

RFQ

Request for Qualifications for Professional Consulting Services

Introduction

The City of Liberty, South Carolina has been awarded a \$500,000 Community-Wide Brownfield Assessment Grant from the U.S. Environmental Protection Agency (EPA) to assess both hazardous and petroleum sites in the area(s) described in the grant application. Grant funds will be used to involve the community in the multiple decision making processes, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, and to conduct cleanup and redevelopment planning of assessed brownfield properties.

The City of Liberty is seeking professional services from qualified and experienced Consultants to assist with management and execution of this grant and future related grant projects. The City is seeking firms with documented experience providing assessments on federal brownfield (environmental) assessments and related services for local governments with similar characteristics to Liberty. Liberty is also seeking a consultants to provide support in the identification of potential funding sources for cleanup activities including identifying and assisting with future grant applications.

I. SCOPE OF WORK

The Consultant will be expected to perform the following tasks on an as-needed basis:

1. Grant Management: The Consultant may be asked, with the City's help and guidance, to manage the grant activities to ensure compliance with EPA requirements. Grant management activities include:

- Prepare monthly reports documenting activities and prepare quarterly reports for submission to EPA.
- Prepare all necessary reporting forms to be submitted to EPA on behalf of the City, including financial reimbursement forms, the MBE/WBE forms, etc.
- Complete and distribute a final close-out report summarizing all grant activities.

2. Property Identification and Inventory: The Consultant may be asked to work with the City to identify, develop, and refine a database of potential brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.

3. Site Characterization and Assessment Activities: As part of the work, the Consultant may be asked to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs as well as preparation of cleanup plans. Included in this task is development of the following plans and reports:

- Generic Quality Assurance Project Plan (QAPP).
- Site specific QAPPs.

- Sampling and Analysis Plans (SAPs).
- Health and Safety Plans (HASP).
- Site investigation reports.

The QAPP shall be developed in accordance with EPA Standard Operating Procedures and Quality Assurance Manual; EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments (EPA 540-R-038); and/or EPA Guidance on Quality Assurance Project Plans (EPA QA/G-5).

Site characterization and assessment activities shall be conducted in accordance with EPA's All Appropriate Inquiries rule and the American Society for Testing and Materials (ASTM) standard E1527-13. State of South Carolina requirements may also apply. The Consultant must prepare and maintain EPA Brownfield Property Profile records on EPA's ACRES website for each site on which assessment activities are conducted.

4. Community Involvement Assistance: The Consultant may be asked to support the City in public involvement and community outreach activities to ensure that community concerns are considered and addressed in the assessment planning and execution process of the projects. The following activities may be included:

- Develop and/or implement a community engagement plan to detail a strategy for involving the community in brownfield activities.
- Draft community notices for public meetings, conduct public meetings and hearings to solicit community interest and provide educational/outreach information.
- Work with the Brownfield Advisory Council to review and recommend sites to be assessed and characterized.
- Develop and implement effective methods of communicating information about the brownfield program to the public (website, information sheets, mailings, etc.).
- Consult with prospective private landowners and developers to encourage participation in the program.

5. Cleanup and Development Planning: The Consultant may be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, the Consultant may be asked to assist with community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the applicable governmental entities.

6. Grant Writing Assistance: The Consultant may be asked to assist in writing applications for additional assessment and cleanup grants. If the Consultant is successful and the City is awarded the grant, then additional services may be negotiated with the Consultant under this Request for Qualifications.

7. Cleanup and Remediation Activities: If the City is successful in obtaining a Cleanup Grant, the Consultant may be asked to complete cleanup and remediation of selected brownfield properties in accordance with the EPA and State requirements. Activities may include the preparation of a QAPP and HASP, securing all approvals and permits, completing confirmation-sampling activities, developing bid documentation, coordinating, and overseeing site remediation activities, and/or completing the site remediation activities.

8. Other Brownfield Related Duties: Duties such as assisting with responding to EPA (Grantor requests, such as providing before/after photos or other information to EPA or project partners.) that may be required for a successful program but that have not been anticipated in this call for RFQ.

II. TYPE OF CONTRACT

It is anticipated that a continuing contract (master service agreement) will define the terms and conditions agreed upon by the City and the Consultant and outline all tasks to be carried out under the assessment grant. Separate task assignment contracts will authorize specific work tasks to be performed by a specific Consultant. No task assignment contracts will be issued until after a continuing contract has been executed between the City and the Consultant. The Consultant will not be authorized to perform any work or be entitled to any compensation unless the City has issued and the Consultant and the City have signed a specific task assignment contract indicating the work to be performed, term of the assignment and the compensation to be paid (Task Assignment).

The method of payment for Task Assignments may be any agreed upon combination of fee schedule, fixed price and/or cost-plus-fixed-fee as specified in each specific Task Assignment. However, the City reserves the right to award the Task Assignment type most advantageous to the City, price and other factors considered. The selected Consultant(s) is/are not authorized to perform any services, which exceed the authorized funding amount specified in a Task Assignment without prior approval.

A copy of the proposed continuing contract (master service agreement) containing requirements, terms and conditions will be provided to the Consultant at the time of contract negotiation. The City also reserves the right to revise any proposed contract in connection with negotiations with specific Consultants and to revise any executed contract (as allowed by the contract terms & conditions) with any Consultant at any time to include additional terms and conditions as may be required by the EPA.

The City expects to execute the contract as soon as possible after the deadline date for submittal of proposals set forth below. The City reserves the right, at its sole discretion, to completely terminate all negotiations in regard to the City Brownfield Program (prior to contract execution) and request new submittals of proposals if satisfactory contract negotiations are not reached within three (3) weeks after the deadline date for submittal of proposals set forth below.

III. MINIMUM QUALIFICATIONS/RESPONSE FORMAT AND EVALUATION CRITERIA

1. Minimum Qualifications

To be considered for award of this contract the prime Consultant must have the following minimum qualifications:

- Registered to do business in the State of South Carolina including all team member firms and subcontractors.

- At least five (5) years of experience working on EPA Brownfields Projects at hazardous and petroleum sites; including experience with organizing community involvement, conducting Phase I/Phase II ESAs, preparing QAPPs, Work Plans, and HASPS, facilitating community involvement, and preparing ABCAs and Remedial/Corrective Action Plans.
- Personnel with at least five (5) years of experience, working in, or with city, state, or local governments, addressing economic redevelopment issues.
- At least five (5) years of environmental consulting experience working in the State of South Carolina.
- Must have at least one registered Professional Engineer and Professional Geologist on staff.
- Must provide proof of current insurance coverage. The City reserves the right to request additional insurance coverage or terms during the contract negotiation period.

2. Response Format and Evaluation Criteria

An RFQ evaluation committee comprised of City staff will evaluate and rank all proposals submitted. The City will select a Consultant based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area, knowledge of the objectives and goals of the current redevelopment and revitalization plans in the City, technical approach, and experience in managing EPA Brownfields Assessment Projects. Firms shall be evaluated, and points assigned based on the following criteria:

1. Company background and general statement of environmental capabilities. Include legal name, years in business, number of offices and employees, and general information on services offered. **(10 points)**
2. Qualifications to provide services related to provide EPA brownfield technical and program management assistance in Alabama. **(20 points)**
3. Qualifications of your staff and key personnel who will be performing the work. Include project organization chart and resumes of at least five of your key personnel proposed for the project. Identify any sub-consultants or subcontractors anticipated to be utilized to complete the requested scope of work. **(20 points)**
4. Examples of EPA Brownfield Assessment projects completed. Include five or more project examples. **(20 points)**
5. Project approach including schedule and budget control to give the City and idea on how your firm would approach the requested tasks. **(10 points)**
6. Familiarity with the economic redevelopment needs of the City of Dothan. **(10 points)**
7. Availability of staff to perform services described within RFQ. **(10 points)**

Total Maximum Possible Score: 100 points

The submittal must not exceed 50 one-sided pages, including resumes, charts, and figures. Font must not be less than single-spaced 12 point. The submittal should address the evaluation criteria listed above in the order provided. A cover letter should be attached that presents your company name, address, contact person, title, telephone and fax numbers, and email address.

The City reserves the right to reject any and all responses. Firms not selected will be notified in writing by the City.

VI. SUBMITTAL INSTRUCTIONS AND DEADLINE

Responses to this RFQ should be delivered to the following by 3:00 pm on November 23rd. Qualifications received after this date and time will not be considered and will be returned unopened after recommendation of award. Documents and questions should be submitted to:

Michael Calvert
City of Liberty
Administrator
PO Box 716, 206 W Front Street
Liberty, SC 29657