



REQUEST FOR QUOTES

CITY OF BRUNSWICK ECONOMIC DEVELOPMENT DEPARTMENT

Issued March 10, 2023

The City of Brunswick, Georgia (COB) is requesting quotes from eligible businesses to conduct a Phase I Environmental Site Assessment for a federally funded project at St. Mark's Towers (the Subject Property). St. Mark's Towers is a non-profit residence for low-income singles, couples and disabled persons ages 62 and above. Located at 1 Tower Plaza, Brunswick, GA 31520, the facility has two six-story structures containing a total of 150 one-bedroom apartments.

This is a request for quotes, not a formal bid process. In accordance with its procurement policies, COB may move forward with contracting services at any time after a minimum of three satisfactory quotes have been received. **Please respond to rgeorge@cityofbrunswick-ga.gov with your quote as soon as possible.**

The City of Brunswick's Community Development Block Grant – Disaster Recovery (CDBG-DR) program provides repairs and reconstruction for eligible housing in the 31520 zip code that has unrepaired damage from 2017's Hurricane Irma. This is a Housing and Urban Development (HUD) grant-funded program. The Georgia Department of Community Affairs (DCA) is the program grantee; the City of Brunswick (COB) is a program sub-recipient and will be responsible for oversight of the St. Mark's Tower project.

Please note that additional information of importance for this request for quotes are at the links below. These include:

- [A Part 58 Categorically Excluded Subject to 50.4 \(CEST\) National Environmental Policy Act \(NEPA\) Report](#) completed for the City of Brunswick December 29, 2022.
- [An Environmental Transaction Screen](#) completed for the City of Brunswick December 29, 2022.
- [A draft Request for Proposals](#) that describes the project (window and PTAC replacement) for which environmental reviews are required.

Scope of Work

Quote should include costs of providing to COB all of the following services ("Services"):

1. Prepare a Phase I Environmental Site Assessment, including any applicable file reviews, in accordance with the scope or work detailed in ASTM International (ASTM) E1527-21

Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process for the Subject Property

2. Conduct and document a Five Step process as required for a 55.12 applicable project located in a Special Flood Hazard Area in accordance with 24 CFR part 55

Proposals should also include:

- A brief description of your/your business's experience, qualifications and current capacity to do this work
- Date that work can start and timeline to completion
- Primary Contact information, including name, title, phone, address and email.
- Three references, with contact information.

Submissions will be evaluated based on comparing competitive prices received, qualifications demonstrated, and current capacity, including time to completion.

Please respond as soon as possible to rgeorge@cityofbrunswick-ga.gov