



**Boulder County Purchasing  
1325 Pearl Street  
Boulder, CO 80302**

## **SUBMISSION INSTRUCTIONS**

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**Reference Number: SOQ-012-23**

**Project Name: Phase I and II Environmental Hazard Assessments**

### **Background:**

The Boulder County Parks and Open Space Department (BCPOS), Real Estate Division, is seeking qualifications from firms in the following disciplines: Environmental Site Assessment, including Soil Sampling and Water Sampling. The work will consist of performing Phase I and Phase II Environmental Assessments of proposed and existing County properties. Phase I and Phase II Environmental Assessments may be performed at any location within Boulder County, and may include mountainous, mining, plains, or agricultural areas, and may require walking or hiking to locations. The purpose of this solicitation is to prepare a pre-qualified list of Phase I and Phase II firms to work on a project-by-project basis. Contractors must be qualified to perform Phase I and Phase II environmental site assessments in conformance with ASTM standards and the BCPOS Specifications listed below. Contractors must also be qualified to perform soil and water sampling and analyze the results.

We are not accepting questions for this project.

### **Instructions:**

Boulder County uses a Bonfire portal <https://bouldercounty.bonfirehub.com/> for accepting and evaluating proposals digitally:

- To post the Proposal
- To receive any questions or inquiries
- To issue any associated addenda
- To post award notices

Proposals must be submitted electronically on or before the Close Date at <https://bouldercounty.bonfirehub.com/>. **Submissions will not be accepted by email, fax or hand-delivery; unless otherwise noted.**

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.

**Contact:**

To contact Boulder County Purchasing or ask questions in relation to this proposal, respondents must register on <https://bouldercounty.bonfirehub.com/> and initiate the communication electronically through the **Vendor Discussions** or the **Ask a Question** feature.

All questions must be received on or before the Deadline for Submission of Clarifications, as specified in the Schedule of Events. Boulder County will not accept any respondent's communications by any other means, except as specifically stated in this proposal.

**Addendum:**

At any time prior to the Close Date, Boulder County may alter, clarify, amend, delete or add to, in whole or in part, any terms or provisions of this proposal.

In order to afford the Bidders a reasonable time for taking into account a material amendment (the materiality of which Boulder County in its own discretion may determine) or for any other reason, Boulder County may, at its own discretion, extend the Close Date.

For the most up-to-date project information refer to our Bonfire portal.

All vendor submissions may be amended, but only before the Close Date on <https://bouldercounty.bonfirehub.com/>.

**Need Help:**

To assist with registration and submission of responses, learn how to get started with Bonfire, watch this [5 minute training video](#). For questions or support when using the platform, [access the Bonfire online knowledge base](#), search the FAQ or contact the Bonfire support team at [support@gobonfire.com](mailto:support@gobonfire.com).

**Americans with Disabilities Act (ADA):** Americans with Disabilities Act: If you need special services provided for under the Americans with Disabilities Act (ADA), please contact the Boulder County ADA Coordinator or Human Resources office at (303) 441-3525 as soon as possible to allow sufficient time for service delivery ahead of applicable due dates.