



# **Request for Proposals: Environmental Engineering Services to Perform Brownfield Assessments**

Prepared By:

Jefferson County, Wisconsin

Date:

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**Request for Proposals:  
Consulting Services  
to Perform Brownfield Assessments**

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## Section A - Overview

### **1. Summary and General Information**

The EPA has awarded Jefferson County, Wisconsin a brownfields assessment grant for environmental investigations and remedial planning activities for hazardous substances sites.

The grant activities are separated into and will be performed in four tasks as follows:

- Task 1 - Brownfields Inventory and Prioritization
- Task 2 - Phase I Environmental Site Assessments (ESAs)
- Task 3 - Phase II ESAs, Site Investigations, and Remedial Planning
- Task 4 - Program Development and Community Outreach and Involvement

This Request for Proposals (RFP) has been issued to determine the eligibility of responding individuals or organizations (“Applicants”) to develop and manage the Project. The RFP and its attached exhibits describe the terms and conditions under which Jefferson County will select a contractor (“Contractor”). Jefferson County will then enter into negotiations with the Contractor to formalize a Contractor Agreement. An executed contract is anticipated by (December 19<sup>th</sup>, 2014).

Proposals shall describe the Applicant’s qualifications, a description of past projects which are similar in nature to this Project, an explanation of how the Applicant would perform task services, and cost estimate.

Proposals are due no later than Monday, November 24th, 2014. See Section C for details regarding submission instructions.

### **2. Scope of Services**

Jefferson County intends to use project assessment grant funds from the EPA to start their brownfields program which will take sites from assessment to remediation to redevelopment. Jefferson County Economic Development Consortium, the economic development arm of the County, will be serving as lead liason and local partner to a consultant to complete the work plan for the brownfields grant program. Cleaning up brownfield properties can improve public health in a number of ways, including addressing safety (abandoned and derelict structures, open foundations, vandalism, or equipment that may be compromised due to lack of maintenance), as well as the environmental concerns at the site. Jefferson County needs grant funding for assessment of their brownfield properties to address the potential threats to the health and welfare of its residents, protect the quality of their valuable natural resources, and increase recreational green space in the urbanized areas. The increase in green space in developments adjacent to the County river system will also mitigate some of the catastrophic flooding that occur during times of heavy precipitation.

Activity	Deliverable	To Be Completed By:	Parties Assisting
Develop county-wide inventory of brownfield sites	GIS layers and database of sites	February 1 <sup>st</sup> , 2015	Lead: Consultant Assist: JCEDC staff, County Staff, JCEDC Community representatives
Prioritized list of brownfield sites for further assessment, cleanup, and remediation	Prioritized list of sites requiring further investment and action; this will include identifying which sites will be assessed for the Phase I and II ESAs, Sis, and Remedial Planning involved in later tasks of this brownfields assessment program (see below)	May 1 <sup>st</sup> , 2015	Lead: UW-Extension Community Development staff (facilitator) Assist: JCEDC Staff, County Staff, County Administration, and JCEDC Community representatives
Conduct up to five (5) Phase I ESAs, depending on the size of the property and the nature of the past use	Up to 5 Phase I ESAs	September 31 <sup>st</sup> , 2015	Lead: Consultant Assist: JCEDC Staff
Quality Assurance Project Plan	The Quality Assurance Project Plan	February 1 <sup>st</sup> , 2015	Lead: Consultant Assist: JCEDC Staff
Up to 4 Sampling and Analysis Plans	Up to 4 Sampling and Analysis Plans	August 1 <sup>st</sup> , 2016	Lead: Consultant Assist: JCEDC Staff
Up to 4 Phase II ESAs	Up to 4 Phase II ESAs	August 1 <sup>st</sup> , 2016	Lead: Consultant Assist: JCEDC Staff
Up to 2 Site Investigations	Up to 2 Site Investigations	August 1 <sup>st</sup> , 2016	Lead: Consultant Assist: JCEDC Staff
Up to two Remedial Planning Activities	Up to two Remedial Planning Activities	August 1 <sup>st</sup> , 2016	Lead: Consultant Assist: JCEDC Staff
Implementation of the Citizen Participation Plan (CPP)	See activities listed above for the CPP	September 31 <sup>st</sup> , 2016	Lead: JCEDC Staff Assist: Consultant

Under the work plan and budget approved by the EPA, a total of \$169,300 is reserved for the Contractor to perform the following services:

### Task 1: Brownfields Inventory and Prioritization

Consultant will undertake, in conjunction with the JCEDC, a community-wide inventory of existing and potential brownfield properties located throughout the County. The brownfield inventory will be managed using a Geographic Information System (GIS) database. Jefferson County intends to leverage its existing GIS resources as well as incorporate brownfield inventory best management practices and tools developed by other USEPA grantees (Cities of Manitowoc and Racine, Wisconsin) to manage known brownfields. In an effort to prevent brownfields, the GIS will also be used to track “at risk” properties that could become brownfields if there is a change in condition, such as vacancy.

The database will consist of a comprehensive GIS-based community-wide inventory of existing and potential brownfield properties. The inventory shall include following fields at minimum:

- Federal ID (if applicable)
- State ID (if applicable)

- Parcel number
- Street address
- City
- Zip code
- Existing site and building condition
- Current use
- Past use
- Known contaminants
- Rank system on state of brownfield sites (ie levels of outstanding assessment and remediation remaining for each site)
- Area acres
- Notes (i.e. documents collected by respondent to each site)
- Historical map and regulatory database information (i.e. direct web links to federal, state, and local environmental data that are readily available for each site)
- Current photograph

At a minimum, the inventory process will include:

- 1) A review of select local records potentially relevant to identifying brownfields (such as occupancy and other permits, tax delinquency status, building code violations, etc.)
- 2) Evaluation and incorporation of state and federal environmental databases with readily accessible on-line information
- 3) Incorporation of select data from historic records (fire insurance maps, historic city directories, etc.);
- 4) Conducting windshield surveys of select older industrial and commercial areas of the County to document the presence of potential sites not yet identified
- 5) Performing interviews/surveys of local commercial and industrial real estate professionals. Jefferson County will also utilize the brownfield inventory to help rank and prioritize sites for assessment.
- 6) Public input and stakeholder participation and involvement will be conducted on engagement in this program throughout the life of this agreement/project at the monthly JCEDC Board meetings.

## **Task 2: Phase I Environmental Site Assessments (ESAs)**

Consultant will conduct Phase I ESAs. Phase I ESAs will meet the requirements of the All Appropriate Inquiry Final Rule and the standards set forth in the ASTM E1527-13 Phase I Environmental Site Assessment Process. The County will coordinate with Jefferson County Economic Development Consortium (JCEDC), the lead economic development organization in the County, which will assist in property eligibility determinations and general project planning and prioritization.

The consultant will be asked to conduct up to five (5) Phase I ESAs, depending on the size of the property and the nature of the past use, however the number of Phase I ESAs may be reduced should sites targeted for assessment include a large or complex brownfield site with a significant amount of existing documentation that will need to be reviewed as part of the environmental assessment process. Eligibility determinations will be submitted and receive US EPA's concurrence prior to any work being initiated at any sites. Finally, the County Project Manager will ensure the completion and submittal of All Appropriate Inquiry (AAI) checklists is performed for the Phase I ESAs.

### **Task 3: Phase II ESAs, Site Investigations, and Remedial Planning**

Consultant will conduct Phase II ESAs, Site Investigations (SIs), and Remedial Planning activities at select parcels for which Phase I ESAs were completed and the need for further assessment is identified. This task will include preparing a Quality Assurance Project Plan (QAPP) up to four (4) Sampling and Analysis Plans (SAPs). It is anticipated that up to four (4) Phase II ESAs, two (2) SIs and two (2) Remedial Planning activities will also be conducted during the three year grant period. The QAPP and any Sampling and Analysis Plans (SAPs) will be submitted for EPA approval.

### **Task 4: Program Development and Community Outreach and Involvement**

Consultant will work with the JCEDC to develop a Citizen Participation Plan (as outlined below). Although it is anticipated that a majority of the project communications will be in English, the County will work with the Hispanic/non-English speaking community and the County Health Department to develop and distribute information on the brownfields program.

Many opportunities will be provided for the public to learn about and comment on the County's Brownfields Program and the assessment activities being conducted, including JCEDC meetings, numerous informational meetings, open houses, and public meetings. Pertinent information will be widely disseminated through fact sheets, brochures, news releases, and a brownfield-specific webpage.

At a minimum, the Citizen Participation Plan the County will utilize to engage the targeted community(s), local and state partnerships, and community-based organizations will include:

- 1) A news release and public meeting will be held following the notice of award to present general information on the grants and to solicit input from the community
- 2) A second public meeting will be held upon completion of the brownfields inventory and initial site prioritization to solicit public input on the sites selected (or not selected)
- 3) Written notices will be provided by mail to all property owners or residents located within a 200 foot radius of the targeted brownfields site, as well as to any neighborhood groups and aldermanic representatives
- 4) Public meetings will be held to engage the public for input during assessment and remedial action planning activities
- 5) Periodic updates will be posted on the County's website and may also be distributed as flyers. Printed materials will be tailored to the needs of the targeted community including appropriate language(s)
- 6) Other community participation will be achieved through the representatives of the various community based organizations.

### **3. RFP Process**

The RFP process consists of three phases: a) Proposals, b) Selection of Contractor, and c) Execution of Required Legal Documents. Deadlines and other important dates are as follows:

Availability of RFP: November 10th, 2014

Proposal due date: November 24th, 2014 no later than 5pm CST

Anticipated Interview Dates: December 3<sup>rd</sup>- 4th, 2014

Anticipated award date: December 19th, 2014

#### **a. Proposals**

Applicants must submit their Proposals in accordance with the instructions in Section C.

- i. An application must include all information requested in the RFP and demonstrate that the Applicant possesses relevant experience.
- ii. An Applicant's submission of qualifications will be considered as permission for Jefferson County to make inquiries concerning the Applicant's prior performance as staff deems necessary.

#### **b. Selection of Contractor**

An evaluation panel ("Panel") will be assembled to review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.

An Applicant may be rejected at any time if adverse findings are made with regard to the Applicant or any of its principals or related entities.

Jefferson County further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more Applicants, and/or to terminate negotiations without cause.

#### **c. Execution of Required Legal Documents**

Upon selection of the Contractor, Jefferson County and the Contractor will negotiate a Contractor Agreement. The terms of the Agreement, after execution, shall govern the relationship between Jefferson County and the Contractor. In the event of any variance between the terms of this RFP and the Agreement, the terms of the Agreement will govern.

#### **4. Inquiries**

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via regular mail or electronic mail, and received no later than November 14<sup>th</sup>, 2014 – 5pm CST. Questions received after that time will not receive a response. No interpretations of the RFP will be made orally. All interpretations will be issued by electronic mail to all parties who receive a copy of the RFP. All inquiries shall be addressed to:

Genevieve Borich, AICP, PhD  
JCEDC Executive Director  
genevieveb@jeffersoncountywi.gov

## **Section B – Standard Terms and Conditions**

### **1. Contractor's Agreement**

If deemed the most responsive firm to this RFP, the contractor shall enter into an agreement with Jefferson County. The contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, shall meet the mandatory compliance requirements of the State of Wisconsin as set forth by law.

The Scope of Services shall conclude no later than August 31<sup>st</sup>, 2017. The agreement may be terminated at an earlier date upon 60 days written notice by either party. The agreement may be extended upon mutual agreement of the parties and approval by the EPA of a request for a No Cost Time Extension.

### **2. Insurance**

Provide current documentation regarding your firm's professional liability insurance.

### **3. Compensation**

Contractor shall be paid via check within 30 days receipt of invoice.

### **4. Compliance - Laws**

The Contractor and any subcontractor or affiliate must comply with all local, state and federal laws, rules and regulations applicable to any contract for the subject project and to any goods delivered, services rendered, or work performed in accordance with the same.

### **5. Causes for Rejection**

Submittals pursuant to this Request for Statements of Qualifications may be rejected for any or all of the following reasons:

- a. Applicant is not authorized to do business in the State of Wisconsin;
- b. Submission is not responsive to the requirements set forth in this Request for Proposals document;
- c. Submission contains false or misleading statements; or
- d. Any other parameter that Jefferson County deems appropriate cause for rejection.

### **6. Jefferson County reserves the right to:**

- a. Reject any and all proposals received in response to this request;
- b. Negotiate the fees contained in any proposal;
- c. Waive or modify any irregularities in proposals received;
- d. Award contracts for consulting services in any manner necessary to serve the best interest of Jefferson County and the state of Wisconsin, without obligation to accept a proposal based upon the lowest fee schedule; and
- e. Request additional information or clarification as determined necessary or request some or all firms responding to make oral presentations.

## Section C – Instructions for Preparation and Submission of Proposals

### **1. Form and Content of Submission Documents**

Contractors shall submit their Proposals in an email or in a sealed package with the following information clearly marked on the outside: name, address, and telephone number of the Applicant; and the title, “Brownfield Community-Wide Assessment Consulting Services.”

Each physical/ postal mail submission must consist of one bound original and three copies of the Applicant’s qualifications, including all documentation requested as described below. Each physical/postal mailed copy should be submitted in a three ring binder and clearly labeled with the name of the Applicant on the cover.

The following submission items are required:

- a. Cover Letter** - The first page of the proposal shall be a cover letter identifying the overall project as the “Brownfield Community-Wide Assessment Consulting Services.”

If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

**b. Qualifications Statement**

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant’s ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria in Subsection 2 and include the following:

**Assessment Team Description**

The qualifications statement shall identify a lead firm, project manager, and members of the assessment team, including addresses, telephone numbers, fax numbers, and e-mail addresses for each. Resumes for key personnel and an explanation of their anticipated roles as members of the assessment team for the subject project shall be included.

**Relevant Experiences**

Describe your firm’s knowledge of and past experience with Jefferson County. The statement shall also describe the Applicant’s capabilities in performing the type of work that will be required by this RFP, including the Applicant’s experience, capabilities and resources to perform the following:

- Brownfield Inventory Development
- Phase 1 Preliminary Assessments
- Phase 2 Preliminary Assessments
- Community Relations

The Applicant shall provide a description of at least three relevant projects demonstrating experience with the services requested. Include the project name,

a short description (i.e. location, size, current and prior land uses, environmental investigations conducted etc.), the member's role in the assessment process, entity for which the project was performed, and a contact name and telephone number. Any experience with "inclusive public processes" such as stakeholder involvement and/or visioning, should be noted.

**Equal Employment Policy**

Please describe your firm's equal employment opportunity, and affirmative action policy.

**Conflict of Interest**

Disclose any material assignments, relationships or other employment that your firm or any employee of your firm has with any financial advisory firms, investment banks or law firms, governmental entities, institutional or private mortgage lenders, builders, developers or general contractors, or other persons or entities that may create a conflict of interest or the appearance of a conflict of interest in serving as a Consultant to Jefferson County. Discuss any measures that are either in place at your firm or would be taken to identify, disclose and resolve any possible conflicts of interest.

**c. Technical Proposal**

The Applicant will provide a description of how he intends to perform the services under each task.

**d. Fee Structure**

Provide the hourly rates or range of rates of the individual engineers or professional services identified above. If your firm has discounted rates for quasi-government agencies, those rates should be identified. Please indicate how long these rates would be effective.

- a. Identify any fee structures, other than hourly rates, that would be acceptable to your firm. Discuss the benefit to Jefferson County of such arrangements and any limitations thereon.
- b. Provide the rate or range of rates at which ancillary services would be billed, if any, including:
  - i. licensed professionals, technical, administrative/assistants (hourly rate)
  - ii. word processing (hourly rate)
  - iii. copying (per page)
  - iv. any other services for which you routinely bill
- c. Provide, in tabular form, information on the employee composition of your firm indicating the total number of employees and the total number and percentages of minorities and women employed and their titles.

**e. Forms and Certifications**

All forms and certifications cited in the text of this RFP shall be completed and provided by the Applicant(s) as part of the submission package.

**f. References**

Please provide as references, a minimum of three clients for whom your firm has

performed similar and substantial services. Please include the name of the person to contact and his or her phone number. Your inclusion of this information will constitute permission for Jefferson County to contact the references provided as it determines necessary.

**2. Evaluation Criteria**

The following table shall be used to evaluate all proposals submitted as part of this RFP:

Evaluation Criteria	Maximum Point Value
Knowledge of regulations, standards, and techniques for brownfields characterization and remediation in the State of Wisconsin	10
Knowledge about Jefferson County	5
Experience with brownfield site assessments, including urban, wetland, and riparian sites	15
Experience with environmental investigations assisted with EPA brownfield assessment grants and/or other projects of a similar type, especially projects assisted with public funds	15
Experience with innovative brownfield technologies and techniques	20
Experience with interdisciplinary, team-oriented projects	5
Demonstrated ability to complete assigned tasks on time and within budget	10
Competitive fee structure	20
<b>Maximum Points</b>	<b>100</b>

**3. Time and Place for Submitting Responses**

Applicants shall submit the complete submission package no later than November 24th, 2014, no later than 5pm CST, to:

Attn: Genevieve Borich  
 Jefferson County Economic Development Consortium  
 864 Collins Road, Ste 111  
 Jefferson, WI, 53549

Or Email to: [genevieveb@jeffersoncountywi.gov](mailto:genevieveb@jeffersoncountywi.gov)

Submissions will **NOT** be accepted after the above-specified date and time. A submission may be withdrawn prior to the time of receipt of proposals specified herein. Faxed responses will not be considered. Proposals received after the submission deadline date and time may result in Jefferson County’s rejection of the proposal.