

REQUEST FOR PROPOSALS
**PROFESSIONAL ENVIRONMENTAL
SERVICES**
For
CHAMBERS COUNTY, TEXAS

RFP'S DUE: 2:00 PM, MAY 19, 2022

**RFP NEEDS TO BE MAILED TO: Chambers County Purchasing Department,
Attn: George Barrera-Purchasing Agent, 2122 SH 61/P.O. Box 1380, Anahuac, TX
77514**

It is the intention of Chambers County to execute standby contracts to employ **Professional Environmental Services for Chambers County Landfill, Anahuac Airport, and Winnie-Stowell Airport**. These firms may be activated to provide qualified personnel to provide such services as: Professional Environmental Services for a duration of three (3) – five (5) years. Chambers County will make selections based on qualifications, capabilities, costs and experience.

1. GENERAL INFORMATION

1.1 BACKGROUND:

Chambers County Purchasing Department is seeking Proposals from qualified firms to provide Professional Environmental Services for Chambers County.

Examples of the type of services include, but may not be limited to:

- Geological Consulting
- Hydrogeological Consulting
- Groundwater Monitoring
- Landfill Gas Management
- Storm Water Monitoring
- Environmental Consulting

Other RFP Requirements for Professional Services

- Schedule of Fees for personnel, equipment, monitoring and mapping equipment, vehicles and miscellaneous, etc.
- Methane Monitoring and Reporting yearly cost estimates
- Tier 2 emissions Monitoring and reporting of (NMOCs) yearly cost estimates
- Groundwater Monitoring yearly cost estimates
- Assessment Monitoring Contingency (if needed)
- Stormwater Monitoring yearly cost estimates – Landfill
- Stormwater Monitoring yearly cost estimates – Winnie Stowell Airport

- Stormwater Monitoring yearly cost estimates – Anahuac Airport
- Title V Reporting and Compliance yearly cost estimates
- Terms of Agreement for Professional Services between Chambers County and Client

To be considered for selection, interested firms must submit a written Proposal for the range of Professional Environmental Services and a schedule of proposed prices. **All RFP's must have a notarized non-collusion affidavit or the proposal will not be accepted. No faxed or emailed proposals will be accepted.**

PURPOSE: This Request for Proposals (RFP) for Professional Environmental Services must be submitted with sufficient information to enable Chambers County officials to clearly understand the services and the costs for those services in order to make an informed decision as to the best provider of the greatest level of services which the County may need.

1.2 LOCATION – Chambers County, Texas:

1.3 DELIVERY METHOD: The delivery method for the projects is as of yet undefined by Chambers County, however the method selected will be in compliance with the applicable Texas Government Code.

1.4 This section intentionally not used.

1.5 ISSUING OFFICE: This RFP is issued by Chambers County Purchasing Department on behalf of the Chambers County Commissioners Court.

1.6.1 RIGHTS RESERVED: Chambers County expressly reserves the right to accept, reject, and waive any informalities in any and all Proposals submitted.

This Request for Proposals does not commit Chambers County to pay any costs incurred prior to execution of a contract. Issuance of this material in no way obligates Chambers County to award a contract or to pay any costs incurred in the preparation of a response. Chambers County specifically reserves the right to vary all provisions set forth at any time prior to execution of a contract where it deems it to be in the best interest of Chambers County.

1.6 EVALUATION OF RFP's: Chambers County will base its selection(s) on the following criteria: demonstrated competence in setup and provision OF Professional Environmental services; experience and success in working with county governments in the State of Texas; See list of weighted criteria in Section 4 of this RFP.

1.7 MANNER OF AWARDING CONTRACTS: If contract(s) are awarded, Chambers County may award professional services standby contracts to one or more qualified submissions. Activation of any contract shall be by written Notice to Proceed, executed under the signature of the County Judge, based upon the specific scope of work, duration, and need at the time.

1.8 PROPOSED SCHEDULE: Selection Of firms

Date: May 2, 2022 – Issue RFP

**Date: May 19, 2022 – 2:00 PM RFP's due to: Chambers County Purchasing
P.O. Box 1380, Anahuac, Texas 77514-1380**

Date: May 20, 2022- Short-listed Contractors

Date: May 24-26, 2022– Interview Dates (if Necessary): TBD

**Date: June 14, 2022 – Presentation of contract(s) to Chambers County Commission for
consideration of execution.**

1.9 SUMMARY OF SERVICES REQUIRED: Not used

1.9.2 GENERAL SERVICES: Professional Environmental Service agreement for groundwater, methane, and storm water services at Chambers County Landfill, Anahuac Airport, and Winnie-Stowell Airport.

1.9.3 CONCEPTUAL DOCUMENTS:

Not used

1.9.4 PERSONNEL: The selected Service Provider(s) shall provide evidence of sufficient qualified staff to fully perform any required services in accordance with the general scope of services established by Chambers County in this document.

1.9.5 COORDINATION: The selected Service Provider(s) will be required to work with Chambers County staff and officials to meet workload, schedules and deadlines when activated.

2. REQUEST FOR PROPOSALS (RFPs) SUBMITTAL

2.1 NUMBER OF COPIES OF THE RFPs NEEDED: Any qualified person or firm wishing to submit a response to this Request for Proposals (RFP) shall provide **three (3) copies of the RFP, two (2) of which shall be bound, and one (1) shall be unbound.** No other distribution of the RFP will be made by the Service Provider(s). On each copy, the Service Provider(s) shall print or type his/her name and **manually sign the RFP.**

2.2 OFFICIALS NOT TO BENEFIT: No County officer or employee shall be admitted to any share or part of this contract, or to any benefit that may arise from it.

2.3 FEDERAL OR STATE DEBARMENT: No company/corporate principle or Officer, licensed professional, or corporation involved in the assessment, supervision (Contractor) or general office administration services, or their management of any

Chambers County project, current or future, arising from this RFP can be listed on any current State or Federal Debarred Contractor's List. **Respondent shall certify and attest that** *"no company/corporate principle or Officer, licensed professional, or corporation involved in the assessment, supervision (Contractor) or general office administration services is listed on any current State or Federal Debarred Contractor's List."* Failure to provide that certification shall result in the disqualification of any respondent.

2.4 REJECTION OF RFPs: The County reserves the right to accept or reject any and all RFP's received as a result of this Request for Proposals to serve the best interest of the County. The County will not pay for any information solicited or obtained through any response.

2.5 INCURRING COSTS: The County is not liable for any cost incurred by any service provider, arising out of this RFP prior to issuance of a written Notice To Proceed bearing the County Judge's signature.

2.6 PUBLIC RECORD: The contents of any RFP are exempt from Public Open Records laws prior to the date that they are publicly opened. Once these RFP's have been publicly opened, all documents within those RFP's are subject to the public accessibility rights as set forth in Texas Government Code Chapter 552.

2.7 WOMEN-OWNED, MINORITY-OWNED AND HISTORICALLY UNDERUTILIZED BUSINESSES (HUB): Service provider firms responding to this RFP, shall provide Chambers County with their HUB Certification by the Texas State Comptroller's Office, Statewide Procurement Division.

2.8 INQUIRIES: Questions regarding this RFP must be submitted via email to:

Mr. George Barrera
Chambers County Purchasing
2122 SH 61/P.O. Box 1380
Anahuac, TX 77514
Phone: (409) 267-2448
Fax: (409) 267-3962
E-mail: gbarrera@chamberstx.gov

Questions and answers that change or substantially clarify the Request for Proposals will be affirmed in writing and copies will be provided to all Service Providers on record, of having received an RFP. Service Providers receiving the RFP via Internet download should be certain to provide appropriate contact information utilizing the interactive form provided on the Internet site. Any inquiries relating to this RFP must be submitted via email and received no later than **8:00 A.M. on May 13, 2022.**

ADDENDA TO THE REQUEST FOR PROPOSALS: In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all Service Providers who received the RFP prior to the response due date, and who are recorded as having received it. **No addenda will be issued and no questions will be answered after 2:00 P.M. on May 13, 2022.**

2.9 RESPONSE DATE: To be considered, **RFPs** must arrive at the issuing office or department on or before **2:00 P.M. on May 19, 2022**. A Service Provider mailing a **RFP** should allow normal mail delivery time to ensure timely receipt of the **RFP** by the due date and time. Responding firms shall have sole responsibility for timely delivery of their **RFP**. **No faxed submittals will be accepted. NO LATE SUBMITTALS WILL BE ACCEPTED.**

2.10 TYPE OF CONTRACT: The County will utilize a standard Agreement for Standby Services in contracting for professional services. The characteristics of that agreement include:

2.10.2 An indemnification provision holding the County harmless from negligence on the part of the professional, professional's employees, agents or consultants;

2.10.3 A requirement that the service provider comply with all local, State and Federal Codes, Regulations, and standards (2CFR200, EEOC, Davis-Bacon etc. when required), professional certifications, and licenses;

2.10.4 A requirement that the service provider show proof of and carry the following insurance: Commercial General Liability with minimum limit of insurance is established at \$1,000,000 for each occurrence and 2,000,000 general aggregate. Automobile Liability with combined single limit of \$1,000,000; Worker's Compensation as required by law; and Professional Liability (errors and omissions) minimum of \$5,000,000. **Chambers County shall be listed as an "Additional Insured", "With Waiver of Subrogation in favor of Chambers County"**.

2.11 ACCEPTANCE OF RFP AND RFP CONTENT: To be considered, Service Providers must submit a complete response to this Request for Proposals. The contents of this RFP and the RFP of the selected service provider may become contractual obligations, if a contract ensues. ***RFP's must be signed by an official authorized to bind the firm(s) to its provisions.*** The service provider will make no other distribution of the RFPs.

2.12 RFP PREPARATION: Each RFP should provide a straightforward, concise description of the Service Provider's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of content.

2.13 ORAL PRESENTATION(S): A Service Provider who submits a RFP may be required to make an oral presentation of its qualifications to a selection committee and/or the Chambers County Commissioners Court. These presentations provide an opportunity for respondents to clarify their qualifications to ensure thorough mutual understanding. The Issuing Office will schedule these presentations.

2.14 CONTRACTOR RESPONSIBILITIES: The selected Service Provider(s) shall be required to assume responsibility for all services offered in the Request for Proposals. Further, the County will consider the selected Service Provider to be the sole point of contact with

regard to all contractual matters, including payment of any and all charges resulting from the contract.

3 INFORMATION REQUIRED FROM SERVICE PROVIDER:

3.1 COVER CITATION: The following citation should be on the cover:

RFP SUBMISSION FOR PROFESSIONAL ENVIRONMENTAL SERVICES:

Submitted to:

Mr. George Barrera

Chambers County Purchasing

2122 SH 61/P.O. Box 1380

Anahuac, TX 77514

Phone: (409) 267-2448

Fax: (409) 267-3962

E-mail: gbarrera@chamberstx.gov

Statement of Qualifications Enclosed

Date of submittal

3.2 LETTER OF TRANSMITTAL: The transmittal letter must include the following:

3.2.1 STATEMENT OF UNDERSTANDING: Brief statement of understanding of the work to be performed and a positive commitment to perform the work within the schedule included herein.

3.2.2 CONTACT PERSON: Name of the contact person or representative for the Service Provider, title, address and phone number. State whether the contact person is authorized to bind the Service Provider or, if not, identify who is authorized to sign on behalf of the firm.

3.2.3 LITIGATION SUMMARY: A litigation summary that briefly describes any claims or lawsuits that have been filed against the Service Provider that relate to the performance of professional services in the ten (10) years prior to 01 January, 2022 must be submitted. Identify the claim or suit by adverse party, case number, jurisdiction where filed and current status. **If no summary is given or if a general statement is given which also refers the County to inquire with a firm's counsel, the RFP may be considered NON-RESPONSIVE and eliminated from consideration.** This statement may be submitted as a separate document in a sealed envelope, but must be provided at the same time that the RFP is submitted.

3.3 SERVICE PROVIDER INFORMATION: The Service Provider will provide information about the Service Provider(s) and the personnel to be assigned to this project.

Be sure to include:

3.3.1 NAME AND ADDRESS: The name and business address of the Service Provider and principal who would be responsible for the work.

3.3.2 RESUMES: Current resumes of the proposed: **PRINCIPAL IN CHARGE; SITE MANAGER, and OTHER KEY PERSONNEL** to be committed to the County. Only submit resumes of individuals who would likely work with Chambers County.

3.3.3 RECENT PROJECTS: A list of clients and projects recently completed or in progress by the Service Provider that is of similar scope to this proposed (within the prior 12 months). If projects have already been completed, submit the services, time and charges for the work project.

3.3.4 REFERENCES: A list of City and County government references complete with names, addresses, and phone numbers.

3.3.5 AVAILABILITY: An assessment of the present and projected workload at the office where potential staff would originate and current staff availability.

3.4 APPROACH: Describe firm's approach. Provide a statement presenting the firms understanding of this scope of temporary staff augmentation services, indicate how quality control, scheduling and cost management capabilities will be applied to the County's needs. Describe the firm's approach to working with contractors.

3.5 STATEMENT OF WORK: Identify and outline what the Service Provider proposes to provide to Chambers County. Describe the Service Provider's approach to performing the specific services required in this RFP.

3.6 COUNTY SERVICES REQUIRED: Identify how the Service Providers would have their staff work with Chambers County staff and/or officials: management philosophy, customer service and dispute resolutions.

3.7 MANAGEMENT PLAN (ORGANIZATIONAL CHART): Describe in both narrative and graphic form how the Service Provider proposes to manage their personnel on site in Chambers County.

Provide general information on the Service Provider's organization and management processes anticipated for off-site work in Chambers County. This section should clearly demonstrate who will have overall responsibility and what the lines of authority will be.

4 SELECTION CRITERIA

Commissioners Court prohibits unsolicited verbal or written communications from competing companies which may pertain or relate directly or indirectly to any RFP being evaluated by the selection committee or the Commissioners Court which has been submitted in response to this RFP and which contemplates award of a professional contract, unless provided for in this RFP. Any such contact is grounds for disqualifying any applicant submitting an RFP.

Negotiations will be undertaken with the Service Provider(s) who's RFP(s) best addresses the needs of the County and demonstrates the ability and experience to perform current and future work. County will first select the most appropriately qualified Service Provider for the requested services on the basis of competence and qualifications, and then will attempt to negotiate a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated with the most appropriately qualified provider, then the County will end negotiations with that entity and select the next most appropriately qualified Service Provider and attempt to negotiate a contract with that provider at a fair and reasonable price. Award of the contract will be to the responsive Service Provider whose RFP is most advantageous to the County.

RFP's will be evaluated on evidence of understanding of the problems, the objectives to be achieved, and the technical and administrative capabilities in relation to the needs of the County. The following criteria are those that will be applied in the evaluation of the RFP:

4.1 QUALIFICATIONS - The extent to which the Service Provider has personnel with the necessary licenses, qualifications, experience and training to perform the entire scope of work **(30%)**

4.2 PROFESSIONAL COMPETENCE - The extent to which the Service Provider has demonstrated competence in performing similar work for public agencies, as evidenced by the extent of former client satisfaction. **(30%)**

4.3 EXPERIENCE WITH LOCAL GOVERNMENT PROFESSIONAL ENVIRONMENTAL SERVICES - The extent to which the Service Provider has been involved with the provision of Professional Environmental Services. **(20%)**

4.4 COSTS OF SERVICES – The net costs for the cited services as compared to the same or similar services of the other respondents. **(20%)**

5.0 STATEMENT OF NON-COLLUSION AND OTHER ADMINISTRATIVE FORMS -

Each respondent to this RFP Shall, as a condition of acceptance of their qualified response, submit the attached NON-COLLUSION AFFIDAVIT, signed and notarized as part of their submission. Failure to submit the signed and notarized NON-COLLUSION AFFIDAVIT will invalidate their submission and shall be disqualified for a Contract with Chambers County, Texas.

NOTE: BIDS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED.

AFFIDAVIT

STATE OF TEXAS }

COUNTY }

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the following, who, upon oath, says:

I am the Manager, Secretary or other agent of officer or the principal of the Bidder in the matter of the bids to which this affidavit is attached, and I have full knowledge of the relations of the Bidder with the other firms in this same line of business, and the Bidder is not a member of any trust, pool or combination to control the price of supplies bid on, or to influence any person to bid or not to bid thereon.

I further affirm that the Bidder has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted bid.

Affiant

SWORN TO AND SUBSCRIBED BEFORE ME by the above Affiant, who, on oath states that the facts contained in the above are true and correct, this _____ day of _____, 20__.

Notary Public in and for, _____ County, Texas

Name of Bidder _____

Signed by _____
(Sign Name in Writing) (Title)

Address: _____

Telephone Number: _____ Date: _____

The County of Chambers does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.