



## **CITY OF HOLTVILLE – Fourth Street Sidewalk Project Request for Proposals for Initial Site Assessment**

The City of Holtville is seeking proposals to select a consultant to conduct an Initial Site Assessment (ISA) for the City's Fourth Street Sidewalk Project. Submissions must be received by August 16, 2013; late submissions will not be accepted. Please forward any questions regarding this Request for Proposals to Justina Arce at [justina@theholtgroup.net](mailto:justina@theholtgroup.net) or (760) 337-3883.

### **Project Description**

The Project is located in the City of Holtville, along the north and south sides of Fourth Street between Cedar and Walnut Avenues, in an industrial area of the City. The proposed project entails construction of curb, gutter and sidewalk along the north and south sides of the Fourth Street and pavement fill at some locations. This is a Caltrans funded project.

### **Scope of Work**

The selected consultant will prepare an ISA in accordance with ASTM Standard E 1527-05 "Standard Practice for Environment Site Assessments Phase I Environmental Site Assessment Process". The ISA report shall identify potential or known hazardous materials, hazardous waste, and contamination in the project area as well as the party(ies) responsible, or potentially responsible, for hazardous waste and contamination. Investigation methods are likely to include: personal interviews with past and present owners, operators, and occupants, review of historical sources, review of government records, and visual inspection of subject properties. The ISA report must contain a description of the work performed, any deviations from normal ISA procedures, a summary of findings, the opinions of the preparer regarding the property or site, data gaps, additional investigation and services recommended, conclusions, and recommendations. Sources of information must be clearly referenced.

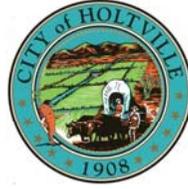
### **Project Schedule**

Respondents are expected to perform work within 30 days of award of contract. Award of contract is anticipated to occur within two weeks of the RFP Deadline of August 16, 2013

### **Qualifications**

Respondents shall describe their qualifications and experience in performing Phase I Environmental Site Assessments and Initial Site Assessments and report writing in compliance with Caltrans Standards. The selected consultant shall hold the following qualifications:

- A Professional Engineer's or Professional Geologist's license and three years of full-time relevant experience; or
- A license or certification to perform environmental inquiries and three years of full-time relevant experience; or
- A Baccalaureate or higher degree from an accredited institution of higher education in a relevant discipline of engineering, environmental science, or earth science and five years of full-time relevant experience; or
- A Baccalaureate or higher degree from an accredited institution of higher education and 10 years of full-time relevant experience.



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### **Proposal Content**

Provide three (3) hard copies of the proposal labeled **“Proposal for ISA Services for Fourth Street Sidewalk Project”** that includes the following:

- Letter of Interest signed by the duly authorized officer or representative of the responding firm that includes contact information, brief description of qualifications, and list of principal participants performing work; and
- A statement demonstrating an understanding and ability to complete the Scope of Work; and
- A statement describing how the respondent firm is qualified to perform tasks described in scope of work and within the project schedule. Please include references and list similar projects completed; and
- Cost proposal including a schedule of consulting fees and a “not to exceed” amount.

Proposals must be submitted via hard copy to:

**The City of Holtville  
121 W. 5th Street  
Holtville, CA 92250  
Attention: Glyn Snyder, City Clerk**