



City of East St. Louis
Robert Betts, City Manager

Request for Qualifications for Facility Site Assessments Phase I & Phase II

(RFQ 25-107)

June 20, 2025

1. PURPOSE OF REQUEST

The City of East St. Louis is seeking qualifications based (RFQ) proposals from interested environmental consulting firms (Consultant) to provide Environmental Facility Site Assessment, Phase 1 and Phase II for the Clyde Jordan Senior Center located at 6755 State Street in East St. Louis, IL 62203.

Services will include but not limited to: assessment of the overall condition of structure and use of facility condition index or similar method to provide a basis for analysis of the condition of the building, evaluate code issues including ADA, accessibility, mechanical, electrical, plumbing, communication, HVAC, bathrooms, kitchen, doors, windows, flooring, parking lot, sprinkler system, roof, asbestos, lead, radon, and fire protection systems and make recommendations for improvements.

2. GENERAL REQUIREMENTS

Must be registered in SAM and provide UEI number and Duns Number

A Proposer may be an individual or a business corporation, partnership, firm, joint venture, or other legal entity duly organized and authorized to do business in the City of East St. Louis, financially sound and able to provide the services being procured by the city.

If a Proposer has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, such firm shall disclose that information in its proposal and such information may be sufficient grounds for disqualification. If the selected firm fails to disclose such information and the city of East St. Louis discovers it thereafter, then the city may terminate the contract.

Each Proposer must be in good standing with any Federal, State or Municipality which currently has or has previously had a contracting relationship with the Proposer. If a Federal, State or Municipal entity has terminated any contract with a Proposer for deficiencies or defaults, that proposer must disclose this information as part of its proposal.

Proposer must have and maintain all necessary insurance to cover malpractice, general liability, auto, umbrella insurance, workers' compensation and submit proof of coverage upon selection as vendor.

3. SERVICES SHALL INCLUDE:

- A Phase I Environmental Site Assessment, Report, and Coordination:
- A Phase I Environmental Site Assessment prepared in accordance with ASTM E-1527- 21A or based on the latest applicable standard.
- A Phase I Site Assessment Report which shall indicate if remediation or further testing is required and include a cost estimate for remediation in the executive summary of the report.
- Phase II Environmental Assessment to address findings in Phase I report including but not limited to lead base paint, asbestos radon etc.
- Environmental Site (Facilities) Assessment

All environmental sampling shall be performed by certified personnel and all testing shall be done by an accredited testing laboratory. All test results that are above the “action level” shall be clearly identified.

4. INSTRUCTIONS TO PROPOSERS:

All responses shall be sent to the: City of East St. Louis

**ATTN: City Clerk, Debra Hamilton-Tidwell
301 River Park Drive, 1st Floor
East St. Louis, IL 62201**

Please submit three copies of your RFQ in a sealed envelope. Qualifications should be prepared simply and economically, providing a straightforward concise description of provider capabilities to satisfy the requirements of the request. No more than 10 pages including relevant project experience and resumes of key personnel.

All proposals will be due by Tuesday, July 8, 2025, no later than 10:00 a.m.

5. **PRE-BID MEETING:** Tuesday, July 01, 2025, at 10:00 a.m. (3RD Fl. City Manager's Suite, (Situation Room)
6. **DUE DATE:** July 08, 2025, by 10:00 a.m. (Central Time)
7. **QUESTIONS:** If you have questions concerning the City's bid process, please contact: Tereyowna Martin, Director of Purchasing, via e-mail at tmartin@cesl.us
8. **BID PACKETS:** A full copy of the Bid documents can be downloaded by going to the official city website, www.cesl.us (bid opportunities) or the City Clerk's Office, Debra Hamilton-Tidwell, 1st Floor, 301 River Park Drive, East St. Louis, IL 62201

9. SELECTION CRITERIA

The RFQ's and/or proposals will be evaluated on the following criteria:

- A. Experience, provide a list of similar, past projects. Copies of License and Certifications (20 points)**
- B. Firm's proximity to the project site and familiarity with the project area. (25 points)**
- C. Knowledge and understanding of CDBG, HUD Environmental requirements, and CDBG required inspection/administrative forms. (25 points)**
- D. Environmental Services Professionals, including approach and management plan with list of key personnel for this project and their certifications. (30 points)**

10. TERMS AND CONDITIONS

- A. The City reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ/proposal.
- B. The City reserves the right to request clarification of information submitted and to request additional information from any firm.
- C. The City reserves the right to award any contract to the next most qualified firm if the successful firm does not execute a contract within fifteen days of award.
- D. The City encourages minority and women-owned firms to submit qualifications consistent with the City's policy to ensure that these same firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.