

Request for Proposals: Environmental Engineering Services to Perform Brownfield Assessments

**Prepared By:
City of Sherwood**

November 2014

SUMMARY AND GENERAL INFORMATION

The City of Sherwood (City) is soliciting proposals from environmental consulting/engineering firms, or teams thereof, with experience in environmental site investigation, remediation and redevelopment. The City received an EPA Site-Specific Brownfields Assessment Grant for the former Frontier Leather tannery brownfield in an amount of \$200,000 to characterize, assess and conduct cleanup planning and community involvement related activities. The budget for the contractor is estimated as \$143,300. The site is located near the northeastern edge of the City (Site). Washington County (County) acquired the Site through property tax foreclosure and is beginning the process of assessing conditions at the tannery and moving it toward redevelopment. The City proposes to use grant funds to assess two of the six tax lots (tax lots 600 and 602) that comprise the former tannery. The two tax lots represent 25 acres of vacant industrial land with known contamination and wetland areas. The other four former tannery tax lots, which are privately owned, have been cleaned up to the Oregon Department of Environmental Quality's (DEQ's) satisfaction.

We are using the grant funding to assess and plan cleanup of the former tannery property with an intent to relocate the City's public works operations yard to the tannery site, which is a more appropriate location for the yard than its current location in downtown Sherwood and can accommodate a larger operations yard area. We have identified that a portion of the former tannery property is covered by wetlands, making it unsuitable for a public works operations yard or development. Public Works has estimated that it needs approximately 8 acres, therefore, the cleanup plan will also need to consider other potential users on remaining developable portions of the site and potential use of undevelopable portions for trail access and open space observation.

The City will contract with a firm to implement the scope of work outlined in the City's approved U.S. EPA Work Plan (Attachment A). Firms interested in being considered must submit proposals no later than 3:00 PM on November 26, 2014. Statements received after this deadline will not be considered.

The expectations of the consultant are outlined in this RFP and the attached work plan.

SCOPE OF SERVICES REQUESTED

The scope of services are listed in the EPA work plan (Attachment A) which describes target goals and hypothetical pricing. The approved work plan identifies the range of activities anticipated to be performed by the City of Sherwood, the consultant and agency partners. The work plan describes goals, specific tasks, outcomes, and estimated pricing. This information is provided as a guideline to use as a basis for a response to this RFP; however the successful consultant will be expected to verify the suitability and accuracy of the information provided and will be asked to propose modifications to the scope as needed to ensure the overall purpose is achieved while minimizing costs as much as practicable. The successful Contractor is expected to perform many tasks including, but not limited to the following

Task 1 – Project Management and Reporting

Support grant management and reporting requirements:

- 1) Prepare and maintain schedules and budgets for assessment activities
- 2) Provide regulatory and financial information as needed
- 3) Track and measure progress
- 4) Enter data on the ACRES reporting system
- 5) Draft EPA quarterly reports

Task 2 – Public Involvement

- 1) Provide input into the development of the written Public Involvement Plan;
- 2) Attend and be prepared to facilitate and present at four public outreach meetings
- 3) Provide input into the development of at least 2 fact sheets;
- 4) Provide support as needed on the ATSDR model process and report.

Task 3 – Site Characterization

- 1) Develop a Quality Assurance Project Plan;
- 2) Develop Sampling and Analysis Plan which includes at least a 2 phase assessment:

Phase 1

- soil sampling on tax lot 602, and
- groundwater sampling on tax lots 600 and 602.

Phase 2:

1. Evaluate the extent of the hide-split landfill on tax lot 602, and chromium concentrations within hide-split landfill areas identified.
2. Assess concentrations of contaminants of concern in soil on tax lot 602.
3. Assessment of groundwater on both tax lots 600 and 602 to evaluate whether any impacts to groundwater may affect water quality in nearby Rock Creek, Tualatin River National Wildlife Refuge, and associated wetlands.

- 3) Develop Health and Safety Plan;
- 4) Develop a Phase II ESA report(s);
- 5) Prepare a Wetlands Assessment report on both tax lot 600 and 602 including an assessment hydric soils, hydrophytic vegetation, and wetland hydrology, as well as ponds and waterways on the Site;
- 6) Prepare cultural and natural resource letters and documented responses as required by EPA under the Endangered Species Act (ESA) and National Historic Preservation Act (NHPA).

Task 4 – Cleanup Planning

Prepare an Analysis of Brownfield Cleanup Alternatives (ABCA) report to identify cleanup alternatives and select a preferred cleanup method based on factors including effectiveness, implementability, sustainability, and cost.

RFP PROCESS

The RFP process consists of three phases: a) Proposals, b) Selection of Contractor, and c) Execution of Required Legal Documents. A tentative project schedule is as follows:

RFP issued November 4, 2014

RFP submissions due – November 26, 2014

Interview (if necessary) – week of December 15th

Notify consultants of selection – December 22, 2014

Complete scope and fee negotiations with consultant – January 8, 2015

Award contract – January 21, 2015

Project completion – January, 2017

Grant project period ends - October 31, 2017

NOTE: The City reserves the right to modify this schedule at the City's discretion

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

1. Form and Content of Submission Documents

Consultants shall submit their Proposals in a sealed package with the following information clearly marked on the outside: name, address, and telephone number of the Applicant; and the title, "Environmental Engineering Services to Perform Brownfield Assessments."

Each submission must consist of one (1) bound original and four (4) copies of the Applicant's qualifications, including all documentation requested as described below, as well as an electronic copy (on disk) of all submission requirements. Each copy should be clearly labeled with the name of the Applicant on the cover.

The following submission items are required:

a. Cover Letter (2 pages maximum)

The first page of the proposal shall be a cover letter identifying the overall project as the "Environmental Engineering Services to Perform Brownfield Assessments."

If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

The proposal must state that the Consultant is an Equal Opportunity Employer and will comply with all Federal, State, and local laws, rules and regulations. The proposal must confirm that conditions and requirements in the attached US EPA Cooperative Agreement have been read, understood and will be adhered to at all times by the consultant and any sub-consultants.

b. Demonstration of project understanding and approach (4 pages maximum)

Proposers should provide the City with information regarding their understanding of the City's needs with regards to the Scope and Schedule of Work. As part of their service

understanding documentation, Proposer's should address their availability to meet the City's needs.

The Applicant will provide a description of how he/she intends to perform the services under each task and proposed budget. The proposed budget should include the complete breakout for the Consultant's costs to provide the services proposed.

c. Qualifications Statement (8 pages maximum plus resumes of key personnel, up to one page per resume)

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant's ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria and include the following:

- 1) Background of the firm. This should include a brief history of the firm and types of services the firm is qualified to perform.
- 2) Qualifications of the firm in performing this type of work including the Applicant's experience, capabilities and resources to perform the following:
 - Phase II Environmental Site Investigations/Assessments
 - Surface and Subsurface Geophysical Investigations
 - Soil, Groundwater, Soil Vapor and Waste Sampling
 - Groundwater Impact Investigations
 - Wetlands assessments
 - Community Outreach and Public Relations
 - Assistance with drafting quarterly reports and Final Summary Report to EPA
- 3) Proposers must identify the anticipated members of their firm that will be assigned to meet the City's needs. Proposers should identify a lead firm, project manager and all members of the assessment team who will provide the services, their experience, and their individual qualifications. Pertinent resumes of assigned personnel should be included.
- 4) The Applicant shall provide a description of at least three (3) relevant projects demonstrating experience with the services requested. Include the project name, a short description (i.e. location, size, current and prior land uses, environmental investigations conducted etc.), the member's role in the assessment process, entity for which the project was performed, and a contact name and telephone number. Any experience with "inclusive public processes" such as stakeholder involvement and/or visioning, should be noted.

The City will only consider individuals or firms with a qualified Environmental Professional on staff, as defined by the US EPA All Appropriate Inquiries (AAI) Rule and who have documented prior work experience providing environmental consulting services similar to those outlined in the attached work plan.

2. Time and Place for Submitting Responses

Applicants shall submit the complete submission package no later than 3:00 PM (local time) on Wednesday November 26, 2014 to:

Julia Hajduk at Sherwood City Hall: 22560 SW Pine Street, Sherwood, Oregon 97140. Electronic submissions will not be accepted. Submissions will **NOT** be accepted after the above-specified date and time.

3. Inquiries

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via regular mail or electronic mail, and received no later than Monday November 17th, 2014 at 4:00 PM. Questions received after that time will not receive a response. No interpretations of the RFP will be made orally. All interpretations will be issued as written addenda by electronic mail to all parties who receive a copy of the RFP or request to be added to a potential proposers list on or before November 17th, 2014. All inquiries shall be sent via electronic mail to Julia Hajduk at HajdukJ@SherwoodOregon.gov with "RFP inquiry" in the subject line.

EVALUATION CRITERIA

The following table shall be used to evaluate all proposals submitted as part of this RFP:

Evaluation Criteria	Max Point Value
Knowledge of regulations, standards and techniques for brownfields characterization and remediation in the State of Oregon	25
Experience with environmental investigations assisted with EPA brownfield assessment grants and/or other projects of a similar type, especially projects assisted with public funds	20
Experience with EPA Grant reporting including: quarterly reports, budget reports, MBE/WBE reports, annual financial status reports, other forms and documents necessary to comply with the terms of the EPA grant reporting requirements.	10
Demonstrated understanding of project details including community outreach and other unique aspects of project/project understanding and approach	25
Experience with interdisciplinary, team-oriented projects	10
Capacity, capability and demonstrated ability to complete assigned tasks on time and within budget	10
Maximum Points	100

SELECTION PROCESS

An evaluation panel ("Panel") will be assembled to review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.

An Applicant may be rejected at any time if adverse findings are made with regard to the Applicant or any of its principals or related entities.

The City of Sherwood further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more Applicants, and/or to terminate negotiations without cause, when such action is deemed to be in the City's best interest. The City reserves the right to waive informalities in the submitted proposal

Proposals shall remain in effect for a period of sixty (60) days after the closing date. Each responding Consultant may withdraw their proposal in writing at any time before the closing date and time.

INCURRING COSTS

Neither the City of Sherwood, nor its agents are liable for costs incurred by the Consultant prior to issuance of a contract.