

Qualified Vendor Application

The New York City Mayor’s Office of Environmental Remediation (OER) has established the Brownfield Incentive Grant (BIG) Program to promote the cleanup and redevelopment of brownfield properties in the City of New York. All services and activities funded by grants under the BIG Program except for the BOA local match grant must be performed by a qualified professional that is registered as a qualified vendor with the BIG Program Administrator. The purpose of this solicitation is to qualify professionals who will be included on the BIG Program Qualified vendor list that will be made available to all applicants for BIG Program grants. Successful qualification as a qualified vendor does not commit the City, the BIG Program Administrator, or any grantee to provide grant-funded work to any qualified vendor.

A complete list of eligible services and activities that are reimbursable under the BIG program, along with a list of qualifications for professionals completing work funded by the BIG program and required performance standards for work performance, reporting requirements and deliverables is attached to this application.

How to Apply:

- Step 1: Fill in applicant information regarding you firm or organization..... **Section A**
- Step 2: Select qualified activities and services which your firm or organization will perform **Section B**
- Step 3: Provide qualifications and experience for the professional staff..... **Section C**
- Step 4: Certify the application..... **Section D**
- Step 5: Execute and attach indemnification agreement..... **Section E**
- Step 6: Send application to BIG Program Administrator at Grants@NYCBIG.info or by..... **Submit**
mail to the address below

How to Submit the Application

This application is available from the OER web site (www.nyc.gov/big). Please complete electronically and send via email to the BIG Program Administrator at: Grants@NYCBIG.info. If submitting electronically, please note that hard copies of the completed Application Certification and Indemnification Agreement forms must be sent to the address listed below.

Alternatively, this application may be printed, completed manually and mailed, with all required attachments, to:

Office of Environmental Remediation
Brownfield Incentive Grant (BIG) Program
Attn.: Grants Administrator
100 Gold Street, 2nd Floor
New York, NY 10038

How to Receive More Information about BIG Program Grants

For more information about BIG Grants including details regarding eligibility, grant awards and grant-eligible activities and services, or questions regarding this application, please refer to the document “Instructions for Completing the Qualified Vendor Application” found at www.nycbrownfield.com; or contact the BIG Program Administrator at (212) 380-1562 or via email at Grants@NYCBIG.info.

Section A: Firm / Organization Information

Firm / Organization Information					
Firm/ Organization Name			Email		
Street Address 1			Website		
Street Address 2			Telephone		Fax
City	State	Zip	Federal Tax ID		Vendex No. (if applicable)

Primary Contact			
List the primary contact for the Firm/Organization who will be the principal correspondent with the BIG Program			
First Name	Middle Name / Initial	Last Name	Job Title
Telephone	Mobile	Fax	Email

Firm/Organization Alias	
List the names of all aliases under which this company or its principal(s) have done business in New York City.	
Firm/Organization Alias Name	Address and Location

Services	
Select all services that will be provided by the Firm/Organization	
<input type="checkbox"/> Environmental Consultant <input type="checkbox"/> Professional Engineer <input type="checkbox"/> Land Surveyor <input type="checkbox"/> Architect <input type="checkbox"/> Landscape Architect	<input type="checkbox"/> Non-Profit Service Provider <input type="checkbox"/> Planner <input type="checkbox"/> Insurance Agent / Broker <input type="checkbox"/> Attorney <input type="checkbox"/> Grant Writer <input type="checkbox"/> Other : <input style="width: 150px;" type="text"/>

Section B: Qualified Activities and Services

In the table below, check the eligible activities and services that your firm/organization, or a subcontractor working under the direct supervision of your firm/organization, is qualified to provide under the BIG Program.

Activity	Select
<i>Pre-Development</i>	
Title Insurance/ Title Search	<input type="checkbox"/>
Project Feasibility Study	<input type="checkbox"/>
Community Outreach	<input type="checkbox"/>
Site Survey	<input type="checkbox"/>
Phase I Environmental Site Assessment (ESA)	<input type="checkbox"/>
<i>Environmental Investigation</i>	
<i>Work Plan and Report Preparation</i>	
Phase II Environmental Site Assessment (ESA) Work Plan	<input type="checkbox"/>
Remedial Investigation Work Plan (NYC BCP)	<input type="checkbox"/>
Phase II Environmental Site Assessment (ESA) Report	<input type="checkbox"/>
Remedial Investigation Report	<input type="checkbox"/>
<i>Phase II /Remedial Investigation</i>	
<i>Soil</i>	
Geophysical survey report	<input type="checkbox"/>
Geophysical anomalies investigation	<input type="checkbox"/>
Soil boring installation	<input type="checkbox"/>
Soil sample collection / field screening	<input type="checkbox"/>
<i>Groundwater</i>	
Monitoring well installation	<input type="checkbox"/>
Monitoring well survey	<input type="checkbox"/>
Temporary well-point installation	<input type="checkbox"/>
Groundwater sample collection / water level measurement	<input type="checkbox"/>
Aquifer test	<input type="checkbox"/>
<i>Vapor</i>	
Vapor probe installation	<input type="checkbox"/>
Vapor sample collection	<input type="checkbox"/>
Ambient air sample collection	<input type="checkbox"/>
<i>Other Services</i>	
Disposal of investigation derived waste (drill cuttings, purge water, etc.)	<input type="checkbox"/>

Activity	Select
<i>Technical Assistance</i>	
Project Management services for the planning and execution of a brownfield project including: assessment of the viability of a brownfield project; development and/or review of documents required by the BIG Program or the NYC BCP; and review of brownfield project sequencing and scheduling.	<input type="checkbox"/>
Consulting services for the development of a NYS DOS BOA grant application	<input type="checkbox"/>
<i>Environmental Remediation</i>	
<i>Work Plan and Report Preparation</i>	
Remedial Action Work Plan (NYC BCP)	<input type="checkbox"/>
Remedial Action Report/ Remedial Action Progress Report	<input type="checkbox"/>
<i>Hazardous Materials Removal</i>	
Disposal - soil, hazardous and non-hazardous	<input type="checkbox"/>
Post-excavation soil sample collection	<input type="checkbox"/>
Waste characterization	<input type="checkbox"/>
Equipment with operator	<input type="checkbox"/>
Rolloff box	<input type="checkbox"/>
Vacuum truck with operator	<input type="checkbox"/>
<i>Backfill</i>	
Installation of backfill material (recycled concrete aggregate, certified clean fill, etc.)	<input type="checkbox"/>
<i>Engineering Controls (Cap emplacement)</i>	
Installation of cap materials (gravel, top soil, etc.)	<input type="checkbox"/>
Paving installation (asphalt, cement, etc.)	<input type="checkbox"/>
<i>Institutional Controls</i>	
Declaration of Covenants and Restrictions preparation	<input type="checkbox"/>
<i>Lab Analysis (Investigation and Remediation Phase)</i>	
Soil chemical analysis	<input type="checkbox"/>
Groundwater chemical analysis	<input type="checkbox"/>
Vapor chemical analysis	<input type="checkbox"/>

Section C: Firm / Organization Qualifications
Firm/Organization Professional Staff

Provide the full name, job title, profession, years of experience, and any pertinent licenses or certifications from the State of New York for organization personnel that will be supervising work to be funded by the BIG Program. Note that invoices submitted under this program must be signed by individuals qualified through this application. Further, only individuals meeting the qualification requirements in Table 2 of the Technical Specifications attached to this application will be certified..

If additional pages are necessary please check box and attach copies of this page to the application.

Name	Job Title / Profession	Years
New York State Licenses and Certifications		
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New York State Licenses and Certifications		

Firm/Organization Experience

Provide a brief description (250 words or less) of professional experience for activities and services selected in Section B. For environmental consulting firms, include the locations and dates of specific projects and relevant city programs (Local Brownfield Cleanup Program, E-Designation Program) and relevant State programs (Brownfield Cleanup Program, Brownfield Opportunity Areas Program). Multiple activities and services may be grouped together if the description provided applies to each item in the group.

If additional pages are necessary please check box and attach copies of this page to the application.

Activity /Service(s)
Description of experience
Activity /Service(s)
Description of experience
Activity /Service(s)
Description of experience

Firm/Organization Licenses and Certifications

Provide a list of all organization licenses and certifications (New York State and/or New York City MBE/WBE, Small Business Enterprise, Veteran-owned Enterprise, Disabled Veteran-owned Enterprise, etc.), including license/certification number and expiration date.

License / Certification	License / Certification Number	Expiration Date

Firm/Organization References

Provide three references (preferably including one project in New York City) and include the location of the project, contact name, telephone number, and email address. Projects should be similar in nature to those you would anticipate conducting through this program. These references will be available to potential grantees seeking consultants qualified under the BIG Program.

Project 1

<input type="text"/>		<input type="text"/>	
Project / location		Date(s) of project	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Name	Affiliation	Contact Telephone	Contact Email

Project 2

<input type="text"/>		<input type="text"/>	
Project / location		Date(s) of project	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Name	Affiliation	Contact Telephone	Contact Email

Project 3

<input type="text"/>		<input type="text"/>	
Project / location		Date(s) of project	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Name	Affiliation	Contact Telephone	Contact Email

Section D: Application Certifications

Read the following statements and certify below that you have read, understand and agree to all terms:

- All information provided in this application is true and will remain true for so long as my firm/organization remains a “Qualified Vendor”. Should any material changes occur regarding the information contained herein, a revised application containing the corrections will be submitted to the Program Administrator.
- My firm/organization acknowledges that the Program Administrator is not itself providing any funding for the BIG Program, but is acting solely as a conduit of funds to be provided by the City of New York, and that disbursement of grant funds is subject to availability of funds.
- My firm/organization and its individual principals and/or owners are not disbarred from receiving federal, New York State or New York City contracts or funds.
- All professionals working directly on activities and services funded by the BIG Program will have the required qualifications as presented in Table 2 of this application. All work funded by the BIG Program will meet the minimum standards as presented in Table 3 of this application.
- My firm/organization agrees to the terms of the BIG Program and will accept BIG Program final determinations made by the BIG Program Administrator and/or the NYC Office of Environmental Remediation. The firm/organization agrees to accept the findings of the BIG Program Administrator and/or NYC Office of Environmental Remediation regarding Qualified Vendor performance evaluations of program deliverables.
- My firm/organization agrees that it shall take all actions required of Qualified Vendors under the BIG Program, and in connection with any project funded thereunder shall take no action that is inconsistent with the regulations thereof or with the terms of the funding grant.
- I concur that my firm’s BIG Program-funded work will not make it an employee, contractor or subcontractor of the BIG Program Administrator, the City of New York, OER, and/or the New York City Economic Development Corporation.
- My firm agrees to comply with the terms and conditions of the BIG Program with regard to payment procedures and to submit invoices and other deliverables in the manner required.
- I am authorized on behalf of my firm/organization to make this certification.

I certify that I have read, understand and agree to all statements provided above.

Provide the name and contact information for the firm/organization representative filling out this certification.

First name	Middle name	Last name	Job title
Telephone	Mobile	Fax	Email
Applicant Name/Organization as appearing in Applicant Information box on page 2 of this application		Signature	

Please print and sign this Certification page and send to the address provided on the first page of this application.

Section E: Indemnification Agreement

All Qualified Vendors must agree to and execute the following:

In consideration of my firm/organization qualifying as a BIG Program Qualified Vendor, my firm/organization agrees to indemnify and hold harmless the City of New York (“City”), the Office of Environmental Remediation (“OER”), the New York City Economic Development Corporation (“EDC”), and the BIG Program Administrator (“Administrator”), and their officers, directors and employees, from any and all claims, damages, losses, costs and expenses to which the City, OER, EDC and Administrator, or their officers, directors or employees, may be subject or which they may suffer or incur allegedly arising out of or in connection with any and all services and activities performed by my firm/organization, its employees, agents, subcontractors, or consultants relating to a BIG Program grant, including but not limited to, all such services and activities that are performed using BIG Program grant funds.

I certify that I have read, understand and agree to the statement provided above.

Name

Title

Organization

Signature

Date

Please print and sign this page and send to the address provided on the first page of this application.