



FORT ORD REUSE AUTHORITY

920 2nd Avenue, Suite A, Marina, CA 93933

Phone: (831) 883-3672 | Fax: (831) 883-3675 | www.fora.org

October 17, 2017

Re: Professional Services Request for Qualifications for Munitions Response Coordinator

To Whom it may Concern

Purpose: FORA is requesting qualifications for professional services to coordinate and review munitions response plans, plan compliance, and munitions response reporting as well as provide assistance with grant writing and FORA capital improvement project coordination. Interested consultants are requested to submit Statement Of Qualifications (SOQ) illustrating the capabilities of an individual or integral team of professionals capable of performing services in the disciplines noted below.

Scope: FORA intends to contract a Munitions Response Coordinator to support its Capital Improvement Projects. Ground disturbing activities on the former Fort Ord require analysis and assessment pertaining to Munitions and Explosives of Concern (MEC), and the preparation of soils management plans and construction support plans. Additionally, these Capital Improvements require coordination with State and Federal Agencies including, but not limited to, Department of Toxic Substances Control, the Environmental Protection Agency, and local jurisdictions. Finally these activities are partially funded through grants, and require an understanding of the grant writing and administration process. Professional contracted to perform Munitions Response Coordination will be prohibited from performing Munitions Response Remediation.

Statement of Qualifications. SOQ's will include an Executive Summary (5 pages max) outlining the consultant's understanding of, and approach to, providing the services to FORA in order to advance requisite projects. Review of the FORA BRP and FORA CIP documents should provide sufficient background of the FORA program and project requirements, which may be funded by the EDA or other grant dollars.

FORA anticipates that the professional team proposed may be comprised of representatives from a single firm, while in other cases, the professional team may be comprised of a prime consultant in a lead team member role with one or more firms as sub-consultants to the lead. In either case, the SOQ should be sufficiently detailed to demonstrate the internal working relationships and qualifications of the team members. An organizational chart and resumes of members in key roles in the team shall be submitted with the resume of the team leader who will be the primary point of contact with the FORA project manager(s) through the lifetime of the contract.

Evidence and examples of the following is required:

- 8+ years working with and/or for public agencies
- 8+ years Applied Compliance Experience with MEC remediation compliance monitoring and reporting
- 5+ years experience working with MEC on the former Fort Ord
- 5+ years experience with Land Use Controls & Operating Management Plans and digging and excavation ordinances on the former Fort Ord
- 5+ years experience with Biological Compliance
- 3+ years experience writing and/or overseeing Economic Development Agency grants.
- Three References. Include the contact information for the Program/Project Managers directly overseeing the included examples work.

FORA will review submittals for the experience of the team members as well as the demonstrated effectiveness of team members working together on projects similar to FORA's projects. Therefore, experience and qualifications of the firm(s) should be limited to brief statements of the firm's history and background.

Submission and Delivery Instructions

Three (3) hard copies and one electronic copy shall be submitted to Peter Said, Project Manager, no later than 11/01/2017 at 12:00pm at Fort Ord Reuse Authority, 920 2nd Ave, Suite A, Marina, CA 93933. FORA reserves the right to duplicate or disseminate for internal use any material provided. All submittals become the property of FORA and will be confidential until after a contract is executed. Each proposal shall be a maximum of ten (10) double-sided sheets. Appendices, resume's and references do not count towards the page limitation.

Evaluation Process

A Selection committee comprised of staff professionals from FORA will determine responsiveness and evaluate all proposal submittals. Please review the evaluation criteria. The evaluation process will consider all required information. Each criterion will be scored based upon a pre-determined point system. Interviews with the highest-ranking teams may be scheduled at the sole discretion of FORA staff.

| Criteria | Points | | |
|------------------------------|------------|--|--|
| Narrative | 1-18 | What is the level of experience with FORA's problems and need? | |
| | 1-18 | What is the level of evidence of working with DTSC, EPA, and others? | |
| | 1-18 | What is the level of experience writing/overseeing EDA grants? | |
| | 1-18 | What is the level of evidence of working with MEC remediation compliance on former Fort Ord? | |
| | 1-18 | What is the level experience working with FORA and local jurisdictions? | |
| | 90 | Narrative Subtotal | |
| | | | |
| Fully Responsive | 5 | How responsive are the SOQ's to the Request for Qualifications? | |
| Local Preference | 1 | Has the proposer provided a statement certifying his/her/their office has been located in the Monterey, Santa Cruz, San Benito counties for two (2) years +? | |
| Local Hire Preference | 1-4 | % of workforce that resides in Monterey, Santa Cruz, or San Benito counties. 1-24%=1pts, 25-50%=2pts, 51-70%=3pts, 71-85%=3.5pts, 86-100%=4pts | |
| Total | 100 | [Narrative + Responsiveness + Local Hire/Preference] | |

Schedule of Events

| | Date: |
|---|--------------|
| Notification of Proposed Contract Opportunity | 10/18/17 |
| Deadline to Submit Qualifications 12:00 PM (PT) | 11/02/17 |

Please Contact Stan Cook or Peter Said with Any Questions at stan@fora.org or peter@fora.org.

Peter Said
 Project Manager
 831-883-3672
 Fort Ord Reuse Authority
 920 2nd Avenue Suite A
 Marina, CA 93933