

204 North Cedar Street
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Office of the Mayor

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LEGAL NOTICE - RFP for Environmental Site Assessments Consultants

The City of Tallulah has identified primary sites for redevelopment which will require Environmental Site Assessments over the next four years. The City also intends to apply for site specific Brownfield Clean-up Grant(s) from the U.S. Environmental Protection Agency (EPA) to remediate some or all the eligible properties assessed through the study. The city seeks to hire a qualified firm or team of firms to conduct environmental services for the City's Brownfields program. The City will procure environmental consultant services in accordance with the EPA terms and conditions of the Cooperative Agreement.

The Consultant/Contractor will be selected according to selected criteria outlined in the RFP/RFQ and will provide technical services to the City with respect to the assessment of eligible properties (and other programs) including:

Conducting environmental assessments and/or remediation activities meeting regulatory state requirements; Quality Assurance Project Planning (QAPP); Performing closure reporting; Conducting community outreach; and Cleanup and Development Planning; and other duties required for a successful program but not anticipated in this call for RFQ to be added by amendment.

Complete proposal packets should be downloaded from the LACPC Commission portal: <https://lamats.eauctionservices.com>. There is no charge to register and to download RFP documents from the portal. Proposal packets can also be requested from Yvonne Lewis, Executive Administrative Assistant, ylewis@tallulah-la.gov to be picked up in person or to be emailed. The city cannot mail or fax RFP documents.

Proposals can be uploaded on the portal, personally delivered, or delivered by courier service. Proposals must be received by 1:00 pm. on April 18, 2024. It is recommended that

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all proposals physically delivered to the city should be submitted via certified mail or other commercial courier services so that the applicant will have a written record of the delivery. Qualifications received after the due date and time will not be considered and will be returned unopened after recommendation of award. The envelope must be plainly marked on the outside as "City of Tallulah, LA Environmental Consulting Services" and delivered to 204 N. Cedar Street, Tallulah, LA 71282 between the hours of 8am to 5 pm, Monday - Friday.

Pursuant to Louisiana R.S. 38:2212 B.(6)(a) through E. (1-7) and R.S. 38:2212.1 B.(4)(a), vendors/contractors can submit their bids electronically. Bids to be filed electronically shall be uploaded onto the LAMATS e-Auction and Bid Services portal at <https://lamats.eauctionservices.com>. Registration must be completed before posting a bid. Electronic submission of proposals is highly recommended in that multiple copies do not have to be submitted.

Each proposal shall provide a straightforward, concise description of the responder's capabilities to satisfy the requirements of this RFQ. Emphasis should be on completeness and clarity of content. If a responder wishes, the proposal may be accompanied with brochures, promotional materials, or displays properly identified. Literature, brochures, and other related paperwork attached to the bidder's name and RFQ number should be identified. Out-of-state corporations and/or limited liability companies shall furnish a certificate of registration to transact business in Louisiana before signing a contract with the City.