

US EPA Brownfield Community Wide Coalition Assessment Grant Request for Professional Environmental Services July 2016

The City of Virginia, Minnesota (City) is requesting proposals from qualified firms for professional environmental services for a United States Environmental Protection Agency (US EPA) Community-Wide Brownfields Assessment Grant.

Purpose

The City (lead coalition member), through this Request for Proposals and Qualifications, is seeking one or more qualified environmental consulting firms to complete project management, environmental inventory and assessment; and public information and outreach related to a United States Environmental Protection Agency (US EPA) Community-Wide Assessment Grants for Brownfields awarded to the City in May 2016 as part of the US EPA Brownfields Grant Competition for Fiscal Year 2016 (FY 2016).

The City is seeking qualified firms to assist in implementation of this and possible future related brownfields grants. The purpose of the US EPA brownfields assessment grant is to provide community outreach and to complete Phase I Environmental Site Assessments (ESA); Phase II Investigations; and Response Action Plans at brownfield sites located on the Iron Range of Minnesota.

The objectives of the City may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on the future availability of funding. The successful consultant(s) will bring experience and insight to a partnership with the City to refine and implement these grants and explore other grants and brownfields initiatives as funds become available.

Background

The City is a member of the Central Iron Range Initiative (CIRI) which has a mission to create collaboration among communities for the future of the Iron Range. This collaboration has resulted in projects that have provided real economic improvements on the Iron Range; and these projects often are spun-off from CIRI to live on their own. Examples include; Iron Range Brownfields Coalition, Central Iron Range Sanitary Sewer District, Pit Lake Hydrology Study, Underground Mine Mapping, and others.

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The US EPA has awarded the City a Hazardous Substances Community Wide Assessment Grant consisting of \$517,500 for assessment of parcels contaminated or potentially contaminated by hazardous substances and \$32,500 for parcels contaminated, or potentially contaminated with petroleum. The grant targets Coalition communities with sites already identified for assessment, but also allows for an inventory process, site selection and assessment of sites within the remaining Coalition partners. A summary of Coalition partners are presented below.

CITY AND COALITION PARTNERS	
CITY / TOWNSHIP	CITY / TOWNSHIP
Aurora	Ely
Babbitt	Eveleth
Balkan	Gilbert
Biwabik	Hoyt Lakes
Bovey	Keewatin
Buhl	Marble
Chisholm	Nashwauk
Coleraine	Taconite
Cook	Virginia

[Project Information Contact](#)

A chosen representative of the City (and a Coalition partner) will be accepting the presentation of professional environmental services qualifications. All questions related to the project requirements and requests for clarification must be submitted in writing to the following person by 4 p.m. on August 4, 2016.

Ms. Jackie Monahan-Junek
City of Eveleth Administrator
413 Pierce Street
Eveleth, Minnesota 55734

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Scope of Services

General

The City intends to award contracts to full-service consulting firms to serve as partners in achieving the goals of the cooperative agreement (CA) between the City and the US EPA. The professional environmental service contract period will generally coincide with the grant period (October 1, 2016 to September 30, 2019), and may be extended at the discretion of the City and their Coalition partners.

The initial step of the grant process will be to identify and inventory potential brownfield properties in the coalition area, and coordinating with CIRI brownfields website. Once an inventory of possible brownfields is compiled, the next step will be to work with community stakeholders to prioritize the inventoried brownfields to select those sites with the highest potential for reuse or redevelopment. The ultimate goal is to enhance economic development, improve the environment, and keep our citizens healthy.

Project Services

In general, the scope of work will follow the Work Plan submitted to the US EPA project manager. A summary of work is presented below, but it is not limited to this scope.

- a) Work collaboratively with the City, Coalition partners, and US EPA staff.
- b) Complete work in accordance with US EPA and City approved Work Plan.
- c) Prepare and maintain schedules and budgets for all assigned grant activities.
- d) Assist with community-wide inventory of potential hazardous substance and petroleum brownfield sites.
- e) Complete all phases of environmental site assessments and response action plan (RAP development, and prepare appropriate technical reports (printed and electronic formats) consistent with US EPA and Minnesota Pollution Control Agency (MPCA) standards.
- f) Conduct and oversee comprehensive site investigations including sample collection and coordination with a certified laboratory for measurements.
- g) Provide work updates and information to all stakeholders as requested by the City or assigned staff.

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- h) Evaluate cleanup options and conduct risk assessment analysis and provide cost estimates on selected sites.
 - i) Prepare a written Quality Assurance Project Plan (QAPP) in compliance with US EPA regulations.
 - j) Deliver to the Coalition partner completed Phase I ESA and Phase II investigation reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable Minnesota environmental regulations.
 - k) Provide project management, implementation, and technical oversight.
 - l) Offer professional advice regarding environmental issues associated with land reuse and/or redevelopment.
 - m) Attend Iron Range Brownfields Coalition meetings and advisory committees as requested.
 - n) Prepare presentations to provide information about the project's progress as requested.
 - o) Develop preliminary budget, financing options, and implementation plan for cleanup and reuse.
 - p) Develop comprehensive community outreach and public involvement program(s).
 - q) Provide public and private opportunities for citizen participation throughout all phases of projects.

The chosen consultant's(s') work will be supervised and approved by the City and the Coalition partners.

Reporting Requirements

One electronic copy of each one of the following reports shall be prepared by the consultant and submitted to the City for approval:

1. Quarterly and annual financial and progress reports required by the USEPA.
2. Submission or updating of information in the US EPA ACRES reporting system for assessed sites.
3. Draft and final work plans for specific sites as deemed necessary.
4. Technical memoranda, as requested by the City and the Coalition partners.
5. Other grant related reports required by the USEPA.

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Proposal Submission

Notice to Proposers

- a) The City is not responsible for costs incurred by anyone responding to this Request for Proposals and Qualifications.
- b) Upon submission, all proposals become the property of the City, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- c) The City expressly reserves the right to amend or withdraw this Request for Proposals and Qualifications at any time and to reject any or all proposals.
- d) The City is not bound to accept the lowest cost proposal.
- e) Proposers are held legally responsible for their proposals and proposal budgets.
- f) Proposers are not to collude with other proposers and competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the proposal.
- g) The City reserves the right to negotiate contract terms contemporaneously and / or subsequently with any number of proposers as the City deems to be in its best interest.
- h) The City reserves the right to request any additional information at any stage of the Request for Proposals and Qualifications process. Compliance shall be at the proposer's expense.

Valid Proposal

In order to be considered valid, the proposal shall be in writing, submitted in accordance with the sealed solicitation process, and be signed by an officer of the proposer who can be accountable for all representations.

Proposers are asked to submit concise qualifications describing their capacity to manage projects and their experience with similar projects. The submittals should include a clear outline of how the firm would help the City meet the requirements of the US EPA community-wide assessment grant.

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Business Organization

This section must include the name of the firm, areas of expertise, brief history of the firm, number of employees, office locations, and business addresses. The name, address, and telephone number of the consulting firm's assigned project manager regarding this project must be included.

Management Outline and Project Approach

A description of the project and how the consulting firm will manage and implement work under the US EPA brownfields community-wide assessment grant. Project approach should address each of the following project tasks:

- Task 1 - Brownfields Inventory and Prioritization
- Task 2 - Phase I Environmental Site Assessments
- Task 3 - Phase II ESAs, Response Actions Plans, and Remedial Planning
- Task 4 - Community Outreach and Programmatic Activities

For each task presented above, include a work plan that addresses the following:

- a) Scope of work organized by logical work tasks (primary tasks are below);
- b) Key personnel to be assigned to each phase of the project, subcontractors used by the consultant and identification of their respective project roles;
- c) Detailed project budget for each major task and subtask; and
- d) Time-phased project schedule listing major tasks, target dates, and delivery of work products.

Experience and Capabilities

The relevant management and technical experience and capabilities of the consulting firm will be defined with respect to the following activities:

- a) Knowledge and Project Experience of the Firm and Key Personnel:
- b) Conducting Phase I ESA and Phase II Investigations.
- c) Conducting environmental investigations and cleanups.
- d) Conducting environmental activities in association with facility deactivations.
- e) US EPA project experience.
- f) Development/redevelopment experience.
- g) Redevelopment planning and community involvement activities related to brownfield properties.

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h) Performance of environmental inventories utilizing GIS in conjunction with US EPA brownfield grants.

Other areas of expertise relevant to the project (optional).

- a) Knowledge and expertise pertaining to federal environmental statutes or associated regulations, as well as US EPA-related regulations, processes and procedures pertinent to the scope of services of this project.
- b) Knowledge and expertise pertaining to OSHA and other health and safety rules or requirements.
- c) Individual staff knowledge and technical experiences relative to ESRI's ArcGIS software (ArcMap version 10.0 using a versioned SDE enterprise geodatabase) sufficient to design and populate spatial data layers determined appropriate for inventory and tracking of hazardous substance and brownfield sites.

Cost

Provide a project-specific fee schedule. Identify hourly and / or other unit-based price structures for each of the task areas below:

Task 1 - Brownfields Inventory and Prioritization

Task 2 - Phase I Environmental Site Assessments

Task 3 - Phase II Investigations, Response Action Plans

Task 4 - Community Outreach and Programmatic Activities

Contracting with Disadvantaged Business Entrepreneurs

Disadvantaged Business Enterprises (DBEs) are:

- a) Entities owned and/or controlled by a socially and economically disadvantaged individuals as described by Title X of the Clean Air Act Amendments of 1990 (42 U.S.C. 7601 note) (10% statute), and Public Law 102-389 (42 U.S.C. 4370d) (8% statute), respectively;
- b) A Small Business Enterprise (SBE) ;
- c) A Small Business in a Rural Area (SBRA);
- d) A Labor Surplus Area Firm (LSAF); or
- e) A Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program.

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It is US EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken by grantees to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services.

The City will ensure, to the fullest extent possible, that at the very least the US EPA 'fair share' objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and minorities. The proposer must agree to support the US EPA's disadvantaged business enterprise contract procurement program ensuring those businesses participation in subcontracts.

Submission

Paper copies of the final proposal must be received at the location presented in this section by 4 p.m. on August 12, 2016.

Ms. Jackie Monahan-Junek
City of Eveleth Administrator
413 Pierce Street
Eveleth, Minnesota 55734

- a) Faxed or e-mailed proposals will not be accepted.
- b) The proposal and qualifications must include an original and one electronic copy. The first page of the original must have the original signature of the officer who will be accountable for all representations. Unsigned proposals may be considered invalid.
- c) To facilitate proposal opening, the original must be sealed in a separate envelope or box. The name, address, and Request for Proposals and Qualifications title must be clearly marked on the outside.
- d) A proposal may be withdrawn on written request of the proposer prior to the proposal due date. Negligence of the proposer in preparing its proposal confers no right to withdraw the proposal after the proposal due date. Negligence of the proposer in preparing its proposal confers no right to withdraw the proposal after the proposal due date. Prior to the due date deadline, changes may be made, provided the change is initialed by the proposer or the proposer's agent. If the intent of the proposer is not clearly identifiable, the interpretation most advantageous to the Coalition will prevail. Once submitted a proposal becomes public property and will not be returned.

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- e) Failure to submit a proposal on time may constitute grounds for the rejection of the proposal.
 - f) All information included in the submitted proposal will be classified in accordance with Section 13.591 of Minnesota statutes governing data practices.

Evaluation of Contract Award

Evaluation

- a) The City reserves the right to waive any minor irregularities in the proposal request process.
- b) The City reserves the right to interview any or all proposers at its discretion.
- c) The City will give preference to environmental firms with 1) a home office located on the Iron Range of Minnesota; 2) knowledge of the area and working with local communities; and 3) those firms willing to work pro-bono for the community outreach portion of this Request for Proposals and Qualifications.
- d) The City is not responsible for any costs incurred by the proposer in preparing for or participating in an interview.
- e) The City will review and evaluate proposals based on the following criteria:
 - i. The experience, resources, and qualifications of the firm and individuals to be assigned to the project as key personnel. The qualifications of the proposer including, without limitation, general qualifications, specialized qualifications and professional competence in areas directly related to this Request for Proposals and Qualifications and successful completion of similar projects. (25%)
 - ii. The quality of the proposal including, without limitation, its completeness in addressing the requirements of this Request for Proposals and Qualifications, suggested modifications, schedule, and demonstrated grasp of the work required for this project. (25%)
 - iii. Ability to provide required services and to perform the required work within the project time period. (25%)
 - iv. Costs associated with scope of work. (25%)

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Process

The City and project contact will review the proposals against the criteria in this Request for Qualifications and Proposals and rank proposals. At its option, the City may invite one or more proposers for an interview. The City and their Coalition partners will make the final decision.