

GEORGIA HOUSING AND FINANCE AUTHORITY
60 Executive Park South, NE
Atlanta, GA 30329

REQUEST FOR PROPOSALS ("RFP")
Issued April 13, 2017

ENVIRONMENTAL REVIEW SERVICES

Proposals **must** be submitted no later than 4:00 p.m. Eastern Standard Time, April 28, 2017.

I. Statement of Purpose

The Georgia Housing and Finance Authority (the "Authority" or "GHFA") is seeking qualified Consultants to submit proposals for the review of environmental reports and possible scopes of work for affordable multifamily rental housing projects funded and located in the State of Georgia. The programs of GHFA are administered by the Georgia Department of Community Affairs ("DCA"), a legislatively created executive branch of State government.

As part of the Low Income Tax Credit Program, DCA evaluates all proposed project sites for environmental soundness. Accordingly, DCA requires Applicants to submit a site-specific environmental assessment (Phase I report and Phase II report (where applicable)) for all applications being considered for funding. Consultants would be required to review these assessments with an emphasis on Phase II testing results and proposed Phase II testing scopes of work for compliance with federal, state and DCA requirements. In addition, all proposed project sites must meet all statutory, program, and internal policies and, in some cases, adhere to federal environmental requirements depending on the funding source. As a result of these requirements, each proposed project site is thoroughly evaluated to ensure compliance with state and federal environmental regulations and laws, program guidelines and internal policies.

Under this RFP, the environmental reports to be reviewed by selected Consultants are Phase I & II reports with a focus on Phase II testing results and proposed Phase II testing scopes of work. Specifically, Consultants will review environmental reports for key areas of environmental concern, including, but not limited to: noise, wetlands, floodplains, state waters, brownfields, hazardous waste/contaminated sites, pollution, water leaks/mold/fungi/microbial growth, odor, asbestos, lead-based paint, solid waste, lead in drinking water, and radon.

II. Overview of DCA Financing Programs

GHFA's Multifamily Housing Program ("Program") administers several financing programs designed to increase available affordable multifamily housing statewide.

- The DCA HOME Partnership Program provides low interest construction/permanent loans to third parties for rehabilitation or new construction of affordable multifamily rental housing developments for families and seniors. These loans are often combined with an allocation of Georgia Federal and State Low Income Housing Tax Credits ("LIHTCs").
- The federal Low Income Housing Tax Credit program which includes the allocation of 9% credits as well as the issuance of Letters of Determination for tax exempt properties seeking a 4% credit allocation.
- The Georgia National Housing Trust Fund which provides low interest construction/permanent loans to third parties for rehabilitation or new construction of affordable multifamily rental housing developments for families and seniors. These loans may be combined with an allocation of Federal and State LIHTCs or with the HOME Program.
- The DCA TCAP (Tax Credit Assistance Program) that provides low interest construction loans for Affordable Housing Properties. These loans may be combined with an allocation of Federal and State LIHTCs.

III. Schedule of Events

The schedule of events* for this RFP is as follows:

- | | |
|---|------------------------------|
| • Advertise RFP | Week of April 10, 2017 |
| • Proposals Due (receipt by GHFA) | April 28, 2017 (by 4PM, EST) |
| • Selected for Oral Presentations
(if the Authority deems necessary) | Week of May 8, 2017 |
| • Announcement of Selected Consultants | No later than May 18, 2017 |

* Dates are approximate and may change as needed.

IV. Proposal Submittal Instructions

- A. The Proposal should be prepared in a straightforward and concise manner, detailing the Consultant's capabilities to satisfy the requirements of this RFP.
- B. All Proposals shall be submitted electronically to: RFP@dca.ga.gov. Proposals submitted at or after 4:01 p.m. EST on April 28, 2017, will **not** be considered.
- C. All Proposals must include a transmittal letter on the Consultant's stationery, signed by an individual who is authorized to bind the company to all statements in

the Proposal and the services and requirements as stated in the RFP. If any addendum or amendments have been issued to this RFP, the Consultant shall acknowledge same in this section. On the transmittal letter, please indicate who will be the contact person at the firm with whom the Authority will communicate all information regarding this RFP. Please include the phone and facsimile numbers and e-mail addresses for this individual. The transmittal letter should clearly state that the Proposal is in response to the Environmental Review Services RFP.

- D. Proposals may not exceed ten (10) pages, excluding the cover letter, certification statement and attachments/exhibits. Additional pages or extra material will not be reviewed.
- E. If there are any questions related to this RFP, please send them via email to Nikki Flanigan at Nikki.Flanigan@dca.ga.gov. All questions are due by April 24, 2017 by 4:00 p.m. EST. Phone calls will not be accepted.
- F. All questions and answers will be posted on DCA's web page at:
<http://www.dca.ga.gov/housing/HousingDevelopment/programs/ProcureandContracting.asp>

Only written responses or statements posted on the website shall be binding. No other means of communication, whether oral or written, shall be construed as an official response or statement of GHFA.

- G. Proposals will be evaluated based upon the responses to the specific items outlined in the "Proposal Content Requirements." Although the Authority reserves the right to contact respondents and ask them for required information omitted from the Proposal, any Proposal that omits requested information or exceeds requested parameters may be rejected as non-responsive.

V. Minimum Qualifications

The following qualifications for Environmental Professionals must be met to be considered for contract award (specialized knowledge in one environmental discipline as described in **Appendix A** is acceptable):

- A. A Professional Engineer ("P.E.") or Professional Geologist ("P.G.") must be licensed to practice engineering or geology, respectively, in the state of Georgia with at least three (3) years of full time relevant experience; or
- B. A person with at least a Baccalaureate degree from an accredited institution in engineering or science and at least five (5) years full time relevant experience; or
- C. A person having ten (10) years of full time relevant experience.

For purposes of qualifying as an Environmental Professional, “relevant experience” as defined in 40 C.F.R. Section 312.10(b) means participation in the performance of environmental site assessments that may include environmental analysis, investigations, and remediation which involve the understanding of surface and subsurface environmental conditions and the processes used to evaluate these conditions and for which professional judgment was used to develop opinions regarding conditions indicative of releases or threatened releases to the subject property.

Also, Consultants must be familiar with the requirements outlined in the Georgia Department of Community Affairs Environmental Manual as well as the National Environmental Policy Act (NEPA) and other Related Laws.

VI. Scope of Services Under this RFP

Consultants will advise and consult with DCA staff to carry out any and all services listed in the Scope of Services as outlined in **Appendix A** of this Proposal. The Consultant may bid on one or more of the services outlined but must provide “relevant experience” for all services in which a bid is submitted. Miscellaneous environmental review services may also be requested by DCA.

Relevant DCA policies can be referenced in the annual Qualified Allocation Plan Threshold Section VII, the HOME and HUD Environmental Questionnaire Guidance, and the annual DCA Environmental Manual located at the following link:

<http://www.dca.ga.gov/housing/HousingDevelopment/programs/QAP2017docs.asp>

VII. Proposal Content Requirements

All Proposals must contain the following information and relevant documentation in the order outlined below:

A. Minimum Qualifications

The Consultant shall demonstrate that it meets the qualifications outlined in Section V.

B. Executive Summary – Scope of Work

The Consultant shall condense and highlight the contents of the Proposal in a separate section titled “Executive Summary.” The summary shall provide a broad overview of the Consultant’s understanding of the contents of the RFP and of how the Consultant’s Proposal meets the scope of services outlined.

C. Summary of Experience and General Capability

1. Experience. The Consultant shall provide an overview of its experience rendering services similar to those outlined in Section VI and the relevant attachments of this RFP and how that experience is relative to this RFP. Include a description of work performed for DCA or other governmental entity.
2. Description of the firm. Describe the firm's experience providing environmental and environmental consulting services. The description of the firm should include, but is not limited to, the following:
 - a. Location and size
 - b. Number of years of operation
 - c. Organizational structure
 - d. Numbers of years providing environmental services
 - e. Description of services provided
 - f. Average number of reviews performed per year

Include a copy of any applicable license(s).

3. References. The Consultant must provide the names, addresses, telephone numbers and contact persons of three (3) current clients or clients from the past three years for whom similar services required by this RFP were performed. Of special interest to DCA are customer references from state or local housing agencies and/or financial institutions. GHFA reserves the right to contact any known current or former client.

D. Work Plan

The Consultant shall provide a work plan presenting how the services described in this RFP shall be provided by the Consultant should the Consultant be awarded a Contract. At a minimum, the Work Plan shall include the following:

1. The Consultant's understanding of the services to be provided.

2. The Consultant's approach to managing the performance of work including, overall organization, and support resources. Include a brief description of current commitments and capacity to perform the services in a timely manner. List any limitations that could impede your ability to perform requested services.
3. The tasks and methods to be utilized in completing the required services described in Section VI and the attachments of this RFP.
4. Describe your ability to perform the required services on an on-call basis, often under very short deadlines, as required by DCA.

E. Key Personnel

Identify the specific key individuals being designated in this Proposal for the project team and specify the division of responsibility that is envisioned among these individuals to perform the scope of services listed in Section VI and the relevant attachments of this RFP. If the personnel are not employees of the Consultant, indicate the relationship with the Consultant and confirm their availability to work on assignments within the deadlines established in the scope of services. For each individual named, include a resume that highlights:

1. Educational background
2. Relevant general experience
3. Relevant specialized experience as it relates to the minimum qualifications outlined in Section V

Should the Proposal be accepted by GHFA, these designated individuals will be the only ones authorized pursuant to contract to provide the Environmental Review Services set forth in this RFP.

F. Conflict of Interest

Consultants shall consider any conflicts of interest which presently exist or which may arise if the Consultant is selected for contract award. A conflict of interest is defined as a relationship of such a character that would raise doubts in the mind of an independent observer about the Contractor's ability to conduct an impartial review of the assigned project.

If during the term of the Contract the Consultant becomes aware of any such conflict of interest, or the potential appearance of a conflict, the Consultant shall disclose same, in writing, within five (5) business days from the time the Consultant becomes aware of the relationship. It shall be the Consultant's Administrator's responsibility to determine whether or not the contractual

relationship so disclosed would constitute a conflict sufficient to present the appearance of impropriety.

Describe any facts that may create a conflict of interest with your firm's services under this RFP.

G. Price Proposal

Submit **Appendix E** Schedule of Fees to be charged for each Peer Review request. Proposals must include an hourly rate to be charged for miscellaneous environmental review services. The hourly rates quoted will be considered "not-to-exceed" hourly rates. Proposal responses containing provisions for late payments or interest charges will not be considered for an award. The State of Georgia is not authorized to pay any late or interest charges. DCA does not pay travel expenses. All environmental reviews quotes should be all-inclusive.

Also provide in **Appendix E** the typical time schedule for performing the required services for each of the disciplines.

VIII. Non-Binding Request for Proposal

The expectations, plans, and requests expressed in this RFP are not to be considered a commitment or contract in any way. In addition, this RFP does not in any way obligate GHFA to pay any costs incurred in the preparation or mailing of a Proposal.

IX. Reservation of Rights

In connection with this RFP, and the services to be provided by the Consultant selected pursuant to this RFP, the Authority reserves the right to:

- A. cancel this solicitation at any time;
- B. reject any or all proposals;
- C. waive minor deficiencies and informalities;
- D. request additional information from individuals or firms prior to final selection;
- E. change the schedule of events or cancel any funding program without any financial obligation for services provided or out-of-pocket expenses incurred, or any other obligation to the appraisers; and

F. amend or modify this RFP to include additional services

X. Georgia Open Records Act and Program Accessibility

- A. **Georgia Open Records Act.** The Georgia Open Records Act (O.C.G.A. §§ 50-18-70 *et. seq.*) requires that public records be open and available for inspection by any member of the public.

As such, any Proposal submitted in response to this RFP is subject to the Georgia Open Records Act. By submitting a response to this RFP, firms acknowledge that this RFP is subject to the Georgia Open Records Act.

- B. **Accessibility.** GHFA is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age. Please contact the Issuing Officer if any reasonable accommodations are required. For example, Consultants that respond to this RFP should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Oral Presentations.

XI. Evaluation Process

DCA will designate a review committee comprised of DCA staff ("Evaluation Committee"). The Evaluation Committee will evaluate the Responses in accordance with this RFP. The Evaluation Committee will conduct their evaluation of the Technical Responses received on the basis of the following criteria in descending order of importance:

- A. Minimum Qualifications
- B. Experience and General Capability
- C. Work Plan
- D. Key Personnel
- E. Executive Summary
- F. Pricing
- G. Conflict of Interest
- H. Certification Statement (Threshold):
 - MSRB Rule G-37 (Threshold)
 - Drug-Free Workplace (Threshold)

Immigration Reform and Control Act (Threshold)

Please note that the items marked as “Threshold” must be met or the Proposal will be disqualified and not scored.

XII. Selection and Award

The primary intent of this RFP is to identify multiple Consultants to provide the needed services; however, the Authority reserves the right to award contracts as needed.

Unless this RFP states otherwise, the resulting award of the contract does not guarantee volume or a commitment of funds.

XIII. Contract Term

The Contract resulting from this RFP shall commence after all appropriate State approvals have been obtained, and shall extend for a period of two (2) years. The initial term may be extended by agreement of the parties for two additional one (1) year terms.

XIV. Miscellaneous

Insurance Requirements. If awarded a contract, Consultant must show proof of professional liability/errors and omissions insurance. The limit of liability for such coverage shall be no less than \$1 million per occurrence. The Consultant, its directors, officers, and key individuals being designated in this Proposal shall be named as “additional insureds” under such policy. Consultant shall also demonstrate proof that it maintains current workers’ compensation insurance.

Criminal/Credit Background Check Authorization. Consultant, its directors, officers, officers and any key personnel designated to work on this Project may be subject to credit and criminal background checks. By submitting a Proposal, Consultant understands and agrees that authorizations will be furnished to DCA upon request to allow these checks to be performed.

Delinquent Taxes. Consultant must certify for DCA that it does not owe any unpaid taxes to the Georgia Department of Revenue (“GDR”). DCA reserves the right to obtain an authorization from the Consultant to check its tax status in Georgia. DCA will not enter into a Contract for professional services with Consultant if 1) delinquent taxes are owed to GDR, and 2) no written arrangement exists as of the date of this RFP to pay them.

Identity of Interest. Consultant must disclose any identity of interest with:

1. any member, officer or employee of DCA; and
2. the owner, developer, or manager of any DCA funded affordable housing project.

Debarment or Suspension. Consultant must disclose whether Consultant has ever been debarred or suspended from any local, state, or federal housing program.

XV. List of RFP Attachments

The following documents make up this RFP:

- A. RFP (this document)
- B. Appendix A – Scope of Services
- C. Appendix B – Schedule of Fees
- D. Appendix C – 2017 Phase I Environmental Requirements Threshold Checklist
- E. Appendix D – 2017 Phase II Environmental Requirements Threshold Checklist

XVI. Certification Statements

Drug Free Workplace. Firm must certify that a drug-free workplace will be provided for the contractor's employees during the performance of any contract resulting from the RFP.

Immigration Reform and Control Act. Firm must warrant that it complies with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law. DCA will maintain on file the driver's license and the Immigration and Security Affidavit of the person who is authorized to enter into and sign this contract for Services.

The following shall be signed by an individual authorized to bind the firm:

1. "I agree and certify that our firm, as well as any person or entity associated with our firm, is in compliance with the applicable requirements of Municipal Securities Rulemaking Board Rule G-37."
☐ Yes ☐ No

2. "I agree and certify that our firm, and any contractors employed by our firm, will operate within a drug-free workplace during the time of any performance of any contract resulting from the RFP."

☐ Yes ☐ No

3. "I agree and certify that our firm is in compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603, the Georgia Security and Immigration Compliance Act (O.C.G.A. §13-10-90 et. seq.), the Illegal Immigration Reform and Enforcement Act of 2011 (HB 87) and any other applicable state or federal immigration law."

☐ Yes ☐ No

4. "I agree to abide by all conditions of this RFP and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the firm and that the firm is in compliance with all requirements of the RFP."

☐ Yes ☐ No

Company Name

Authorized Signature

Printed Name

Title

Date

Georgia Department of Community Affairs

Appendix A – Scope of Services

I. Scope of Services

DCA is seeking qualified Consultants with the ability to conduct Peer Reviews of Phase I and II Environmental Site Assessment Reports in accordance with ASTM E 1527 and 1528 and ASTM test E1903 standards (when applicable) to ensure compliance with DCA 2017 Environmental Manual, DCA 2017 Home and HUD Environmental Questionnaire Guidance, and Georgia's 2017 Qualified Allocation Plan and other applicable state and federal laws. Please note that DCA includes many ASTM "Non Scope" items as listed in the DCA 2017 Environmental Manual. The environmental review will address issues in a number of key areas of environmental concern, including but not limited to: noise, wetlands, floodplains, state waters, brownfields, hazardous waste/contaminated sites, pollution, water leaks/mold/fungi/microbial growth, odor, asbestos, lead-based paint, solid waste, lead in drinking water and radon.

Proposals should provide a separate fee breakdown to identify each peer review request per discipline. In addition, Proposals should take into consideration the project funding and underwriting requirements and the environmental review should also ensure compliance with the National Environmental Policy Act (NEPA) and the Department of Housing and Urban Development guidelines (when applicable).

The selected Consultant or firm(s) shall have qualifications and experience to perform the scope of work for one or more of the following described disciplines:

- A. Peer Review of Phase I Environmental Site Assessments
- B. Peer Review of Phase II Environmental Site Assessments and Non-Scope Testing scopes of work and testing results
- C. Peer Review of individual Phase I Environmental Site Assessment components including: Noise, Wetlands/State Waters/Floodplain, RECs, or Brownfields

II. Peer Review of Phase I Environmental Site Assessments

If selected, the Consultant will perform tasks necessary to conduct a Peer Review of Phase I Environmental Site Assessment for compliance with DCA 2017 Environmental Manual and Georgia 2017 Qualified Allocation Plan and provide reports that include the following:

- A. Submit a detailed review and analysis of the environmental concern(s) for each project reviewed. The analysis must clearly detail all areas of

inconsistencies, including areas where the project is out of compliance with federal and state laws/regulations and/or DCA requirements. If the project is inconsistent with federal and state laws/regulations and/or DCA requirements, the analysis must clearly elucidate agreement with the findings contained in the Phase I.

- B. If applicable, make recommendations regarding needed testing, mitigation, and/or additional analysis that would bring the project in compliance with federal and state laws/ regulations and DCA requirements.
- C. Review the report for statements regarding the onsite reconnaissance to ensure that a thorough onsite reconnaissance occurred and the findings reasonably assessed the likelihood of identifying recognized environmental conditions in connection with the subject property.
- D. Review the report conclusions regarding the elimination and/or identification of recognized environmental conditions that indicate an existing release, a past release, or a material threat of a release of dangerous, hazardous, or toxic substances into structures on the property or into the soil, groundwater, or surface water of the property.
- E. Provide the checklist attached in **Appendix C** along with a narrative summary of any areas where the project is out of compliance.

III. Peer Review of Phase II Environmental Site Assessments and Non-Scope Testing scopes of work and testing results

- A. Submit a detailed review and analysis of the environmental concern(s) for each project reviewed. The analysis must clearly detail all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws/regulations and/or DCA requirements. If the project is inconsistent with federal and state laws/regulations and/or DCA requirements, the analysis must clearly elucidate agreement with the findings contained in the Phase I and/or Phase II.
- B. If applicable, make recommendations regarding needed testing, mitigation, and/or additional analysis that would bring the project in compliance with federal and state laws and regulations and DCA requirements.
- C. Evaluate and provide analysis of proposed findings, conclusions, recommendations, and cost estimates to accomplish the recommended work.

- D. Review previously prepared environmental documents and reports.
- E. If necessary, review the investigation of property background such as involved parties, known and potential environmental conditions, current and historic property use, responsible parties, cause of environmental conditions, potential off-site sources of contamination, etc.
- F. If applicable, review the determination of buildings, soil, air and groundwater that have been impacted by a known or possible environmental condition (i.e., a dry cleaner, leaking underground storage tank, etc.) to determine the necessity for further clarification or action.
- G. If applicable, review the vertical and lateral extent of soil and groundwater contamination and remediation cost estimates.
- H. If applicable, discuss concerns about drilling and sampling protocols, details of monitoring well construction, rationale for selection of locations for borings/wells and depths explored.
- I. If applicable, review all analysis and interpretation of results in the context of applicable local, state and federal laws, ordinances, regulations and rules.
- J. If applicable, review all analysis of local geologic and hydro-geologic setting and environmental conditions identified in borings/wells including depth to groundwater, probable, or known direction for local groundwater flow, interpretation of soil and contaminant distribution based on boring logs made in Phase II site work.
- K. If applicable, identify any applicable regulatory jurisdictions, cleanup standards/guidelines, applicable soil and/or groundwater cleanup guidelines, identification of agency reporting/disclosure requirements.
- L. If applicable, discuss lab results with comparison to regulatory cleanup guidelines, discussion of requirements to meet regulatory standards, discussion of feasibility for remediation, approximate estimated costs for additional studies and/or monitoring and/or remediation, and estimated timelines to meet regulatory requirements.
- M. Provide the checklist attached in **Appendix D** along with a narrative summary of any areas where the project is out of compliance.

IV. Peer Review of individual Phase I Environmental Site Assessment components including: Noise, Wetlands/State Waters/Floodplain, RECs, or Brownfields

- A. Submit a detailed review and analysis of the environmental concern(s) for each project reviewed. The analysis must clearly detail all areas of inconsistencies, including areas where the project is out of compliance with federal and state laws/regulations and/or DCA requirements. If the project is inconsistent with federal and state laws/regulations and/or DCA requirements, the analysis must clearly elucidate agreement with the findings contained in the Phase I.
- B. If applicable, make recommendations regarding needed testing, mitigation, permitting and/or additional analysis that would bring the project in compliance with federal and state laws/regulations and DCA requirements.
- C. Review the report for statements regarding the onsite reconnaissance to ensure that a thorough onsite reconnaissance occurred and the findings reasonably assessed the likelihood of identifying one of the conditions above in connection with the subject property.
- D. Review the report conclusions regarding the review of historical documentation, interviews, closure reports, and environmental records sources, to ensure that a thorough review occurred and the findings reasonably assessed the likelihood of identifying one of the conditions above in connection with the subject property.
- E. For the review of Noise Assessments and Mitigation Plans, review the source data for noise conclusions, the calculation of noise levels, and recommended mitigation measures for compliance with DCA policy.
- F. Provide narrative summary of any areas where the project is out of compliance.

Georgia Department of Community Affairs

Appendix B – Schedule of Fees

Scope	Price per Project	Proposed timing of Deliverable once assigned By DCA
Complete Phase I Review		
Complete Phase II Review		
Non-Scope Testing Review:		
Asbestos		
Lead paint/Lead in Soil		
Radon		
Vapor Encroachment		
Other: _____		
Phase I Components:		
REC		
Brownfields		
Noise Assessment & Mitigation Plan Review		

Wetland/Floodplain/
State Waters Review

Other:_____

Hourly Rate:

N/A

Appendix C

2017 Phase I Environmental Requirements Threshold

Revised 4/3/2017

Project Name:	
Project Number:	

City:	
Env Engineer:	

Review Date:	
Reviewed By:	

Source of Funding:	
Federal (HOME)	
Tax Credit Only	

New or Rehab?	
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Report Section

		Yes / No / N/A
Index	Was the Phase I Environmental Study conducted within the last 6 months (check date on front page)?	
	Has (have) the EP(s) signed the Environmental Consultant Signature Page? (check first page)	
	Is the report in the format shown in Section 5 of the Environmental Manual? (check Table of Contents)	
	COMMENTS:	

Executive Summary:

1.0	Did the Phase I analysis find any recognized environmental concerns (RECs) in Sections 1.2 and 7.0? (If RECs are identified, please see page 6 of the Environmental Manual for requirements.)	
	Does the EP expressly state that a purpose of the Phase I is to ascertain whether the property is environmentally suitable for construction of multifamily housing? (Search term is "suitable")	
	COMMENTS:	

Procedures:

2.2	Does the report contain a statement which says that the ASTM 1527-13 was used in completing the Phase I and "all appropriate inquiries" were conducted?	
	Does the Environmental Professional (EP) include a description of the procedures followed and a detailed scope of services?	
	COMMENTS:	

Environmental Professional Requirements:

2.4	If the EP is a licensed Professional Engineer (P.E.) or Professional Geologist (P.G.), is their license issued by the State of Georgia? (See also Appendix I)	
	Is the EP an employee or principal of the environmental consulting firm completing the ESA?	
	Does the Phase I include summaries of the resumes of all personnel involved in the assessment?	
	COMMENTS:	

Limitations and Exceptions

2.6	Does this section include a statement from the EP that "DCA and GHFA may rely on the Phase I Report and Phase II Report?"	
	Does this section include any language eliminating the liability or duties of the EP?	
	Does this section include language stating that the report is exclusively for the use of the party who hired the EP?	
	Is the EP affiliated with the project manager or owner of this property/ are there any potential conflicts of interest?	
	COMMENTS:	

WETLANDS:

3.3	Is any portion of a wetland located on site?	
	If yes, is a jurisdiction wetlands delineation included?	
	If yes, does the project propose disturbance of the wetland with any building, paving, or site amenities?	
	If yes, how much area will be disturbed? If more than 1/10th acre will be disturbed, is clearance from the USACE included?	
	If yes (the wetland is disturbed by development) and the project has HOME or other HUD funding, is evidence of the 8 step process included?	
	COMMENTS:	

FLOODPLAIN:

3.4	Is any portion of the property located within a 100-year floodplain/floodway or a Coastal High Hazard Area?	
	If yes, does the project propose construction of any buildings, pavings, or amenities in the floodplain?	
	If yes, is a Conditional Letter of Map Amendment (CLOMA) or proof of eligibility for flood included?	
	If yes, and the project has HOME or HUD funding, is evidence of the 8 step process included?	
	COMMENTS:	

STATE WATERS:

3.5	Is it expected that State Waters are located on the site?	
	If yes, does the project propose disturbance of the State Waters with any buildings, paving, or site amenities?	
	If there are State Waters located on the site, is a letter from the Local Issuing Authority included in the application?	
	If yes, is there evidence that the project respects the proper buffer distances?	
	COMMENTS:	

ENDANGERED SPECIES:

3.6	Does the EP anticipate that this project will cause any issues to protected species and/or critical habitat?	
	COMMENTS:	

INTERVIEWS:

4.2	Has the EP made a "reasonable attempt" to contact at least one staff member at any of the following: the local fire department, local health department, the agency issuing building permits, the agency issuing groundwater use permits, and the agency over waste disposal?	
4.3	Does the report include evidence that the following were interviewed: government officials, occupants/users, operators?	
4.3.4	Does the EP explicitly state which user was contacted, or list attempts to contact a specific user?	
	COMMENTS:	

4.3.4.6.1 PURCHASE PRICE:

	Is the purchase price of the property similar to the fair market value? (If not stated explicitly in this section, see Appendix D for Tax Assessor's File)?	
	Is there discussion included in this section?	

5.0 CURRENT USE:

5.0	Site Reconnaissance Date:	
	Was the site reconnaissance performed within 6 months of the Application?	
	Is the project likely to be adversely affected by any of the following:	
5.4.17	Water Leaks, Mold, Fungi, Microbial Growth	
5.4.18	Asbestos (all structures on site whether they will be rehabbed or demolished)	
	Was asbestos testing performed?	
	Was asbestos detected?	
	If yes, was the ACM friable or non-friable?	
	If non-friable, is an Operations and Management (O&M) Plan included?	
5.4.19	Lead based paint (testing required on all structures, existing or demolished on the property before 1978)	
	Was lead based paint testing performed?	
	Was lead based paint detected?	
	Was lead in soil testing performed?	
	Was lead in concentrations greater than 0.5% or 400 mg/kg detected in the soil?	
5.4.20	Lead in drinking water:	
	Was lead in drinking water testing performed?	
	Was lead in concentrations greater than 15 mg/l identified?	
5.4.21	Radon:	
	Was radon testing performed?	
	For renovations: Was radon in concentrations greater than 4pci/l or 0.02 WL identified?	
5.4.22	Noise: Is noise greater than 65dB for exterior locations?	
	Are there 10 year projections included (to 2027)?	
	If yes, and development is new construction, has a noise attenuation plan or noise remediation plan been included in the documentation?	
5.4.23	Vapor Encroachment Screening:	
	Is vapor encroachment a potential issue of concern for this project?	
	COMMENTS:	

5.5 PROPERTY HISTORY:

5.5	Is there a comprehensive historical review of the subject property?	
	Does the EP discuss chain of title, judicial records, records of environmental liens, and/or use limitations on the property as far back as 1940, or to the property's first obvious developed use?	
	Are there environmental liens on the subject property?	
5.5.5	If there was a previous environmental site assessment on the subject property, does the EP address this assessment?	
	COMMENTS:	

5.6 & 5.7 SURROUNDING USES:

	Has the EP identified any environmental hazards due to previous or current existing adjacent properties?	
	If yes, are any regulatory reporting or cleanup obligations triggered?	
	If yes, does any onsite or offsite contamination at or in close proximity to the subject property pose a hazard to health and human safety?	
	If yes, is the subject property likely to be listed on the Georgia Hazardous Site Inventory or become part of an HSI site?	

If yes, does the EP give an opinion as to whether or not the proposed project exacerbates any existing contamination upon reviewing the site plans?	
COMMENTS:	

5.8 **HISTORIC PRESERVATION:**

Will the proposed development affect any properties in the vicinity listed on the National Register according to SHPO?	
If so, does the report include the Georgia Historic Preservation Division Environmental Review Form?	
Is there a discussion of cultural resources included in this section?	
COMMENTS:	

6.0 **DATA GAPS:**

Has the EP identified any data gaps of significance?	
COMMENTS:	

8.0 **Conclusions and Recommendations:**

COMMENTS:	
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App A **Figures and Maps:**

USGS Topographical Map included?	
National Wetlands Inventory (NWI) Map included?	
Soil Survey Map included?	
FEMA FIRM Map included?	
Site Map of existing conditions included?	
Site Map of proposed conditions included?	
Do the Site Maps include the following items:	
Site in relationship to adjacent properties, existing streets and drives within 50 ft of site	
Delineation of the perimeter of major existing structure on site	
Easements on site	
Environmental concerns or RECs	
Direction of groundwater flow	
Boundaries of floodplains, wetlands and/or potential State Waters, and related buffers on or adjacent to the site	
Radon Map included?	
COMMENTS:	

App B **Photographs:**

Are photographs clearly dated and labeled with a description of the view presented?	
Do the photographs show the inside of any structures, the grounds of the property and adjacent sites?	
COMMENTS:	

App F **Noise Assessment:**

Is the noise assessment included?	
Is the number and location of NALs evaluated sufficient to cover all buildings and site amenities (3)?	
Is noise projected for 10 years into the future (2027) and assuming a 3% growth rate?	

App J **Owner Environmental Questionnaire & Disclosure Statement:**

Is the Owner Environmental Questionnaire & Disclosure Statement included and signed?	
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App K **Property Log and Information Checklist:**

Is a property log and information checklist included in the report?	
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App N **Signatures:**

Has the EP signed the Environmental Certification Form?	
Has the applicant signed the Environmental Certification Form?	
COMMENTS:	

App R **Additional HOME Requirements**

Is there documentation that municipal water and sewer services are available to the property? (Check the HOME and HUD Environmental Questionnaire, search "municipal")	
If applicable, is the HOME and HUD Environmental Questionnaire included?	

ADDITIONAL QUESTIONS:

Is a Phase II required?	
If yes, is the Phase II included?	
COMMENTS:	

CONDITIONS OF FUNDING: *please list any issues that remain unresolved at the time of funding and must be completed*

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CLARIFICATIONS NEEDED:

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Appendix D

2017 Phase II Environmental Requirements Threshold

IMPACT IDENTIFICATION:

(brief explanation of background for Phase II)

Methodology:

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Tested Materials:

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RECOMMENDATIONS:

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COMMENT AND OPINION:

Was the testing done according to industry protocol and applicable standards?

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Did the scope of testing address the environmental concern?

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Do you agree with the conclusions?

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Additional comments and opinions

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