



## REQUEST FOR PROPOSAL (RFP)

### Deep Hole Digging for Soil Testing

#### 1 Project Summary

Services Required: Ithaca Neighborhood Housing Services, Inc. and Better Housing for Tompkins County, Inc. (collectively known as "INHS"), is seeking proposals from qualified excavation companies to conduct soil tests. Soil tests consist of the excavation of a pit ("deep hole") to approximately 6 feet in depth and the occasional shovel digging of percolation test holes (3 at a time at approximately 2 feet in depth) in conjunction with local Health Departments. These government funded rehabilitation projects will include septic system replacements.

Project Description: the project will consist of residential homes throughout Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga, and Tompkins Counties.

#### 2 Qualifications

The firm and staff proposed to be assigned responsibilities on this project must be highly qualified and have experience coordinating soil testing with Local Health Departments. Qualifications shall include:

1. A minimum 3 years experience in excavation for similar purposes.
2. Capability and experience in digging on steep terrain.
3. Capability and experience working with local Health Departments in INHS' service area.
4. Capability and experience in following the specifications required for the project and in accordance with guidance and regulations of local Health Department rules, regulations, and requirements.
5. Required licenses and certifications to provide the specified services.
6. Experience in working with entities in the quality control of similar facilities.

#### 3. Insurance Requirements

The firm must carry or require that there be carried, full and complete Workers' Compensation Insurance for all employees, and those of the subcontractors engaged in work on the Contract premises, in accordance with the local and state laws governing same. If selected, the firm must furnish evidence of a comprehensive public Liability Insurance coverage for not less than One Million Dollars (\$1,000,000) per single event and Two Million Dollars (\$2,000,000) in aggregate arising out of the work performed by the firm.





## 4 Scope of Services

1. Dig Deep Holes and Percolation Holes in coordination with Dig Safe and the local Health Department of the County where the test is requested.
2. Fill in the hole(s) after the soil test has been completed.

The Contractor shall provide all necessary facilities, materials, supplies, equipment, supervision, and personnel and other items and services to perform the deep hole and percolation soil test as defined in this RFP. These services must be in accordance with applicable work practice standards of the state, EPA/HUD and as applicable where the services are provided. When more than one regulatory provision applies to a condition or activity, the most stringent shall be used.

The soil test will need to be scheduled and coordinated with the local Health Department so that they can be present at the time of the test.

## 5 Project Schedule

The anticipated duration of the contract is anticipated to be three years and is anticipated to begin immediately upon award of the contract.

## 6 Proposals Submission and Selection

Proposals Due: **4:00 PM, June 24, 2024.**

Selection Process: Selection will be based on qualifications, firm experience, timeframe for completion of services as well as cost effective delivery of required services. Preference will be given to firms who can provide a flat fee by county served. Multiple firms may be selected.

## 7 Submittal Requirements

1. General qualification of firm.
2. At least three references demonstrating firm and inspectors' experience with projects of similar size, scope and duration.
3. Provide a per unit rate.
4. Timeframe for scheduling of service.
5. Service Area.
6. Because our service area is quite large and individual projects within this scope of work may vary, we understand that there may be additional charges in some cases. Please indicate under what circumstances you would add mileage or other fees and provide your standard unit charge for each.





## 8 General Comments

1. Any cost incurred by respondents in preparing or submitting a proposal shall be the respondents' sole responsibility.
2. All responses, inquiries or correspondence relating to this Request for Proposal will become the property of INHS when received.
3. Any specific questions regarding the Request for Proposal should be directed to Delia Yarrow, at (607) 288-3229 or [dyarrow@ithacanhs.org](mailto:dyarrow@ithacanhs.org). It is the responsibility of each firm responding to the RFP confirm the Project Manager and that INHS has accurate contact information for the firm/project manager.

