



January 11, 2010

To Whom It May Concern:

Providence Community Housing is in need of environmental services. Please find enclosed is a request for proposal for your consideration. **The deadline for submission is the close of business on Monday, January 31st** and the instructions for submitting a response is included in the notice. If you have any questions please feel free to contact me at 504-821-7224 or brichard-montgomery@providencech.org.

Respectfully,
Brenda Richard-Montgomery
Vice President of Homeowner Programs



REQUEST FOR PROPOSALS

Date: January 12, 2011

To: Prospective Firms / Consultants

Re: Request for Proposal for Archaeological Services

Submission: January 31, 2011 @ Close of Business (5 p.m. CST)

General Purpose

Providence Community Housing (Providence) requires the services of a qualified firm to perform Phase II Cultural Resources Survey with Archaeological Testing and other services at multiple sites planned for redevelopment. Providence is requesting the submission of proposals from qualified firms / consultants who meet the professional qualification for Archaeology under "the Secretary of the Interior's Professional Qualification Standards" (48 Fed. Reg. 44.716 (September 29, 1983)).

Providence, a Louisiana non-profit corporation that is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, has partnered with Enterprise Community Partners to implement the redevelopment of the Lafitte Public Housing site in New Orleans, LA. The redevelopment plan consists of the demolition and new construction of housing units on the former public housing property or "onsite," as well as scattered or "offsite" construction throughout the adjoining neighborhoods.

Archaeological study of the onsite component of the project has been completed. Also completed are the offsite Phase I investigations that were commissioned by FEMA. However, a few offsite properties require further study.

Scope of Services

Services for each property contemplated shall include some, or all of the following.

- 1. Phase II Cultural Resources Survey with Archaeological Testing**

- 2. Archaeological Monitoring**

An onsite archeologist is required to monitor redevelopment activity during ground disturbance phases which could uncover archaeological features below the surface. The archeologist shall

immediately (within 15 minutes) inform the Providence representative of any potentially significant archaeological finding discovered during the redevelopment activity.

Within 30 calendar days of the conclusion of the ground disturbance phase(s), the consultant shall provide Providence with a written report that chronicles the archeologists' activities on a day-by-day basis.

3. Other Related Services

Related work not specifically detailed above may be ordered by Providence and will be negotiated separately between Providence and the selected consultant. Consultant rates contained in the Fee Proposal will be used as a basis to negotiate related work as required.

Submission Requirements

Proposals must contain each of the following required components:

1. Qualifications – Documentation reflecting the qualifications of each person who will be providing the service(s), including evidence of required professional certifications
2. Experience – Documentation regarding the experience of the firm, including narratives explaining any types of similar projects undertaken
3. Capacity for Performance – Description of the firm's workforce including the number and title of staff available to provide requested services
4. Estimated Cost (Fee Proposal)– Listing of individual fees charged for services, including all costs (labor, materials, equipment, travel, overhead, profit, administration fees, etc.) associated with the provision of all services requested

Supplemental Conditions

Upon selection, the consultant shall obtain and review all reports and findings provided by FEMA and submit a plan of action consistent with the objectives set forth in the RFP to achieve the stated goals. The Action Plan will include a schedule for the accomplishment of all tasks.

Additionally, the selected Respondent must:

1. Provide evidence of insurance with Providence's Project Name stated on the certificates prior to the start of any operations: Statutory Workers' Compensation and Employers' Liability; Commercial General Liability; Automobile Liability; Professional Liability; Excess Umbrella Liability;
2. Provide a copy of their Employment and Contracting Action Plan that includes Section 3, DBE/WBE, and equal opportunity hiring practices;
3. Provide an indemnification guaranty;
4. Provide three(3) copies of each property report, one complete electronic copy of each deliverable in the latest version of the Microsoft Office software package; surveys that the consultant commissions, if necessary, to be provided in a widely accepted industry standard electronic format; and
5. Submit regular reports as necessary to evidence compliance with the contract.

Providence reserves the right to remove the selected firm / consultant at any time for poor performance or lack of contract compliance.

Submission Information

Please forward (1) original and two (2) copies of the proposal in an envelope marked PROPOSALS FOR ARCHAEOLOGY SERVICES in one of the following four (4) ways:

By mail, in person, or by courier service:

Providence Community Housing
1050 S. Jefferson Davis Pkwy
Suite 301
New Orleans, LA 70125
Attn: Brenda Richard-Montgomery

By email

If submitting by email, include one (1) PDF document containing all proposal information to: brichard-montgomery@providencech.org.

Providence reserves the right to accept or reject any and all responses at its sole discretion, and to waive any informalities or irregularities. Providence also reserves the right to award the project based on qualifications. There is no expressed or implied obligation for Providence to reimburse responding firms or individuals for any expenses incurred in preparing responses to this request.

Providence reserves the right to retain all proposals submitted. Submission of a response to this request indicates acceptance by the firm or individual of the conditions in this request for qualification, unless clearly and specifically noted in the qualification submitted and confirmed in the eventual memorandum of understanding between Providence and the firm or individual selected.

Completion and submission of a proposal does not constitute a commitment for selection.

