



**VIRGIN ISLANDS
HOUSING FINANCE AUTHORITY**

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**ADDENDUM NO. 2
Request for Qualifications
Community Development Block Grant – Disaster Recovery Program
Environmental Review, Assessments and Testing Services
RFQ-003-2019-DR-STT/STX**

This addendum consists of four (4) letter size pages (8.5' x 11").

This Addendum is hereby made part of the RFQ for Environmental Review, Assessments, and Testing Services, RFQ-003-2019-DR-STT/STX, dated February 6, 2019.

Amendments to the RFP:

The following sections of the RFP were revised, and changes shall be considered by Proposers:

- **Goals and Objectives**, Section 1.2 is amended by adding the phrase “Part 55 and Part 51” to read as follows:

The objectives include, but are not limited to, conducting HUD-mandated Environmental Reviews per 24 CFR Part 58, Part 55 and Part 51 for the VIHFA’s CDBG-DR Program in a timely, efficient and compliant manner so that recovery funding can flow in a timely manner to recipients in need of recovery assistance.

- **Task 1 – Environmental Review**, Section 2.2.1 is amended to read the following changes (in red) as follows:

The Respondent will conduct environmental reviews (including site visits, desktop reviews, and required publication of notices) on an as-needed basis in accordance with the required level of environmental review based on the scope of work provided by the VIHFA. Environmental reviews must, at a minimum, comply with the requirements of the Disaster Relief Appropriations Act of 2013, the National Environmental Policy Act (NEPA; including implementing regulations at 40 CFR Part 1500 and 24 CFR Part 58, 24 CFR Parts 55 and 51) along with any 8-step analysis for Floodplains and Wetlands, including publication of notices and Territory or local environmental review requirements. After a respondent is qualified under this RFQ, the resultant mini bids will be organized by activity type (e.g. housing, infrastructure, economic revitalization). For each project, the Respondent will create an Environmental Review Record (“ERR”) meeting the above legal requirements and documenting VIHFA’s review and compliance with 24 CFR Part 58 and with the related federal authorities listed in 24 CFR §§ 58.5 and 58.6. The ERR for all levels of environmental reviews prepared by the Respondent shall be certifiable to support a Request for Release of Funds. The ERR will be maintained as prescribed by VIHFA.



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For each project, the Respondent will determine the required level and/or type of environmental review (e.g. Environmental Impact Statement, Environmental Assessment, Categorically Excluded, tiered environmental review) and make a recommendation to VIHFA as to the appropriate level of review for approval by VIHFA. At any time that the Respondent has evidence that a further level of environmental review is needed or that additional compliance assessments or studies are required, the Respondent will so advise VIHFA in writing as expeditiously as possible. The Respondent will be responsible for coordinating, with VIHFA and the oversight/regulatory agencies to ensure that all documentation is obtained for acquiring the necessary permits.

This task requires the Respondent to have the capability to evaluate based upon the level of the review required and applicable laws, authorities and requirements, the potential environmental impacts of proposed activities and to fully document compliance with the laws and authorities at 58.5 and 58.6 as outlined in NEPA and 24 CFR Part 58, Part 55 and Part 51 and further explained on the HUD Exchange at <https://www.hudexchange.info/programs/environmental-review/>. This task further requires the Respondent to have qualified personnel to perform field inspections as appropriate to document on-site conditions, perform specialized studies as listed in Section 2.2.5 Other Studies, and the ability to perform desktop reviews using federal, Territorial and local databases to document compliance.

The following activities are included in this task, as may be required by VIHFA on a project by-project basis:

- i. Maintain contact list of governmental and non-governmental stakeholders for use by VIHFA for distribution of required public notices.
- ii. Create required legal notices and provide to VIHFA for publication., e.g. Notice of Intent to Prepare an EIS, Notice of Intent to Request a Release of Funds (NOI/RROF) and Finding of No Significant Impact (FONSI), 24 CFR Part 55 and Executive Order 11988 and 11990 Floodplain and Wetland required notices, etc.
- iii. Assist VIHFA in summarizing comments and preparing responses to comments as necessary.
- iv. Create and coordinate summary reports to update VIHFA on each project's status and compliance on environmental review requirements, in a format prescribed by VIHFA.
- v. Initiate and support meetings with VIHFA and other project partners such as other regulatory or resource agencies that may be required to overcome barriers to completing environmental reviews.



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- vi. Perform any other duty that relates to 24 CFR Part 58 HUD Environmental Reviews and other environmental requirements.
- “Commencement of Services” is renumbered as Section 2.2.6 from Section 2.2.5.
 - A new section entitled “Other Services” is added and number Section 2.2.5 with the following amended language and deleting “iv”:
 - i. Perform wetland studies/delineations using qualified professionals as necessary to confirm the absence or presence of wetlands per 24 CFR Part 55 and E.O. 11990.
 - ii. For projects located in floodplains and/or wetlands, prepare draft 8-step analyses for review and concurrence by VIHFA prior to publication to ensure compliance with 24 Part 55, E.O. 11988 and E.O. 11990.
 - iii. Ensure the elevation standards for new construction, repair of substantial damage, or substantial improvement of structures located in an area delineated as a flood hazard area can be met as outlined in the Federal Register Notice Volume 83 and dated February 9, 2018.
 - iv. Perform data collection and noise analyses as necessary to demonstrate compliance with 24 CFR Part 51Subpart B.
 - v. ASTM Phase 1 and Phase 2 Environmental Site Assessments (ESA’s) using current standards by qualified professionals.
 - vi. Conduct a biological evaluation or assessment using qualified professionals to determine the absence or presence of threatened and endangered species and/or critical habitat for use in making an effects determination or a biological opinion to support an informal or formal consultation with the USFWS.
 - **Project Experience and Capacity**, Section 14.3, is amended in the following instances to read as follows (the rest the Section remains as written):

The Proposal shall include a summary of prior work engagements evidencing directly related experience to the requested RFQ scope. The summary shall identify engagements in which the Respondent has performed NEPA and HUD 24 CFR Part 58 Environmental Review, Assessments and Testing Services, 24 CFR Part 51 Environmental Criteria and Standards, Section 106 Historic Preservation Requirements, 24 CFR Part 55 Floodplain Management and Protection of Wetlands, 24 CFR Part 51 Services with entities comparable to Territory for which the Respondent provides, or has provided, similar services within the last (5) years. The summary shall detail at least three (3), but no more than five (5), similar engagements with private/public sector clients of similar size and

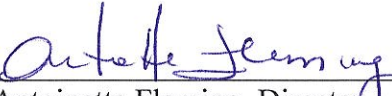


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complexity to the Territory that demonstrate direct experience with the scope of services to be provided. This must be done for each Task for which the Respondent is proposing.

Respondent shall also provide a summary of its capacity to perform the given scope of work. This narrative should highlight the Respondent's ability to perform NEPA and 24 CFR Part 58 Environmental Reviews, Surveys & Assessments, and Testing Services. Respondents must clearly identify the ability to provide sufficient capacity for the efficient and timely implementation and administration of the work. Proposals that clearly demonstrate existing capacity and/or quick ramp up capabilities will be scored higher than those that do not.



Antoinette Fleming, Director
Community Development Block Grant-
Disaster Recovery

2/28/19

Date