

HOST Environmental Consultant Informal Request for Qualifications

I. Background

The City and County of Denver's (City) Department of Housing Stability (HOST) strives to create a healthy, housed, and connected Denver. HOST invests resources, creates policy, and partners with organizations to keep people in the homes they already live in, to quickly resolve an experience of homelessness, and to connect people to affordable housing opportunities.

The US Department of Housing and Urban Development (HUD) provides Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grant (ESG) funding to the City. Through an annual funding cycle, HOST uses this funding to develop viable communities by providing decent housing, a suitable living environment, and opportunities to expand economic opportunities, principally for low- and moderate-income persons.

All HUD-funded projects or programs approved for funding must meet the requirements of the National Environmental Policy Act (NEPA) and 24 CFR Part 58, HUD Environmental Review Regulations, before HOST may enter into an agreement to provide funding to a subrecipient. The projects fall into four categories:

- (1) Exempt per 24 CFR 58.34; or
- (2) Categorically Excluded not subject to statutes per 24 CFR 58.35(b); or
- (3) Categorically Excluded subject to statutes per 24 CFR 58.35(a); or
- (4) Subject to Environmental Assessment per 24 CFR 58.36.

HOST, in its role as a Responsible Entity under 24 CFR Part 58, is seeking an environmental consultant to assist with the environmental reviews that meet the requirements of NEPA, and other related Federal and state environmental laws. HOST sees this as an ongoing relationship with the selected consultant to span multiple projects as needed, and not just a simple work product related to one project.

II. Scope of Work

The consultant will furnish environmental, engineering, scientific or other necessary services (including furnishing all labor and tools, supplies, equipment, oversight, superintendence, materials and everything necessary for and required to perform and complete the services) as requested to supplement HOST's efforts in:

- a. Determining whether the project meets federal, state, and local environmental standards through an environmental review;
- b. Reviewing the project descriptions to determine the appropriate level of review;
- c. Collecting and reviewing the appropriate information relevant to the environmental review and compiling that information into the HUD Environmental Review Online System (HEROS);
- d. Answering any specific questions and providing expertise related to the environmental review as needed; and

- e. Coordinating with HOST staff to manage workflow, prioritize projects, provide updates and share information as necessary.

III. Minimum Qualifications

A qualified candidate must meet the following requirements:

- Demonstrable, recent, successful experience preparing Environmental Reviews and other related environmental consulting services, particularly related to HUD Environmental Review regulations;
- Subject matter experts in NEPA and other federal environmental regulations particularly Section 106 of the National Historic Preservation Act (NHPA);
- Access to and knowledge of the HEROS platform; and
- Appropriate environmental and historic certifications and licensures of relevant staff.

IV. Technical Requirements

To be considered, respondents must complete and submit this Diversity and Inclusiveness Form <https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>

Sole proprietors and general partnerships are not required to register with the Secretary of State (SOS). Other entities - such as LLCs, corporations, and limited partnerships - are required to register with the SOS. A Certificate of Good Standing is required for these entities.

All contractors with the City and County of Denver must provide a certificate of insurance. This contract requires, at a minimum, Workers' Compensation/Employer's Liability Insurance, General Liability, Business Automobile Liability, and Professional Liability.

V. Proposal Application

Your proposal must specifically address each of the questions/issues that are listed below. The quality and detail of your responses will figure significantly in the overall evaluation of your proposal. Proposers are encouraged to give examples and provide additional information to support your compliance on each point. To standardize the format of all proposals, proposers are required to respond to all questions in the order given and to list the item number and restate the question prior to giving their answer. Failure to comply with this requirement may result in your proposal being declared non-responsive. In a separate document please provide the following information and narrative answers to the questions below.

Name: _____

Organization: _____

Email: _____

Phone: _____

1. **Organizational Experience**: What relevant experience does your organization have providing environmental reviews, particularly related to HUD funding programs and regulations? Please include a general background on your company and length of experience in conducting environmental reviews.
2. **Workplan/Timing**. Document your organization's ability to timely provide the services without delay or interference. Please discuss staffing structure and availability as it relates to turning projects in a timely manner. Please provide typical timeline for completion of varying environmental reviews, assessments, mitigation measures, and/or testing, (i.e. billable hours related to each task and capacity to perform related tasks in a timely manner)
3. **Proposed Fee Structure**. Include your organization's fee structure for the services mentioned in Section II.
4. **Recent Environmental Review Service Experience**. A list of prior clients that demonstrates experience in working with state and local governments on environmental clearances for Federal (HUD) projects
5. **Key Staff**. List relevant staff who may work on HOST projects and their relevant qualifications and certifications/licensures, as well as their hourly rates.
6. **References**. Provide the name and contact information (phone and email) for three (3) current or former clients that can speak to the applicants experience and qualifications.
7. **Equity & Diversity**. Provide the questions and answers to the questions below on your response.
 - a. How does your or your organization's work contribute to equity in the housing industry?
 - b. How do/does you or your organization provide services in a culturally mindful manner?

VI. Period of Performance and Budget

Period of Performance: The duration of this contract is from June 1, 2023, through May 31, 2024, with a possibility of renewal for an additional year. Subsequent budget periods are subject to the availability of funds, program authority, satisfactory performance, and compliance with the terms and conditions of the award.

Total Budget: Total budget for this contract shall not exceed \$90,000.

VII. Proposal Scoring

HOST will evaluate applicants based on the following criteria/scoring.

| Proposal Section | Points |
|---------------------------|---------------|
| Organizational Experience | 20 |
| Understanding of the Need | 15 |
| Workplan | 15 |

| | |
|---------------------------------|------------|
| Staffing Plan | 15 |
| Diversity and Equity | 15 |
| Budget and Budget Justification | 20 |
| Total Points | 100 |

VIII. Submission Instructions

Qualified applicants shall submit responses electronically by 9:00 am MST on May 5, 2023, to HOSTProcurements@denvergov.org.

All Applicants are required to submit the following in addition to written responses to the questions in Section V.

- A Certificate of Good Standing. Sole proprietors and general partnerships are not required to register with the Secretary of State (SOS) and therefore have an exception.
- A Completed Diversity and Inclusiveness form
<https://us.openforms.com/Form/57f3a8ea-39b7-4115-be17-1770f38d3cf6>