

REQUEST FOR QUALIFICATIONS FROM QUALIFIED ENVIRONMENTAL PROFESSIONALS

Androscoggin Valley Council of Governments Brownfields Assessment Program October 16, 2020

1.0 INTRODUCTION

The Androscoggin Valley Council of Governments (AVCOG) has received \$300,000 in Brownfields Assessment funding by the U.S. Environmental Protection Agency (EPA). The intent of the program is to conduct brownfield assessments for sites potentially contaminated with petroleum products and hazardous substances throughout the AVCOG service area. AVCOG is the regional economic development district and regional planning agency that serves 62 cities, towns and plantations located in Androscoggin, Franklin and Northern Oxford Counties.

The Androscoggin Valley Council of Governments (AVCOG) is soliciting proposals from Qualified Environmental Professionals (QEPs) with proven expertise in Maine in environmental site and risk assessment, quality assurance project plans, groundwater and soil sampling, VRAP, remediation strategies and clean-up, cost estimates and cost control. QEP must also demonstrate familiarity with Maine environmental laws, EPA brownfields assessment requirements, rural community outreach, and public presentations and educational sessions. The QEP will be expected to perform the following services:

1. Work with AVCOG staff to inform municipalities, residents, and other stakeholders of brownfields, and the benefits that redevelopment and reuse of these sites may offer communities, environmentally, economically, and socially;
2. Assist in identification of known and potential brownfield sites;
3. Assistance with securing access agreements with property owners.
4. Conduct approximately five (5) Phase I (screening) ESA's. Every Phase 1 assessment prepared with EPA Brownfields Assessment Grant funds must comply with the All Appropriate Inquires Final Rule;
5. Conduct approximately five (5) Phase II (detailing) ESA's. Submit digital draft Site-Specific Quality Assurance Project Plans (SSQAPPs), Phase I and II ESA's and other reports where required (such as Hazardous Material Inventories and Analysis of Brownfields Cleanup Alternatives) to AVCOG, Maine DEP and EPA for review and approval before commencing Phase II field work. One hard copy and one digital copy of all reports will need to be provided to AVCOG, EPA and the Maine DEP;
6. Conduct up to 5 ABCA/RAPs;
7. General technical assistance, citizen outreach, including workshops and other educational events:

8. Complete Phase I and Phase II ESA property approval forms and input data into the ACRES database; and
9. Submit quarterly and final reports.

2.0 PROJECT APPROACH

The Androscoggin Valley Council of Governments Brownfield's Assessment Program will:

1. Inform municipalities, residents, and other stakeholders of Brownfields and the potential benefits that redevelopment and reuse of sites may offer;
2. Organize and facilitate work with town officials, social service, business, banking, and environmental interests and AVCOG staff to identify known and potential Brownfields sites;
3. Conduct Phase I (screening) site assessments;
4. Conduct Phase II (detailing) site assessments; and
5. Conduct site-specific reuse plans
6. Report progress in quarterly and final reports

Scope of Work for the QEP:

QEP Task 1: Cooperative Agreement oversight. OEP will provide input and advice to the staff on cooperative agreement oversight. QEP will assist with quarterly reporting and ACRES database entry.

QEP Task 2: Community Outreach. The QEP will participate in outreach and educational sessions as part of program promotion. The proposal should also indicate procedures and information used for public outreach and communication.

QEP Task 3: Phase I and Phase II Assessments. The QEP will conduct Phase I environmental site assessments in accordance with current ASTM E1527-13 standards and procedures. Draft Phase I reports (digital and hard copy) will be submitted for review to AVCOG, site owner, Maine Department of Environmental Protection (DEP), which will require two hard copies, and EPA for a particular site before final reports are prepared. Final reports (in hard and digital format) must be sent to the parties noted above.

Proposals should identify the QEP's Phase I assessment process, including landowner contact and property access agreements, the types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how Phase I assessment information will be presented to AVCOG and site owners.

The QEP will conduct Phase II assessments and sampling work. AVCOG understands that Phase II work is contingent upon Phase I findings, projected costs, and AVCOG approval.

Phase II site assessments will further investigate and determine areas of environmental concern. Phase II assessments will establish whether continued investigation and remediation is necessary. If cleanup is necessary, Phase II work will include development of clean-up alternatives and remedial actions plans and estimates of clean-up costs. QEPs should describe their approach to address the Phase II component of the Work Plan.

QEP Task 4: Task 4: Cleanup and Site Reuse/Redevelopment Planning Activities: The Phase II ESA data and the proposed site reuse plan will be analyzed by AVCOG and its QEP and the results will be used to by the QEP to develop an Analysis of Brownfields Cleanup Alternatives (ABCA)/Remedial Action Plan (RAP) for each of the identified sites. The ABCA/RAP will include remedial actions for each identified contaminant that exceeds applicable Maine risk-based cleanup standards. Remedial alternatives will be evaluated in part based on cost, feasibility, and effectiveness in protecting human health and the environment. Based on this analysis, a proposed remediation plan will be developed, considering the specific or potential reuse scenario(s) for the site. AVCOG and its QEP anticipate submitting each site to the MEDEP's Voluntary Response Action Program (VRAP).

3.0 PROGRAM RESOURCES

The Androscoggin Valley Council of Governments will administer and manage this Brownfields Assessment Program in accordance with EPA program requirements. The AVCOG has a full-time professional staff. The agency provides its towns a broad range of technical assistance services. These include land use, transportation, economic development and solid waste planning. The staff will rely on the QEP to explain technical requirements of the assessment program.

The grant contains all financial resources to be used for this project. Approximately \$200,000 will be available for QEP work. Contractor selection criteria will include demonstrable experience/capabilities with Brownfields projects, familiarity with the AVCOG planning region, cost, preparing QAPP's, ability to clearly report and communicate findings to a wide audience, expertise in site assessment procedures and technology, and ability to coordinate effectively with all interested parties. The QEP's activities associated with each work task needs to follow the proposed costs, and indicated level of effort.

4.0 RFP RESPONSE FORMAT

Proposal should not exceed 10 pages in length excluding a fee schedule. Submissions shall include the following:

- A cover letter expressing the firm's interest in working with AVCOG and the Brownfields identification of the project manager and/or principal staff – including any sub-contractors – that will provide the services and their professional qualifications.

- The approach to be taken toward completion of all project phases, an explanation of any proposed variations to the work program, identification of any potential obstacles to successful completion and how these will be addressed.
- Documentation of relevant experience for all tasks specified in this RFP including a brief project description and a contact name and address for reference.
- A fee proposal containing proposed total hours per staff and estimated cost of each work element based on hourly billing rates for each staff member involved, mileage and other travel costs, charge rates for equipment used in the project and related operational expenses and rates.

6.0 PERIOD OF PERFORMANCE

Work associated with this project will begin as soon as possible after the award and must be completed by September 30, 2023.

7.0 COMPENSATION & INSURANCE REQUIREMENTS

Payment for services will be made on a lump sum basis with periodic (monthly) payments based on progress. Payments shall not exceed those allowed in the billing rates for QEPs specified in the AVCOG's cooperative agreement with EPA.

QEP must provide documentation of insurance for itself and all sub-contractors including, but not limited to:

- a. Workers' Compensation Insurance with Maine statutory Limits and Employers Liability Insurance for any employee.
- b. Comprehensive/Commercial general Liability Insurance \$1,000,000.
- c. Automobile Liability Insurance covering all owned, hired, and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Maine Insurance Laws.
- d. Professional Liability Insurance \$1,000,000.
- e. Pollution Contactor Liability Insurance.

8.0 Proposal Format

Responses to this RFP should include:

Cover Letter (2-pages maximum): A cover letter expressing the firm's interest in working with AVCOG, USEPA, MEDEP, and other stakeholders. The firm shall affirm that they and all sub consultants used in this project will meet with the requirements of the USEPA Brownfields program. This letter should be on your firm's letterhead and signed by an officer of the firm authorized to bind the firm to all comments made in the proposal and shall include the name, address and phone number of the person(s) to contact who will be authorized to represent your firm.

Organizational Profile and Firm's Qualifications (3-pages maximum): Provide a summary of all personnel potentially to be involved in the project including subconsultants. Designate the Principal-in-Charge (PIC), the Project Manager (PM), and other key personnel, and identify who the primary contact will be on this project. Provide the QEP firm's qualifications, years in business, and relative experience to provide the services and tasks required by AVCOG.

Experience and Representative Brownfields Assessment Projects (3-pages maximum): Provide summaries of at least three (3) similar U.S. E.P.A.-funded Brownfields Assessment programs and project references the QEP's firm has worked on within Maine in the past three years.

Staffing and Resource Availability (2-page maximum): Provide information on staffing availability and capacity to provide the scope of services. In addition, please provide proof of liability insurance for your firm and your proposed subconsultants.

Fee Schedule: Provide a schedule of fees noting hourly rates for key proposed staff to be potentially assigned to this project, as well as a schedule of other basic costs and expenses, should additional services be necessary.

10.0 Submission Procedure and Deadline

SUBMISSIONS/SELECTION CRITERIA

Proposals from interested QEPs must be received at AVCOG no later than **3:00 PM on Friday, November 6, 2020**. A QEP selection and response will be made within 14 business days after proposals are submitted.

AVCOG reserves the right to reject any proposal for any reason that AVCOG deems in the public interest or if the application review process does not indicate the applicant is qualified to perform the specified tasks. The AVCOG reserves the right not to award the contract to the lowest bidder if it is deemed to be in the best interest of AVCOG.

AVCOG has the final approval authority in awarding the Agreement. AVCOG reserves the right to waive any and all irregularities and informalities in the submission and/or request clarification of items prior to entering into a contract with a QEP.

Evaluation of the qualifications proposal will consider, but may not be limited to, the following:

- Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program;
- The respondent's experience and qualifications to perform the requested service in the specific conditions faced by the AVCOG service area;
- Ability to communicate findings in a manner understandable to the general public;

- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with AVCOG staff, residents of its service area, the Maine DEP, US EPA, and other interested parties;
- The extent to which the proposed costs, and indicated level of effort, are supported by the activity associated with each work task;
- References

Please submit one (1) copy of your proposal and one (1) electronic copy in pdf format to:

Amy M. Landry, Executive Director
Androscoggin Valley Council of Governments
125 Manley Rd
Auburn, ME 04210
Email: alandry@avcog.org

In the interest of fairness to all applicants, potential applicants are asked to send e-mail contact information to: alandry@avcog.org by October 30, 2020. All answers to inquiries from individual applicants will be sent to all applicants for whom AVCOG has email addresses by this date. No responses will be made after October 30, 2020.

AVCOG Request for Qualifications

**Environmental Consulting Services for Environmental Site Assessment and Related Activities
Funded by the United States Environmental Protection Agency Community Wide Brownfields
Assessment Program**

PROPOSAL RESPONSE COVER SHEET

ALL PROPOSALS MUST INCLUDE THIS COVER SHEET (or THIS COVERSHEET REPRODUCED ON
LETTERHEAD)

TO: AVCOG, 125 Manley Rd, Auburn, Maine 04210

FROM: _____
Company name:

[] an individual, [] a partnership, [] a corporation (please mark appropriate box), duly
organized under the laws of the State of _____.

The undersigned, having carefully read and considered the Request for Qualifications to provide
environmental consulting services for AVCOG, does hereby offer to perform such services on
behalf of AVCOG in the manner described and subject to the terms and conditions set forth in
the attached proposal, including, by reference here, AVCOG's RFQ document.

BY _____

(Signature of authorized representative)

(Please Print Name and Title)

PRINCIPAL OFFICE ADDRESS:

Street Address _____

City _____ State _____ Zip _____

Telephone (____) _____ FAX () _____

Email address _____

Taxpayer Identification Number _____