

**RFP FOR ENVIRONMENTAL CONSULTING SERVICES**

**RFP # 12/99-T**

**BIDS DUE NOT LATER THAN: 5:00 PM ON March 2, 2015**

**NNDA**

Northern Nevada Development Authority

**704 West Nye Lane Ste. 201  
CARSON CITY, NV 89703**

**775.883.4413**

**WWW.NNDA.OR**

**NORTHERN NEVADA DEVELOPMENT AUTHORITY  
NOTICE TO PROPOSERS**

BID NUMBER: 12/99-T

PROJECT TITLE: Environmental Consulting Services

NOTICE IS HEREBY GIVEN that the Northern Nevada Development Authority (NNDA) will receive written, sealed proposals only, for the project listed above. Said proposals must be in the hands of NNDA at 704 West Nye Lane, Carson City, Nevada, NO LATER THAN **5:00** p.m. on **March 2, 2015**. Proposals postmarked but not received until after this deadline will not be accepted. Vendor submittals may not be sent via the Internet/e-mail and will not be entertained for award by NNDA. The right is reserved to reject any Bid/Proposal or to accept any Bid/Proposal which is deemed by NNDA to be in the best interest of NNDA and the coalition partners, Churchill County and Lyon County. NNDA reserves the right to waive any irregularities and/or informalities in the proposal process.

All Proposals are to be marked clearly on the outside “RFP Number **12/99-T**, for **Environmental Consulting Services**.”

**PROJECT DESCRIPTION:** NNDA will use U.S. Environmental Protection Agency grant funding to conduct assessments of contaminated or potentially contaminated properties (“Brownfields”) within the boundaries of Churchill County and Lyon County, designated redevelopment areas. The selected Qualified Environmental Consultant (QEC) will assist by providing project management, community outreach services, preparing an inventory of potential Brownfields sites, conducting Phase I and Phase II assessments on priority sites, submittal of monthly updates in the form of written reports to the Brownfields Coordinator to be used in preparing quarterly reports to the EPA, and developing clean-up plans.

The work to be performed under this Contract shall be commenced by the successful firm(s) after all executed Contract documents have been submitted for each unique scope of work, and after being notified to proceed by NNDA.

RFP may be obtained from NNDA, Director of Business Development and Special Projects or online website at: <http://www.nnda.org>

For further information, contact NNDA at (775) 883-4413 ext. 1004. The individual responsible for coordinating this bid is: **Jojo L. Myers, Director, Business Development and Special Projects; [jmyers@nnda.org](mailto:jmyers@nnda.org)**

**Special Conditions &  
Specifications  
(Specific to Project)**

**RFP GENERAL OVERVIEW**  
**RFP#12/99T – ENVIRONMENTAL CONSULTING SERVICES**

The purpose of this RFP is to solicit the information needed for NNDA to select a consultant firm to provide environmental consulting services. NNDA will use U.S. Environmental Protection Agency grant funding (FAIN 99T22601) to conduct assessments of contaminated or potentially contaminated properties (“Brownfields”) within the boundaries of NNDA’ designated redevelopment areas. The (2) areas are Churchill County and Lyon County. The selected consultant will assist by providing project management and community outreach services, preparing an inventory of potential Brownfields sites, conducting Phase I and Phase II assessments on priority sites and developing clean-up plans, and monthly and quarterly reporting.

The firm selected to provide these services will be required to assure the assessments are conducted in compliance with the Society for Testing and Materials (ASTM) practices and guidelines for Phase I ESA’s Standard E1527-13 and for Phase II ESA ASTM Standard E1903-97 (2002) and the U.S. EPA 40 CFR Part 312 Standards and Practices for All Appropriate Inquiries (AAI), as well as state and local agency requirements.

The Contractor agrees to comply with the requirements as set forth in 2 CFR 255, Cost Principles for State, Local and Indian Tribe Governments; OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments; and, 40 CFR Part 31.36(j), which limits EPA’s participation in the salary rate (excluding overhead and travel) paid to individual consultants retained by NNDA to the maximum daily rate for a Level IV of the (federal) Executive Schedule. The rate is adjusted annually. As of January 1, 2010, the rate is \$598.07 per day and \$74.76 per hour.

As required by NNDA’s agreement with the EPA, NNDA must comply with the requirements of EPA’s Program for Utilization of Small, Minority and Women’s Business Enterprises in procurement as set forth in 40 CFR Part 33. The EPA DBE rule can be accessed at <http://www.epa.gov/osbp>. The selected contractor must comply with 40 CFR Section 33.301, the “Good Faith Efforts” provisions, if it awards subcontracts. Contractor must maintain records documenting compliance with these provisions.

NNDA has accepted the applicable MBE/WBE fair share objectives/goals negotiated with EPA by the Nevada Department of Conservation and Natural Resources. For the procurement of services, the fair share goals are seven percent (7%) for Minority Business Enterprises (MBEs) and twenty-five percent (25%) for Women’s Business Enterprises (WBEs). Accordingly, if the prime contractor does not itself meet these goals, the use of MBE and/or WBE subcontractors may be required if determined that these “fair share” requirements are not being met through other means. NNDA encourages consortia of MBE and/or WBE firms to apply. MBEs and WBEs must be certified by EPA, the U.S. Small Business Administration, the U.S. Department of Transportation, or by a state, local, Tribal or private entity whose certification criteria match EPA's. For more information regarding MBE/WBE certification please access the following information on the EPA's website:

[http://www.epa.gov/osdbu/pdfs/dbe/mbe\\_wbe\\_certification.pdf](http://www.epa.gov/osdbu/pdfs/dbe/mbe_wbe_certification.pdf) and  
[http://www.epa.gov/osdbu/pdfs/dbe/dbe\\_program\\_overview\\_and\\_full\\_comparison2.pdf](http://www.epa.gov/osdbu/pdfs/dbe/dbe_program_overview_and_full_comparison2.pdf).

The selected contractor shall maintain and provide NNDA all information necessary to prepare and submit the required MBE/WBE Utilization Report (EPA Form 5700-52A)."

The awarded firm will be required to provide NNDA with their unique Dun & Bradstreet Data Universal

Numbering System DUNS® number prior to award. If you need a DUNS number, visit D&B at <http://fedgov.dnb.com/webform>.

### **RFP RESPONSE FORMAT**

*One original (hard copy, signed) and one (1) electronic copy (PDF Format on Disc or Thumb Drive) of the entire proposal* shall be delivered by the time and to the place stipulated in the Notice of Request for Proposal. Proposers are to provide electronic files of their proposals in addition to (not as a substitute to) the hard copy being required.

It is the proposer's sole responsibility to see that their proposal is received at the place, date and time specified. Any proposal received after the scheduled closing time for receipt of proposals may be returned to the proposer as unacceptable. Oral, facsimile, telegraph, or telephone modifications may not be considered.

The contents of the proposal and any clarifications thereto submitted by the successful proposer and accepted by NNDA shall become part of the contractual obligation and incorporated by reference into any ensuing Agreement. All proposals shall become the property of NNDA and shall not be returned. All proposals submitted may become public record under the laws of the State of Nevada and the public may be given access thereto after the formal process has been completed.

### **QUESTIONS/INFORMATION**

- 1) Questions concerning aspects of the Proposal process, Post-Award process, and/or Specifications or Project Scope are addressed to: Jojo L. Myers, 775.883.4413; ext. 1004.

## SUBMITTAL PARAMETERS

Firms replying to this RFP are required to complete the necessary forms indicated in the Bidder's Checklist and submit relevant information that will be used in the evaluation of firms. The submittal shall have, at a minimum, the following information:

- 1) Company Overview (*Recommend 2 pages or less*)**
  - Geographic location of the principal office of the firm and the office (if different) which would be responsible for providing services.
  - Description of the overall capabilities of the firm and the services which the firm is interested in providing NNDA.
  - Number of employees within the firm and within the local office responsible for providing services to NNDA.
- 2) Company Experience (*Recommend 4 pages or less*)**
  - Summary of the three most recently completed EPA-funded projects on which the firm provided services similar to those sought by NNDA. The project summaries should include a brief description of the project scope and the services provided, and the name and telephone number of a contact person, familiar with the consultant's work. Please describe any work to involve the community/public. (*No more than 1 page per project*)
- 3) Project Approach (*Recommend 10 pages or less*)**
  - Firm and individual department hierarchy, a description of current in-house quality control and plan review programs the firm has in place, and resources available to complete a project.
  - Outline of approach and work program for all services requested. The outline must include the following minimum information:
    - a) A detailed and functional work schedule for the proposed work program in a manner that is sequenced by timelines. The work schedule must set forth a timeframe for completion and submittal of work products.
    - b) The maximum number and type of public meetings, workshops, meetings with staff, meetings with the Brownfields Steering Committee and meetings with outside parties such as NDEP that the responding firm will attend.
    - c) Expectations for NNDA. State the minimum expectations for involvement of, and information the responding firm needs from NNDA to accomplish the project.
- 4) Cost Schedule (*Recommend 2 pages or less*)**
  - Provide an itemized cost proposal for the various tasks to be performed. The cost schedule must list the estimated hourly charge or task charge (e.g., for a Phase 1 EA, for a Phase 2 EA, etc.) and estimated hours to be assigned for staff members and/or sub consultants.
  - The cost proposal should cover all costs including consultant fees, mileage and production costs. NNDA's Cooperative Agreement with the EPA provides up to \$524,000 from the Hazardous Substances and Petroleum Products grants, respectively, for contractual services. Costs for the two grants must be tracked separately.
- 5) Key Personnel (*Recommend 2 pages or less*)**
  - A list of management and staff personnel in the office(s) that would be providing services to NNDA (full resumes may be added in an appendix if desired but should be limited to one page per person, or less).

## **EVALUATION PROCESS**

Proposals shall be reviewed and evaluated by a committee composed of NNDA and other relevant agencies and committees. NNDA reserves the right to conduct Oral Interviews at their discretion.

The evaluation criteria may include but not be limited to the following considerations.

- 1) Understanding of the requested work and responsiveness to the RFP.
- 2) Commitment of a State of Nevada registered professional to assure environmental assessments are conducted in compliance with the Society for Testing and Materials (ASTM) practices and guidelines for Phase I ESA's Standard E1527-13 and for Phase II ESA ASTM Standard E1903-97 (2002) and the U.S. EPA 40 CFR Part 312 Standards and Practices for All Appropriate Inquiries (AAI), as well as state and local agency requirements.
- 3) Professional Qualifications and Standing - evaluation criteria may include, but not be limited to: professional excellence, demonstrated competence in the service requested, and the education and Brownfields-related experience of the key personnel assigned to project.
- 4) Completeness of proposal, the proposed schedule and the fee proposal.
- 5) Consultant's past performance and ability to meet the project schedule and coordinate multiple projects.
- 6) Resources available to complete the project. (Equipment/Software/Staffing).
- 7) Location of consultant's office and project staff and knowledge of Coalition partners, Churchill County and Lyon County project areas.

Listed below is the evaluation form that will be used to evaluate each proposal.

CONSULTANT EVALUATION FORM

CONSULTANT \_\_\_\_\_

EVALUATOR \_\_\_\_\_

DATE \_\_\_\_\_

CRITERIA 0-10 POINTS EACH	SCORE		
	Weight	Score	Weighted Score
<b><u>OVERVIEW</u></b> <ul style="list-style-type: none"> <li>Local office; geographic and logistical ability</li> <li>Existing services relevant to managing EPA Brownfields Community-Wide Site Assessment Grants</li> </ul>	1		
<b><u>EPA AND LOCAL BROWNFIELDS EXPERIENCE</u></b> <ul style="list-style-type: none"> <li>Firm's experience and success managing EPA Brownfields Community-Wide Site Assessment Grants</li> <li>Description of 3 or more EPA Brownfields Community Wide Site Assessment grant projects in EPA Region 9 with at least 1 project in the State of Nevada in which the consulting firm was prime consultant</li> <li>Local government/Brownfields experience in Churchill County and/or Lyon County</li> </ul>	4		
<b><u>PROJECT APPROACH</u></b> <ul style="list-style-type: none"> <li>Approach to implementing and completing this project</li> <li>Innovative technical approaches to maximize grant funding</li> <li>Expertise in meeting AAI and relevant ASTM standards</li> <li>Ability to provide timely response</li> <li>Quality control</li> </ul>	3		
<b><u>COST SCHEDULE</u></b> <ul style="list-style-type: none"> <li>Ability to maximize funding</li> </ul>	1		
<b><u>KEY PERSONNEL &amp; QUALIFICATIONS</u></b> <ul style="list-style-type: none"> <li>Qualifications of local key personnel</li> <li>Experience working on EPA Brownfields Community-wide assessment projects</li> <li>Experience working with EPA, Region 9 Brownfields program and quality assurance offices</li> </ul>	3		
<b>TOTALS</b>			

**NEGOTIATION(S)**

NNDA shall reserve the right to negotiate any terms and conditions of proposals received, with the final candidate(s) prior to acceptance/rejection of said proposal(s).

Upon determination of the highest rated firm(s), NNDA will commence negotiations with those firms that will be selected for open ended contracts.

**RFP TIMELINE**

R.F.P. Available to Consultants	January 27, 2015
Written Proposals submitted	March 2, 2015 by 5:00 p.m.
Proposal Evaluation	March 3-6, 2015
Award Announcement	March 9, 2015

**STATUS OF SUCCESSFUL PROPOSER**

Successful proposer shall have the status of an "Independent Contractor" as defined by NRS 284.173, and shall not be entitled to any or all rights, privileges, benefits and emoluments of an employee of NNDA.

**CONTRACT REQUIREMENTS**

The "Sample Contract" provided in the RFP document is an example of the contract the awarded vendor will be required to sign at the time NNDA and Vendor agree to a specific scope of work. Potential vendors requiring changes to terms contained within the "Sample Contract" must note their exceptions in their RFP response. Exceptions will be considered when evaluating potential vendors.

## **PROJECT OVERVIEW**

### **BACKGROUND**

The Northern Nevada Development Authority has been awarded Brownfields grants, for Hazardous Substances and Petroleum Products, from the U.S. Environmental Protection Agency (EPA) for the assessment of potentially contaminated properties within the designated redevelopment areas, Churchill County and Lyon County.

The Brownfields target areas totals 600 acres and includes five Target Communities in two Redevelopment Areas. The Redevelopment Areas, include the Cities of Fernley, Yerington, and Fallon as well as unincorporated areas of Churchill and Lyon Counties, with mixed-land uses. Target Area 1 is the City of Fernley Business Corridor, Target Area 2 is the City of Yerington Main Street Corridor, Target Area 3 is the Silver Springs Airport Park, Target Area 4 is the Lincoln Highway Corridor, and Target Area 5 is the Churchill/Fallon Williams Avenue Corridor. Land use includes single family and multi-family residential and mixed-use neighborhoods, commercial districts, schools, parks and recreational areas, open space, and industrial areas.

NNDA intends to conduct identical tasks under each of the two grant types but will segregate funding for the assessment of Hazardous Substances and Petroleum Products so as to avoid the co-mingling of these funds. This segregation will assist in determining site eligibility, which differs between the two grants.

### **SCOPE OF WORK**

In addition to the services (e.g., community outreach plan, preparing an inventory of Brownfields sites, conducting Phase I and Phase II assessments on priority sites, area wide plans for target areas, developing clean-up plans, and reporting) that Brownfields grants recipients regularly seek from an environmental consultant, the contractor selected through this solicitation will be required to work with NNDA to provide project management and community outreach services. While NNDA will play an active role in the implementation of the Brownfields program, and bear responsibility for accountability to the EPA, as well as provide a project manager and staffing, the selected consultant will be expected to provide their own staffing needed to carry out Tasks 1-6, including Project Management, Planning, Community Outreach, and Reporting.

Before responding to this RFP, please review the Goals and Objectives; Project Goals; Tasks 1-6; and Milestones and Deliverables

## **A. Goals and Objectives**

### **EPA Strategic Plan**

This project supports EPA's Strategic Plan and GPRA Goal 3: Cleaning Up Communities and Advancing Sustainable Development, Objective 3.1 promote Sustainable and Livable Communities

### **Outputs:**

- Providing (2) Brownfields 101 Workshop, one for each county, to educate the public on the EPA Brownfields program;
- Area Wide Plan that encompasses the 5 Brownfields Target Areas
- Soliciting volunteers to be on a Brownfields Steering Committee that will be comprised of, but not limited to, County Managers, City Managers, County and City Planners, Industrial and Commercial Real Estate Professionals, City Council, NDOT, county and city land development consultants, and other Economic Development Authorities that will meet on a regular basis. The meetings will be weekly for the 1<sup>st</sup> month and bi-weekly for the 2<sup>nd</sup> month and then quarterly for the remainder of the grant cycle; The areas to be assessed will be chosen in priority of land reuse and land redevelopment that aligns with county and city master plans and future projects;
- Developing a Community Outreach Plan for the dissemination of information to the public;
- Setting up information repositories to provide public access to project documents;
- Providing quarterly reports and updates to the Coalition partners' websites;
- Providing monthly and quarterly reports to the City Council and Board of Commissioners
- Using target mailings to solicit property access to conduct environmental site assessments, obtain historical information for site selection and prioritization, and/or disseminate grant information;
- Posting printed media at popular community gathering places;
- Providing media releases to local newspapers and other media sources as appropriate;
- Promoting sites that have been cleared for reuse through the local organizations and agencies.
- Complete and/or exceed EPA-approved work plan deliverables including, individual EPA Brownfields Site Eligibility Determination Checklist forms; Phase I and Phase II Environmental Site Assessments (ESAs); Site-specific Field Sampling Plans and Health and Safety Plans; Cleanup Plans, as appropriate (Analysis of Brownfields Cleanup Alternatives); Spreadsheet of Assessed Sites; quarterly and final reporting. Provide updates to EPA national Assessment, Cleanup, Redevelopment Exchange System (ACRES) as activities at priority Brownfields sites are completed.
- Identifying sites that are ready for reuse and those that need cleanup, as well as leveraged resources.

### **Outcomes:**

- NNDA expects to prioritize, determine the eligibility, and seek access agreements for up to 50 Brownfields properties for environmental site assessment activities under the combined hazardous substance and petroleum grants;
- Up to 20 Phase I ESAs, 10 Phase II ESAs, two DQO/QAPPs, and 10 Property-Specific SAPs/HASPs will be completed under the combined Hazardous Substances and Petroleum Cooperative Agreements. NNDA will track and report outcomes to EPA in the quarterly reports.
- Up to five ABCAs will be developed in collaboration with EPA, NDEP, State Health Department, and the CBOs. Up to five (5) site reuse plans will be developed in accordance with the land-use and redevelopment components in TA's Comprehensive Plans and utilize the 6 Livability Principles of the Partnership for Sustainable Communities;
- Short- and long-term reinvestment in Brownfields sites for new residential, commercial and industrial development; and, leveraging in-kind services and/or private business contributions/investments. The NNDA will track and report outcomes to EPA through the quarterly reports;
- The determination of the presence/absence of contaminants at Brownfield sites will lead to improved community health through the implementation of appropriate site controls;
- Improved local economy through reinvestment in brownfield sites;
- Improved local sustainability through infill development of Brownfields sites, where appropriate.

## **B. Project Goals:**

The NNDA's Vision for this Project is to remove or manage environmental impairments that are inhibiting redevelopment activities in the Brownfields Target Areas (TAs) consistent with the Target Communities' land-use and revitalization elements of their respective Comprehensive Master Plans. To do this, the NNDA intends to conduct environmental assessments within the five TAs based on the Site Selection Process. As sites are cleared for reuse, the NNDA will market these sites to the Governor's target industries of agriculture, commercial, and residential development, e-commerce, manufacturing, renewal energy generation, and tourism. Based on NNDA's success of relocating or expanding 57 companies to the region since 2010, it is anticipated that sites cleared of environmental impairments will be redeveloped within a relatively short time frame. By doing so, Brownfields can be put back to productive use, generating jobs and local tax revenue. These activities will help EPA meet their Goal 3, Objective 3.1 to cleanup and restore communities and ecological systems.

The county and city planning documents (Comprehensive Plans or Master Plans) in the Target Communities all provide for the 6 Livability Principles which will enable NNDA to incorporate those elements into the Area-wide Plan and the Reuse Plans. These plans will have to be approved by the Target Communities so adherence to local land-use and redevelopment policies and vision will be required. All the planning documents mentioned the goal of providing sustainable mixed use development, eliminating non-conforming land-use, affordable housing choices, preservation of the community's culture, conservation of natural resources and a cleaner environment, improve existing infrastructure, provide more transportation and recreation choices, and enhancing a diversified economy by broadening the employment opportunities as a result of attracting new industry with high paying jobs and retaining existing businesses by investing in their expansion. The regional and state economic plans emphasize targeting opportunities in seven major industries that hold plausible potential for economic growth and diversification for Nevada's economy to avoid the reoccurring boom and bust cycle. These seven industries are tourism, health and medical services, clean energy, mining and manufacturing, aerospace and defense, logistics and operations, and business IT ecosystems.

### C. Tasks

NNDA will divide each grant into six tasks under each of the funding sources (hazardous substances and petroleum) and will manage the funding separately. The six tasks are described below followed by the Hazardous Substances and Petroleum Tables.

#### **Task 1 - Project Management, Planning and Reporting Activities**

##### **a. Task Description**

Funding from each Brownfields grant will be used to conduct an inventory, screening and ranking of candidate Brownfields sites, Phase I and Phase II Environmental Site Assessment activities, cleanup and reuse/end use planning, and community outreach and involvement activities. Specific activities under this task include:

Project Oversight and Management of activities under the Brownfields Hazardous Substances and Petroleum grants

Selecting Qualified Environmental Consultant. The Coalition will select a Qualified Environmental Consultant (QEC) to assist in implementing both Brownfields grants in accordance with and consistent with the terms and conditions of the EPA Cooperative Agreement. A Request for Proposal or Request for Qualifications and/or other materials will be developed to assist in the selection of the QEC to conduct activities under these grants.

Final Summary Report and Close-Out Reports. The Coalition will prepare a final summary report outlining the initial goals and objectives of the Brownfields grants, discuss accomplishment of the goals and objectives and a discussion of any changes implemented, if applicable. This report will summarize the

lessons learned and the steps that will need to be taken in the future to complete the cleanup and successful reuse or redevelopment of sites/properties assessed under these grants. The report will also discuss the resources that were leveraged, how those funds resources were used, and any resources that were leveraged that will continue site projects after the expiration of these grants. . The Coalition will comply with closeout requirements included in the Terms and Conditions of the Cooperative Agreement. The final report will include the elements below:

1. Overall Project Goals: Provide a summary of the project's overall redevelopment and Brownfields assessment goals.
2. Successes: In one to two paragraphs, provide a narrative summary description of the project success(es), such as sites that are ready for reuse or have moved to redevelopment, or planning or policy documents completed under the grant. For site specific successes, provide information on the former use of the site, number of acres, future reuse of the site, and why the site is a priority or catalyst site. Include site photos or schematic images of future reuse plans.
3. Lessons Learned/Best Practices: Identify lessons learned and best practices/materials transferable to other communities; opportunities for sharing information, including how the grantee, EPA, and others can share that information across multiple media types (meetings, conferences, changes to local policy, social media, etc.)
4. Partnering/Leveraging: Identify significant partnering with other organizations and/or leveraging of resources, as well as any resources leveraged to continue the project after the expiration of the Brownfields grant.
5. Work Plan Accomplishments: Provide a summary of accomplishments for each of the grant Work Plan tasks and/or any tasks that were not completed and why.
6. EPA Acknowledgement: Include information on how EPA has been acknowledged as a funding partner in the project.
7. ACRES/Site Assessment Spreadsheet: Include a final site assessment spreadsheet following the template provided by your Project Officer. Ensure all the site entries are up to date in ACRES.
8. Budget: Provide a budget table that compares total budgeted amounts and total amounts spent; identify whether any funds will be returned to EPA.

Meetings with EPA Project Officer. The Coalition will meet and consult with Region 9's Project Officer to provide an overview and discuss progress and major accomplishments under the Brownfields grant, discuss upcoming project tasks, and any areas where EPA assistance would be helpful to completing project tasks, if needed.

Training. Coalition members will attend annual Brownfields training or conferences to stay informed of the best Brownfields management practices, policies, programs and any new or impending Brownfields legislations

#### **b. Task Budget**

Cost: Brownfields Grant \$44,939

#### **c. Schedule**

Task Start Date: January 1, 2015

Task Completion Date: September 30, 2017

#### **d. Deliverables**

Establishment of Brownfields Coalition Steering Committee

Request for Proposal (RFP) or Request for Qualifications (RFQ) and process to select a Qualified Environmental Consulting firm

- Project Tracking and Reporting documents including 36 monthly reports by QEC
- 11 Quarterly Reports
- Up to 40 site assessment (20 Phase I ESAs; 10 Phase II ESAs; up to 5 Cleanup Plans; and, up to 5
- Reuse Plans. Entries into ACRES for each aspect of this work.)
- Area Wide Plan that encompasses the 5 Brownfields Target Areas
- Three annual financial statements and MBE/WBE Utilization Reports
- Final Project Summary report
- Travel and office supplies

## **Task 2. Conduct Inventory, Site Selection and Site Approval**

### **a. Task Description**

The NNDA will develop an inventory of Brownfields sites in the five TAs and prioritize the properties for ESA activities. All TAs have indicators of hazardous substance and petroleum use, storage, and generation. Potential Brownfields properties will be ranked in accordance with the results of a separate scoring matrix for each grant. Sites passing the Coalition's initial eligibility screening will be submitted to EPA for final eligibility determination.

The Coalition will comply with the reporting requirements specified under the Terms and Conditions of the Cooperative Agreement and identified by the EPA, Region 9 Project Officer. The Coalition will prepare and submit regular Quarterly Reports, MBE/WBE Utilization Reports, Annual Financial Status Reports, and site specific Brownfields Site Eligibility Checklist forms, and updates to EPA's national ACRES database. The quarterly reports will include the following elements:

- Summary of Successes/Challenges over the past quarter.
- Assistance Needed from EPA.
- Narrative Update by Task that follows the format of the approved work plan.
- Financial Status by Task. The narrative update for each task should include a budget table, by project task and budget category, of expenses that will be invoiced and/or have been invoiced during the reporting period.
- Cumulative Expenditures to Date. Include a cumulative budget table of expenditures to date by project task and budget category. The quarterly budget summaries should include information on recipient's cost share.
- Spreadsheet of Assessed Sites (for Community-Wide Assessment Grants). Your Project Officer will provide you with a spreadsheet template to track the status of assessed sites.

### **b. Task Budget**

Cost: Brownfields Grant \$39,279

### **c. Schedule**

Task Start Date: January 2015

Task Completion: April 30, 2015

### **d. Deliverables**

- Site Inventory list
- Criteria to screen and rank candidate sites for site assessment
- List of ranked sites

- EPA Site Eligibility Determination Checklist forms for sites selected for Phase I ESAs
- One AWP will be developed that encompasses the 5 Target Areas
- Financial Status Reports
- MBE/WBE Utilization Reports
- Final Financial Status Report
- Project Close-Out Report

### **Task 3. Conduct Environmental Site Assessments (Phase I and Phase II ESAs), Quality Assurance**

#### **a. Task Description**

The NNDA will conduct up to 20 Phase I ESAs, at the highest priority sites in each of the five Target Areas. All ESAs will be conducted under the supervision of a State of Nevada Certified Environmental Manager (CEM) and in accordance with ASTM E1527-13 Phase I ESA Standard and 40 CFR Part 312 Standards and Practices for All Appropriate Inquiries. The NNDA will conduct up to 10 Phase II ESAs in accordance with ASTM Standard E1903 11. An attempt will be made to complete an equal number of ESAs in each Brownfields Target Area, however, the total number of ESAs completed will depend on the ability to gain site access, and the complexity of the sites and associated costs. Only eligible sites that have received approval from EPA or the State will be selected by the Coalition. Activities generally include historical records search to determine ownership of a site, previous usages, and possible sources of contamination. A site visit, interviews with and site questionnaires completed by owners and persons most knowledgeable about the site will be conducted. The Final Phase I ESA reports will support decisions for selecting sites to receive Phase II ESAs.

Based upon the recommendations in the Final Phase I ESA reports, the Coalition will assign the Qualified Environmental Consultant to conduct ASTM Phase II ESAs. A Quality Assurance Project Plan (QAPP) will be prepared and submitted for approval by Region 9's Quality Assurance Officer. Following approval of the QAPP, up to 10 Site-specific Sampling and Analyses Plans (SAP) and Health and Safety Plans (HASP), based on the QAPP, will be prepared for each Phase II investigation and submitted to Region 9 for review and approval. When possible, sites will be assessed in clusters to optimize funding. Due to the remoteness of this project, the Coalition has taken into account the costs of a contractor traveling from Carson City, Reno, or Las Vegas. In addition, the Coalition will ensure the appropriate permits or other authorizations necessary are obtained prior to commencing field activities. To ensure compliance with the National Historic Preservation Act (NHPA), the Coalition will provide EPA with a copy of the CEM's "Unanticipated Discovery Plan," and will coordinate with EPA on NHPA compliance before sampling begins. Draft and Final Phase II ESA reports will contain information about the investigation, including findings and recommendations.

#### **b. Task Budget**

Cost: Brownfields Grant \$320,779

#### **c. Schedule**

Task Start Date: May 2015

Task Completion Date: July 2017

#### **d. Deliverables**

- . Up to 20 ASTM Phase I ESAs
- . Up to 10 site-specific Field Sampling Plans and Health and Safety Plans
- . Up to 10 ASTM Phase II ESAs
- . Two Draft and Final Quality Assurance Project Plans (QAPPs)

. 10 Property-Specific SAPs/HASPs

## Task 4. Community Outreach and Involvement

### a. Task Description

The Coalition will expand on their previously successful outreach efforts associated with other planning, public improvement and economic development projects. This will be accomplished by developing a Community Outreach Plan that will serve as a guide to reaching out to and involving the public in project activities and disseminating information. A variety of outreach tools are likely to be used including setting up information repositories to provide access to project documents; using target mailings to obtain historical information for site selection and prioritization, and/or disseminate grant information; posting printed media at popular community gathering places; providing media releases to local radio stations and local newspapers; holding open houses, and conducting opinion surveys to engage the community; and, promoting sites that have been cleared for reuse through the local organization and agencies. NNDA will establish a Brownfields Steering Committee to gain important public and key stakeholder input into project decisions and disseminate information to the community.

Annually, the Coalition will host a Community-Wide open-house meeting to update the public on the status of the implementation of the EPA grants. Results of tasks completed will be discussed and input sought on future tasks. Topics of discussion may include: selection of qualified environmental consultant, site selection and eligibility determination, Phase I and Phase II ESA results, proposed Cleanup and Reuse Plans, Area Wide Plan, redevelopment of sites, existing business expansions or new company relocations, results of public opinion surveys and community feed-back, or additional funding needed and other budgetary activities.

When appropriate, the Coalition will combine Brownfields outreach activities with other projects so as to optimize funding. Previous successful community outreach activities that will be used in these grants included: public meetings, open houses/workshops, mailings, public notices/press releases, updates to the CBOs/stakeholders/City Councils/County Commissioners and their websites, and creating a document/information repository. The NNDA will ensure the communities have input into decisions involving site selection, assessment, cleanup, and redevelopment of Brownfields sites by conducting up to 60 meeting with City Councils, County Boards, and the general public in the Target Communities. During the application process, NNDA reached out to local CBOs to provide letters and the CBOs with NNDA will disseminate information to their constituents during the application process and will do so during the grant implementation.

### b. Task Budget

Cost: Brownfields Grants \$ 40,779

### c. Schedule

Task Start Date: January 2015

Task Completion Date: September 2017

### d. Deliverables

- Develop Draft and Final Community Outreach Plan
- One project “kick-off” meeting
- Three annual community-wide meetings
- Up to 36 grant updates for the City Councils and/or County Boards
- Up to five community meetings (1 for each Target Area) to discuss ESA results, cleanup, planning, and reuse/redevelopment options.
- Fact Sheets, Press Releases and Newsletters to inform community members of upcoming meetings

And Events

- Up to 40 updates and/or meetings
- Providing (2) Brownfields 101 Workshop to educate the public on the EPA Brownfields program;
- Providing quarterly reports to the City Council and Board of Commissioners

## Task 5. Cleanup and Reuse Plans

### a. Task Description

NNDA will utilize a risked-based cleanup analysis approach when evaluating remedial options. For sites requiring cleanup, the NNDA has budgeted for the development of up to five Analysis of Brownfields Cleanup Alternatives (ABCAs); one per Target Area. These five sites will be prioritized based on the results of the Phase II ESAs. The ABCAs will evaluate cleanup options based on current and proposed future land use, cost effectiveness, and implement ability. Five reuse plans will also be developed based on the ESA findings, site marketability, and Area Wide Planning studies, and may include institutional controls. NNDA will provide information on cleared parcels to site selectors, economic development specialists, private and public investors, and other economic development authorities.

### b. Task Budget

Cost: Brownfields Grants \$ 60,779

### c. Schedule

Task Start Date: To Be Determined

Task Completion Date: To Be Determined

### d. Deliverables

- Up to five ABCAs will be developed in collaboration with EPA, NDEP, State Health Department, and the CBOs.
- Up to five reuse plans will be developed in accordance with the land-use and redevelopment components in each of the Target Area's Comprehensive Plans and utilize the 6 Livability Principles of the Partnership for Sustainable Communities.
- Cleared parcels will be announced at county and city monthly meetings, announced on websites, and put in each county and city forms of outreach, such as newsletters, chamber of commerce pages, or economic development updates in local newspapers.

## Task 6. Area-wide Plan

### a. Task Description

The NNDA Coalition will prepare an area-wide plan (AWP) focused on economic development and job creation and/or preservation that utilizes existing infrastructure and incorporates the 6 Livability Principles. The AWP will build upon the findings and recommendations in the Coalition Partner's Comprehensive Plans and the regional economic development plans by the Western Nevada Development District, Brookings Institute, and the Nevada Board of Economic Development. The AWP will be completed for all jurisdictions within the NNDA Target Communities and will focus on the redevelopment objectives, implementation measures to accomplish objectives, and schedule for implementation for the five Brownfields Target Areas. When implemented, the AWP will assist in the creation of local jobs and permanent green space, conservation of natural resources, utilization of Green infrastructure improvements, and prevention of new Brownfields. The NNDA Coalition will hold at least one public meeting to provide each of the five effected TA communities with the opportunity to contribute to the planning process.

**b. Task Budget**

Cost: Brownfields Grants: \$ 93,445

**c. Schedule**

Task Start Date: To Be Determined

Task Completion Date: To Be Determined

**d. Deliverables**

- One AWP will be developed that encompasses the 5 Target Areas
- Up to five public meetings held in each of the 5 Target Area communities

**D. Schedule of Milestones and Deliverables**

<b>Fiscal Year</b>	<b>Quarter</b>	<b>Quarterly Report Due</b>	<b>Milestones and Deliverables Due with Quarterly Report</b>	<b>Status</b>
2015	1	1/30/2015	<ul style="list-style-type: none"> <li>• Establish a Brownfields Coalition Steering Committee</li> <li>• Issue RFP/RFQ</li> <li>• Interview and select qualified environmental consultant</li> <li>• Submit Draft QAPP</li> <li>• Develop a Community Outreach Plan</li> <li>• Brownfields “Kick-Off” Meeting</li> <li>• Brownfields 101 Workshop</li> <li>• Set up Information Repositories</li> <li>• Commence Brownfields Inventory</li> <li>• Develop draft and final site ranking criteria</li> <li>• Commence work on Area-Wide Plan, including public outreach/involvement</li> <li>• Quarterly Reports to City Council/BOCs and Coalition Partners</li> </ul>	
2015	2	4/30/2015	<ul style="list-style-type: none"> <li>• Establish Brownfields site ranking list</li> <li>• Continue work on Area-Wide Plan and public outreach</li> <li>• Select sites for Phase I ESA</li> <li>• Prepare Site Eligibility Determination Checklist forms and submit to EPA and State for approval</li> <li>• Begin Phase I ESAs</li> <li>• Finalize QAPP</li> <li>• Quarterly Reports to City Council/BOCs and Coalition Partners</li> </ul>	
2015	3	7/20/2015	<ul style="list-style-type: none"> <li>• Finalize Area-Wide Plan</li> <li>• Complete 3 Phase I ESAs</li> <li>• Submit FSP/HSP for 3 sites</li> <li>• Prepare Site Eligibility Determination Checklist forms and submit to EPA and State for approval</li> <li>• Commence Phase I ESAs</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2015	4	10/30/2015	<ul style="list-style-type: none"> <li>• Host Annual Community-Wide Meeting</li> <li>• Complete 3 Phase II ESA reports</li> </ul>	

<b>Fiscal Year</b>	<b>Quarter</b>	<b>Quarterly Report Due</b>	<b>Milestones and Deliverables Due with Quarterly Report</b>	<b>Status</b>
			<ul style="list-style-type: none"> <li>• Complete 3 Phase I ESAs</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2016	1	1/30/2016	<ul style="list-style-type: none"> <li>• Draft and Finalize 1 Cleanup and Reuse Plan</li> <li>• Submit FSP/HSP for up to 3 sites</li> <li>• Prepare Site Eligibility Determination Checklist forms and submit to EPA/State for approval</li> <li>• Begin new Phase I ESAs</li> <li>• Submit Annual Financial and MBE/WBE reports</li> <li>• Commence Phase II ESA activities</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2016	2	4/30/2016	<ul style="list-style-type: none"> <li>• Complete Draft and Final Phase II reports for 3 properties</li> <li>• Complete 3 Phase I ESA reports</li> <li>• Draft 1 cleanup and reuse plan</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2016	3	7/30/2016	<ul style="list-style-type: none"> <li>• Finalize 1 cleanup and reuse plan</li> <li>• Submit FSP/HSP for 2 properties</li> <li>• Begin 2 additional Phase II ESAs</li> <li>• Quarterly Report to City Council/BOCs</li> </ul>	
2016	4	10/30/2016	<ul style="list-style-type: none"> <li>• Complete 2 Phase I ESAs</li> <li>• Complete 2 Phase II ESAs</li> <li>• Draft and Finalize 1 new Cleanup and Reuse Plan</li> <li>• Host Annual Community-Wide meeting</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2017	1	1/20/2017	<ul style="list-style-type: none"> <li>• Submit Site Eligibility Determination Checklist forms to EPA/State for approval</li> <li>• Begin Phase I ESAs on 5 new properties</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2017	2	4/30/2017	<ul style="list-style-type: none"> <li>• Complete 5 Phase I ESAs</li> <li>• Submit FSP/HSP for 2 properties</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2017	3	7/30/2017	<ul style="list-style-type: none"> <li>• Submit Site Eligibility Determination Checklist forms to EPA/State for approval</li> <li>• Begin and complete 5 Phase I ESAs</li> <li>• Commence Phase II ESA activities for 2 sites</li> <li>• Quarterly Report to City Council/BOCs and Coalition Partners</li> </ul>	
2017	4	10/30/2017	<ul style="list-style-type: none"> <li>• Draft and complete 2 Phase II ESAs</li> <li>• Draft and Finalize 2 Cleanup and Reuse Plans</li> <li>• Host final Annual Community Meeting</li> </ul>	

<b>Fiscal Year</b>	<b>Quarter</b>	<b>Quarterly Report Due</b>	<b>Milestones and Deliverables Due with Quarterly Report</b>	<b>Status</b>
			<ul style="list-style-type: none"><li>• Submit final Financial Status Report, MBE/WBE Utilization Report and final Close-Out Report</li><li>• Final Quarterly Report to City Council and BOCs and Coalition Partners</li></ul>	

# **GENERAL CONDITIONS**

## **GENERAL CONDITIONS**

*Please Read Carefully  
These Provisions Are a Part of Your Bid and any Contract Awarded*

**Scope of Bid/Proposal:** Bids/Proposals are hereby requested for **Environmental Consulting Services**, per specifications herein:

**The bidder agrees that:**

- A. Bidder has carefully examined the specifications, and all provisions relating to the item(s) to be furnished or the work to be done; understands the meaning, intent, and requirements; and
- B. Bidder will enter into a written contract and furnish the item(s) or complete the work in the time specified, and in strict conformity with NNDA's specifications for the prices quoted.

**Note:** Bidder is defined as any individual, partnership, or corporation submitting a bid, proposal, or quotation in response to a request for bid (RFB), request for proposal (RFP), request for information (RFI) or request for quotation (RFQ). A bidder may also be referred to as a bidder, contractor, supplier or vendor.

**1. Prices:**

All prices and notations must be in ink or typewritten. Mistakes may not be crossed out and corrected with written ink but must be corrected in type. Bids shall indicate the unit price extended to indicate the total price for each item bid. Any difference between the unit price correctly extended and the total price shown for all items bid shall be resolved in favor of the unit prices. Bidders are encouraged to review all prices prior to bid submittal, as withdrawal or correction may not be permitted after the bid has been opened.

**2. Firm Prices:**

Prices on bid shall be firm prices not subject to escalation unless otherwise provided for in the specifications. In the event the specifications provide for escalation, the maximum limit shall be shown, or the bid shall not be considered. In the event of a decline in market price below a price bid, NNDA shall receive the benefit of such decline.

**3. Items Offered:**

If the item offered by the bidder has a trade name, brand and/or catalog number, such shall be stated in the bid. If the bidder proposes to furnish an item of a manufacturer or vendor other than that mentioned on the face hereof, bidder must specify maker, brand, quality, catalog number, or other trade designation. Unless such is noted on the bid form, it will be deemed that the item offered is that designated even though the bid may state "or equal".

**4. Brand Names:**

Whenever reference to a specific brand name is made, it is intended to describe a component that has been determined to best meet operational, performance, or reliability, thereby incorporating these standards by reference within the specifications. These specifications are not meant to limit the vendor; they are guidelines to minimum qualifications. The bidder shall indicate their

compliance or non-compliance for each line of the specification. Any deviations from the specifications or where submitted literature does not fully support the meaning of the specifications must be clearly cited in writing by the bidder. An equivalent (“or equal”) may be offered by the bidder, subject to evaluation and acceptance by NNDA. It is the bidder’s responsibility to provide, at bidder’s expense, samples, test data, or other documentation and NNDA may require to fully evaluate and determine acceptability of an offered substitute. NNDA reserves the sole right to reject a substituted component that will not meet or exceed standards

**5. Samples:**

Samples may be required for bid evaluation and testing purposes. Bidders shall agree to provide samples upon request and at no additional cost.

**6. Withdrawal of Bids:**

Bids may be withdrawn by written or facsimile notice received prior to the exact hour and date specified for receipt of bid. A bid may also be withdrawn in person by a bidder, or bidder’s authorized representative, prior to the exact hour and date set for receipt of bids. Telephone withdrawals are not permitted.

**7. Late Bids, Modifications, or Withdrawals:**

Bids, modifications of bids, or bid withdrawals received after the exact time and date specified for receipt will not be considered.

**8. Mistake in Bid:**

- (a) If the bidder discovers a mistake in bid prior to the hour and date specified for receipt of bid, bidder may correct the mistake by withdrawing the bid in accordance with Item 7 above and resubmit prior to the stated bid deadline.
- (b) If within seventy-two hours of the bid closing and prior to the issuance of a purchase order or a contract, the bidder discovers a mistake in bid of a serious and significant nature, bidder may request consideration be given to withdrawing the bid. The mistake must be evident and provable. The right is reserved by NNDA to reject any and all requests for withdrawal of bids. The decision of the Project Manager is final as regards to acceptance or rejection of requests for withdrawal after closing of bids.
- (c) A mistake in bid cannot be considered once a purchase order or contract is issued.

**9. Signature:**

All bids shall be signed and the title and firm name indicated. A bid by a corporation shall be signed by an authorized officer, employee or agent with his or her title.

**10. Exceptions:**

A bidder deviating from specifications must specify any and all deviation(s). Failure to note said exceptions shall be interpreted to convey that the bidder shall propose to perform in the manner described and/or specified in this bid solicitation. If exception(s) are taken or alternatives offered, complete descriptions must be shown separately.

**11. Confidential Information:**

Any information deemed confidential or proprietary should be clearly identified by the bidder as such. It may then be protected and treated with confidentiality only to the extent permitted by state law. Otherwise the information shall be considered a public record. Information or data submitted with a bid will not be returned.

**12. Quality:**

Unless otherwise required in the specifications, all goods furnished shall be new and unused.

**13. Litigation Warranty:**

The bidder, by bidding, warrants that bidder is not currently involved in litigation or arbitration concerning the materials or bidder's performance concerning the same or similar material or service to be supplied pursuant to this contract of specification, and that no judgments or awards have been made against bidder on the basis of bidder's performance in supplying or installing the same or similar material or service, unless such fact is disclosed in the bid. Disclosure may not disqualify the bidder. NNDA reserves the right to evaluate bids on the basis of the facts surrounding such litigation or arbitration and to require bidder to furnish a surety bond executed by a surety company authorized to do business in the State of Nevada and approved by NNDA in a sum equal to one hundred percent (100%) of the contract price conditional on the faithful performance by bidder of the contract in the event the bid is awarded to bidder, notwithstanding the litigation or arbitration.

**14. Royalties, Licenses and Patents:**

Unless otherwise specified, the bidder shall pay all royalties, license and patent fees. The bidder warrants that the materials to be supplied do not infringe any patent, trademark or copyright and further agrees to defend any and all suits, actions and claims for infringement that are brought against NNDA, and to defend, indemnify and hold harmless NNDA from all loss or damages, whether general, exemplary or punitive, as a result of any actual or claimed infringement asserted against NNDA, the bidder or those furnishing material to bidder pursuant to this contract.

**15. Performance Standards:**

Performance of work and acceptability of equipment or materials supplied pursuant to any contract or award shall be to the satisfaction and full discretion of NNDA.

**16. Americans with Disabilities Act (ADA) Standards:**

Bidders shall be required to comply with current ADA Standards in preparing their bids and executing work required under any contract resulting from this bid. Completed work must comply with current ADA Standards.

**17. Warranties:**

(a) Unless otherwise specified, all workmanship, material, labor or equipment provided under the contract shall be warranted by bidder and/or manufacturer for a minimum of twelve (12) months after acceptance by NNDA. Greater warranty protection will be accepted. Lesser warranty protection must be indicated by bidder on the bid proposal as an exception.

(b) Bidder shall be considered primarily responsible to NNDA for all warranty service, parts and labor applicable to the goods or equipment provided by bidder under this bid or award, irrespective of whether bidder is an agent, broker, fabricator or manufacturer's dealer. Bidder shall be responsible for ensuring that warranty work is performed at a local agency or facility convenient to NNDA and that services, parts and labor are available and provided to meet all schedules and deadlines. If required and defined within the Scope of Work, the Bidder will post a performance bond after contract award to guarantee performance of these obligations. Bidder may establish a service contract with a local agency satisfactory to NNDA to meet this obligation if bidder does not ordinarily provide warranty service.

**18. Addenda:**

The effect of all addenda to the bid documents shall be considered in the bid, and said addenda shall be made part of the bid documents and shall be returned with them. Before submitting a bid, each bidder shall ascertain whether or not any addenda have been issued, and failure to acknowledge any such addenda may render the bid invalid and result in its rejection.

**19. Specifications to Prevail:**

The detailed requirements of the Specifications, Scope of Work or Special Conditions shall supersede any conflicting reference in these General Conditions.

**20. Taxes:**

NNDA is exempt from State, City and County Sales Taxes per NRS 372.348. NNDA will furnish Exemption Letters when applicable.

**21. Prevailing Wages:**

Bidder is responsible for complying with all applicable local, State and Federal wage laws, whether or not specifically cited in this bid document.

Per NRS Sections 338.020 through 338.090, certain projects defined as "public works" require the payment of the prevailing wage as determined by the Labor Commissioner. Generally speaking, projects/contracts for construction of a public work valued at less than \$100,000 are exempt from the prevailing wage requirement (NRS 338.080). Bidder shall be fully aware of the prevailing wage requirements of the State of Nevada as detailed in NRS Chapter 338 and price their bid response accordingly. Further information concerning Prevailing Wage rates can be found at:

<http://www.laborcommissioner.com/pwpw.html>

Federal "Davis Bacon" wages may be applicable if the funding for the project includes Federal funds. These requirements are detailed in the "Special Conditions – Federal Requirements" section that will be included in this bid document when such conditions apply.

**22. Conflict of Interest:**

No NNDA employee may participate directly or indirectly in the procurement process pertaining to this bid if they:

- (a) Have a financial interest or other personal interest that is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence, judgment or action in the performance of their official duties.
- (b) Are negotiating for or have an arrangement concerning prospective employment with bidder. The bidder warrants to the best of his knowledge that the submission of the bid will not create such conflict of interest. In the event such a conflict occurs, the bidder is to report it immediately to the Project Manager. For breach or violation of this warranty, the NNDA shall have the right to annul this contract without liability at its discretion, and bidder may be subject to damages and/or debarment or suspension.

**23. Disqualification of Bidder:**

Any one or more of the following may be considered as sufficient for the disqualification of a prospective Bidder and the rejection of the Bid:

- (a) The Bidder is not responsive or responsible.
- (b) The quality of services, materials, equipment or labor offered does not conform to the approved plans and specifications.
- (c) There is evidence of collusion among prospective Bidders (Participants in such collusion will receive no recognition as Bidders)
- (d) The Bidder lacks the correct contractor's license classification required for the defined scope of work.
- (e) Lack of competency, understanding of the scope of work, adequate machinery, plant and/or equipment as revealed in routine due diligence associated with bid evaluation.
- (f) Unsatisfactory performance record as shown by past work judged from the standpoint of workmanship, progress, and quality of services/goods provided.
- (g) Uncompleted work which, in the judgment of NNDA, might hinder or prevent the prompt completion of additional work, if awarded.
- (h) Failure to pay or satisfactorily settle all bills due for labor and/or material on any contract(s).
- (i) Failure to comply with any requirements.
- (j) Failure to list, as required, all subcontractors who will be employed by the Bidder.
- (k) Any other reason determined, in good faith, to be in the best interest of NNDA and coalition partners.

**24. Gratuities:**

NNDA may rescind the right of the bidder to proceed under this agreement if it is found that gratuities in the form of entertainment, gifts, cash or otherwise are offered or given by the bidder, or any agent or representative of the bidder, to NNDA with the intent of influencing award of this agreement or securing favorable treatment with respect to performance of this agreement.

**25. Bidder's Security Is Not Applicable to this Bid**

A bid deposit in an amount equal to at least 5% of the bid may be required as a bid security. The bid security may only be in cash, a cashier's or certified check made payable to NNDA, or a bid bond. If the bid security is a bond, it shall be executed by a surety insurer authorized to issue surety bonds in the State of Nevada. All Bonding Companies must have an "A" rating or better with Moody's or

A.M. Best Company, and be included on the current list of “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bond and as Acceptable Reinsuring Companies” as published in circular 570 (as amended) by the audit staff, Bureau of Accounts, U.S. Treasury Department. (In other words, the company is T-listed.) The bid security must be executed by the bidder and enclosed with the bid proposal in the sealed bid envelope.

- (a) The Bidder is not responsive or responsible.
- (b) The quality of services, materials, equipment or labor offered does not conform to the approved plans and specifications.
- (c) There is evidence of collusion among prospective Bidders (Participants in such collusion will receive no recognition as Bidders)
- (d) The Bidder lacks the correct contractor’s license classification required for the defined scope of work.
- (e) Lack of competency, understanding of the scope of work, adequate machinery, plant and/or equipment as revealed in routine due diligence associated with bid evaluation.
- (f) Unsatisfactory performance record as shown by past work judged from the standpoint of workmanship, progress, and quality of services/goods provided.
- (g) Uncompleted work which, in the judgment of NNDA, might hinder or prevent the prompt completion of additional work, if awarded.
- (h) Failure to pay or satisfactorily settle all bills due for labor and/or material on any contract(s).
- (i) Failure to comply with any requirements.
- (j) Failure to list, as required, all subcontractors who will be employed by the Bidder.
- (k) Any other reason determined, in good faith, to be in the best interest of NNDA and coalition partners.

## **26. Performance and Payment Bonds**

Per NRS 339.025, before any contract, except one subject to the provisions of chapter 408 of NRS, exceeding \$100,000 for any project for the new construction, repair or reconstruction of any public building or other public work or public improvement of any contracting body is awarded to any contractor, he shall furnish to the contracting body the following bonds which become binding upon the award of the contract to the contractor (All Bonding Companies must have an “A” rating or better with Moody’s or A.M. Best Company, and be included on the current list of “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bond and as Acceptable Reinsuring Companies” as published in circular 570 (as amended) by the audit staff, Bureau of Accounts, U.S. Treasury Department. (In other words, the company is T-listed.):

**Performance Bond**                           **NOT APPLICABLE TO THIS RFP**

The Contractor awarded this bid will be required to furnish NNDA with a surety bond conditioned upon the faithful performance of the contract. This may take the form of a bond executed by a surety company authorized to do business in the State of Nevada and approved by NNDA. The bond shall be in a sum equal to one hundred percent (100%) of the amount of the contract price. Such bond shall be forfeited in the event that bidder receiving the contract shall fail or refuse to fulfill the requirements and all terms and conditions of the contract.

**Payment Bond**                **NOT APPLICABLE TO THIS RFP**

The Contractor awarded this bid will be required to furnish NNDA with a payment bond. This may take the form of a bond executed by a surety company authorized to do business in the State of Nevada and approved by NNDA. The bond shall be in a sum equal to one hundred percent (100%) of the amount of the contract price. The bond must be solely for the protection of claimants supplying labor or materials to the contractor to whom the contract was awarded, or to any of his subcontractors, in the prosecution of the work provided for in such contract.

**27. Indemnification**

Upon award, Contractor agrees to hold harmless, indemnify, and defend NNDA, its officers, agents, employees, and volunteers from any loss or liability, financial or otherwise resulting from any and all claims, demands, suits, actions, or causes of action, caused by any action, either direct or passive, the omission, failure to act, or negligence on the part of Contractor, its employees, agents, representatives, or Subcontractors arising out of the performance of work under this Agreement by Contractor, or by others under the direction or supervision of Contractor.

If NNDA's personnel are involved in defending such actions, Contractor shall reimburse NNDA for the time and costs spent by such personnel at the rate charged to NNDA for such services by private professionals.

In determining the nature of the claim against NNDA, the incident underlying the claim shall determine the nature of the claim, notwithstanding the form of the allegations against NNDA.

Nothing in this contract shall be interpreted to waive nor does NNDA, by entering into this contract, waive any of the provisions found in Chapter 41 of the Nevada Revised Statutes.

**28. Insurance:**

BIDDERS' ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT BIDDERS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE IN ADVANCE OF BID SUBMISSION THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF THE APPARENT BIDDER FAILS TO COMPLY STRICTLY WITH THE INSURANCE REQUIREMENTS, THAT BIDDER MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

Should work be required within the public right-of-way, upon award of the contract, the bidder shall provide proof of Commercial General Liability Insurance and Automobile Liability, Professional Liability and Workers' Compensation if applicable, prior to initiation of any services. Coverage shall be from a company authorized to transact business in the State of Nevada and the Coalition counties, Churchill County and Lyon County and shall meet the following minimum specifications:

## **INDUSTRIAL INSURANCE**

It is understood and agreed that there shall be no Industrial Insurance coverage provided for Contractor or any Sub-Contractor of the Contractor by NNDA. Contractor agrees, as a precondition to the performance of any work under this Agreement and as a precondition to any obligation to make any payment under this Agreement to provide NNDA with a certificate issued by an insurer in accordance with NRS 616B.627 and with a certificate of an insurer showing coverage pursuant to NRS 617.210.

It is further understood and agreed by and between NNDA and Contractor that Contractor shall procure, pay for, and maintain the above mentioned industrial insurance coverage at Contractor's sole cost and expense.

Should Contractor be self-funded for Industrial Insurance, Contractor shall notify NNDA in writing prior to the signing of this Contract. NNDA reserves the right to approve said retentions, and may request additional documentation for review prior to the signing of this Contract.

## **MINIMUM LIMITS OF INSURANCE**

CONTRACTOR shall maintain coverages and limits no less than:

1. General Liability: \$1,000,000 (or amount customarily carried by Contractor, whichever is greater) combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to this project or location.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. No aggregate limit may apply.
3. Contractor Errors and Omissions Liability: \$1,000,000 per claim and as an annual aggregate. Premium costs incurred to increase Contractor's insurance levels to meet minimum contract limits shall be borne by the Contractor at no cost to NNDA.
4. Workers' Compensation: Contractor shall provide proof of worker's compensation insurance as required by NRS 616B.627 or proof that compliance with the provisions of Nevada Revised Statutes, Chapters 616A-D and all other related chapters is not required.

Contractor will maintain Contractor liability insurance during the term of this Agreement and for three (3) years from the date of substantial completion of the project. In the event that Contractor goes out of business during the term of this Agreement or the three (3) year period described above, Contractor shall purchase Extended Reporting Coverage for claims arising out of Contractor's negligent acts, errors and omissions committed during the term of the Contractor Liability Policy.

Should NNDA and Contractor agree that higher Contractor Coverage limits are needed warranting a project policy, project coverage shall be purchased and the premium for limits exceeding the above amount

shall be the responsibility of the Contractor.

#### **OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
2. Property Coverages (If Applicable)
3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, or non-renewed by either Contractor or by the insurer, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to City except for nonpayment of premium.

#### **ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of no less than A, however NNDA may accept coverage with carriers having lower Best's ratings upon review of financial information concerning Contractor and insurance carrier. NNDA reserves the right to require that Contractor's insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted list.

#### **VERIFICATION OF COVERAGE**

Contractor shall furnish NNDA with certificates of insurance and with original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Prior to the start of any work, Contractor must provide the following documents to NNDA:

- A. **Certificate of Insurance.** Contractor must provide a Certificate of Insurance form to evidence the insurance policies and coverage required of Contractor.
- B. **Policy Cancellation Endorsement.** Except for ten days notice for non-payment of premium, each insurance policy shall be endorsed to specify that without thirty (30) days prior written notice to NNDA the policy shall not be cancelled, non-renewal or coverage and/or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mailed to NNDA at 704 west Nye Lane, Carson City, NV 89703. A copy of this signed endorsement must be attached to the Certificate of Insurance.
- C. **Bonds (as Applicable).** Bonds as required and/or defined in the original bid documents.

**All certificates and endorsements are to be addressed to NNDA before work commences.** NNDA reserves the right to require complete certified copies of all required insurance policies.

## **SUBCONTRACTORS**

Contractor shall include all Subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

## **MISCELLANEOUS CONDITIONS**

1. Contractor shall be responsible for and remedy all damage or loss to any property, caused in whole or in part by Contractor, any Subcontractor, or anyone employed, directed, or supervised by Contractor.
2. Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payment of damages to persons or property resulting from its operations or the operations of any Subcontractors under it.
3. In addition to any other remedies NNDA may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required may, at its sole option:

Order Contractor to stop work under this Agreement and/or withhold any payments which become due until Contractor demonstrates

- a. compliance with the requirements hereof; or,
- b. Terminate the Agreement.

## **29. Safety Program**

Upon award, the Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work. The Contractor shall take all necessary precautions for the safety of, and shall provide all necessary protection to prevent damage, injury, or loss to:

1. All employees on the work site and all other persons who may be affected thereby.
2. All the work, materials, and equipment to be incorporated therein, whether in storage on or off the site.
3. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

Contractor shall comply with all applicable laws, ordinances, rules, regulations, and others of any public authority having jurisdiction for the safety of persons or property or to protect them from damage, injury, or loss. He shall erect and maintain, as required by existing conditions and progress on the work, all necessary safeguards for safety and protection, including posting danger signs, other warnings against hazards, promulgating safety regulations, and notifying owners and users of adjacent utilities. Contractor shall comply with OSHA'S Hazard Communication Standards.

Contractor shall designate a responsible member of its organization at the site whose duty shall be the prevention of accidents. This person shall be Contractor's superintendent unless otherwise designated in writing by Contractor.

**30. Award of Contract:**

- (a) Bids/Proposals will be analyzed and award will be made to the most responsive and responsible bidder whose bid conforms to the solicitation and whose bid is considered to be most advantageous with price and other factors considered. Factors to be considered may include, but are not limited to: bidder's past performance, bidder's relevant work experience, total cost, warranty and quality, the operational requirements, and any other factors which will result in the optimum economic benefit.
- (b) NNDA reserves the right to reject any item(s), to waive informalities, technical defects and minor irregularities in bids/proposals received; and to select the bid(s) or proposal(s) deemed most advantageous. Should NNDA elect to waive a right it will not constitute an automatic waiver of that right in the future nor will it impact any other right or remedy. NNDA may consider bids/proposals submitted on an "all or nothing" basis if the bid/proposal is clearly designated as such.
- (c) NNDA reserves the right to award one or more contracts on the bids/proposals submitted, either by award of all items to one bidder or by award of separate items or groups of items to various bidders.
- (d) Upon acceptance, the solicitation, bid, proposal, or price quotation and issuance of a purchase order issued to the successful bidder shall be deemed to result in a binding contract incorporating those terms and these General Conditions without further action required by either party. Items are to be furnished as described in the bid and in strict conformity with all instructions, conditions, specifications, and provisions in the complete contract, as defined by this clause or any related integrated agreement.

**31. Request for Proposal (RFP) Submittals:**

In the case of Request for Proposals (RFP's), it should be noted that the documents submitted by prospective bidders are competitive sealed proposals. When proposals are opened, prices and other information will not be made public until the proposal is awarded. There shall be no disclosure of any bidder's information to competing bidders prior to the award of the proposal.

By their nature, proposals will include a number of variables that will vary based on the complexity of the product or service addressed within the proposal. Therefore, the evaluation of RFP's and the recommendation for award will not be based on price alone. Selection criteria will be better defined for each scope of work in the Special Conditions section of this bid.

Upon award of the contract, the executed contract and proposals will become public information. Accordingly, each proposal should be submitted on the vendor's most favorable terms from a price and technical standpoint.

**32. Tie Bids:**

Should identical low, responsive and responsible bids be received from two or more bidders, NNDA shall notify all parties involved in the tie and may exercise one of the following tie breaking methods unless another alternative is apparent and prudent:

- a) Tie Bid (two vendors): NNDA with a witness present, may flip a coin with heads representing the bidder whose tie bid was first received by NNDA. If the toss is heads, the recommendation

will be to this bidder; if tails, the recommendation will be made in favor of the second tied bidder.

- b) Tie Bid (two or more vendors): Should there be two or more low, responsive and responsible tie bids where representatives of the bidders wish to participate in the tie breaking process, NNDA shall set a mutually agreed upon time where, in his office, he shall shuffle a new deck of playing cards and have each bidder's representative cut the cards. The tie bidder who cuts the highest card (with Ace high) shall be recommended for bid award.

### **33. Appeals/Protests:**

A person who submits a bid on a contract may, after the bids are opened and within 5 business days, unless otherwise stated in the Special Conditions, file a notice of protest regarding the awarding of the contract.

- (a) A notice of protest must include a written statement setting forth with specificity the reasons the person filing the notice believes the applicable provisions of law were violated
- (b) A person filing a notice of protest may be required by its authorized representative, at the time the notice of protest is filed, to post a bond with a good and solvent surety authorized to do business in this State or submit other security, in a form approved by the governing body or its authorized representative, to the governing body or its authorized representative who shall hold the bond or other security until a determination is made on the protest. A bond posted or other security submitted with a notice of protest must be in an amount equal to the lesser of:
  - (1) Twenty-five percent of the total value of the bid submitted by the person filing the notice of protest; or
  - (2) Two hundred fifty thousand dollars (\$250,000).
- (c) A notice of protest filed in accordance with the provisions of this section operates as a stay of action in relation to the awarding of any contract until a determination is made by the governing body or its authorized representative on the protest.
- (d) A person who submits an unsuccessful bid may not seek any type of judicial intervention until the governing body or its authorized representative has made a determination on the protest and awarded the contract.
- (e) A governing body or its authorized representative is not liable for any costs, expenses, attorney's fees, loss of income or other damages sustained by a person who submits a bid, whether or not the person files a notice of protest pursuant to this section.
- (f) If the protest is upheld, the bond posted or other security submitted with the notice of protest must be returned to the person who posted the bond or submitted the security. If the protest is rejected, a claim may be made against the bond or other security by the governing body or its authorized representative in an amount equal to the expenses incurred by the governing body or its authorized representative because of the unsuccessful protest. Any money remaining after the claim has been satisfied must be returned to the person who posted the bond or submitted the security.

### **34. Documentation:**

Due to the time constraints that affect contract performance, all required documents, certificates of

insurance and bonds shall be provided to NNDA within ten (10) calendar days following award. Any failure to comply may result in bid being declared non-responsive and rejected.

**35. Discounts:**

- (a) Prompt payment discounts will not be considered in evaluating bids for award. However, offered discounts will be taken if payment is made within the discount period, even though not considered in the evaluation of bids.
- (b) In connection with any discount offered, time will be computed from date of delivery and acceptance, or invoice receipt, whichever is later. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the check.
- (c) Any discount offered other than for prompt payment should be included in the net price quoted and not included in separate terms. In the event this is not done, NNDA reserves the right to accept the discount offered and adjust prices accordingly.

Invoices shall be prepared and submitted in duplicate to NNDA. Separate invoices are required for each segment of services. Invoices shall contain the following information: Purchase Order number, item number, description of supplies or services, quantity, unit price and extended totals.

**36. Inspection and Acceptance:**

Inspection and acceptance will be at destination unless specified otherwise, and will be made by NNDA or other duly authorized representative. Until delivery and acceptance, and after any rejection, risk of loss will be on the bidder unless loss results from negligence of NNDA.

**37. Lost and Damaged Shipments:**

Risk of loss or damage to items prior to the time of their receipt and acceptance by NNDA is upon the bidder and NNDA has no obligation to accept damaged shipments and reserves the right to return at the bidder's expense.

**38. Late Shipments:**

Bidder is responsible to notify NNDA of any late or delayed shipments. NNDA reserves the right to cancel all or any part of an order if the shipment is not made as promised.

**39. Document Ownership:**

All technical documents and records originated or prepared pursuant to this contract, including papers, reports, charts, and computer programs, shall be delivered to and become the exclusive property of NNDA and may be copyrighted. Bidder assigns all copyrights to NNDA by undertaking this agreement.

**40. Advertisements, Product Endorsements:**

NNDA employees are prohibited from making endorsements, either implied or direct, of commercial products or services without written approval. No bidder may represent that NNDA has endorsed their product or service without prior written approval.

**41. Optional Cooperative Purchase Agreement**

It is intended that any public agency (i.e., city, county, district, public agency, municipality or state agency) shall have the option to participate in any award made as a result of this solicitation. NNDA

shall incur no financial responsibility in connection with purchase orders or contracts made by the bidder. The public agency utilizing the original contract shall accept sole responsibility for placing orders and making applicable payments to the vendor.

**42. Vendor Workplace Policies**

No Vendor providing a service, program or activity shall discriminate against any person because of sex, race, color, creed, national origin or disability. Vendor, if providing a service, program or activity shall comply with the Americans with Disability Act and policies pursuant thereto when providing said service, program or activity.

NNDA is an Affirmative Action/Equal Opportunity Employer. Bidders shall be cognizant of the requirements for compliance with Executive Order 11246, entitled "Equal Employment Opportunity" as amended by Executive Order 11375 and as supplemented in regulations of the U.S. Department of Labor (41 CFR part 60)

**43. Business License Requirement:**

Vendor providing a service and doing business within Churchill or Lyon County are required to obtain and maintain a current business license prior to the commencement of work. Bidder(s) awarded a contract resulting from this bid shall be required to obtain a current business license if they do not already possess one.

**44. Provisions to Prevail:**

Except as indicated in the specifications, the standard General Conditions shall govern any contract award. Any standard terms and conditions of bidder submitted by bidder shall not be acceptable unless expressly agreed to by NNDA. NNDA reserves right to reject bidder's bid as non-responsive, to consider the bid without bidder's standard terms and conditions, or to require bidder to delete reference to such, as a condition of evaluation or award of the bid. If, after award of contract, bidder (contract vendor) provides materials or services accompanied by new or additional standard terms or conditions, they too shall be considered void and may require deletion as a further condition of performance by vendor.

**45. Invalid Provisions:**

In the event that any one or more of the provisions of this agreement shall be found to be invalid, illegal or unenforceable, the remaining provisions shall remain in effect and be enforceable.

**46. Amendments and Modifications:**

NNDA may at any time, by written order, and without notice to the sureties, make a modification to the contract or an amendment within the general scope of this contract, in

(1) quantity of materials or services, whether more or less; (2) drawings, designs, or specifications; (3) method of shipment or packing;(4) place of delivery.

If any such change causes an increase or decrease in the cost or the time required for the performance of this contract, an equitable adjustment shall be made by written modification of the contract or amendment to the Purchase Order. Any claim by the bidder for adjustment under this clause must be asserted within 30 calendar days from the notification date.

**47. Assignment:**

Vendor shall not assign or delegate duties or responsibilities under this agreement, in whole or in part, without prior written approval of NNDA.

**48. Disputes After Award:**

Except as otherwise provided in these provisions, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by NNDA, who shall reduce this decision to writing and mail a copy to the bidder. The decision shall be final and conclusive, unless bidder requests arbitration within ten (10) calendar days.

**49. Arbitration after Award:**

Any and all disputes, controversies or claims arising under or in connection with the contract resulting from this bid, including without limitation, fraud in the inducement of this Contract, or the general validity or enforceability of this Contract, shall be governed by the laws of the State of Nevada without giving effect to conflicts of law principles, may be submitted to binding arbitration before one arbitrator, and shall be conducted in accordance with the Commercial Arbitration Rules of the American Arbitration Association in a private manner in Nevada. This award shall be final and judgment may be entered upon it in any court having jurisdiction thereof. In reaching this final award, the arbitrator shall have no authority to change or modify any provision of this Contract. All other expenses of arbitration shall be borne equally by the parties. All fees, including legal fees, shall be borne by the party who incurred them. All costs of enforcement shall be borne by the losing party. Each party shall have the right to discovery in accordance with the Nevada Rules of Civil Procedure.

**50. Lawful Performance:**

Vendor shall abide by all Federal, State and Local Laws, Ordinances, Regulations, and Statutes as may be related to the performance of duties under this agreement. In addition, all applicable permits and licenses required shall be obtained by the vendor, at vendor's sole expense.

**51. Extension:**

When in the best interest, this agreement may be extended on a daily, month-to-month, or annual basis by mutual agreement of both parties. Services and/or materials received under an extension shall be in accordance with pricing, terms, and conditions, as described herein.

**52. Termination:**

NNDA may terminate this agreement and be relieved of any consideration to the vendor should vendor fail to perform in the manner required. Furthermore, may terminate this agreement for any reason without penalty upon giving ten (10) days written notice to the vendor. In the event of termination, the full extent of liability by NNDA shall be limited to an equitable adjustment and payment for materials and/or services authorized by and received to the satisfaction prior to termination.

**53. Venue:**

This agreement shall be governed by and interpreted according to the laws of the State of Nevada.

# Forms

## 1) Contract Form

**PROFESSIONAL SERVICES CONTRACT**  
**Northern Nevada Development Authority**

THIS CONTRACT made and entered into on this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between NORTHERN NEVADA DEVELOPMENT AUTHORITY hereinafter called "NNDA", and \_\_\_\_\_, a qualified consultant in the class of work required, hereinafter called "Consultant".

W I T N E S E T H

WHEREAS, the NNDA desires to engage Consultant in the performance of providing Professional Services which are more fully described in Request for Proposal (RFP) dated January 28, 2015, and incorporated herein by reference. (Hereinafter referenced to as "Proposal");

WHEREAS, Consultant's legal status is an Independent Contractor and Consultant is in good standing in the State of Nevada;

WHEREAS, Consultant desires to perform the Program under the terms and conditions set forth herein;

NOW, THEREFORE, IT IS AGREED as follows:

**1. Scope of Work:**

The scope of work for this contract is generally defined as **EPA BROWNFIELDS ASSESSMENT PROGRAM**. The Contract Documents and Consultant's Entire Proposal are on file with NNDA. The work scope will include, but not be limited to the tasks outlined in RFP.

The Consultant shall perform within the time stipulated, the Contract as herein defined and shall provide and furnish any and all of the labor, materials, methods or processes, equipment implements, tools, machinery and equipment, and all utility, transportation and other services required to complete all of the work covered by the Contract in connection with strict accordance with the plans, specifications or proposals, which were approved by NNDA and are on file with NNDA, including any and all addenda issued by NNDA. Consultant will have the right to control or direct the manner and the order in which it provides the services contemplated under this Agreement.

Consultant represents and warrants that Consultant is engaged in an independent calling and has complied and will continue to comply with all local, state and federal laws regarding business permits and licenses that may be required to carry out the independent calling and to perform the services to be performed under this Agreement.

Consultant understands that the services it has been retained to perform may be dangerous or may entail a peculiar unreasonable risk of harm to others unless special precautions are taken and Consultant agrees to exercise reasonable care to take such precautions.

**2. Payment for Project Services**

As full consideration for the Professional Services to be performed by Consultant, NNDA agrees to pay Consultant as set forth in accordance with the Fee Schedule set forth in the proposal and not to exceed fee for contractual services for the project. Contractual services will not exceed \$524,000. NNDA will not hire or directly compensate the Consultant's employees, assistants or subcontractors, if any. It is expressly understood and agreed that all work done by Consultant shall be subject to review as to its result by NNDA at NNDA's discretion. Payment of any invoice shall not be taken to mean that NNDA is satisfied with Consultant's services to the date of payment and shall not forfeit NNDA's right to require the correction of any service deficiencies.

**3. Term**

This Agreement shall become effective upon contract execution and will continue in effect until

MO/DY/YR, or

The Project is completed (Approximately 2017), or unless earlier terminated as provided herein.

**4. Time Devoted to Work:**

In performing the services contemplated under this Agreement, the services and the hours Consultant is to work on any given day will be on a mutually agreed upon basis, except for attendance at scheduled meetings, and NNDA will rely upon Consultant to put in such number of hours as is reasonably necessary to fulfill the purpose of this Agreement.

NNDA understands that Consultant is engaged in the same or similar activities for others and that NNDA may not be Consultant's sole client or customer. However, Consultant represents and warrants that it is under no obligation or restriction, nor will it assume any such obligation or restriction, that would in any way interfere or be inconsistent with the services to be performed under this Agreement.

**5. No Unfair Employment Practices:**

In connection with the performance of work under this Agreement, Consultant agrees not to discriminate against any employee or applicant because of race, creed, color, national origin, sex, sexual orientation, disability or age. Any violation of these provisions by Consultant shall constitute a material breach of this contract.

**6. No Illegal Harassment:**

Violation of any harassment policy, by the Consultant, its officers, employees, agents, consultants, subcontractors and anyone for whom it is legally liable, while performing or failing to perform Consultant's duties under this Contract shall be considered a material breach of this contract.

**7. Status of Consultant:**

It is the intent of the parties that Consultant shall be considered an independent contractor and that Consultant, and anyone else for whom it is legally liable, shall not be considered employees of NNDA.

Furthermore, this Agreement shall not be construed to create a partnership or joint venture between the Consultant and NNDA.

Neither Consultant nor any of its employees or contractors shall be eligible to participate in NNDA's industrial insurance, unemployment, disability, medical, dental, life or other insurance programs, or any other benefit or program that is sponsored, financed or provided by NNDA for its employees.

Consultant agrees that it shall be Consultant's exclusive responsibility to pay all federal, state, or local payroll, social security, disability, industrial insurance, self-employment insurance, income and other taxes and assessments related to this Agreement. Neither FICA (Social Security), FUTA (Federal Employment), nor local, state or federal income taxes will be withheld from payments to Consultant. Consultant shall at Consultant's expense pay and be fully liable and responsible for, and indemnify and hold harmless NNDA from, any assessments, fines or penalties relating to Consultant's failure to uphold any of these responsibilities.

**8. City Ownership of Proprietary Information:**

All reports, drawings, plans, specifications, and other documents prepared by Consultant as products of service under this Agreement shall be the exclusive property of NNDA and all such materials shall be remitted to the NNDA by Consultant in a timely manner upon completion, termination or cancellation of this Agreement. Consultant shall not use, willingly allow or cause to have such materials used for any purpose other than performance of Consultant's obligations under this Agreement without the prior written consent of NNDA.

**9. Insurance:**

Consultant shall provide proof of Commercial General Liability Insurance and Automobile Liability, Professional Liability and Workers' Compensation (if applicable) prior to initiation of any services. Coverage shall be from a company authorized to transact business in the State of Nevada and shall meet the following minimum specifications:

CONSULTANT'S ATTENTION IS DIRECTED TO THE INSURANCE REQUIREMENTS BELOW. IT IS HIGHLY RECOMMENDED THAT CONSULTANTS CONFER WITH THEIR RESPECTIVE INSURANCE CARRIERS OR BROKERS TO DETERMINE, IN ADVANCE OF RFP, BID OR QUOTE SUBMITTAL, THE AVAILABILITY OF INSURANCE CERTIFICATES AND ENDORSEMENTS AS PRESCRIBED AND PROVIDED HEREIN. IF ANY CONSULTANT FAILS TO COMPLY STRICTLY WITH THE INSURANCE REQUIREMENTS, THAT CONSULTANT MAY BE DISQUALIFIED FROM AWARD OF THE CONTRACT.

**INDUSTRIAL INSURANCE**

It is understood and agreed that there shall be no Industrial Insurance coverage provided for Consultant or any Sub-Contractor of the Consultant by NNDA. Consultant agrees, as a precondition

to the performance of any work under this Agreement to provide NNDA with a certificate issued by an insurer in accordance with NRS 616B.627 and with a certificate of an insurer showing coverage pursuant to NRS 617.210.

It is further understood and agreed by and between NNDA and Consultant that Consultant shall procure, pay for, and maintain the above mentioned industrial insurance coverage at Consultant's sole cost and expense. Should Consultant be self-funded for Industrial Insurance, Consultant shall so notify NNDA in writing prior to the signing of this Contract. NNDA reserves the right to approve said retentions, and may request additional documentation for review prior to the signing of this Contract.

#### **MINIMUM LIMITS OF INSURANCE**

Consultant shall maintain coverage and limits no less than:

1. General Liability: \$1,000,000 (or amount customarily carried by Consultant, whichever is greater) combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit or revised to apply separately to this project or location.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. No aggregate limit may apply.
3. Workers' Compensation: Consultant shall provide proof of worker's compensation insurance as required by NRS 616B.627 or proof that compliance with the provisions of Nevada Revised Statutes, Chapters 616A-D and all other related chapters is not required.
4. Consultant Errors and Omissions Liability: \$1,000,000 per claim and as an annual aggregate. Premium costs incurred to increase Consultant's insurance levels to meet minimum contract limits shall be borne by the Consultant at no cost to NNDA.

Consultant will maintain Consultant liability insurance during the term of this Agreement and for a period of three (3) years from the date of substantial completion of the project. In the event that Consultant goes out of business during the term of this Agreement or the three (3) year period described above, Consultant shall purchase Extended Reporting Coverage for claims arising out of Consultant's negligent acts, errors and omissions committed during the term of the Consultant Liability Policy.

#### **OTHER INSURANCE PROVISIONS**

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability and Automobile Liability Coverages
2. Property Coverages (If Applicable)
3. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, or non-renewed by either Contractor or by the insurer, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to NNDA except for nonpayment of premium.

#### **ACCEPTABILITY OF INSURERS**

Insurance is to be placed with insurers with a Best's rating of no less than A, however NNDA may accept

coverage with carriers having lower Best's ratings upon review of financial information concerning Contractor and insurance carrier. NNDA reserves the right to require that Contractor's insurer be a licensed and admitted insurer in the State of Nevada, or on the Insurance Commissioner's approved but not admitted list.

#### **VERIFICATION OF COVERAGE**

Contractor shall furnish NNDA with certificates of insurance and with original endorsements affecting coverage required by this contract. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

Prior to the start of any Work, Contractor must provide the following documents to NNDA:

- A. Certificate of Insurance.** Contractor must provide a Certificate of Insurance form to evidence the insurance policies and coverage required of Contractor.
- B. Policy Cancellation Endorsement.** Except for ten days notice for non-payment of premium, each insurance policy shall be endorsed to specify that without thirty (30) days prior written notice to NNDA the policy shall not be cancelled, non-renewal or coverage and/or limits reduced or materially altered, and shall provide that notices required by this paragraph shall be sent by certified mailed to NNDA at 704 west Nye Lane, Carson City, NV 89703. A copy of this signed endorsement must be attached to the Certificate of Insurance.
- C. Bonds (as Applicable).** Bonds as required and/or defined in the original bid documents.

**All certificates and endorsements are to be addressed to NNDA before work commences.** NNDA reserves the right to require complete certified copies of all required insurance policies at any time. **All certificates and endorsements are to be received and approved by before work commences.** Consultant must provide the following documents to NNDA, Attention: Jojo L. Myers; 704 West Nye Lane; Carson City, NV 89703.

#### **SUBCONTRACTORS**

Contractor shall include all Subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each Subcontractor. All coverages for Subcontractors shall be subject to all of the requirements stated herein.

#### **MISCELLANEOUS CONDITIONS**

1. Contractor shall be responsible for and remedy all damage or loss to any property, caused in whole or in part by Contractor, any Subcontractor, or anyone employed, directed, or supervised by Contractor.
2. Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payment of damages to persons or property resulting from its operations or the operations of any Subcontractors under it.
3. In addition to any other remedies NNDA may have if Contractor fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required may, at its sole option:
  - a. Order Contractor to stop work under this Agreement and/or withhold any payments which become due Contractor here under until Contractor demonstrates compliance with the requirements hereof; or,
  - b. Terminate the Agreement.

#### **10. Indemnity:**

Consultant agrees to defend, indemnify and hold harmless NNDA, and the employees, officers and Board of Directors of NNDA from any liabilities, damages, losses, claim, actions or proceedings, including, without

limitation, reasonable attorneys' fees and costs, to the extent that such liabilities, damages, losses, claims, actions or proceedings are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the Consultant or employees or agents of the Consultant in the performance of the contract. If the insurer by which the Consultant is insured against professional liability does not so defend NNDA and the employees, officers and agents of NNDA and the Consultant is adjudicated to be liable by a trier of fact, the trier of fact shall award reasonable attorney's fees and costs to be paid to the NNDA by the Consultant in an amount which is proportionate to the liability of the of the Consultant.

**11. Material Breach of Contract:**

In the event Consultant fails to deliver the product and services as contracted for herein, to the satisfaction of NNDA or otherwise fails to perform any provisions of this Contract, NNDA after providing five (5) days written notice and consultant's failure to cure such breach, may without waiving any other remedy, make good the deficiencies and deduct the actual cost of providing alternative products and/or services from payment due the Consultant. Non-performance after the first notice of non-performance shall be considered a material breach of contract.

**12. Termination:**

NNDA may terminate the Contract for material breach of contract upon five (5) days written notice and recover all damages, deducting any amount still due the Consultant from damages owed to NNDA, or seek other remedy including action against all bonds. The Consultant may terminate the Contract for material breach of contract upon thirty (30) days written notice to NNDA.

NNDA may immediately terminate the Agreement, and Consultant waives any and all claim(s) for damages, upon the Consultant's receipt of notice under the following conditions:

- a) If funding is not obtained, continued, or budgeted at levels sufficient to allow for purchase of the services contemplated under this Agreement;
- b) If any federal, state or local law, including but not limited to, statutes, regulations, ordinances and resolutions, is interpreted by a third party judicial, legislative or administrative authority in such a way that the services contemplated under this Agreement are no longer authorized for appropriate NNDA financial participation;
- c) If Consultant fails to comply with any local, state or federal law regarding business permits and licenses required to perform the services to be performed under this Agreement or
- d) If it is found that any quid pro quo or gratuities were offered or given by the Consultant to any NNDA employee towards securing favorable treatment with respect to awarding, extending, amending or making any determination with respect to the performance of this Agreement.

The indemnity and conflict resolution obligations of this Agreement shall survive the termination of this Agreement and shall be binding upon the parties' and the parties' legal representatives, heirs, successors and assigns.

NNDA may terminate this agreement for any reason without penalty upon giving five (5) days written notice to the Consultant. In the event of termination, the full extent of NNDA liability shall be limited to an equitable adjustment and payment for materials and/or services authorized by and received to the satisfaction of the NNDA prior to termination.

**13. Licenses and Permits:**

The Consultant shall procure at his own expense all necessary licenses and permits and shall adhere to all the laws, regulations and ordinances applicable to the performance of this Contract.

All consultants doing business within the state of Nevada and the counties of the coalition partners, Churchill County and Lyon County are required to obtain and maintain a current business license prior to commencement of this contract.

**14. Drafting Presumption:**

The parties acknowledge that this Agreement has been agreed to by both parties, that both parties have consulted or have had the opportunity to consult with attorneys with respect to the terms, and that no presumption shall be created against the NNDA as the drafter of the Agreement.

**15. Governing Law:**

The laws of the State of Nevada shall govern this Agreement without regard to conflicts of law principles.

**16. Jurisdiction and Venue:**

Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement must be brought against either of the parties in the courts of the State of Nevada. Each of the parties consents to the jurisdiction of the court (and of the appropriate appellate court) in any such action or proceeding and waives any objection to venue laid therein.

**17. Claims:**

Pursuant to NRS 268.020, which the parties agree to abide by contractually, all demands and accounts against NNDA must be presented to the City Council/Board of Commissioners in writing, within six (6) months from the time the demands or accounts become due. No demand or account may be audited, considered, allowed or paid by NNDA unless this requirement is strictly complied with.

**18. Assignment:**

All of the terms, conditions and provisions of this Contract, and any amendments thereto, shall inure to the benefit of and be binding upon the parties hereto, and their respective successors and assigns. The Consultant shall not assign this Contract without the written consent of NNDA which will not be unreasonably withheld.

**19. Notices:**

All notices required to be given in writing by this Contract shall be deemed to be received (i) upon delivery if personally delivered, or (ii) when receipt is signed for if mailed by certified or registered mail, postage prepaid, or by express delivery service or courier, when addressed as follows (or sent to such other address as a Party may specify in a notice to the others):

NORTHERN NEVADA DEVELOPMENT AUTHORITY  
704 WEST NYE LANE  
CARSON CITY, NV 89703

CONSULTANT:  
\_\_\_\_\_  
\_\_\_\_\_

**20. Entire Contract:**

This Contract and all associated documents associated by reference constitute the entire agreement of the parties and shall supersede all prior offers, negotiations, agreements and contracts whether written or oral. Any modifications to the terms and conditions of this Contract must be in writing and signed by both parties.

**21. Waiver:**

No waiver of any term, provision or condition of this Contract, whether by conduct or otherwise, in any one or more instances, shall be deemed to be nor shall it be construed as a further or continuing waiver of any such term, provision or condition of this Contract. No waiver shall be effective unless it is in writing and signed by the party making it.

**22. Severability:**

If any part of this Contract is found to be void it will not affect the validity of the remaining terms of this Contract which will remain in full force and effect.

**23. Headings:**

Paragraph titles or captions contained in this Contract are inserted only as a matter of convenience and for reference only, and in no way define, limit, extend, or describe the scope of this Contract or the intent of any provision hereof.

**24. Execution:**

The parties agree to execute such additional documents and to take such additional actions as are reasonably necessary or desirable to carry out the purposes hereof. They also agree, acknowledge and represent that all corporate authorizations have been obtained for the execution of this Contract and for the compliance with each and every term hereof. Each undersigned officer, representative or employee represents that he or she has the authority to execute this Contract on behalf of the party for whom he or she is signing.

IN WITNESS WHEREOF, NNDA has caused this Contract to be executed by its officers thereunto duly authorized and the Consultant has subscribed same, all on the day and year first above written.

\_\_\_\_\_  
(NORTHERN NEVADA DEVELOPMENT AUTHORITY)

CARSON CITY NEVADA

By: \_\_\_\_\_

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_

(Consultant)

By: \_\_\_\_\_

By: \_\_\_\_\_

(Authorized Signature)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER  
RESPONSIBILITY MATTERS**

**(This form to be signed and returned at the time of bid)**

The prospective bidder, \_\_\_\_\_ certifies to the best of its knowledge and belief that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be grounds for rejection of this proposal or termination of the award. Any exceptions provided will not necessarily result in denial of award, but will be considered in determining bidder responsibility and whether or not the Department will enter into contract with the party. For any exception noted, indicate on an attached sheet to whom it applies, initiating agency, and dates of action. Providing false information may result in criminal prosecution or administrative sanctions.

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Typed Name & Title of Authorized Representative

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Signature of Authorized Representative

Date

I am unable to certify to the above statement. My explanation is attached.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
EPA Project Control Number

## **CERTIFICATION REGARDING LOBBYING**

### **CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Typed Name & Title of Authorized Representative

\_\_\_\_\_  
Signature and Date of Authorized Representative

## ASSURANCES - NON-CONSTRUCTION PROGRAMS

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Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

### **PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd- 3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
14. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
15. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
16. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
17. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
APPLICANT ORGANIZATION	DATE SUBMITTED

## **Bidder's Checklist**

Bidders are instructed to complete and return the following forms in order for their bids to be complete. Failure to return the following items may result in your bid being declared "non-responsive."

1. \_\_\_\_\_ Bidder Information Sheets
2. \_\_\_\_\_ Acknowledgement and Execution Form
3. \_\_\_\_\_ Certification Regarding Debarment
4. \_\_\_\_\_ Certification Regarding Lobbying
5. \_\_\_\_\_ "Assurances-Non-Construction Programs" Form
6. \_\_\_\_\_ RFP Submittals as Detailed in the Special Conditions section titled, "Submittal Parameters."  
Submittal format shall be: 1 hard copy, signed original, and 1 electronic copy (PDF Format on disc or thumb drive)
7. \_\_\_\_\_ This Bidder's Checklist

Firm Name: \_\_\_\_\_

## Bidder Information

### COMPANY INFORMATION:

Company Name:
Contact Name:
Address:
City:
State / Zip Code:
Telephone Number including area code:
Fax Number including area code:
E-mail:

### COMPANY BACKGROUND

- 1) Has your company ever failed to complete any contracts awarded to it? No\_ Yes (If yes, please provide details.)
- 2) Has your company filed any arbitration request or law suits on construction contracts awarded within the last five years? No Yes (If yes, please provide details.)
- 3) Does your company now have any legal suits or arbitration claims pending or outstanding against it or any officers? No Yes (If yes, please provide details.)
- 4) Does your company now employ any officers or principals who were with another firm when that company failed to complete a construction contract within the last five years? No Yes (If yes, please provide details.)
- 5) Has your company had a contract partially or completely terminated for default (cause) within the past five years? No Yes (If yes, please provide details.)
- 6) Has your company been found non-responsive or non-responsible on a government bid within the last five years? No Yes (If yes, please provide details.)

## Bidder Information

**BUSINESS LICENSING INFORMATION** All vendors doing business within Churchill County and Lyon County are required to obtain and maintain a current business license from each county prior to commencement of work. All vendors must have a current State of Nevada Business License with an Active status prior to commencement of work. Vendor(s) awarded a contract resulting from this bid shall be required to obtain a current business license if they do not already hold one.

Churchill County Business License Number:
Date Issued:
Date of Expiration:
Name of Licensee:
City, State, Zip Code of Licensee:
Telephone Number of Licensee:
Taxpayer Identification Number:
Lyon County Business License Number:
Date Issued:
Date of Expiration:
Name of Licensee:
City, State, Zip Code of Licensee:
Telephone Number of Licensee:
Taxpayer Identification Number:

## Bidder Information

### DISCLOSURE OF PRINCIPALS:

**a) Individual and/or Partnership:**

Owner 1) Name:
Address:
City, State, Zip Code:
Telephone Number:
Owner 2) Name:
Address:
City, State, Zip Code:
Telephone Number:
Other 1) Title:
Name
Other 2) Title:
Name:

**b) Corporation:**

State in which Company is Incorporated:
Date Incorporated:
Name of Corporation:
Address
City, State, Zip Code:
Telephone Number:
President's Name:
Vice-President's Name:
Other 1) Name:
Title:

**ACKNOWLEDGMENT AND EXECUTION:**

STATE OF \_\_\_\_\_ )  
 ) SS  
County of \_\_\_\_\_ )

\_\_\_\_\_(Name of Principal) being first duly sworn, deposes and says: That he/she is the Bidder, or authorized agent of the Bidder for whom the aforesaid described work is to be performed by; that he/she has read the Plans, Specifications, and related documents including but not limited to, any addenda issued and understands the terms, conditions, and requirements thereof; that if his/her bid is accepted that he/she agrees to furnish and deliver all materials except those specified to be furnished by the NNDA and to do and perform all work for the **Environmental Consulting Services, RFP # 12/99T**, together with incidental items necessary to complete the work to be constructed and/or services to be provided in accordance with the Specifications, Plans, and Contract Documents annexed hereto.

**TO THE GRANT COORDINATOR FOR NORTHERN NEVADA DEVELOPMENT AUTHORITY:**

The undersigned, as Bidder, declares that the only persons or parties interested in this proposal, as principals, are those named herein, the Bidder is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid: that this proposal is made without collusion with any other person, firm or corporation; that he/she has carefully examined the location of the proposed work; the proposed form of Contract, the Contract Provisions, Plans, Specifications and Contract Documents incorporated therein referred to and made part thereof; that he/she proposes and agrees if this proposal is accepted, that he/she will contract with NNDA in the form of the Contract prescribed, to provide all necessary means to fulfill the Scope of Work and to do all the work and furnish all the materials specified in the Contract and annexed Contract Provisions, Plans and Specifications, in the manner and time prescribed and according to the requirements of the Project Representative as therein set forth, it being understood and agreed that the quantities shown herein are approximate only and are subject to increase or decrease, and that he/she will accept, in full, payment therefore the indicated prices.

Contractor/Bidder:

(Printed Name of Contractor/Bidder)

BY:

Firm:

Address:

City:

State / Zip Code:

Telephone Number:

Fax Number:

E-mail Address:

(Signature of Principal)

Signature:

DATED this

day of

2015

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year 2015, before me,

---

Notary Public, personally appeared.

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Personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged that he (she) executed it. WITNESS my hand and official seal.

Notary's Signature: \_\_\_\_\_

My Commission Expires \_\_\_\_\_

## **CONTACT INFORMATION PAGE**

**NORTHERN NEVADA DEVELOPMENT AUTHORITY  
704 WEST NYE LANE  
CARSON CITY, NV 89703  
775.883.4413 – OFFICE  
775.883.0494 – FAX  
WWW.NNDA.ORG**

**GRANT PROJECT MANAGER  
JOJO L. MYERS  
DIRECTOR, BUSINESS DEVELOPMENT AND SPECIAL PROJECTS  
775.883.4413 EXTENSION 1004  
[JMYERS@NNDA.ORG](mailto:JMYERS@NNDA.ORG)**