



REQUEST FOR PROPOSAL

Occupational Health and Safety Training Modules

Rochester Environmental Job (REJob 2.0) Training Program

City of Rochester
Division of Environmental Quality
Department of Environmental Services

Release date: November 5, 2019

Date Due: November 18, 2019

I. PURPOSE

The City of Rochester requests proposals from qualified individuals or organizations to perform Occupational Health and Safety Training for the Rochester Environmental Job (REJob 2.0) Training Program. The goal of the REJob Training Program is to train a total of 60 students over two years for placement in the environmental construction fields. This program is being funded through an Environmental Workforce Development and Job Training Grant (EWDJT) grant from the United States Environmental Protection Agency (EPA) to the City.

II. GENERAL BACKGROUND AND INFORMATION

The REJob Training Program is a comprehensive, multi-partner effort designed to lead to sustainable, long-term environmental employment and to make sure affected residents share in the economic benefits derived from Brownfields redevelopment. The REJob program will specifically target dislocated workers; severely underemployed individuals; and unemployed individuals including low-income and minority residents, veterans, and those with little or no advanced education. The content of the training has been designed based on substantial input of environmental employers canvassed through survey, the Workforce Advisory Council, and consultation with other communities that have had successful EPA EWDJT grant funded programs.

The primary goal of the REJob program is to train disadvantaged individuals and place them in stable jobs in the environmental construction industry. This RFP is for a component of the REJob training program.

III. PROGRAM DESCRIPTION

The basic objectives of the REJob program are to recruit and train 60 unemployed or underemployed City residents in occupational and environmental areas that provide certification toward work in the asbestos abatement, hazardous waste remediation, and environmental cleanup fields and to place successful students in full-time employment in these environmental fields.

The REJob Training Program will be carried out annually for two years, and will consist of two (2) cohorts of up to 30 students each year with a target employment placement rate of 42 participants within three years of the program start. Training and support services that will be provided in addition to those requested through this RFP include Life Skills training, Remedial Math, Reading/Writing and Chemistry, and Environmental Awareness, Brownfield Concepts, Sampling Techniques, as well as field visits to actual cleanup sites. Upon completion of the City's REJob program, up to 6 students per year will be also be offered training for a Commercial Driver's License (CDL) - Level B by City trainers employed in the Department of Environmental Services (DES) if employed by DES.

IV. TRAINING SERVICES REQUESTED THROUGH THIS RFP

The selected Training Consultant (Trainer) pursuant to this RFP will be required to provide the Occupational and Environmental and Safety classes. Each year, the training needs to be provided within a 3-week period for the first group of 15 students, immediately followed by training within a 3-week period for the second group of 15 students. In total 30 students will trained each year in two groups of 15 in back-to-back training sessions.

A. Required Training Courses to be provided

The selected Trainer will be required to provide specific training services and coordinate scheduling with the City of Rochester Program Manager. The Consultant shall provide the following certification training courses:

1. 40 hour HAZWOPER OSHA Hazardous Waste Site Operations and Emergency Response (29 CFR 1910.120)
2. 32-Hour Asbestos Worker Initial
NOTE: Class must prepare students to meet the certification requirements established by New York State Department of Labor in Subpart 56-2, and any other applicable state regulations.
3. OSHA Permit Required Confined Space (29CFR 1910.146)*
4. Construction Site Safety (29 CFR 1926.21)*

(* It is assumed that classes 3. and 4. above can be offered together to prevent overlap, although if that is not possible the Consultant may propose them as they see fit in keeping with the timing requirements set by the City of Rochester Program Manager.)

B. Optional Advanced Training Courses

In addition to the required training courses to be provided by the selected Trainer, the City is also interested in being able to offer up to ten (10) students advanced certification training. These classes may be offered to graduates who have successfully completed at least four months of field experience and have current/potential employment that will allow the graduate to put the certification to immediate use. Scheduling and logistics for these advanced courses would be coordinated between the selected Trainer and the City's Program Manager.

For purposes of responding to this RFP assume that the following certification training courses may be offered to advanced students:

1. Lead Renovator Initial
NOTE: Trainer must provide proof with their proposal that they are an EPA- approved training provider for this course.
2. Mold Abatement Worker Initial

NOTE: Trainer must provide proof with their proposal that they are a New York State Department of Labor approved training provider for this course. Class must be designed to prepare students to meet the Mold Abatement Worker License requirements established by New York State Department of Labor Article 32 and any other applicable state regulations.

3. Asbestos Project Monitor Initial and Air Sampling Technician Initial*

NOTE: Classes must be designed to prepare students to meet the certification requirements established by New York State Department of Labor in Subpart 56-2, and any other applicable state regulations. Trainer must provide proof with their proposal that they are a New York State Department of Labor approved training provider for these courses.

(* It is assumed these two classes can be offered together to prevent overlap, although if that is not possible the Consultant may propose them as separate classes.)

4. Lead Supervisor/Contractor Certification Training

NOTE: Trainer must provide proof with their proposal that they are an EPA-approved training provider for this course.

Coordination with other REJob Training Activities

The Training Consultant will assist and cooperate with the City Program Manager's scheduling efforts to provide in-class and out-of-classroom experiences to be provided by other entities and that may include the following:

Environmental Awareness - Sources of air, water and terrestrial pollution will be identified and global trends such as those in world population, industrialization, atmospheric and terrestrial change will be discussed. (8 contact hours for 2 groups per year - total of 16 hours per year. To be delivered in classroom as scheduled by the City of Rochester Program Manager.)

Environmental Sampling Techniques - in which field exercises and demonstrations will be used to provide students with their first hands-on experience with soil, groundwater, surface water, sediments and air sampling techniques, equipment and record keeping. (16 contact hours per year for all 30 students delivered primarily through field exercises as scheduled by the City of Rochester Program Manager.)

Brownfields Concepts - Students will gain an understanding of regulatory process and programs that impact the assessment, remediation and reuse of Brownfield properties. This course will involve class and field experiences with environmental employers, City officials, neighborhood representatives and other stakeholders who can speak from experience. Numerous on-going & completed redevelopment projects in Rochester's neighborhoods will serve as educational backdrop for the class. (16 contact hours per year for all 30 students delivered primarily through field exercises as scheduled by the City of Rochester Program Manager.)

V. FUNDING SOURCE

The cost of the agreement to provide the above referenced training services is being funded from an awarded Environmental Workforce Development and Job Training Grant from the US Environmental Protection Agency.

VI. AGREEMENT TERM

The term of this agreement shall be two years from the date of execution plus two (2), one-year extensions by mutual written consent.

VII. PROPOSAL SUBMITTAL REQUIREMENTS:

Proposal submitted in response to this RFP must include the following:

A. Experience and Qualification providing the Training Listed in Section IV.

1. A brief discussion of your firm's experience providing occupational and environmental training to organizations and individuals employed or seeking employment in the asbestos abatement, demolition, environmental remediation, and environmental construction fields in the City of Rochester and Monroe County.
2. Identify the number of years your organization has been providing such training.
3. If you have classroom facilities, please identify the address, a description of the training facilities and number of students that can be accommodated.
4. If you have provided training targeted to unemployed/underemployed or other disadvantaged student groups please describe the training provided and relevant context of such training. If you have provided training or otherwise participated in USEPA EWDJT grant funded programs please describe the training provided and or nature of your involvement.
5. Trainers must also include with their proposal proof that they are certified by the relevant state or federal agency to provide each of the courses being proposed.

B. Training Staff

The proposal must include resumes of the individuals who would actually perform the training identified in Section IV. Also clearly identify the individual that will serve as the City's primary point of contact for the training services to be provided under this agreement.

C. References

Please provide three recent client references and telephone numbers for individuals that can comment on your firm's capabilities in the performance of the type of training required by this RFP. Include the specific type of training that has been provided for each reference.

D. Scheduling and Workload

Please confirm that your firm could provide the required training in the manner, sequence, and timing indicated in Section IV of this RFP and any assumption needed to meet these requirements or limitations that you may have in meeting the training requirements.

E. Fee Proposal

The Trainer's proposed fee must be all inclusive of personnel, facility usage, equipment, supplies and all other costs associated with the training.

1. Please provide a proposed lump sum fee for the required training described in Section IV. A. Assume that 50% of such fee will be payable at the completion of both sessions of the first year training period in 2020 and 50% payable at the completion of the second year training period in 2021.
2. Also provide a per student fee for the required training described in Section IV A. in the event that the total number of students is less than thirty (30) per year.
3. Please provide a per student fee for the required training described in Section IV B. in the event that the City elects to provide additional advanced training to ten (10) or less students.

VIII. PROPOSAL EVALUATION

The City will evaluate proposals submitted by the deadline and consider the narrative project approach and description for the services identified in this RFP, staff qualifications and experience, the proposer's level of experience and qualification relative to the required services identified in this RFP, and the competitiveness of the proposed rates. Selection decisions will not be based solely on price. The City may request additional information from proposers as necessary to assist the City in evaluating a proposal. The City may also request an interview with the proposer in order to further evaluate the proposal and firm's qualifications. Selection of a consultant for a professional services agreement is subject to approval and authorization by Rochester City Council.

IX. ADDITIONAL RFP CONSIDERATIONS

The City, when awarding professional services agreements, will give preference to organizations located within the City of Rochester. The use of individuals or companies located in the City of Rochester as subcontractors or sub consultants is also encouraged.

For the purposes of responding to this RFP, assume that Prevailing Wage Rates do not apply; however, the City reserves the right to require the payment of State or federal Prevailing Wage Rates for certain public works projects, or for projects funded with State or Federal funds.

Assume all reports, data packages, correspondences and deliverables must be submitted in both a hard copy report and an electronic copy (in PDF format).

No pre-proposal information meeting will be held for this RFP.

Proposals and all materials submitted with the proposal shall become the property of the City. If any proprietary information is submitted with the proposal it must be clearly identified and a request to keep such information confidential must be submitted along with the proposal.

The selection of a consultant is within the City's sole discretion, and the City is under no obligation to provide reasons for rejection or acceptance of proposals. The City reserves the right to withdraw the RFP or to reject any or all proposals. The submission of a proposal in no way creates an obligation on the part of the City to contract with the submitter and creates no liability on the City for any costs incurred in preparing a proposal. The City also reserves the right to execute agreements with more than one company that responds to this RFP.

X. MWBE AND WORKFORCE UTILIZATION GOALS

The City of Rochester has established a policy to promote the growth and development of Minority and Women Business Enterprises (MWBE) and to improve employment opportunities for minorities and women and has adopted MWBE goals and minority workforce participation goals that apply to professional services consulting agreements with a maximum compensation exceeding \$10,000 pursuant to Ordinance No. 2018-54.

Ordinance No. 2018-54 established the goal that MWBE's receive 30% of the total annual contract awards with aggregate minority and women award goals of 15% each. Ordinance No. 2018-54 further established annual aggregate workforce goals of 20% minority and 6.9% women. The MWBE Officer has determined because of the nature of the services of this Agreement that only MWBE Goals apply.

The Consultant shall submit an MWBE utilization plan with respect to any subcontractors or suppliers used to perform the services under this Agreement, which, when approved by the City's MWBE Officer, shall be incorporated into this Agreement as Exhibit A. Consultant shall submit MWBE utilization and subcontractor/supplier payment certification on the City's forms with each invoice or as otherwise requested by the MWBE Officer.

During the term of the Agreement, the Consultant shall notify the City if a change occurs that will result in a significant (5% or more) increase or decrease in the MWBE utilization plan goals incorporated as Exhibit A of this Agreement. A revised MWBE utilization plan must be approved by the MWBE Officer. Once signed by the Consultant and the MWBE Officer, such revised plan shall be incorporated into this Agreement as an amendment pursuant to Section 17.

Consultant's failure to submit MWBE and subcontractor/supplier payment certification forms shall constitute a default in the performance of this Agreement. Failure to meet the goals stated in the most recent MWBE utilization plan incorporated into the Agreement may result in disqualification from award of future contracts with the City.

XI. SUBMITTAL DEADLINE AND LOCATION

Three (3) hard copies and one (1) electronic pdf version of your proposal for this RFP are to be delivered **by 4:00 PM on November 18, 2019** to:

City of Rochester
945 Mt. Read Blvd., Building 100,
Rochester, NY 14606
Attention: Paul McFadden

Please contact Paul McFadden via email at Paul.McFadden@cityofrochester.gov with any questions about this RFP solicitation by November 12, 2019. Any substantive changes to this RFP made subsequent to the date of issuance will be shared with all potential proposers receiving the RFP and posted on the City's Webpage by November 14, 2019.

Thank you for your interest in the City's REJob Training Program.