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TO: Area Engineering Firms
FROM: Laura Schneider, Environmental Planner
DATE: August 18, 2021
SUBJECT: Request for Qualifications for a FY19 Brownfields Coalition Assessment Grant for the Counties of Crisp, Dooly, Macon, and Sumter

This is a Request for Qualifications for Environmental Assessment or Engineering Firms for the River Valley Regional Commission. Work will be done in Crisp, Dooly, Macon, and Sumter Counties to complete a FY19 Brownfields Coalition Assessment Grant. Grant activities are separated into three categories and will be performed as below:

- 1) Community outreach to educate residents and build consensus;
- 2) Site assessment and testing noting existing environmental contaminants and possible remediation strategies;
- 3) Preparation of written reports regarding environmental characterizations and site based remediation options

In order to be considered, submittals should be received at the River Valley Regional Commission Columbus office no later than **5:00 p.m. on September 17, 2021.**

A professional services contract will be awarded to the applicant who is considered to be the most qualified candidate and whose submittal is considered to be the most advantageous.

Address any questions you may have concerning the RFQ to Laura Schneider.

Enclosures

Request for Qualifications

INTRODUCTION

The River Valley Regional Commission (RVRC) intends to secure an experienced environmental assessment or engineering firm to assist in the assessment of a targeted Brownfields area through a Brownfields Coalition Assessment Grant awarded by the Environmental Protection Agency (EPA). Grant activities are separated into three categories and will be performed as below:

- 1) Community outreach to educate residents and build consensus;
- 2) Site assessment and testing noting existing environmental contaminants and possible remediation strategies;
- 3) Preparation of written reports regarding environmental characterizations and site based remediation options

The Coalition will conduct a competitive qualifications-based procurement process to select a qualified Brownfields consultant to produce the Programmatic Quality Assurance Project Plan (QAPP), conduct the Phase I and Phase II assessments, and produce the cleanup planning documents as well as assist with outreach and public education activities. For consideration, submissions for this project must contain evidence of the firm's experience and abilities in the specified area and other disciplines directly related to the proposed service. The RVRC encourages qualified Disadvantaged Business Enterprises (DBEs), Minority Business Enterprises (MBEs) or Women Business Enterprises (WBEs), to respond to this solicitation. The firm will be selected in accordance with applicable procurement requirements.

SCOPE OF WORK

The selected firm will be responsible for preparing materials to be utilized in educational outreach efforts, delivering presentations, producing a Programmatic Quality Assurance Project Plan (QAPP), conducting 22 Phase I assessments (12 hazardous substance, 10 petroleum), conducting 15 Phase II assessments (9 hazardous substance, 6 petroleum) to include a Sampling & Analysis Plan (SAP), Health and Safety Plan (HASP), and Report of Findings for each, and producing cleanup planning documents, which will include a comparison of the site data with cleanup standards, identification of cleanup options and costs, and completion of Analysis of Brownfields Cleanup Alternatives (ABCA) for assessed sites, as well as other necessary services, for a total amount of \$555,522.

QUALIFICATIONS

The respondent must display to the complete satisfaction of the RVRC that it has the necessary facilities, ability, and resources to provide the services specified herein in a satisfactory manner. The submission should also disclose a past history and references in order to satisfy the RVRC in regards to the respondent's qualifications. The respondent shall clearly identify their status as a DBE or non-DBE in their submission. If the respondent is claiming DBE status, the respondent shall submit a valid certification with their submission. The RVRC may make reasonable investigations deemed necessary and proper to determine the ability of the respondent to perform the work, and the respondent shall furnish to the RVRC all information for this purpose that may be requested. The RVRC reserves the right to reject any offer if the evidence submitted by, or

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investigation of, the respondent fails to satisfy the RVRC that the respondent is properly qualified to carry out the obligations of the potential contract and to complete the work therein.

Evaluations of the submitter's qualifications shall include:

1. Demonstrated capabilities of firm
 - a. History and background
 - b. Capability to meet project staffing and schedule needs
 - c. Geographic availability of staff
2. Structure and demonstrated capabilities and qualifications of project team
 - a. Project team organizational structure, project position/role descriptions and responsibilities, and key staff assignments
 - b. Qualifications and experience of key project staff related to U.S. EPA Brownfields Assessment Grant Program and technical requirements of the Scope of Services
3. Demonstrated qualifications and experience of firm
 - a. Project experience related to the technical requirements for completing the tasks described in the Scope of Services
 - b. Project experience, relevant to the Scope of Services described above, during the past three years
 - c. Project summaries for representative projects, including client name, dates of service, and references (contact name, title, and telephone number), demonstrating experience related to the U.S. EPA Brownfields Assessment Grant Program and technical activities required in the Scope of Services
4. Representative costs or ranges for project activities described in the Scope of Services
 - a. Fee approach for general administrative services, preparation of plans and specifications, site assessments, and other specifically required services. Generally, a contract amendment will be executed for these services based upon a **lump sum**.
 - b. Fees for additional services (direct plus a multiplier). Such services are those which are generally not specified in the three categories noted above.
 - c. Fees for reimbursable expenses, if applicable

TIMELINE

It is expected that the services described in the above scope of work will be executed by the end of September, 2022.

- RFQ Issued: Wednesday, August 18th, 2021
- RFQ Responses Due: Friday, September 17th, 2021
- Notification of Consideration: Friday, September 24th, 2021

The RVRC reserves the right to make adjustments as needed to the above schedule. The RVRC also reserves the right to further engage a subset of respondents for further details of their qualifications through requests for additional clarifying information in order to determine the best submission for the benefit of the RVRC. The RVRC's funding proposed for this potential contract is projected to be EPA funding. As such, the RVRC will to the best of its ability attain the goals set in EPA's program guidelines.

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SUBMITTAL INFORMATION

All interested firms should prepare three (3) paper copies and submit them to the River Valley Regional Commission's Columbus office no later than 5:00 p.m., on September 17, 2021. Submissions received after this date and time will not be considered.

The respondent must provide a sample professional services contract of the sort proposed to be used on this project.

Note: The contract will be written for a “direct costs plus fixed fee, not to exceed a lump sum”. Respondent should also include the percentage fee that is normally charged on a project of this size.

Submissions should be addressed as follows:

ATTN: Ms. Laura Schneider
River Valley Regional Commission
710 Front Avenue, Suite A
Columbus, GA 31901

RFQ SHOULD BE CLEARLY MARKED:

River Valley Regional Commission
Brownfields Coalition Assessment Grant

Should there be any questions relative to this solicitation or the project's Scope of Work please contact Laura Schneider at 706-256-2910 or lschneider@rivervalleyrc.org.

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