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**Sponsor:** Public Works

**Meeting Date:** 12/22/2020

**Title:** Environmental Testing and Consulting Services Master Contract

**File Number:** 2020-560

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**Background and Rationale:**

Environmental Testing and Consultant Services are necessary when environmental concerns are anticipated prior to or discovered during road or building projects. The scope of work for each project varies. Some requests may involve Phase I and/or Phase II Environmental Assessments, while other requests may be necessary on an emergency basis. Establishing multiple environmental testing and consulting service master contracts will enable all County departments to expedite the procurement of these services, provide efficient utilization of resources, and positively impact the County's delivery of services.

On September 9, 2020, a request for proposals solicitation was released for the Environmental Testing and Consulting Services Master Contracts. Below is a competitive solicitation summary:

RFP Title Environmental Testing and Consulting Services  
RFP Release Date September 9, 2020  
RFP Due Date October 1, 2020  
Number of Suppliers Notified 374  
Respondents 13  
Proposal Evaluation Committee Public Works Project Manager, Right of Way Specialist, Maintenance Engineering Technician, and two Design Engineering Technicians  
RFP Evaluation Criteria Contractor Qualifications, Key Personnel Qualifications, Project Understanding and Approach, Cost  
Contractors Recommended Landmark Environmental LLC, Bay West LLC, and Industrial Hygiene Services Corporation

The evaluation team evaluated the proposals based on the criteria identified in the solicitation and is recommending Landmark Environmental, LLC, Bay West LLC, and Industrial Hygiene Services, Inc. to provide environmental testing and consultant services. Landmark Environmental, LLC and Industrial Hygiene Services Corporation are registered as Certified Small Business Enterprises.

After the execution of the master contracts, County staff will be required to provide scopes of work to all three contractors to obtain bids.

Each contract will be for a term of up to five years from December 23, 2020. The contracts are based on rates established in each individual master contract as provided in the attached pricing worksheets.

**Recommendation:**

The Ramsey County Board of Commissioners resolved to:

1. Approve the selection of and contracts with the following businesses for Environmental Testing and Consulting Services for the period of December 23, 2020 through December 22, 2021, with an option to renew for up to four one-year periods, in accordance with the rates established in the agreements:
  - Bay West LLC, 5 Empire Drive, Saint Paul, MN 55103 (Contract RC-000371)
  - Industrial Hygiene Services Corporation, 4205 White Bear Parkway, Suite 500, Vadnais Heights, MN 55110 (Contract RC-000373)
  - Landmark Environmental LLC, 2042 West 98th Street, Bloomington, MN 55431 (Contract RC-000374)
2. Authorize the Chair and Chief Clerk to execute the contracts.
3. Authorize the County Manager to approve and execute amendments to the contracts, in accordance with the County's procurement policies and procedures, provided the amounts are within available funding.

A motion to approve was made by Commissioner McDonough, seconded by Commissioner Reinhardt.

Motion passed.

Aye: - 7: Carter, Frethem, MatasCastillo, McDonough, McGuire, Ortega, and Reinhardt

By:   
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Janet Guthrie, Chief Clerk - County Board