications Section III.

Respondents are responsible for assuring that the submission is emailed to awistow@waynecountymi.gov no later than 5:00 pm Friday, August 30, 2024, with the subject line RFQ - Environmental Services Submission. **Late submissions will not be accepted.**

**I. Purpose**

The WCLB seeks consultants to perform a range of environmental services on properties throughout Wayne County which may be improved, vacant, commercial, industrial, or residential. The intent will be to prepare the property and structure for renovation or demolition, or to assess the property and gain a better understanding of its current environmental condition and any necessary remediation actions and activities that may need to take place.

**II. Qualifications and Deliverables**

This RFQ is open to all environmental services professionals who are capable and qualified to meet the objectives and requirements described in this document. Respondents do not have to respond to all areas. Qualified DBE/MDE/WBE organizations are encouraged to respond. All Respondents must have all required licenses and certifications, in good standing, for the area(s) which they are responding to and provide documentation of same.

Qualified Environmental Services Professionals (QEPs) are sought who can provide Environmental Due Diligence/Due Care services in the state of Michigan, including at a minimum, one of the following areas. Respondents can include any or all areas in their submission for which they are qualified.

1. Phase I Environmental Site Assessment (ESA): The scope of work for this category may include, but not necessarily limited to, the following components:
  - a. Perform a records review to obtain and review records that will help identify recognized environmental conditions in connection with the property or properties; including, but not limited to, federal, tribal, state and local government records.
  - b. Perform a records review of historical property use information (topographic maps, aerial photographs, fire insurance maps, existing reports, etc.).
  - c. Perform on-site reconnaissance of the property to obtain information indicating the likelihood of identifying recognized environmental conditions in connection with the property or properties.
  - d. Perform interviews, including, but not limited to, owners, occupants, and government officials to obtain information indicating recognized environmental conditions in connection with the property or properties.
  - e. Prepare and present evaluations and reports to the WCLB.
  - f. Evaluations and reports are to include findings, opinions, conclusion, components, and recommendations.
  - g. The identification of recognized environmental conditions constituted by the presence or likely presence of any hazardous substances on the property or into the soil, groundwater, or surface water of the property or properties.
  - h. Provide expert witness services relating to the Phase I ESA, if needed.
  - i. All Phase I ESAs must be conducted in accordance with the practices and service scope elements recommended by the American Society for Testing and Materials (“ASTM”) in their documents E1527-13 Standard Practice for Environmental Site Assessments, as updated and revised. This includes fulfilling the All-Appropriate Inquiries (“AAI”) requirements and to evaluate environmental risk. Note if any universal waste may be present and provide a breakdown of those materials.
  - j. Participate with WCLB representative(s) in meetings and presentations regarding the findings in Phase I ESA to local, state, and, potentially, federal stakeholders.
  - k. DELIVERABLE: A pdf file of the Phase I ESA reports.
2. Phase II Environmental Site Assessment: Perform a site-specific Phase II ESA to evaluate any Recognized Environmental Conditions (“RECs”) and/or any other potential environmental concerns identified in the Phase I ESA. The Phase II investigation shall be based on the ASTM’s Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process/Designation E1903-11. Exact activities will be determined on a site-specific basis.
  - a. If the property is deemed a “facility” as defined by MCL § 324.20101(1)(o), conduct a Baseline Environmental Assessment (“BEA”) and submit the BEA to the Michigan Department of Environmental Quality for an Affirmative Determination of Non-liability and, possibly, a Due Care Compliance analysis.
  - b. Participate with WCLB representative(s) in meetings and presentations regarding the findings in Phase II ESA to local, state, and federal stakeholders as needed.
  - c. DELIVERABLE: A pdf file of Phase II ESA reports.
3. Hazardous Material Assessment for Asbestos Containing Materials and Hazardous Materials and Universal Waste Survey: Conduct a thorough inspection of the building(s), building components and property for the presence of suspect asbestos containing materials (“ACM”) and note its condition. Sample suspected ACM and quantify hidden and inaccessible suspect materials located within walls, above floors, below ceilings and when feasible within heating, ventilation, and air conditioning (HVAC) systems.
  - a. The survey report shall include the identification, location, description, and quantification of identified friable Category I and Category II non-friable suspect ACM.

- b. The asbestos survey and associated sampling shall comply with the Asbestos Hazard Emergency Response Act (AHERA), 15 USC § 2651 et seq., requirements including asbestos condition assessment and with the Environmental Protection Agency (EPA) National Emission Standards for Hazardous Air Pollutants (NESHAP) requirements to support the end activity on future identified property or properties. Any inaccessible areas must be documented and highlighted in the final report. Collected samples shall be processed with Chain of Custody (COC) documentation to an analytical lab that participates in the National Voluntary Laboratory Accreditation Program (NVLAP). Bulk samples will be analyzed using polarized light microscopy (PLM) with dispersion staining following USEPA test methods and in accordance with the National Institute of Standards and Technology (NIST) Bulk Asbestos Handbook.
  - c. For materials with low concentration of asbestos, a point count quantification of asbestos concentrations may be requested.
  - d. Identify the type, quantity and location of hazardous material and/or universal wastes found on the property or properties and provide details of such.
  - e. DELIVERABLE: A pdf file with an ACM and Hazardous Materials/Regulated Materials Report which provides the details of above listed surveys and subsequent testing results. The report shall include, but not be limited to:
    - i. Details of the property or properties such as site address, parcel number, street view of the property, owner and/or owner's representative name and contact information, brief description of the property or properties and general site maps of the property showing sampled areas.
    - ii. Details of the surveying firm and staff such as name, contact numbers and license number, written statement of qualifications of firm, inspector and lab.
    - iii. Explanation of sampling methodologies and laboratory testing methods.
    - iv. Tables detailing identified ACM, description, location, quantity, category (friable/non-friable) percent and type of asbestos and inaccessible areas; findings of the ACM inspection with description of materials, materials classification, location, approximate quantity, EPA category and asbestos content.
    - v. Recommendations for notification required by NESHAP and appropriate methods of abatement.
    - vi. Quality assurance and quality control methodology.
    - vii. Copy of COC form documenting the sample transport process and submittals to the lab.
    - viii. Photo log of all exterior sides and locations within the building(s).
    - ix. Table of identified hazardous material/universal wastes with type, quantity and location.
    - x. Recommendations for disposal of hazardous material/universal wastes with a summary of applicable regulations.
    - xi. A drawing of the structure(s) with locations identified from where samples were obtained, if applicable.
4. Lead Based Paint (LBP) Combination Inspection and Risk Assessment: Conduct a LBP inspection which meets the requirements of the U.S. Department of Housing and Urban Development (HUD) for residential properties utilizing a licensed Michigan Lead Risk Assessor. Complete the assessment using portable XRF analysis and dust and soil sampling. Paint sampling should only be conducted in rare circumstances. Compile a report reflecting the results of the inspection and assessment. The report shall reflect all readings logged on the XRF with separate table of all the positive results, details about the property, any limitations with conducting the inspection/risk assessment, details about the XRF service history and a valid XRF Performance Characteristic Sheet; details about the Risk Assessor,

including name, contact phone number and license number. All laboratories selected for use in the lead-based paint hazards and evaluation reports shall be recognized, at a minimum, by the U.S. Environmental Protection Agency (EPA) National Lead Laboratory Accreditation Program (NLLAP) and shall use the same analytical method used for obtaining the most recent NLLAP recognition. Copies of certificates shall be provided within the report. (Note: this service is not likely to be utilized often.)

- a. **DELIVERABLE:** A pdf file of the report with an ACM and Hazardous Materials/Regulated Materials Report which provides the details of above listed surveys and subsequent testing results. The report shall include, but not be limited to:
  - i. Details of the property or properties, such as site address, parcel number(s), street view, owner and/or owner's representative's name and contact information, brief description of the property or properties, and general site maps of the property showing sampled area(s).
  - ii. Details of the surveying firm and staff such as name, contact numbers and license number, written statement of qualifications of firm, inspector, and lab.
  - iii. Explanation of sampling methodologies and laboratory testing methods.
  - iv. Tables detailing identified lead-based paint, component description, location; findings of the lead inspection with description of location.
  - v. Recommendations for notification required by applicable lead abatement rules and regulations and appropriate methods of abatement.
  - vi. Quality assurance and quality control methodology.
  - vii. Copy of COC form documenting the sample transport process and submittals to the lab.
  - viii. Photo log of all exterior sides and interior rooms within the building(s).
  - ix. A drawing of the structure(s) with locations identified from where samples were obtained, if applicable.
5. **Post Abatement Air Clearance/Visual Inspection:** Provide post abatement visual assessment to assess if all identified ACM's and hazardous materials/universal wastes have been abated. Once the visual assessment shows the abatement has been satisfactorily completed, perform an on-site air monitoring sampling as mandated. Air samples shall be analyzed by a qualified laboratory to ensure they meet applicable criteria.
  - a. **DELIVERABLE:** A pdf file of the report detailing the results of the visual and air clearance inspections.
6. **Post Abatement Lead Clearance Examination:** Provide post abatement testing following the removal and cleanup of LBP. (Note: this service is not likely to be utilized often.)
  - a. **DELIVERABLE:** A pdf file of the report detailing the results of the visual and post abatement dust wipe sampling.

### **III. Submission Requirements**

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To be considered, each Respondent must submit a complete submission in response to this RFQ using the format specified. Respondent's submission must be submitted in the format outlined below. There should be no attachments, enclosures, or exhibits other than those required in the RFQ or considered by the Respondent to be essential to a complete understanding of the submission. Each section of the submission should be clearly identified with appropriate headings:

Scoring:

1. Business Organization and History – State the full name, address, phone number, and email address of your organization and, if applicable, the branch office or other subordinate element that will perform or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the state in which it is incorporated. If appropriate, the submission must state whether the organization is licensed to operate in the State of Michigan.
2. Statement of Intent – State in succinct terms your understanding of WCLB’s intent presented by this RFQ.
3. Narrative – Include a narrative summary description of the proposed effort and of the services(s)/products(s) that will be delivered.
4. Technical Work Plans – Provide detailed information on the qualifications that your firm has to accomplish in each of the areas in the Scope of Work.
5. Competency – Describe the prior experience of your organization which you consider relevant to the successful accomplishment of the project defined in this RFQ for the service categories you are responding to. Include sufficient detail to demonstrate the relevance of such relevant experience. Submissions submitted should include in this Section descriptions of qualifying experience to include project descriptions, costs, and start and completion dates of projects successfully completed; also include the name, address, and phone number of the responsible official of the client organization who may be contacted for reference. The WCLB may evaluate the Respondent’s prior performance with the WCLB, Wayne County or the State of Michigan, and prior performance information may be a factor in the scoring decision.
6. Staffing Experience – The Respondent must be able to staff a project team which possesses talent and expertise in the field of the requirements of this RFQ. Please provide a brief outline of qualifications and similar projects completed for each current staff member and their areas of expertise. Submit copies of any specialized training, certifications, and current licenses for each staff member. Indicate which of these individuals you consider key to the successful completion of the work. Also, include a brief bio of all principals and key staff members. Do not include any financial for the contemplated work within the submission.
7. Subcontractors – Include a list of **all** subcontractors that may be engaged to supplement your work under a future contract; include firm name and address, contact person and complete description of work to be subcontracted. Include descriptive information concerning subcontractor's organization and abilities. Also, the information provided in response to A-5, above, should include detailed information about each potential subcontractor.
8. Financial Stability – Reviews will be made to reasonably ensure Respondent’s financial position is such that it will continue to prosper as a business during the term of the contract, and beyond if appropriate, and have adequate financial resources to perform all contractual duties on a reimbursement basis.
9. Respondent’s Authorized Expediter – Include the name, email address, and telephone number of person(s) in your organization authorized to expedite any proposed contract with the WCLB.
10. Insurance – Provide a copy of your Certificate of Insurance including Commercial General Liability insurance, Automobile insurance, Workers Compensation insurance, and Errors and

Omissions Liability insurance. All levels must meet, or exceed the following:

- Commercial General Liability:
  - \$1,000,000 per occurrence/\$2,000,000 general aggregate
  - \$2,000,000 aggregate for products and completed operations
  - \$1,000,000 personal and advertising injury.
- Automobile Insurance:
  - No-fault coverages – statutory
  - \$500,000 per person/\$1,000,000 per accident – bodily injury
  - \$500,000 per occurrence – property damage or
  - A combined single limit of \$1,000,000 per occurrence

11. Additional Information and Comments – Include any other information that is believed to be pertinent, but not specifically asked for elsewhere.
12. References – Provide a minimum of three references for each type of service outlined in the Statement of Work. Include contact name, company name, contact information and very brief description of the work completed.
13. Violations – Briefly list and describe any Local, State and/or Federal environmental violations your firm has received in the past 5 years from Local, State and/or Federal inspectors. Briefly summarize the nature of the violation, the status of the violation, and corrective measures taken to avoid future similar violations.

#### Fee Schedule:

Provide a fee schedule for each of the categories of services the firm would perform. Attach a schedule of all expenses covering each of the services and activities identified in your submission. Expenses to be outlined include, but are not limited to, sampling costs, staffing bill rates, and equipment costs.

The fee schedule should be organized by category:

1. Phase I Environmental Site Assessment (ESA)
2. Phase II Environmental Site Assessment
3. Hazardous Material Assessment for Asbestos Containing Materials and Hazardous Materials and Universal Waste Survey
4. Lead Based Paint (LBP) Combination Inspection and Risk Assessment
5. Post Abatement Air Clearance/Visual Inspection
6. Post Abatement Lead Clearance Examination

Respondents please note: Rates quoted in response to this RFQ must remain firm for the duration of this RFQ (December 31, 2026). Price increase will not be permitted during that time.

#### **IV. Selection Criteria**

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##### 1. Selection Criteria

Submissions to this RFQ will be evaluated based upon a two-step selection process. The third step applies to specific project requests. The submission must address the requirements described in Section III of this RFQ. Once Respondents are selected for the ‘qualified’ list, they will receive requests for quotes on a specific project(s) in the category of services Respondent has been qualified for.

1) Step I – Initial Evaluation for Compliance

- a) The WCLB staff will screen the submissions for:
- Timely submission of the documentation.
  - Submissions satisfy the form and content requirements of this RFQ.

2) Step II – Criteria for Satisfactory Submissions

- a) During the second step of the selection process, submissions will be considered by an evaluation committee comprised of individuals selected by the WCLB. Only those submissions that satisfy Step I will be considered for evaluation in Step II. The evaluation committee reserves the right to request additional information from any Respondent.
- b) The submission should indicate the ability of the Respondent to meet the requirements of talent and expertise in the fields detailed in this RFQ.

Scoring:

		Points Possible
1.	Statement of Intent	5
2.	Respondent Information/Completeness	15
3.	Prior Experience	30
4.	Staffing	30
5.	Financial Stability & Insurance	20
	TOTAL	100 (per service category)

- c) Only those submissions receiving a score of 70% or more in the technical qualifications proposal evaluation will have the opportunity to have their pricing proposal(s) evaluated to be considered for an award.

3) Step III – Selection for Specific Projects

- a) Based on the best interest of the WCLB, geographic location, service category, and the qualified list, the WCLB will request pricing proposals related to specific property(s) as opportunities arise. The WCLB will consider value, quality, experience, and the ability to meet the objectives of a specific project in awarding contracts.
- b) The award recommendation will be made to the responsive qualified Respondent who offers the highest best overall value to the WCLB. Highest and best value will be determined by the Respondent meeting the requirements and offering the best proposal that meets the objectives of the specific project.

2. The WCLB is not liable for any costs incurred by any Respondent prior to the signing of a Contract by all parties.
3. The WCLB may refuse to qualify a Respondent in which the company or any of its principals has failed to pay any applicable taxes, liens, fines, or outstanding debt to Wayne County or the State of Michigan.
4. Conflict of Interest - The Respondent must disclose, in an exhibit to the submission, any possible conflicts of interest that may result from the award of a Contract or the services provided under a

Contract. Except as otherwise disclosed in the submission, the Respondent affirms that to the best of its knowledge there exists no actual or potential conflict between the Respondent, the Respondent's project manager(s) or its family's business or financial interests (Interests) and the services provided under a Contract. In the event of any change in either Interests or the services provided under a Contract, the Respondent will inform the WCLB regarding possible conflicts of interest which may arise as a result of such change and agrees that all conflicts shall be resolved to the WCLB's satisfaction, or the Respondent may be disqualified from consideration under this RFQ.

5. If the WCLB determines that a Respondent purposefully or willfully submitted false information in response to this RFQ, the Respondent will not be considered for an award and any resulting Contract that may have been executed may be terminated.
6. Notwithstanding any other statement in this RFQ, the WCLB reserves the right to:
  - a. reject any and all submissions;
  - b. waive any errors or irregularities in the bidding process or in any submission;
  - c. rebid the project;
  - d. negotiate with any Respondent for a reduced price, or for an increased price to include any alternates that the Respondent may propose;
  - e. revise or reduce the scope of the project, and rebid or negotiate with any Respondent regarding the revised project;
  - f. defer or abandon the project
  - g. amend or revise the RFQ; and/or
  - h. request clarification of information submitted and to request additional information of one or more Respondents.

## **V. Process & Terms**

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Respondents will be notified of the WCLB's determination no later than Tuesday, September 17, 2024. Following the release of the Qualified Lists the WCLB will reach out by email for request for proposals as projects become readily available.