

## Request for Introductions

### ABOUT GEOENGINEERS, INC.

GeoEngineers is an employee-owned, multi-disciplinary earth science and engineering consulting firm with 16 offices nationwide. Our core services include geotechnical engineering; environmental engineering and science; water resources engineering; pipeline services. We serve clients in the transportation, public and private development, Federal, natural resources, and energy market sectors. Learn more about GeoEngineers: <https://www.geoengineers.com/practices-overview/>

**GeoEngineers is looking for small, disadvantaged, woman-owned, veteran-owned and minority-owned businesses (hereafter referred to as certified firms) to team with us to serve our clients. We are requesting information from firms with expertise in a variety of services to develop a list of potential teaming partners.** We focus on developing strong teaming partnerships to pursue projects and we seek to mentor and support small, disadvantaged, woman-owned and minority-owned businesses in the pursuit and successful execution of exciting projects.

Services include, but are not limited to:

- Drilling
- Excavating
- Flagging
- Traffic control
- Surveying
- Utility locating
- Civil and structural engineering
- Soil and water sampling
- Chemical analytical services
- Geotechnical laboratory services
- Vacuum truck services
- Waste disposal
- Geophysics
- Demolition
- Tank decommissioning
- Landscape architecture
- Hydraulic modeling
- Safety watchers and safety escorts
- Public involvement/outreach
- Cultural resources
- Test pits/explorations
- Phase I ESAs
- Environmental justice
- CAD
- Historical research

## Submission Information

### SUBMISSION INSTRUCTIONS

Submit information via our website: <https://www.geoengineers.com/inclusive-contracting/>. Please complete the webform and upload your any additional qualifications through that site.

The webform will ask you to provide your:

- Company name (or dba name)
- Point of contact name, title, phone, email
- Physical address
- Website
- Year established
- Ownership structure/type
- Number of employees
- List of cities/states/regions that you serve/do business in
- List of applicable NAICS code(s)
- List of any applicable state certifications (include state, certification type and number)
- List of any applicable Federal certifications (include certification type and number)
- Brief introduction to your firm (size, capabilities and areas of specialization, types of projects completed, examples/ types of owners/clients worked for, culture/philosophy, etc.)

## SUBMISSION DETAILS

In addition to the information within the webform, please attach introductory information about your firm in your preferred format (Word, Publisher, PDF, etc.). Information packets are not required to be fancy or elaborate, however providing this additional information will further help us understand the services your firm can provide and how best you fit in with the work that GeoEngineers does. Additional information that is helpful for us:

- Staff qualifications, resumes or CVs
- Brief descriptions of projects that demonstrate your experience working with other consulting engineering and environmental firms for similar project types.
- Professional references
- Equipment specifications sheets (if applicable)

If you already have a prepared corporate brochure or statement of qualifications, please feel free to submit that material as is. We understand preparing and submitting unique statements of qualifications might be challenging for some firms due to time, resources, etc. and do not want that to be a hurdle to working with us!

**Need Help?** We are committed to supporting our teaming partners. If you need assistance or guidance on assembling the information packet or have any questions, please contact [inclusivecontracting@geoengineers.com](mailto:inclusivecontracting@geoengineers.com).

## The Fine Print

GeoEngineers shall not be responsible for any costs incurred by firms in connection with this RFI. Firms shall bear all costs associated with preparation of this information, or any other activity associated with this RFI. GeoEngineers reserves the right to request additional data or oral discussion in support of the information submitted. GeoEngineers is not legally bound in any manner whatsoever by the submission of an information form or statement of qualifications.

Firms who respond to this RFI are expected to be certified as any, or a combination of: small, emerging, disadvantaged, minority-, women-, veteran-owned businesses by the Federal government or a State agency and shall be able to provide proof of certification. They shall hold or obtain such licenses, permits, and bonds as required by State and local statutes, and as applicable, shall meet the Health & Safety requirements under 40CFR 1910.120.

## CONTRACTING POLICIES

In the event that we contract with your firm, GeoEngineers will request information on insurance, health and safety, and other records as part of our subcontracting process. **The information presented below is for informational purposes only** and provides an overview of the insurance and records information that will be required to contract with us.

**This information is part of our standard agreement that seeks to protect our clients, ourselves and our teaming partners. Not being able to meet/provide these items will not preclude you from doing business with GeoEngineers,** as we will strive to find a suitable alternative. If you know that you cannot meet/provide these items, please let us know ahead of time so we can work on the alternative before a project-need becomes immediate.

Additional information includes:

- Insurance Requirements
- Health and Safety Requirements
- Small/Disadvantaged Business Representation

Please review this section for information on GeoEngineers' contracting policies should we find opportunities to work together on future projects.

## Insurance Requirements

Firms we contract with will be asked to demonstrate their ability to comply with the insurance requirements stated below by providing a letter from their insurance carrier or a current Certificate of Insurance.

Subconsultant shall maintain continuously during the life of this Agreement, and shall require its lower-tier subconsultants and subcontractors to maintain, the following minimum insurance requirements (these limits may be satisfied through a combination of base and excess liability coverage):

- A. Worker's Compensation Insurance with statutory limits. Employers' Liability limits shall not be less than \$1,000,000 per occurrence/aggregate. For work where Louisiana law applies, GeoEngineers shall be designated as "alternate employer".
- B. Commercial General Liability with limits of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate applicable to bodily injury, sickness, or death for third parties and/or loss of, or damage to, property, including loss of use. This coverage shall include the following: (1) Products/completed operations; (2) Premises (3) Operations; (4) liability assumed under an insured contract (including the tort liability of another assumed in a business contract); (5) Broad form property damage; (6) Personal and Advertising injury. Subconsultant shall maintain in force for the full period of this Agreement and Products/Completed Operations for three (3) years thereafter. If such Commercial General Liability insurance contains a general aggregate, it shall apply separately to this project.
  - a. Automobile Liability covering all owned, non-owned, or hired vehicles used by Subconsultant applicable to bodily injury, sickness, or death of any one person and/or loss of, or damage to, property arising from use and ownership of motor vehicles, including on-site and off-site operations, with \$1,000,000 combined single limits.
  - b. Professional Liability Insurance providing coverage for the Services to be provided in the amount of \$1,000,000 per claim arising out of, or resulting from, Subconsultant's negligent acts, errors, or omissions. This insurance may not exclude: (1) Bodily injury, (2) Property damage, (3) Pollution conditions arising out of environmental work, (4) Asbestos related claims, (5) Testing, monitoring, measuring operations, or laboratory analyses, (6) Liability arising out of the operation of a treatment facility if such operation is required within the scope of the Subconsultant's services as defined in this contract. If this required coverage is written on a claims-made basis, the Subconsultant warrants that any retroactive date applicable to the coverage under this policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under this contract is completed.
  - c. When working at sites where exposure to hazardous substance or materials (as those terms are defined in federal and state environmental laws) is possible, Subconsultant shall maintain in force for the full period of this Agreement and for three (3) years thereafter, Contractors Pollution Liability insurance covering losses arising from bodily injury, property damage or cleanup costs that are caused by pollution conditions that arise from the operations of the Subconsultant with a minimum limit of \$1,000,000 per occurrence and in the aggregate. Coverage shall extend to Non-Owned Disposal sites.
  - d. If the Scope of Services as defined in this Agreement includes the transportation of any Hazardous Materials from the job site, the Subconsultant must furnish to GeoEngineers evidence of Pollution Legal Liability for the transportation of hazardous waste or pollutants including a copy of ISO endorsement CA9948 and/or a copy of a MCS 90 endorsement (as required by the Motor Carrier Act of 1980). Coverage must be maintained in a minimum amount of \$1,000,000 per loss.
  - e. Where the Subconsultant or its lower tier Subconsultant uses an Unmanned Aerial Vehicle in the performance of services, Drone Aviation Liability Coverage shall be maintained by that party and shall include in-flight operations, Bodily Injury, Property Damage, and Personal injury coverage with a limit of \$1,000,000 per occurrence and \$1,000,000 in the aggregate. There shall be no exclusions for invasion of privacy or trespass. The policy shall provide Personal and Advertising Injury Liability.
  - f. For work performed on or over a navigable waterway:

1. U.S. Longshoreman's and Harbor Worker's Act with statutory limits. As applicable, Jones Act, Death on the High Seas Act, and/or Outer Continental Shelf Lands Act coverage or equivalent coverage for international work.
2. Marine Employer's Liability limits with not less than \$1,000,000 per occurrence/aggregate. Higher limits may be required on a project specific basis.
3. Marine General Liability with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Alternatively, Subconsultant's Commercial General Liability policy shall not contain an exclusion for working over water. Higher limits may be required on a project specific basis.
4. Charterer Legal Liability Insurance with limits of \$1,000,000 per occurrence/aggregate. Higher limits may be required on a project specific basis.

The policies under b), c), e), f), and g-(3) and g-(4) above shall: (1) name GeoEngineers and its Client as Additional Insureds; (2) be primary and non-contributory to any other insurance maintained by GeoEngineers or Client; (3) contain a severability of interest or cross-liability provision; (4) contain a waiver of subrogation endorsement; and (5) provide 30 days advance notice to GeoEngineers in the event of any cancellation (10 days for non-payment). Further, the policy under g-(1) above shall contain a waiver of subrogation endorsement in favor of GeoEngineers and its Client to the extent permitted by law.

It shall be Subcontractor's duty to secure the payment of any and all compensation for its employees, both for work performed and in connection with any compensation for injury which may occur during the course of employment. Subcontractor agrees to indemnify and hold harmless GeoEngineers, Inc. in this regard.

Subconsultant shall provide GeoEngineers with satisfactory evidence of the above-stated coverages prior to commencement of the Services. However, GeoEngineers' failure to notice or object to non-conforming coverage shall not be a waiver of GeoEngineers' right to insist on correct coverage. Subconsultant's failure to maintain required coverages is a material breach of this Agreement. No payment shall be due Subconsultant for any Services performed during a period or periods in which the mandated insurance coverages were not evidenced and in effect.

### **Health and Safety Requirements**

GeoEngineers has a culture of safety and we strive to make sure our employees go home safe, every day. Our clients appreciate our safety-conscious approach on projects. The safety of our employees and the employees of our Subcontractors is of the utmost importance to GeoEngineers. Accordingly, a firm's demonstrated commitment to safety and overall record will be considered by GeoEngineers in determining which firms we retain for services. As such, firms we contract with will be asked for the health and safety information described below.

For more information or questions about our health and safety program, please contact GeoEngineers' Health and Safety Manager, Mary Lou Sullivan, [msullivan@geoengineers.com](mailto:msullivan@geoengineers.com).

Subconsultant shall be responsible for the health and safety of its own employees, lower-tier subcontractors, subconsultants and agents on the job site. Subconsultant agrees that GeoEngineers is not the controlling employer of Subconsultant's operations at the job site as that term is defined under applicable federal, state or local laws. As applicable, GeoEngineers shall provide Subconsultant with a copy of any controlling site-specific health and safety plan, and Subconsultant shall strictly comply with the requirements of such plan. In addition to the health and safety plan, Subconsultant warrants that it shall comply with all applicable federal, state and local laws relating to health and safety and shall provide all applicable safety training and equipment required by such laws and plan. Subconsultant shall defend, indemnify and hold GeoEngineers and Client harmless from and against any and all fines, penalties, damages, claims, losses and expenses relating to Subconsultant's failure to comply with the health and safety requirements, and any allegation by any governing authority that Subconsultant has failed to comply with the health and safety requirements of this provision. Subconsultant is responsible for ensuring that its lower-tier subcontractors or subconsultants comply with this provision.

General information that may be requested includes:

- Point of contact responsible for health and safety
- Workers' compensation information
- Safety performance (EMR, TRIR, work lost rate, time lost rate, etc.).
- Risk management/insurance data
- Health and safety programs
- Accident/incident reporting, investigation, injury management
- Required health and safety training
- Medical/drug testing

Hazardous Material Sites. When working at sites where exposure to hazardous substances or materials (as those terms are defined in federal and state environmental laws) is possible, Subconsultant shall comply with Federal regulations under 29 CFR 1910.120 and applicable state regulations requiring employers to provide health and safety training, medical surveillance and respirator fit testing for their employees and maintain a health and safety program that includes development of site-specific health and safety plans for assigned projects. Subconsultant shall promptly furnish to GeoEngineers satisfactory evidence of employee training, medical surveillance, respirator fit testing and a project-specific Site Safety Plan before beginning Services on the Project site upon request. Subconsultant shall defend, indemnify and hold GeoEngineers and Client harmless for any and all claims, losses or damages arising out of Subconsultants failure to comply with this provision.

### ***Small/Disadvantaged Business Representations***

Our inclusive contracting program includes routine requests for information to help us keep our records accurate and in compliance with our owners' reporting requirements. We have included a copy of our Vendor Information Packet on the following pages. This is an example of the information we may request from you in the future. You may fill out and provide this with your introductory submission, although it is not required.

## Small Business Program Representations FAR 52.219-1 (May 2004) Alternate I (Apr 2002)

The information requested is in accordance with the **Federal Acquisition Regulation (FAR)** and the related sections of the FAR are cited for your reference. You are required to fully complete the appropriate sections of this form and return the original signed copy to **GeoEngineers** along with your Agreement. The Representations and Certifications must be signed by an individual capable to commit your company. By signing below, the offeror certifies, under penalty of law, that the representations and certifications are accurate, current and complete, and agrees that such representations and certifications shall form a part of the Agreement. The offeror further certifies that it will notify the **GeoEngineers'** Contract Administrator of any changes to these representations and certifications. The representations and certifications made by the offeror, as contained herein, concern matters within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent representation or certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

### COMPANY INFORMATION

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

\* Taxpayer ID: \_\_\_\_\_

Dunn & Bradstreet Number: \_\_\_\_\_

If Certified by the Small Business Administration (SBA) as one or more of the Small Business Concerns listed under Items 2 through 6 below under "Representations", please insert the date Certified here.  
 \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

Typed Name and Title of Signatory: \_\_\_\_\_

\* This is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The Taxpayer ID Number (TIN) may be either a Social Security Number or an Employer Identification Number.

**CAUTION:** Federal law prescribes penalties and remedies for misrepresentations of business status as small business or small disadvantaged business for the purpose of obtaining a subcontract.

### INSTRUCTIONS:

Please complete the following and sign the section above. **For State Certifications:** Please complete the section on the last page, entitled "State Certification".

*The Offerer represents and certifies as part of its offer that:*

#### North American Industry Classification System (NAICS)

(1) The primary North American Industry Classification System (NAICS) code for the services provided to GeoEngineers under this Subcontract Agreement or Master Services Subcontract/Subconsultant Agreement \_\_\_\_\_.



Please list other NAICS codes that may apply to the services provided to GeoEngineers \_\_\_\_\_

**NOTE: If unsure of your primary NAIC designation, an updated list can be found at <http://www.sba.gov/size>.**

(2) The small business size standard for the NAICS Code under Item 1 above \_\_\_\_\_.

### **Representations**

- (1) The offeror represents as part of its offer that it  is,  is not a small business concern.
- (2) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision] The offeror represents, for general statistical purposes, that it  is,  is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.
- (3) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision] The offeror represents as part of its offer that it  is,  is not a women-owned small business concern.
- (4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision] The offeror represents as part of its offer that it  is,  is not a veteran-owned small business concern.
- (5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision] The offeror represents as part of its offer that it  is,  is not a service-disabled veteran-owned small business concern.
- (6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision] The offeror represents, as part of its offer, that—
  - (i) It  is,  is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and
  - (ii) It  is,  is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.
- (7) [Complete if offeror represented itself as disadvantaged in paragraph (b)(2) of this provision] The offeror shall check the category in which its ownership falls:
  - \_\_\_\_\_ Black American.
  - \_\_\_\_\_ Hispanic American.
  - \_\_\_\_\_ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians).
  - \_\_\_\_\_ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru).
  - \_\_\_\_\_ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal).
  - \_\_\_\_\_ Individual/concern, other than one of the preceding.

### **Definitions. As used in this provision—**

“Service-disabled veteran-owned small business concern”—

- (1) Means a small business concern—



- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

“Service-disabled veteran” means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

“Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

“Veteran-owned small business concern” means a small business concern—

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

“Women-owned small business concern” means a small business concern—

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(a) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
- (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall—
  - (i) Be punished by imposition of fine, imprisonment, or both;
  - (ii) Be subject to administrative remedies, including suspension and debarment; and
  - (iii) Be ineligible for participation in programs conducted under the authority of the Act.

**STATE REPRESENTATIONS**

Certified as a Small Business Concern  
 (Minority Owned Business, Woman Owned Business, etc.) by a State  Yes  No

If Yes, State(s) where Certified \_\_\_\_\_

Type of Certification (i.e., Minority Owned Business, Woman Owned Business, etc.) \_\_\_\_\_

Date Certified by the State \_\_\_\_\_

UBI Number (Washington State only)  
 or State Registration Number in other States \_\_\_\_\_







## Subcontractor Health and Safety Questionnaire

The safety of our employees and the employees of our Subcontractors/Subconsultants is of the utmost importance to GeoEngineers. Please complete the information below and return to us. This information can be obtained from your OSHA 300 Logs and insurance carrier. If your company is not required to complete an OSHA 300 Log, provide copies of other appropriate industry related documentation. Insurance Carrier verification of the experience modification rate is required.

Please complete the following questions and return to the contracts dept. (address and/or fax above) at your earliest convenience. We appreciate your time in completing this form. If you have any questions, please do not hesitate to contact her at the number listed above. Thank you!

The Last Three Years	Average Number of Employees	Employee Hours Worked	Number of OSHA Recordable Cases	Recordable Incident Rate [(# of recordable injuries X 200,000) / employee hours worked]	Number of Lost Workday Cases	Lost Workday Rate [(# of lost workday cases X 200,000) / employee hours worked]	Number of Lost Workdays	Number of Lost Restricted days	Interstate / Intrastate EMR
2018									
2019									
2020									

**What is your company's predominant NAICS/SIC Code:**

**Briefly describe the OSHA recordable incidents over the past 3 years (e.g., strained back, broken bone)**

**What Corrective Actions did your company take in response to the safety incidents (e.g., modified work practices, conducted training)**

**Did Your Company Receive Any Citations from a Regulatory Agency over the past 3 years?**

Yes       No      If Yes, Please Explain

**If yes to the above question, are there any open issues regarding any Citations from a Regulatory Agency from the past 3 years?**

Yes       No       NA      If Yes, Please Explain

Name of Company \_\_\_\_\_

Name of Individual Completing this Form \_\_\_\_\_

Date \_\_\_\_\_

