



## **Request for Quotes Phase I & Phase II Environmental Site Assessments February 5, 2025**

### **Introduction**

The City of Elkhart, Indiana, Department of Redevelopment, is soliciting quotes from qualified consultants for phase I and phase II environmental site assessments (ESA). Consultant's services will be on an as-needed basis through December 2027. Multiple consultants will be selected during this process.

### **Qualifications**

Consultant must be a qualified environmental professional authorized to conduct phase I and phase II environmental assessments in the state of Indiana.

### **Services**

Phase I ESA:

Provide a site specific phase I environmental site assessment complying with ASTM E1527-21 Standard Practice for Environmental Site Assessments or the prevailing standards for phase I assessment in the state of Indiana.

Phase II ESA:

Provide a site specific phase II environmental site assessment complying with ASTM E1903-19 Standard Practice for Environmental Site Assessments or the prevailing standards for phase II assessment in the state of Indiana.

Consultant will be expected to complete all work associated with the service requested within thirty (30) days. Exceptions will be granted on a case-by-case basis.

### **Submittal**

Proposals should include the following:

- Fees for phase I activities
  - Per occurrence or hourly fees
  - Fees for any additional common activities not included in per occurrence or hourly fee
  - Fees for contingencies
- Fees for phase II activities
  - Per occurrence or hourly fees
  - Fees for any additional common activities not included in per occurrence or hourly fee
  - Fees for contingencies
- A brief resume with years of relevant experience
- List of references

Sealed proposals shall be filed with:  
Sherry Weber, Development Services Office Administrator  
City of Elkhart Permit Center  
229 S 2nd St.  
Elkhart, IN 46516

Proposals will be accepted during the hours of 8:00 a.m. to 4:30 p.m. (ET) Monday-Friday and up until 4:00 p.m. (ET) on Tuesday, March 11, 2025 (the Deadline). All proposals received by the Office Administrator prior to the Deadline will be reviewed at the meeting of the Redevelopment Commission (Commission) scheduled to start at 4:00 p.m. (ET) on Tuesday, March 11, 2025. Proposals received after the Deadline will be returned unopened. After review of the proposals, the Commission will take action based on staff recommendation.

Quotation packets may be obtained from the following sources:

1. Go to <https://elkhartindiana.org/bid-opportunities/> and find packets listed by job title. Click the job title link to download for free.
2. Request a hard copy by contacting Adam Fann or Jacob Wolgamood at [adam.fann@coei.org](mailto:adam.fann@coei.org) or [jacob.wolgamood@coei.org](mailto:jacob.wolgamood@coei.org) Please note that while city staff will make every attempt to provide a hard copy in a timely manner, delays are possible.

The Commission will award multiple consultant contracts based on the Evaluation Criteria listed below. The Commission reserves the right to waive informalities or irregularities, and to reject any and all proposals or portions thereof.

#### **Evaluation Criteria**

The Redevelopment Commission and the Department of Redevelopment will consider the following when evaluating proposals:

- Ability and readiness of the consultant to perform phase I and phase II environmental site assessments
- Cost of services
- Resume and references
- Consultants within 30 miles of Elkhart will receive preference

#### **Contract and Terms**

Contracts will be negotiated with selected consultants. Contract duration to expire December 2027, barring any unforeseen circumstances.

#### **Questions**

Please direct questions to Adam Fann at [adam.fann@coei.org](mailto:adam.fann@coei.org) or Jacob Wolgamood at [jacob.wolgamood@coei.org](mailto:jacob.wolgamood@coei.org) or by calling (574) 522-4855 M-F 8:00 am to 5:00 pm.