East Central Intergovernmental Association

Request for Qualifications

For

Environmental Site Assessment Services

September 2016
The East Central Intergovernmental Association (ECIA) is requesting Statements of Qualifications, in compliance with 2 CFR Part 200.317 – 200.326, from qualified consultants interested in providing Phase I environmental site assessments (ESAs) compliant with the federal All Appropriate Inquiries (AAI) rule, Phase II ESAs, and remedial planning on an as-needed basis, to implement ECIA’s FY16 U.S. EPA Brownfields Assessment Grant. All services shall be conducted in accordance with ASTM standards, EPA regulations in 40 CFR Part 312, and ECIA’s grant workplan and EPA Terms and Conditions (which can be found here [https://www.epa.gov/sites/production/files/2016-07/documents/r1-assessment-terms-conditions-fy16.pdf](https://www.epa.gov/sites/production/files/2016-07/documents/r1-assessment-terms-conditions-fy16.pdf)).

In May 2016, the U.S Environmental Protection Agency (EPA) awarded a $550,000 brownfields assessment grant ($325,000 hazardous and $225,000 petroleum) to ECIA on behalf of the East Central Brownfields Coalition. A portion of the grant will be utilized to hire a qualified environmental consultant to perform Phase I and Phase II environmental assessments and cleanup planning at various sites throughout ECIA’s five (5) county region of Cedar, Clinton, Dubuque, Delaware and Jackson Counties.

Consultants are required to submit a timely Statement of Qualifications (SOQ) to be eligible for consideration for this work. The consultants selected must agree to provide all environmental services requested by ECIA when needed, in order to meet the strict timeline of the grant. This professional service contract is an agreement under which consultants will work on an as-needed basis for ECIA for the grant period beginning October 2016 and ending September 30, 2019, or until all grant funds have been expended. The contract does not guarantee the selected consultants a minimum number of environmental service projects per year, or throughout the life of the contract.

The option of extending the contract will be upon mutual consent of ECIA and selected consultant if additional funds become available. The not-to-exceed value of the current contract is $376,000 over the three year grant period.

Consultants experienced in conducting Phase I ESAs in accordance with EPA’s All Appropriate Inquiries rule (AAI), who have developed and received EPA approvals for Quality Assurance Project Plans (QAPP) for federal brownfield site investigation activities, and who have experience/knowledge of local sites will receive preference in the SOQ review process. The consultant will be required to develop/update an existing generic QAPP for the region and obtain EPA approval within 60 days of selection. Costs to develop the generic QAPP will be capped at $3,000.

Sites to be assessed using these funds will be identified by ECIA and the East Central Brownfields Coalition. Phase I projects are expected to be completed within three months of initiation. The consultant will be required to submit site-specific sampling plans, health and safety plans and budgets for each Phase II project. These will be evaluated by ECIA and EPA before work will begin at the selected sites. ECIA expects thorough investigation and rapid turnaround in order to meet the requirements of the grant. An extension for the grant beyond the September 30, 2019 end date will not be sought, and all assessment projects are expected to be completed well before that date.

**Scope of Services**

ECIA will select one consulting firm to provide Phase I and Phase II ESAs and cleanup planning at 12-20 properties throughout the five (5) county region. ECIA’s workplan focuses specifically on Jackson and Clinton Counties, and, as such, it is anticipated that 75% of assessment funding will be spent in these two counties. As sites are approved by the EPA and access agreements are secured, ECIA will ask the selected consultant to submit a site-specific budget and, if a Phase II project, sampling plan and health and safety plan. An AAI-compliant Phase I ESA will be capped at $4,500 unless waived by ECIA. All grant funds (Sampling Plan, Health and Safety Plan, Phase I, Phase II and remedial planning) will be capped at $30,000 per site, unless waived by ECIA due to complexity or size of site. The focus will be on timely delivery of quality reports that cost-effectively determine the presence or absence, and degree and extent for all pathways of concern of specific hazardous substances.
A minimum of two (2) paper copies with CD of each final report will be required. Additional copies may be required depending on the parties involved.

All activities conducted under this contract shall comply with ASTM standards, EPA Terms and Conditions for the grant, EPA regulatory and quality standards, Occupational Safety and Health Administration standards, Iowa Department of Natural Resources regulatory standards, and all other applicable regulatory agency standards.

The activities to be conducted under this contract include, but may not be limited to:

1. **Task 4: Phase I Environmental Site Assessments (ESA)** – *Not-to-exceed $70,000 ($45,000 Haz and $25,000 Petro)*
Phase I reports must be completed in accordance with the ASTM E1527-13 standard and All Appropriate Inquiry Rules under 40 CFR Part 312. Phase I ESA report are required to include regulatory file reviews and recommendations for Phase II work.

2. **Task 5: Phase II Environmental Site Assessments (ESAs) and Clean Up Planning** - *Not-to-exceed $265,000 ($150,000 Haz and $115,000 Petro)*
Phase II activities may include:

   - Development of site-specific sampling plans and health and safety plans which must be approved by EPA prior to work beginning;
   - UST assessments;
   - Soil boring and groundwater monitoring well installation;
   - Soil, groundwater and sediment sampling and analysis;
   - Air and vapor sampling;
   - Lead-based paint testing (for rehab only);
   - Certified asbestos inspections that must be performed in accordance with Federal and State Laws and regulations, including, but not limited to:
   - structural analysis and historic preservation mitigation (to inform cleanup planning);
   - report preparation and submission; and
   - public health risk assessments.

All Phase II assessments must be performed within the ASTM E 1903-11 standard, all applicable regulatory guidelines and EPA-approved sampling plans and QAPPs. Attention should be paid to ensuring the most cost effective means to conduct the investigations. Sampling plans may be amended to further define extent and degree within the limits of funding. Clean up plans may also be completed at a limited number of sites (two to three) depending on available budget.). The selected consultant may utilize subcontractors to perform potential tasks above, with prior approval from ECIA. If possible, expected subcontractors should be identified in the Statement of Qualifications.
Cleanup planning may consist of development of an Analysis of Brownfields Cleanup Alternatives (ABCA) which should take into consideration the following:

- background and current use of the site;
- findings from all previous assessments;
- applicable federal and state standards;
- reuse goals;
- human health and safety;
- potential lead and asbestos issues as it relates to proposed reuse;
- potential structural issues as it relates to necessary cleanup and proposed reuse;
- potential historic preservation mitigation measures necessary for cleanup and reuse as determined in conjunction with the State of Iowa Historic Preservation Office;
- evaluation of the resilience of the remedial options in light of reasonably foreseeable changing climate conditions, including increased frequency and intensity of flooding (as required in the EPA Terms and Conditions);
- potential green remediation techniques appropriate for the site; and
- cost-benefit analysis.

3. Task 6: Project Management - Not-to-exceed $41,000 ($25,000 Haz and $16,000 Petro)

Project Management activities that are considered eligible costs under this contract include, but are not limited to: development of a QAPP; securing permits, easements and access agreements; developing outreach materials to help disseminate information regarding assessment results; and providing updates and attending meetings with ECIA and other community partners.

CONTRACT REQUIREMENTS

Administrative Costs

Section 104(k)(4)(B)(ii) of CERCLA provides that the administrative cost prohibition does not apply to costs for investigation and identification of the extent of contamination and the design and performance of a response action. The EPA’s Fiscal Year 2016 Frequently Asked Questions for Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants provides that eligible programmatic costs are expenditures for activities that are integral to achieving the purpose of the grant.

It states that eligible programmatic costs include costs for “… contractual support if those costs are reasonable and allocable to tasks specified in a grantee’s approved scope of work for carrying out the activities.” A contractor’s indirect costs that are otherwise reasonable and normally charged to cost reimbursement contracts are programmatic rather than administrative, and are allowable under this funding source. Based on ECIA’s preference, indirect charges should be limited to 10% or less.

Copyrighted Material

No documents or information that is developed and paid for under this grant for ECIA may be copyrighted by any environmental consultant.

Utilization of Small, Minority and Women’s Business Enterprises

The consultant, in the Statement of Qualifications shall indicate if their firm and/or any identified subcontractors are minority or women- owned businesses, and attach the appropriate MBE/WBE Certification if available. If the firm and/or subcontractors are self-certifying as MBE or WBE (51% or greater ownership), please indicate as such and provide the percentage.
Right to Terminate
ECIA may terminate the agreement at any time for any reason upon provision of written notice as specified in the final agreement. Feedback will be provided on work products and project management throughout the life of the contract, and the consultant is expected to correct an unsatisfactory work in a timely manner.

INSTRUCTIONS FOR SUBMITTAL
A. Questions regarding this RFQ should be directed to the ECIA Municipal Relations Coordinator, Jenna Soyer, 7600 Commerce Park, Dubuque, IA 52002, (563) 690-5771, jsoyer@ecia.org.

B. Three paper copies and one cd copy of the SOQ should be submitted to ECIA. Copies should be bound and double-sided. SOQs must be received no later than 11:00 am September 23, 2016. SOQs shall be in a sealed envelope labeled: “ECIA Brownfields Assessment RFQ.” The envelope shall be delivered to:
   ECIA
   Attn: Jenna Soyer, Municipal Relations Coordinator
   7600 Commerce Park
   Dubuque, IA 52002

C. Late responses will not be accepted.

D. SOQs submitted must provide complete information as indicated in this request.

PROCUREMENT SCHEDULE
Below are the key proposed dates for the selection process. All dates are subject to change at the discretion of ECIA.

• Week of September 5, 2016 – RFQ available
• September 23, 2016 at 11 AM – SOQs due
• Week of September 26th – SOQ review; notification of finalists
• Week of October 3, 2016 – Finalist interviews
• October 2016 – Contract negotiation
• November 16, 2016 – Contract approval by ECIA Council

REQUIRED CONTENT FOR SOQS
A. Letter of Transmittal (maximum two pages) - This letter should be signed by the proposed Project Manager and one Principal, and should state concisely, in two pages or less, the firm’s understanding of the work to be performed, and the unique abilities of the firm to perform the work most effectively.

B. Title Page (1 page) – The title page should state that it pertains to the Request for Qualifications, Federal Brownfields Assessment Grant, East Central Intergovernmental Association, September 2016. It must include the name of the proposing firm, address, telephone number, name and email address of the proposed Project Manager, and the submittal date.

C. Table of Contents (including list of Appendices)
D. **Firm Profile (maximum of two pages)** – In this section, the proposer shall describe, in less than two pages, the firm and the range of services that the firm provides that are related to this RFQ. Emphasis should be on ASTM and AAI compliant Phase I and Phase II environmental assessment completed, certified asbestos inspections, cleanup planning, work performed under the federal brownfields program (including recent QAPPs prepared and approved), and environmental work in the five-county region.

E. **Qualifications and Related Experience (maximum 13 pages)** – In a maximum of 13 pages, the consultant shall describe the pertinent qualifications and experience of the proposed Project Manager, the proposed project team, any proposed subcontractors, and the analytical laboratories to be used on the project.

Qualifications should be related to the federal definition for “environmental professional” in the AAI regulation; certification requirements in the state of Iowa for asbestos and lead paint inspections; professional qualifications for structural engineers, historic preservation architects and any other subcontractors identified at the time of SOQ.

The first page shall outline the project team and team members. At least one of the pages must be the proposed Project Manager’s resume, showing that the individual meets the federal AAI definition of “environmental professional.”

Qualifications and related experience should be provided for the proposing consulting firm as well as any identified subcontractors. A minimum of three (3) client professional references and the name and telephone number of a person to contact for each should be provided. References should be related to environmental assessment work. References for subcontractors is optional, but encouraged.

F. **Geographic Presence and Capacity (maximum of two pages)** – In this section, the consulting firm should provide a map of their location(s) related to this project (i.e. those that will be utilized for the five-county region). A one-page discussion of the available capacity for handling multiple, concurrent projects, including number of in-house staff who possess the necessary qualification, and equipment and vehicles should also be provided.

G. **Project Approach (maximum of three pages)** – As described above, the consultant will provide services on an as-needed basis. Specific properties, number of properties, and locations have not yet been determined. Therefore, in this section, the consultant should describe, in three pages or less, why they best fit the objectives of this RFQ, which include, but are not limited to the following: (1) regional presence and availability; (2) capacity and experience to handle multiple, concurrent projects; (3) ability to complete assigned projects expeditiously and within the timeframes established by ECIA; (4) whether an EPA approved QAPP is in place; (5) ability to produce quality documents at reasonable rates; and (6) familiarity with EPA brownfields assessment and AAI grant-related assessments.

Please include details related to skills and resources your firm would add to this team and recommendations for how the available budget can be used to accomplish the maximum assessment services. Provide an outline of the scope of services for Phase I and Phase II and describe the level of effort by breaking the scope of services into tasks, and estimating the number of hours for each staff category. For example: Review Sanborn Fire Insurance Map, Field Technician, 5 hours; Report Review, Project Manager, 2 hours; etc. Indicate what items will be direct expenses and what items will be subcontracted.

Do NOT include costs in this section, but do include any innovative recommendations for cost-effectively allocating services to each site.
H. **Cost Proposal (maximum of two pages)** – Include a list of labor rates for the duration of the contract for each staff category. Firms should also include standard unit rates that the firm will charge for field equipment, vehicle charges, and mileage. All overhead expenses must be included in the labor rates and described in the cost proposal. Office equipment, supplies, shipping and field supplies should all be included in the overhead expenses. Straight percentage of total for overhead charges are not allowed on invoices. The selected consultant will be expected to keep the prices identified in the Cost Proposal for the duration of the three (3) year grant), unless modified by ECIA and the consultant by mutual agreement in writing.

I. **Conflict of Interest (maximum one page)** - Indicate whether the company/individual represents, or has represented, any client whose representation may conflict with the ability to provide services to ECIA. Identify what procedures you utilize to identify and resolve conflicts of interest.

**SOQ EVALUATION AND APPOINTMENT**

A. SOQs will be evaluated by the ECIA Municipal Relations Coordinator with assistance from additional staff and/or Coalition members.

B. The SOQ reviews by ECIA will be based on the objectives laid out in this RFQ. Priority will be given to firms who are familiar with the federal brownfields program, have the staff capacity to meet the workload and qualifications necessary to complete the projects, and have experience with the geographic area.

C. Submission of a SOQ indicates acceptance by the firm of the conditions contained in this RFQ, federal and state regulations, ASTM and AAI regulations and the EPA grant Terms and Conditions. ECIA reserves the right without prejudice to reject any and all SOQs.

D. Based upon the evaluation, ECIA will review and pick the finalist who is judged to be the most responsive and qualified for services requested. Oral interviews may be conducted by ECIA depending on the quality of SOQs.

E. ECIA will not reimburse firms for any expenses incurred associated with the preparation and submission of the SOQ, and attendance at interviews.

F. ECIA reserves the right to reject any and all SOQs or to request additional information from any and all firms.