



## **REQUEST FOR QUOTE**

Dated: January 27, 2025

### **PREPARATION OF AN ENVIRONMENTAL REVIEW AND A COMPREHENSIVE ASBESTOS SURVEY FOR THE DEMOLITION OF OAK TREE VILLAGE**

#### **SECTION I – INTRODUCTION & BACKGROUND**

##### **I. INTRODUCTION**

The Punta Gorda Housing Authority requires a qualified Environmental Consulting firm appropriately licensed in the State of Florida to perform an Environmental Review to include a Comprehensive Asbestos Survey in accordance with applicable U.S. Department of Housing and Urban Development (HUD) requirements and standards, namely 24 CFR Part 58 and HUD Notice PIH 2016-22.

The Environmental Review and Comprehensive Asbestos Survey is for Oak Tree Village located at 402 Fitzhugh Ave., Punta Gorda, Florida 33950.

The Punta Gorda Housing Authority is an Equal Opportunity Employer and contracting agency. Section 3 Business Concerns, Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) participation is encouraged in completion of this work. For more information on Section 3 and MBE/WBE Business Concerns, please see HUD's website at [www.hud.gov/Section3](http://www.hud.gov/Section3).

##### **II. BACKGROUND**

The PGHA is a public agency, formed under the United States Housing Act of 1937, charged with providing decent, safe, and affordable housing for low-income persons. The PGHA provides publicly assisted housing, comprised solely of conventional public housing. The PGHA currently manages 184 public housing units under an Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development ("HUD").

This Environmental Review with Comprehensive Asbestos Survey conducted in accordance with 24 CFR Part 58 is required in support of demolition work planned for Oak Tree Village. Oak Tree Village has been found to be severely distressed.



## SECTION II – SCOPE OF SERVICES

### Environmental Review

The purpose of this contract is for an Environmental Consulting firm registered in, and appropriately licensed in, the State of Florida to conduct an Environmental Review with Comprehensive Asbestos Survey in support of the Punta Gorda Housing Authority's (PGHA's) planned demolition of Oak Tree Village, and in accordance with 24 CFR Part 58. The Environmental Review must meet current HUD requirements and be acceptable to PGHA's environmental Responsible Entity and to the US Department of Housing and Urban Development (HUD) Field Office in Miami, FL. Documentation must be prepared to an acceptable level such that the Responsible Entity and HUD can sign/endorse the Environmental Reviews (ERs). Documents must be uploaded into HEROS by the awarded firm.

The consultant shall complete the environmental assessment (EA) format provided in the website link at <https://www.hudexchange.info/resource/3140/part-58-environmental-assessment-form/> for the ER, and attach all supporting documentation as required by the regulations and as may be further defined by the Responsible Entity. The EA is intended to be presented in the format specified in HUD Handbook 1390.2 and Notice PIH 2016-22. Each item shall be addressed and the need for an Environmental Assessment as defined in the National Environmental Policy Act (NEPA) shall be discussed. Additional guidance on HUD Environmental Reviews that must be followed is contained in Notice PIH 2016-22, Environmental Review Requirements for Public Housing Agencies.

Issues to be addressed include, but may not be limited to, the following. Supporting documentation shall be organized consistent with the order of topics listed in the EA form.

- Compliance Factors
- Airport Hazards
- Coastal Barrier Resources
- Flood Insurance
- Clean Air
- Coastal Zone Management
- Contamination and Toxic Substances
- Endangered Species
- Explosive and Flammable Hazards
- Farmlands Protection
- Floodplain Management
- Historic Preservation
- Noise Abatement and Control
- Sole Source Aquifers
- Wetlands Protection
- Wild and Scenic Rivers
- Environmental Justice
- Land Development
- Socioeconomic
- Community Facilities and Services
- Natural Features

The consultant shall also complete, on behalf of PGHA, the Request for Release of Funds and Certification form HUD 7015.15, and the Public Notice for advertisement based on the Sample Notice of Finding of No Significant Impact (FONSI) and Request Release for Funds (RROF), as appropriate, provided at the <https://www.hudexchange.info/programs/environmental-review/> website.



Should a Phase I Environmental Site Assessment (ESA) be required in support of the Environmental Review, the Phase I must be in general accordance with ASTM E 1527-13 Standard Practice for Environmental Site Assessments: Phase I Site Assessment Process.

The PHA Environmental Review Project Description for Oak Tree Village is attached to this scope of services.

The consultant makes the following assumptions in developing their projected schedule:

1. PGHA desires to complete the ER within 60 calendar days after award of the contract.
2. The consultant is responsible for facilitating and expediting all activity and coordinating sub-consultant specialists required to complete the ER.
3. It is understood that some governmental entities may not be as responsive to the consultant's requests as would be desired. However, PGHA expects that the consultant will make all professional attempts as may be reasonable to remind entities of time schedules and the need for the ER to be completed expeditiously.

### **SUPPLEMENTAL CONTRACT PROVISIONS**

The consultant shall meet the following provisions:

- Attend meetings with HUD and PGHA staff members, and consultants as required.
- Attend meetings as required to fully coordinate with local regulatory officials to ensure the ER is properly and thoroughly completed.
- Ensure familiarity with HUD rules, regulations, and forms required by 24 CFR and other HUD planning and environmental standards.
- The ER shall be uploaded in the HUD Environmental Review On-line System (HEROS). A HEROS user guide is available at HUD Exchange, and the following link: <https://www.hudexchange.info/resource/3150/heros-user-guide/#:~:text=HEROS%20is%20a%20web%2Dbased,reviews%20for%20HUD%2Dassisted%20projects>
- Provide PGHA with an electronic file of each contract deliverable. Deliverables by the consultant to PGHA will be considered incomplete and not eligible for payment without electronic files. Note that .pdf files are acceptable.

### **SCHEDULE AND INVOICING:**

1. The project shall start immediately upon award of the contract, with the ER complete within 60 calendar days of contract award.
2. The consultant may submit an invoice monthly for services completed. A payment schedule acceptable to the Contracting Officer shall be developed by the consultant prior to the first monthly progress payment. Payment must be based on completed deliverables or identifiable components of completed work. Full payment for an ER may be made after the Responsible Entity signs the Environmental Review.

### **LICENSING AND INSURANCE REQUIREMENTS**

1. The contractor shall provide all licensing and certifications for the purpose of completing environmental consulting work consulting within the State of Florida.
2. The contractor shall be required to provide certificate of insurance evidencing "General Liability" insurance coverage, with the Punta Gorda Housing Authority being named as an additional insured on all Commercial or Comprehensive General Liability policies.
3. The contractor shall be required to provide certificate of insurance evidencing automobile insurance.
4. The contractor shall be required to provide a certificate of insurance evidencing Workman's Compensation as is required by the State of Florida.



Please forward your proposal no later than **Thursday, March 6, 2025** via e-mail or fax to:

**Stephanie Rollins, Operations Manager**

Email: [stephanie@puntagordaha.org](mailto:stephanie@puntagordaha.org)

FAX: (941) 639-1753

Address: 340 Gulf Breeze Avenue, Punta Gorda, FL 33950

**Prior to contract award contractor will supply current W-9, valid city/county or occupational license, liability insurance, and worker's compensation.**

**STANDARD INSURANCE REQUIREMENTS:**

a) Commercial General Liability Coverage: Commercial General Liability Coverage including products/completed operations, contractual liability, and personal injury. This insurance shall be on a commercial insurance, occurrence form. The certificate must contain, as an endorsement, the following language: "The Punta Gorda Housing Authority, its board members, and its employees. The limit amount for this insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.

b) Workers Compensation Coverage: At a minimum, Workers Compensation Insurance as required by State of Florida law, Florida statutory coverage, or evidence of an exemption for sole proprietors or a State issued exemption for corporations, partnerships or LLCs who have three or less employees. Employers Liability limits of \$500,000 each accident, \$500,000 disease policy limit and \$500,000 disease each employee.

c) Automobile Liability Coverage: The Automobile Liability Coverage shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.

d) The insurance carrier must have an A.M. Best Company rating of A-, VII or better.

e) Cancellation clause of insurance shall identify not less than thirty (30) days.

f) The Punta Gorda Housing Authority reserves the right to require complete, certified copies of all required insurance policies at any time.

g) Required insurance policies shall not contain any exclusions or exceptions

**PAYMENT TERMS.**

Net 30.

**PRICES.**

Proposals shall include all labor, material, equipment rental, and permitting fees.

**OFFERS OF MORE THAN ONE PRICE.** Only one quote per company is allowed on this RFQ.

**QUESTIONS.**

Questions about the quote documents should be made in writing via e-mail and directed to Stephanie Rollins at [stephanie@puntagordaha.org](mailto:stephanie@puntagordaha.org).

**RESULTS.**

A tabulation of the quotes received will be available within a reasonable time after the Date Due.



340 Gulf Breeze Ave, Punta Gorda, FL 33950

Phone (941) 639-4344 Fax (941) 639-1753

TTY (800) 955-8771



## TERMS AND CONDITIONS:

### **ASSIGNMENT OF RIGHTS OR OBLIGATIONS.**

Successful Bidder may not assign, transfer or sell any rights or obligations resulting from this quote without first obtaining the specific written consent of the Punta Gorda Housing Authority.

### **CANCELLATION OF SOLICITATION.**

The Punta Gorda Housing Authority may cancel this solicitation at any time.

### **COMPLIANCE OR DEVIATION TO SPECIFICATIONS.**

It is understood that the materials, equipment or services offered by the bidder will meet all requirements of the specifications in this Request for Quotation (RFQ) unless deviations there from are clearly indicated in the pages of this solicitation, or in an attachment entitled "Exceptions to Specifications" submitted and signed by bidder's authorized representative. In order for the quote to be considered, an explanation must be made for each item in which an exception is taken, giving in detail the extent of the exception and the reason for which it was taken. Submittal of brochures or other manufacturers' literature as substitution for compliance/deviation information shall not be deemed to comply with this requirement and may be grounds for rejection of quote. Submittal of brochures or other literature as additional information is desirable. Bidder shall submit with his quote full descriptive data, including make and model specifications, general drawings (if applicable), brochures, and any other product or service information.

### **LAWS GOVERNING THE CONTRACT.**

This contract shall be in accordance with the laws of the state of Florida. Parties further stipulate that this contract was entered into in the County of Charlotte and the State of Florida is the only appropriate forum for any litigation resulting from breach hereof or any questions arising therefrom.

### **RIGHTS RESERVED.**

A. **Rejection.** The Punta Gorda Housing Authority reserves the right to reject any or all quotes or any part thereof, or to accept any quote or any part thereof, or to waive any informalities in any quote, whenever it is deemed to be in the best interest of the Housing Authority. The Authority also reserves the right to reject the quote of any bidder who has previously failed to perform adequately for the Authority or any other governmental agency.

B. **Cover.** Should the successful bidder fail to comply with the conditions of this quote or fail to complete the required work or furnish the required materials within the time stipulated, the Authority reserves the right to purchase the materials in open market, or to complete the required work, at the expense of the successful bidder.

C. **Severability.** If any provision, or any portion of any provision, of any contract resulting from this quote shall be held invalid, illegal, or unenforceable, the remaining provisions or portions of any provisions shall be valid and enforceable to the extent possible.

Quotations shall be delivered and received no later than **Thursday, March 6, 2025 at 4:00 PM (Eastern Standard Time)**. The quotations shall be addressed and delivered via e-mail to: [stephanie@puntagordaha.org](mailto:stephanie@puntagordaha.org).

If you do not have access to the internet a hard copy may be hand delivered to: 340 Gulf Breeze Avenue, Punta Gorda, FL 33950. Quotations must be labeled as shown below either in the e-mail subject line for e-mailed quotations or on sealed envelope of the hard copy.



340 Gulf Breeze Ave, Punta Gorda, FL 33950  
Phone (941) 639-4344 Fax (941) 639-1753  
TTY (800) 955-8771



**Attachments:**

- 1. Site Map**
- 2. PHA Environmental Project Description**



340 Gulf Breeze Ave, Punta Gorda, FL 33950  
Phone (941) 639-4344 Fax (941) 639-1753  
TTY (800) 955-8771



**PHA Environmental Review  
Project Description**

**U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing**

**OMB Approval No. 2506-0177  
& 2506-0087**

Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

All PHAs requesting an environmental review under Part 50 are required to submit this form HUD-53245. HUD strongly recommends PHAs use the form for Part 58 reviews, but it is *not* a requirement. This form is designed for a site-specific review (i.e., not a tiered review) for public housing property in order to provide safe, quality and affordable housing to low-income residents.

**Part A. PHA Information**

Name of PHA:	Punta Gorda Housing Authority
PHA Code:	FL060
PHA Contact Name:	Kurt Pentelecuc
Contact Phone No:	941-639-4344
Contact Email:	kurt@puntagordaha.org
Responsible Entity Name:	Punta Gorda Housing Authority, 340 Gulf Breeze Ave., Punta Gorda, FL 33950
Five-Year Clearance Period:	2024-2028

**Part B. Environmental Review Project Site**

Project Name:	Oak Tree Village														
Related AMP(s):	AMP FL060000002														
Property Address:	402 Fitzhugh Avenue, Punta Gorda, FL 33950 (no management office on site)														
Description of non-dwelling property:	13 Sheds on site, vary in sizes, non-permanent structures.														
Number of Units:	30														
Building Type:	<input type="checkbox"/> Multifamily (High-rise) <input checked="" type="checkbox"/> Scattered Site (1-4 units)														
Age of Building:	56 years														
Estimated Annual Funding:	<table border="0"> <tr> <td><u>Source Name</u></td> <td><u>Estimated Funding Amount</u></td> </tr> <tr> <td>Operating Fund</td> <td>\$0.00</td> </tr> <tr> <td>Capital Fund</td> <td>\$350,000</td> </tr> <tr> <td>Other <a href="#">Click here to enter text.</a></td> <td><a href="#">Click here to enter text.</a></td> </tr> <tr> <td>Non-federal funds</td> <td><a href="#">Click here to enter text.</a></td> </tr> <tr> <td style="text-align: right;"><i>Subtotal</i></td> <td><u>\$35,000</u></td> </tr> <tr> <td style="text-align: right;"><i>X 1</i></td> <td>\$350,000</td> </tr> </table>	<u>Source Name</u>	<u>Estimated Funding Amount</u>	Operating Fund	\$0.00	Capital Fund	\$350,000	Other <a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	Non-federal funds	<a href="#">Click here to enter text.</a>	<i>Subtotal</i>	<u>\$35,000</u>	<i>X 1</i>	\$350,000
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Non-federal funds	<a href="#">Click here to enter text.</a>														
<i>Subtotal</i>	<u>\$35,000</u>														
<i>X 1</i>	\$350,000														

**Part C. Activities**

The PHA intends to engage in the activities outlined below directed to the removal of material and architectural barriers that restrict the mobility of and accessibility to elderly and handicapped persons at the property address identified in Section B during the Five-Year Clearance Period identified in Section A. See 24 CFR 58.35(a)(2).

All buildings have been vacated due to the flood damages from Hurricane Milton.

The proposed activities are required as conditions of remedial orders or agreements entered by a court or executed by an administrative agency.

The PHA intends to purchase the following equipment:

N/A.

The PHA intends to engage in the activities outlined below at the property address identified in Section B during the Five-Year Clearance Period identified in Section A:

Residential and Non-residential building and site work as follows:

PGHA intends to demolish Oak Tree Village. Detailed insurance reports indicate that substantial flood damage was sustained from Hurricane Milton. The damages exceed the FEMA 50% Rule, which requires the buildings to be mitigated. This is to include demoing and rebuilding at the current flood plain. Residents have been relocated. The building is planned for near-term demolition. The planned work includes all work necessary for successful demolition including, but not limited to, disconnect of utilities and securing the building, hazardous materials testing and abatement, demolition and disposal of the building, removal of utilities and site features, and restoration of the site following demolition. Maintenance activity will be conducted as necessary to keep the building systems in working order prior to demolition.



**Form HUD-53245 Instructions:**

All PHAs requesting an environmental review under Part 50 are required to submit this form HUD-53245. Additionally, this form is a recommended, but not required format for requesting an environmental review under Part 58 from the PHA's Responsible Entity. The responsible entity or HUD documents in writing its environmental determination. After receiving an environmental clearance from the responsible entity or HUD, the PHA may begin work on the proposed activities.

If a PHA wishes to fund an activity that was not included on the original environmental review, they must ask the RE to perform a new environmental review for that activity. Additionally, PHAs are mandated to inform the RE or HUD promptly of any: proposed substantial changes in the nature, magnitude, or extent of the project, including adding new activities not anticipated in the original scope of the project; new circumstances and environmental conditions which may affect the project or have a bearing on its impact, such as concealed or unexpected conditions discovered during the implementation of the project or activity which is proposed to be continued; or selection of an alternative not in the original finding, in order for the RE or HUD to reevaluate and update the ERR.

Part A. PHA Information

This section provides HUD or the Responsible Entity with general contact information regarding the PHA and environmental review request. Complete the following questions. PHAs must request HUD or the Responsible Entity to complete one environmental review per public housing site every five years. PHAs are required to request an environmental review for a five-year period (or prior to requesting a revision to a PHA annual plan) based on the requirements in 24 CFR 903.21(a)(2), 905.300(b)(1), and 905.308(b)(2) with regard to the CFP 5-Year Action Plan; 990.116 with regard to the Operating Fund; and 50.36, 58.30(b), and 58.47(a)(1) and (2) implementing the environmental review requirements. The Five-Year Clearance Period request is a "fixed" five-year period.

Part B. Environmental Review Project Site

Since environmental conditions vary from one geographic area to the next, environmental reviews are completed for each separate environmental project site (i.e., not on the basis of funding), including non-dwelling buildings. For purposes of environmental review, an environmental project site could be a public housing development (under a particular HUD ID Number), a portion of a public housing development, or a group of public housing developments (e.g., under an AMP). When several PHA assisted properties (e.g., scattered site developments) are located within a clearly defined subdivision and/or discreet neighborhood, these can be considered together in a single environmental review, where all reasonably foreseeable activities that might occur over the five-year period are considered together.

Asset management PHAs must examine their individual AMP structure to determine if it is an appropriate basis for conducting an environmental review. During the transition to Asset Management, HUD advised PHAs that combining buildings not in proximity was not recommended; PIH field offices then reviewed the proposed AMP structures for reasonableness. Accordingly, AMPs likely are an appropriate basis for an environmental review project site, but all PHAs are still required to carefully assess how to determine project sites. An appropriate environmental project site may comprise an AMP site, multiple AMPs, or partial AMPs. PHAs that did not transition to asset management or that operate scattered site units pay special attention to determine whether their development structure is appropriate for the scope of the environmental review. For scattered site units, the project site is defined at the neighborhood level, so long as the boundaries of the neighborhood are clearly identified. If environmental conditions change, PHAs reexamine their environmental project sites to determine if descriptions remain appropriate.

*Project Name:* If there is a one to one relationship between the AMP and the Environmental Review Project Site, the PHA should enter in the name of the AMP. If no such relationship exists, the PHA is instructed to choose a Project Name that has an understandable nexus to the site. For example, if a scattered-site AMP with the AMP Name of "Scattered Sites" is split between two distinct geographic neighborhoods named "Downtown" and "The Heights," the respective Project Names may be "Scattered-Downtown" and "Scattered-Heights." Another example is two AMPs named "Ocean City" and "Mill Homes" are contiguous and should be reviewed as a single Environmental Review Project Site, an appropriate Project Name may be "Ocean City-Mill Homes."

*Project Address:* If a property has multiple addresses or is a scattered site property, choose one that is typical or representative of the entire project.

*Description of non-dwelling property included in this location:* The PHA should include a simple description of any non-dwelling property, whether or not it is included in the PIH Information Center (PIC). For example, a PHA may enter "maintenance shed."

*Estimated Funding Sources:* The PHA should reasonably expect to receive continued annual funding through Public Housing Operating Funds, Public Housing Capital Funds, and Housing Choice Voucher Funding for the continued operation of this property. The estimated funding amount will likely be the amount received in the year prior to submitting this form. Additionally, the PHA should enter in any non-federal funds they intend to use as part of the operations of the property.

Part C. Activities

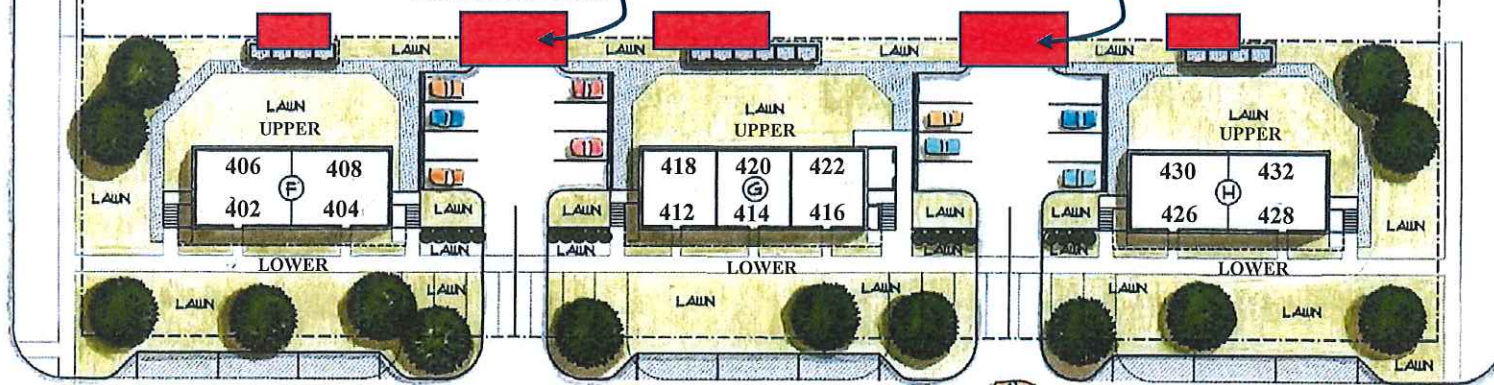
This section provides HUD or the Responsible Entity with a list of activities that a PHA may reasonably expect to engage in during the Five-Year Clearance Period. Provide a narrative project description, separating out activities that will occur pursuant to 24 CFR 58.35(a)(2) and purchases of equipment. Additionally, if the proposed activities are required as conditions of remedial orders or agreements entered by a court or executed by an administrative agency, indicate by marking the box. The project description clearly identifies the project site and captures the maximum anticipated scope of activities for the fixed five-year period. PHAs include in the project scope all reasonably foreseeable maintenance (not already determined to be categorically excluded per the programmatic determination in PIH Notice 2016-22, Appendix A), equipment purchase, modernization, and rehabilitation for each public housing site. The project description must include sufficient specificity to allow members of the public, reviewing agencies, and the RE or HUD to understand the overall scope of proposed activities and to allow the RE or HUD to determine whether an activity is maintenance or rehabilitation. Project descriptions for new construction, substantial rehabilitation, and transfers of assistance also include: the location, purpose and need, proposed scope of work, physical description of existing and/or proposed new buildings, timeframe for implementation, size of the project, area setting, and development partners. The PHA also indicates whether they expect to engage in rehabilitation activities or special projects for mobility and accessibility.

# Oak Tree Village

Total Sheds: 13  
This includes 2 Maintenance sheds

Maintenance Shed

Maintenance Shed



## 1 Bedroom Units

(22'4" x 25'4" = 565.61 sq ft)

412	414	416
Fitzhugh	Fitzhugh	Fitzhugh
418	420	422
Fitzhugh	Fitzhugh	Fitzhugh

## 2 Bedroom Units

(30'0" x 24'0" = 720 sq ft)

402	404	406
Fitzhugh	Fitzhugh	Fitzhugh
408	426	428
Fitzhugh	Fitzhugh	Fitzhugh
430	432	
Fitzhugh	Fitzhugh	

## 3 Bedroom Units

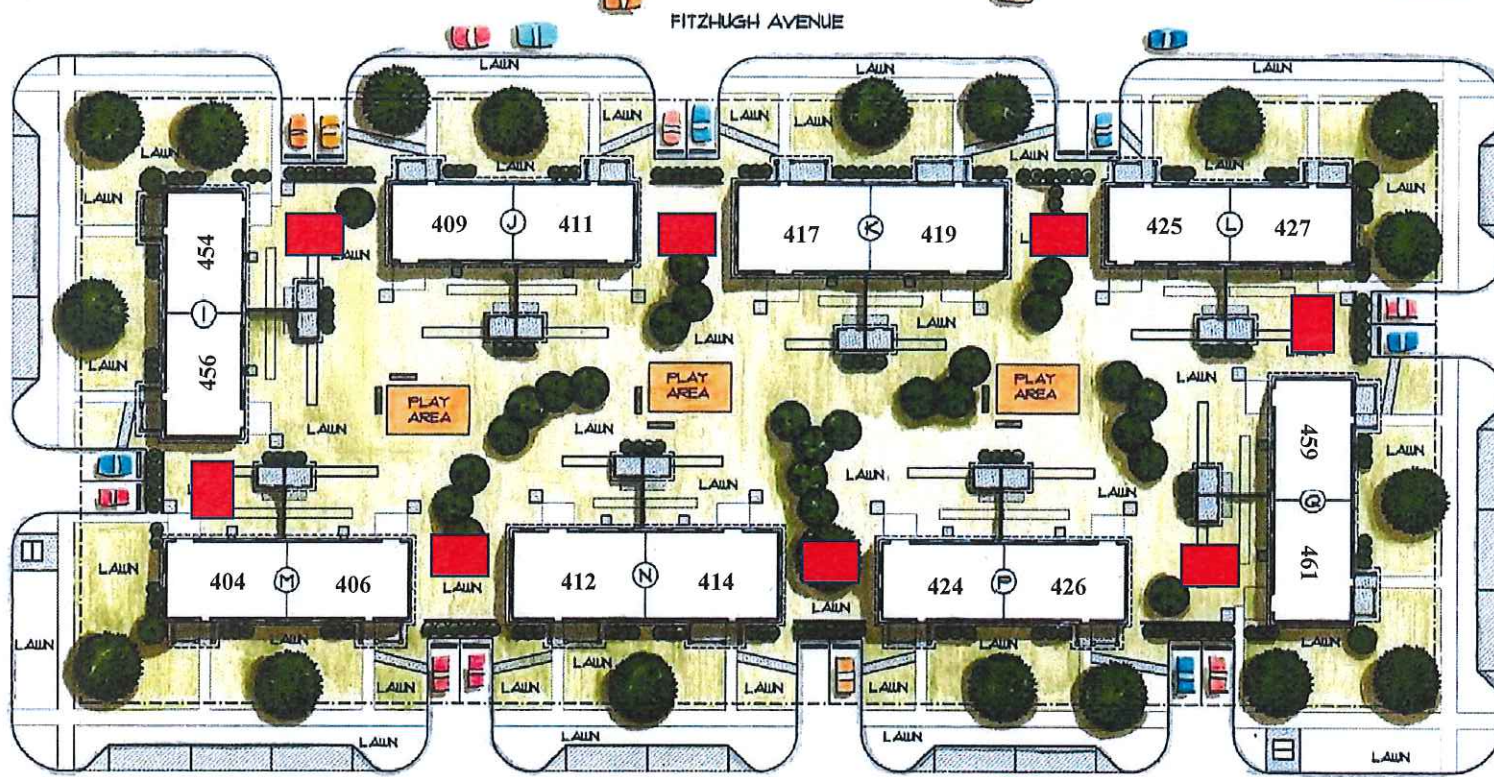
(38'6" x 25'8" = 987.91 sq ft)

409	411	425
Fitzhugh	Fitzhugh	Fitzhugh
427	404	406
Fitzhugh	E. Charlotte	E. Charlotte
424	426	461
E. Charlotte	E. Charlotte	Milus
459	454	456
Milus	MLK Blvd	MLK Blvd

## 4 Bedroom Units

(42'2" x 29'0" = 1,222.64 sq ft)

417	419	412
Fitzhugh	Fitzhugh	E. Charlotte
414		
E. Charlotte		



DR. MARTIN LUTHER KING JR. BLVD

MILUS STREET

EAST CHARLOTTE AVENUE

Site Plan