

**Central Iron Range Initiative
Iron Range Brownfield Assessment Area Coalition**

March 2, 2012

Re: Request for Proposals/ Request for Qualifications

The Central Iron Range Initiative (CIRI) on behalf of the Iron Range Brownfield Assessment Area Coalition is requesting proposals from qualified environmental consulting firms to aid in meeting the requirements of an EPA Community-Wide Brownfield Assessment grant. The grant was awarded in fiscal year 2011 in the amount of \$726,500.

The coalition members are as follows:

Cities of:

Chisholm	Gilbert	Keewatin
Eveleth	Virginia	Coleraine
Hibbing	Nashwauk	Marble
Buhl	Taconite	Bovey

Townships of:

Balkan
Lone Pine
Arbo

Attached are the RFP/RFQ and the grant work plan approved by the EPA. The schedule for, and requirements for submission of proposals is located in the RFP/RFQ. If additional information is required to complete your proposal, please follow the procedure in the RFP/RFQ in contacting CIRI.

For your information, although a task included in the RFP/RFQ is the inventory of sites for action, the Coalition is currently inventorying sites within the Coalition area to prioritize these sites for Phase 1 assessments. The Coalition understands that there may be additional sites added to the inventory by the consultants as we move forward.

David Carlstrom
Project Administrator

**Central Iron Range Initiative (CIRI) RFP/RFQ
For The Iron Range Brownfield Assessment Area Coalition
For Environmental Consulting and Project Management for US EPA Hazardous
Substances Grant**

I. Project Information

A. Project Overview

The coalition is seeking a qualified environmental consulting firms (capacity to conduct Phase I, Phase II's, remedial action plans, QAPPs, Sampling and Analysis Plans, and Health and Safety Plans) to provide project management and to coordinate public involvement for Iron Range Coalition brownfield sites at which a potential release of hazardous substances, pollutants and/or contaminants hampers productive redevelopment. The United States Environmental Protection Agency (U.S. EPA) awarded a \$726,500 Community-Wide Brownfield Assessment grant for hazardous substances to the Coalition in September 2011 as part of the U.S. EPA Brownsfields Grant Competition for Fiscal Year 2011 (FY 2011). The Coalition is seeking qualified firms to assist in implementation of this grant.

B. Project Limits

The grant is expected to extend from September 1, 2011 through August 31, 2014.

C. Background

The purpose of the U.S. EPA brownfields assessment grants are to conduct a Phase I and Phase II environmental site assessments (ESAs) at brownfield sites located within the Iron Range Coalition area. The objectives of the Coalition may expand at a later date to include actual cleanup of sites assessed under the current grants, depending on the future availability of funding. The successful consulting firms will bring experience, comprehensive technical skills, and a collaborative style to the Coalition and its public and private partners to implement this grant and explore other grants and brownfield initiatives as competitive processes for funding are announced.

Funding will be available for a three-year grant period expected to extend from September 1, 2011 through August 31, 2014. Funding is available to complete an estimated twelve (12) Phase I Environmental Site Assessments (ESAs) and twelve (12) Phase II ESAs, and to develop three (3) remedial action or environmental cleanup plans. Funding is also available for a number of geographic information (GIS) activities related identification and inventorying of brownfields sites and to conduct public education and involvement.

The initial step of the grant process will be to identify and inventory potential brownfields in the Coalition area, coordinating with St. Louis and Itasca Counties GIS. 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 development. The ultimate goal is to enhance economic development, improve the environment and keep our citizens healthy.

The Coalition's desired outcome is to successfully identify and assess brownfield sites, create a pipeline for projects into the Central Iron Range Coalition Program, helping to develop an ongoing and sustainable brownfield program, obtain continued federal and state funding for assessments and cleanups, prepare sites for successful redevelopment by cities and developers, bring economic vitality to the Iron Range of Minnesota.

D. Project Information Contact

CIRI personnel and elected officials are not authorized to discuss this Project or Request for Proposals with interested proposers. All questions related to the project requirements and requests for clarification must be submitted in writing to the following person by 4:00 p.m. on March 13, 2012:

David Carlstrom
City of Chisholm
316 West Lake Street.
Chisholm, MN 55719

Questions may be e-mailed to dcarlstrom@dcemail.com

E. Proposers must comply with the provisions presented herein and made part of this RFP/RFQ.

F. Contracting with Disadvantaged Business Entrepreneurs

Disadvantaged Business Enterprises (DBEs) are:

- 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;
- A Small Business Enterprise (SBE) ;
- A Small Business in a Rural Area (SBRA);
- A Labor Surplus Area Firm (LSAF); or
- A Historically Underutilized Business (HUB) Zone Small Business Concern, or a concern under a successor program.

It is U.S. 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 Coalition will ensure, to the fullest extent possible, that at least the U.S. 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 consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation.
4. Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

EPA Fair Share has a goal of 2% for minority and women business enterprises. Successful applicants should name subcontractors that will help them meet these goals.

II. Scope of Services

A. General

The Coalition intends to award contracts to full-service consulting firms to serve as partners in achieving the goals of the U.S. EPA Cooperative Agreement (CA) and the Grant Work Plan (Attachment A). The contract period will generally coincide with the grant period, and may be extended at the option of the Coalition if additional grant funds for Brownfield-related services are obtained.

The initial step of the grant process will be to identify and inventory potential brownfield's in the Coalition area, coordinating with St. Louis and Itasca County GIS. 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. (It is anticipated the majority of this effort will be completed by the Coalition.)

B. Project Services

The successful consulting firms are expected to perform many tasks including, but not limited to, the following:

- Work collaboratively with the Coalition and EPA Project Managers
- Conduct work in accordance with EPA and Coalition approved work plan.
- Prepare and maintain schedules and budgets for all assigned grant activities.
- Assist with community-wide inventory of potential hazardous substance and petroleum brownfield sites.

- Conduct and oversee all phases of environmental site assessments and response action plan (RAP development, and prepare appropriate technical reports (printed and electronic formats) consistent with U.S. EPA and Minnesota Pollution Control Agency (MPCA) standards.
- Conduct and oversee comprehensive site investigations including sample collection and laboratory analysis.
- Provide work updates and information to all stakeholders as requested by the Coalition Project Administrator
- Evaluate cleanup options and conduct risk assessment analysis and provide cost estimates on selected sites.
- Prepare a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations. Applicants should provide the name of a certified lab to perform the analyses on the samples that are collected. The certification should include all of the analyses in the matrices of interest.
- Deliver to the Coalition completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable Minnesota environmental regulations.
- Provide project management, implementation, and technical oversight.
- Offer professional advice regarding environmental issues associated with land reuse and/or redevelopment.
- Attend meetings of the Coalition and advisory committee as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Develop preliminary budget, financing options and implementation plan for cleanup and reuse.
- Develop comprehensive community outreach and public involvement program(s).
- Provide public and private opportunities for citizen participation throughout all phases of projects.

Consultant's work will be supervised and approved by CIRI and the Coalition Administrator. The consultant shall provide the Coalition Administrator with one hard copy and one electronic copy of each deliverable – including but not necessarily limited to Phase I and Phase II ESA reports, RAPs, and QAPPs.

Reporting Requirements

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

1. Quarterly and annual financial and progress reports required by the U.S. EPA.
2. Submission or updating of information in the U.S. 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 Coalition.
5. Other grant related reports required by the U.S. EPA.

III. Request for Proposal/ Request for Qualifications Timetable

Request for Proposals Issued		March 2, 2012
Deadline for Written Questions	4:00 p.m.	March 13, 2012
Written Responses Sent	4:00 p.m.	March 16, 2012
Proposals Due	2:00 p.m.	March 26, 2012

IV. Proposal Submission

A. Proposal Submission Process

1. Notice to Proposers

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

2. Questions

Proposers are to submit written questions related to the specific project requirements, the RFP/RFQ process, and contents of proposals by 4:00 p.m. on March 13, 2012 to:

David Carlstrom
City of Chisholm

316 West Lake Street
Chisholm, MN 55719

Questions may be dcarlstrom@dcemail.com

Written responses to all questions received on time will be transmitted by mail and other means to all holders of the Request for Proposals/Request for Qualifications by 4:00 p.m. on March 16, 2012, in the form of addenda. Oral questions will not be accepted. Proposers shall rely only on the provisions of this Request for Proposals/Request for Qualifications and written addenda in preparing their proposals.

3. Proposers must comply with the provisions of Attachment B.

B. Valid Proposal

1. 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.

2. The proposal must contain the following information:

Consultants 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 Coalition meet the requirements of the U.S. EPA Brownfields assessment grant.

a. Business Organization

This section shall include the firm's name, 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 shall be included.

b. Management Outline and Project Approach

A description of the project and how the consulting firm will manage and implement work under the U.S. EPA brownfields assessment grant. This section shall include the applicant's approach to community involvement activities, planning, organization, and management. 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 listed, include a work plan that addresses the following:

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

c. Experience and Capabilities

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

Knowledge and Project Experience of the Firm and Key Personnel:

- Conducting Phase I and Phase II ESAs.
- Conducting environmental investigations and cleanups.
- Conducting environmental activities in association with facility deactivations.
- EPA project experience.
- Development/redevelopment experience.
- Redevelopment planning and community involvement activities related to brownfield properties.
- Performance of environmental inventories utilizing GIS in conjunction with U.S. EPA brownfield grants.
- Other areas of expertise relevant to the project (optional).
- Knowledge and expertise pertaining to federal environmental statutes or associated regulations, as well as U.S. EPA-related regulations, processes and procedures pertinent to the scope of services of this project.
- Knowledge and expertise pertaining to OSHA and other health and safety rules or requirements.
- 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.

- d. Cost.** Provide a project-specific fee schedule. Identify hourly 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 ESAs, Response Action Plans and Remedial Planning

Task 4 – Community Outreach and Programmatic Activities

C. Submission

1. Proposals are due by 2:00 p.m. on Monday, March 26, 2012. Submit to:

David Carlstrom
City of Chisholm
316 West Lake Street
Chisholm, MN 55719

Faxed or e-mailed proposals will not be accepted.

2. The response must include an original, plus one hard copy, and one electronic copy of the proposal. 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.
3. To facilitate proposal opening, the original only must be sealed in a separate envelope or box. The name, address, and RFP/RFQ title must be clearly marked on the outside.
4. 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.
5. Failure to submit a proposal on time may constitute grounds for the rejection of the proposal.
6. All information included in the submitted proposal will be classified in accordance with Section 13.591 of Minnesota statutes governing data practices.

V. Evaluation and Contract Award

A. Evaluation

1. The Coalition reserves the right to waive any minor irregularities in the proposal request process.
2. The Coalition reserves the right to interview any or all proposers at its discretion. The Coalition is not responsible for any costs incurred by the proposer in preparing for or participating in an interview.
3. Proposals will be evaluated by an Evaluation Team in accordance with the provisions listed below.
4. The Evaluation Team will be made up as follows:
CIRI Board of Directors, and Program Administrator
5. The Coalition will review and evaluate proposals based on the following criteria:
 - a) 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 RFP/RFQ and successful completion of similar projects. (15%)
 - b) The quality of the proposal including, without limitation, its completeness in addressing the requirements of this RFP/RFQ and Scope of Work, the work plan, suggested modifications, schedule, and demonstrated grasp of the work required for this project. (25%)
 - c) Ability to provide required services and to perform the required work within the project time period. (25%)
 - d) Costs associated with scope of work. (25%)
 - e) Convincing strategies and innovative approaches. (10%)

Process

An Evaluation Panel will review the proposals against the criteria in this RFP/RFQ and rank proposals. At its option, the committee may invite one or more proposers for an interview.

The Coalition will make the final decision, after considering recommendations by the CIRI and the Program Administrator.

B. Contract

1. The agreement to be executed between the successful proposer and the Coalition will include the scope provisions of this RFP/RFQ.
2. The agreement will include the following payment provisions: “Services will be compensated on a time and materials basis up to a maximum not-to-exceed cost, inclusive of fees and reimbursable expenses. Payments will be made upon achievement of agreed-upon project milestones.

Payment of interest on late payments and disputes regarding payments shall be governed by the provisions of Minn. Stat. Section 471.425.

Reimbursement of expenses, if included, will be made consistent with Coalition policies. The Coalition will reimburse only the actual cost of out of pocket expenses. If reimbursement for travel is permitted, all airfare will first be authorized by the Coalition and will be reimbursed at the lowest cost fare available. Lodging, meals, ground transportation and incidentals necessitated by this Agreement will be reimbursed according to the Internal Revenue Services (“IRS”) Regular Per Diem Rate Method or actual cost, whichever is less. Mileage will be reimbursed at the IRS rate in effect at the time of travel.

3. Prior to execution of a contract by the Coalition, the successful proposers shall provide a certificate of insurance acceptable to the Coalition’s Office evidencing, at a minimum, the coverage required by the provisions to be determined.