

# Brownfields Initiative Request for Qualifications

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*Professional Consulting Services*

October 9, 2017



RFQ DUE DATE: 10:00 a.m., November 9, 2017

## I. Introduction

The CSRA Regional Commission invites interested parties to submit statements of qualification and experience to provide environmental and engineering consulting services on a task order basis for the RC's new Brownfields program over a three-year period of performance. The RC is looking for firms with documented experience providing Brownfields (environmental) assessments and related services for local governments.

The RC is also looking for a consultant to provide support in the identification of potential funding sources including identifying and assisting with grant applications. The objectives of the RC are to complete the following:

- Develop a successful Brownfields initiative by assisting the RC with development, implementation, and management of the program.
- Identify and pursue Brownfields funding and resources.
- Encourage community involvement in the Brownfields process.

**Statements of Qualifications are due no later than 10:00 a.m. Thursday, November 9, 2017. They may be hand delivered or mailed to Linda D. Grijalva, Director of Community Development, CSRA Regional Commission, 3626 Walton Way Extension, Suite 300, Augusta, GA 30909. Questions should be directed to [lgrijalva@csrarc.ga.gov](mailto:lgrijalva@csrarc.ga.gov). An RFQ packet is located at <https://csrarc.ga.gov/current-bid-opportunities>.**

**All questions regarding this RFQ should be directed to Linda D. Grijalva, at [lgrijalva@csrarc.ga.gov](mailto:lgrijalva@csrarc.ga.gov). The deadline for receiving questions is November 1, 2017.**

## II. Scope of Work

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

1. **Grant Preparation and Administration:** The consultant may be asked to take the lead in grant application preparation with input and review by the RC. Included in this task is the collection of data required in the grant application, meeting with existing community groups and assistance in the identification of potential properties or areas to be included in the application. Once grants have been awarded, the consultant will, with the RC's help and guidance, administer the grant.
2. **Property Identification and Inventory:** The consultant may be asked to work with the RC 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:

- Generic Quality Assurance Project Plan (QAPP);
- Site specific Quality Assurance Project Plans (SS-QAPPs);
- Health and Safety Plans (HASP); and
- Site investigation reports.

Documents are required to follow applicable state and industry standards including ASTM and All Appropriate Inquiry (AAI) standards for property transactional work.

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

- Develop a community engagement plan to detail a strategy for involving the community in Brownfield activities.
- Conduct public meetings and hearings to solicit community interest and provide educational information.
- Create and facilitate a Brownfield Task Force (BTF) 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, mails, 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 (ABCA's), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of brownfield agreements with the Environmental Protection Division (EPD).

6. **Cleanup and Remediation Activities:** The consultant may be asked to complete cleanup and remediation of selected Brownfield properties in accordance with the EPD Brownfield Program, other agency requirements, and/or EPA requirements. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (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.
7. **Other Brownfield Related Duties:** Other duties that may be required for a successful program but that have not been anticipated in this call for services.

### III. Response Format/Evaluation Criteria

One (1) original and two (2) copies of the statements of qualifications and experience shall be submitted. The submittal shall be no longer than 20 pages and shall include the information outlined below. To ensure fair and equitable evaluation, proposals must be organized into the following separate sections.

#### 1.0 Experience and Capacity

The response shall include a summary of the following:

- Completed Evaluation Worksheet (attached) **Note: This is not part of the 20 pages**
- History of the firm's experience providing Brownfield services as described herein;
- Brownfield grant writing experience and success rate;
- Brownfields grant administration experience/capacity;
- Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigation, and experience working with the EPA and EPD; and
- Disclosure of any potential conflicts of interest.

#### 2.0 References

The response shall include at least three (3) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, and phone number. Also include a description of the services and key personnel that were involved in the project.

#### 3.0 Proposed Methodology

The response shall include an organization chart in addition to a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, included a concise statement of why your firm should be selected by the RC.

## 4.0 Fee Schedule

The response shall include any and/or all fees that may be associated with any of the requirements.

## IV. Selection Criteria

The responding firms will be evaluated on the following criteria.

- Experience and ability to complete the work.
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with EPA and EPD.
- Approach and understanding of the scope of work.
- Proven track record of community engagement.
- Environmental assessment experience.
- Quality of performance on similar projects.
- Fee Schedule

Oral presentations to the RC may be requested. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The RC reserves the right to award this opportunity based on the initial RFQ response without oral presentations.

The RC reserves the right to reject any and all responses and to make an award that is in the best their best interest. Firms not selected will be notified in writing by the RC.

EVALUATION WORKSHEET

ENVIRONMENTAL PROCUREMENT PROCEDURE

CONSULTANT'S QUALIFICATIONS

All information requested is required prior to consideration of any submission. The undersigned certifies under oath to factual truth and correctness of all information presented.

Name of Firm: \_\_\_\_\_

Form of Legal Entity: \_\_\_\_\_

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

Name and Title of Respondent: \_\_\_\_\_

Previous Business Names: \_\_\_\_\_

1. Years in business present form: \_\_\_\_\_

Years in business in under any other name: \_\_\_\_\_

2. Date of incorporation: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

3. Titles, names and address of all offices:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Has your firm defaulted on a contract or failed to complete any work awarded, or been involved in work related litigation in the last 5 years? If so, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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5. List firms which any present officers may have been associated with as officers during the past five years:

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6. List up to ten (10) projects that demonstrate skills to be used on EPA and/or Brownfield projects. Note project name, location, owner, year, contract amount and nature of firms responsibility:

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7. List key personnel and qualifications, likely to be involved on this type project and explain their specific role.

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8. List three professional references for the firm:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

9. Certifying that:

Mr./Mrs./Ms. \_\_\_\_\_ being

Duly sworn deposes and says that he/she is the \_\_\_\_\_ (title)

of \_\_\_\_\_ (name of firm)

and that answers to the foregoing questions and all statements therein contained are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_