

REQUEST FOR QUALIFICATIONS



Community-Wide Brownfields Assessment Grant

Prepared by:
Middlesboro Main Street
2215 Cumberland Avenue
Middlesboro, Kentucky 40965

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL ENVIRONMENTAL SERVICES

PURPOSE

Middlesboro Main Street (MMS) is requesting qualifications from professional environmental consulting/engineering firms to assist in the implementation of a FY2020 United States Environmental Protection Agency (US EPA) Community-Wide Brownfields Assessment Grant for Petroleum and Hazardous Substances. Funding provided by this grant will extend for a three-year grant period and will be used to conduct an inventory of brownfield sites, as well as Phase I and Phase II environmental assessments (ESA) and cleanup planning at brownfields sites located within Bell County. The procured environmental contractor will ensure that all Phase I and Phase II activities meet ATSM standards and comply with the All Appropriate Inquiries Final Rule in 40 CFR 312.20. The objectives of MMS may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on availability of future funding.

SCOPE OF SERVICES

The Scope of work will generally include, but is not limited to:

- A. Community Outreach:** Work with MMS and the Bell County Brownfield Coalition (BCBC) to develop a community involvement plan. Develop marketing materials including a brochure and information for MMS website. Perform public outreach including providing support to meetings with local community organizations and public meetings, and to solicit comments from the public.
- B. Brownfields Inventory:** Identify and inventory potential Brownfield sites in Bell County. Sites will be prioritized for Phase I investigation.
- C. Phase I ESAs:** Coordinate with MMS and property owners to obtain site access agreements. Conduct Phase I ESAs in accordance with ASTM E1527-13 and anticipated E1527-21 for approved sites. Prepare draft Phase I ESA reports, and final reports based on review comments. Complete All Appropriate Inquiry (AAI) Checklists. Update the US EPA Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- D. Phase II ESAs:** Meet with MMS and BCBC to review Phase I ESA results. When warranted, obtain approval for Phase II ESAs. Prepare Quality Assurance Project Plans (QAPP), site Health and Safety Plans (HASP), and Sampling and Analysis Plans (SAP). Submit plans to MMS

and US EPA, as appropriate, for approval. Perform Phase II ESAs. Prepare draft Phase II ESA reports. Prepare final Phase II ESA reports based on review comments. Perform cleanup and reuse planning. Update ACRES database.

- E. Preparation of Cost Estimates for Clean-Up:** Prepare clean-up cost estimates on select projects that have the potential for redevelopment.
- F. Preparation of Analysis of Brownfield Clean-up Alternatives (ABCA):** On select projects, prepare a US EPA approved ABCA that will include various options for cleanup and site restoration.
- G. Project Management:** Submit progress reports containing short summaries of progress for all phases of work, analytical results and other data collected in the field, and findings along with any other required information for quarterly and annual reporting to US EPA. Submit regular billing with costs tracked by site, grant (petroleum or hazardous) and task with backup documentation.
- H. Schedule:** Complete the project within three years from the executed date of the US EPA Cooperative Agreement with MMS.

STATEMENT OF QUALIFICATIONS

Statements of Qualifications should include, but not be limited to, the following:

- A.** A summary of experience of the firm in completing US EPA Brownfield Assessment and Cleanup grants in US EPA Region 4 and, more specifically, grants executed in Kentucky.
- B.** Project summaries (1-2 pages each) for up to five projects of similar scope and complexity to this project. Each summary should contain the type of work performed, including outputs; such as the number of ESAs, project schedule, professionals involved with each project, and references with contact information.
- C.** Brief resumes including education, professional certifications and relevant experience of key personnel who will be assigned to the project. Also include the name(s) and contact information of personnel in your organization authorized to negotiate a contract.
- D.** Capacity of the firm to conduct the project; specifically, availability of monitoring and field sampling equipment, field personnel, analytical resources, and other items the firms deem necessary to conduct the work. Also state whether these resources are in-house or must be obtained through outside vendors or subcontractors.

E. A description of the firm's and/or personnel knowledge of and experience in Bell County, including specific, local factors that should be considered during the execution of the grant.

E. Proof of current Professional Liability Insurance Certificate. Minimums are not included in this RFQ, but will be established during negotiations with the selected firm.

Submit Statements of Qualifications in a sealed envelope clearly marked "Request for Qualifications," by **4:00 p.m. Eastern Time, July 24, 2020**. Submittals received after the stated time will not be considered. Please furnish **five (5) hard copies** to:

ATTN: Larry Grandey
Middlesboro Main Street
P.O. Box 1156
Middlesboro, Kentucky 40965

All Questions regarding this RFQ are required to be submitted by email to Larry Grandey at downtownmiddlesboro@gmail.com. **Deadline for questions is 4:00 pm Eastern Time, July 10, 2020**. If the answer materially affects this procurement, the information will be issued in an addendum to this RFQ.

EVALUATION CRITERIA

A consultant selection team comprised of MMS and BCBC employees and/or board members shall review and score the Statements of Qualifications based on the following scale:

1. Firm's knowledge of US EPA procedures and regulations (25 points)
2. Firm's knowledge of Kentucky Brownfields program (25 points)
3. Familiarity with local factors (20 points)
4. Firm's experience with projects of similar scope and complexity (15 points)
5. Key personnel qualifications and experience (15 points)

MMS will enter negotiations with the top-ranked firm for the purpose of entering into an agreement for environmental consulting services subject to the availability of funding. If such negotiations are not successful, the firm will be dismissed from further consideration and discussions will be initiated with the second ranked firm. This process will continue until an agreement is reached.

GENERAL INSTRUCTIONS

The selected firm will be subject to federal contract requirements, including, but not limited to, the Disadvantaged Business Enterprise Program project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable. Attention is particularly called to the requirements as to Title VI of the Civil Rights Act of 1964, and Section 109,

Section 3 Segregated Facilities, Section 504 of Rehabilitation Act of 1973 requirements and the Copeland “Anti-Kickback” Act.

MMS reserves the right to reject any and all Statements of Qualifications received in response to this RFQ. MMS is not responsible for any costs incurred by consultants replying to this request. MMS is an equal opportunity employer and encourages responses from all qualified firms.