

Notice of Request for Qualifications

Fairmont, North Carolina
RFQ for Brownfields Services

Fairmont, North Carolina
REQUEST FOR QUALIFICATIONS
Professional Environmental Consulting Services
RFQ Release Date: May 1, 2024
Qualifications Due Date: June 3, 2024

1. GENERAL INFORMATION

1.1 Purpose of this Request for Qualifications

The Town of Fairmont, North Carolina (the Town), through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to aid with the recently awarded United States Environmental Protection Agency (EPA) Brownfields Assessment Grant for implementation of Phase I and II Environmental Site Assessments, Asbestos Inspections, cleanup and redevelopment planning, community outreach, and other components of the EPA Brownfields Assessment Grant for which funding is secured. This solicitation is being issued to comply with Federal procurement standards outlined in 2 CFR Part 200 and 2 CFR Part 1500 that are applicable to hiring consulting firms to assist communities with grants awarded.

1.2 Background Information

EPA has awarded a Brownfields Community-Wide Assessment Grant (Cooperative Agreement Number BF02D63123) to the Town of Fairmont in the amount of \$500,000. The project and budget periods for the grant are July 1, 2023, through September 30, 2027. Grant funds will be used to conduct Phase I and Phase II Environmental Site Assessments (ESAs), create a community involvement plan, host community meetings, develop site-specific cleanup plans/Analysis of Brownfields Cleanup Alternatives, and develop planning documents to initiate brownfields revitalization.

1.3 Type of Contract and Contract Term

The Town of Fairmont will award a single four-year contract to one full-service firm to implement EPA Brownfields grant funds in support of their Brownfields program. The Town of Fairmont may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the Brownfields Assessment Grant (Cooperative Agreement Number BF02D63123), or future EPA grants awarded to the Town of Fairmont within this four-year period provided a market survey conducted by the Town of Fairmont indicates that the prices the contractor proposes are reasonable.

2. Project Budget

The total budget for the EPA Brownfields Assessment Grant is \$500,000. The total budget for the Contractual Cost Category is \$487,000. The Town of Fairmont and the successful consultant will develop a project specific scope of services to fulfill the project requirements of the Brownfields grant funds. The budget for any future related grants executed under this contract

will be negotiated with the consultant if such funding becomes available. It will be the Town's option to utilize this contract for future Brownfields grants beyond the initial EPA Assessment Grant.

3. RESPONSE REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit concise qualifications describing their relevant experience as well as their ability to manage and implement these types of grants funded projects. The response should include a clear outline of how the firm would help the Town to implement their Brownfields Program.

3.2 General Process

The Town will review and evaluate qualifications with the following criteria in mind: expertise related to relevant project components; firm and staff experience related to Brownfields redevelopment; project approach; ability to facilitate public outreach activities; and demonstrated ability to provide comprehensive environmental services. The Town reserves the right to accept or reject responses on any basis it deems appropriate.

3.3 Qualifications

TECHNICAL SPECIFICATIONS

Activities Required Under this Request for Qualifications

This RFQ is to solicit for a qualified environmental consultant who is expected to provide a wide range of environmental services to the Town of Fairmont. The scope of work to be performed under this contract by the consultant at a minimum is expected to include:

- Assist the Town with budget management tracking of grant funds.
- Assist the Town with quarterly and annual EPA reporting requirements.
- Provide grant programmatic and regulatory support as required.
- Prepare and maintain schedules and budgets for grant-funded activities such as site-specific assessments.
- Provide tools and support in creating a Brownfields property inventory including prioritization of properties.
- Preparation of a written Generic Quality Assurance Project Plan (QAPP) in compliance with EPA requirements.
- Preparation of a Site-specific QAPP Addendum for each property where a Phase II ESA will be performed.
- Perform and complete Phase I and Phase II Environmental Site Assessments (ESAs), site investigations, remedial planning and other environmental requirements under applicable State of North Carolina environmental regulations and ASTM standards (e.g., ASTM E1527-21 for Phase I ESAs).
- Perform other eligible assessment activities including, but not limited to, asbestos surveys, mold surveys, lead-based paint surveys, and wetlands and natural resource surveys.
- Attend meetings with the Town of Fairmont and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.

- Participate in and coordinate community outreach and public engagement activities as requested.
- Identification and assistance in writing grant applications for EPA grants, including, but not limited to, EPA Brownfields Assessment and Cleanup Grants.
- Prepare Grant Close-out Report(s).

Responses should be prepared to fit standard size 8 ½ x 11-inch paper. Standard advertising brochures should not be included in the response. The response shall include the following information in the order presented below. Qualifications will be evaluated based on a 100 Point Scale as follows:

SECTION A - Qualifications and Capabilities

0-20 pts.

This section shall include the firm's name, areas of expertise, a brief history of the firm, size, number of office locations, and the business address of the office responsible for this contract. The name, address, and the telephone number of the contact person responsible for their submittal shall be included. In addition, the following information shall be provided:

- General description of firm's history providing Brownfields services.
- Experience of the firm in completing Phase I and Phase II ESAs.
- Experience of the firm in completing Brownfields assessment and/or cleanup projects.
- General description of the firm's services including experience in providing additional eligible assessment services including but not limited to asbestos surveys, asbestos cleanup project design, mold surveys, lead-based paint surveys, Property Condition Assessments (PCAs), and wetlands and natural resource surveys.
- Summary of experience conducting community involvement and engagement activities related to Brownfields projects.
- Ability to perform environmental inventories utilizing Geographic Information Systems (GIS).
- Knowledge and experience pertaining to EPA and state Brownfields-related regulations shall be demonstrated.

SECTION B – Community and Agency Engagement

0-20pts.

- Demonstrated experience in effectively engaging with community members and federal and state agencies.

SECTION C – Fiscal reasonableness

0-25pts.

- Reasonableness of cost/price proposal (e.g. rates) based on a comparison of prices among competing offers and other available information on market rates for consulting services.

SECTION D - Project Staff

0-20pts.

- Brief biographical summaries of related experience for staff members working on the project.
- Organizational chart.
- Resumes for key project personnel assigned to this project. Indicate the project manager who will be responsible for ensuring the project success. Provide no more than ten (10) resumes.

- A summary of professional licensures for proposed staff members.

SECTION E - References

0-15pts.

- Include three (3) references for which the firm is currently providing or has completed environmental Brownfields assessment and/or cleanup consulting services. References should include at least one (1) public entity (municipalities, counties, university, etc.). Please include descriptions and dates of the services provided, reference name, phone number, and email address.

3.4 Terms and Conditions

The process of selecting organizations to provide consultation services for the Town's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in 2 CFR Part 200 and 2 CFR Part 1500. The Town reserves the right to accept or reject all proposals. The Town reserves the right to re-issue any RFQ or cancel the RFQ if none of the proposals are deemed satisfactory to the Town.

Upon selection of a finalist, the Town by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the Town, for any reason, is unable to reach a final agreement with this finalist, the Town then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The Town may also elect to reject all proposals and re-issue a new RFQ.

Clarification of proposals: The Town reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be emailed to jchestnut@fairmontnc.gov and a response shall be provided within two (2) business days. The Town reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the Town. The Town reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.5 Public Information

Documents submitted to the Town relating to this RFQ are subject to requirements of the Freedom of Information Act and may be deemed public records. The Town will not conduct a public opening of submittals.

3.6 Proposal Time Schedule

The timeline for completion of this request for qualifications is outlined below.

May 1, 2024: Formal announcement date for RFQ.

June 3, 2024 – 4:00PM EDT: Deadline for submittal of firm's Statement of Qualifications.

June 19, 2024: Notification of award.

3.7 Notification of Award

The Town plans to select a consultant with Commissioner approval by June 18, 2024. Should either party fail to execute a contract within 30 days of notification of award, the Town reserves the right to rescind the award and select services from another interested firm.

3.8 Number of Proposals to Submit; Deadline; Mail and Hand Delivery Addresses

One (1) original and one (1) digital (PDF) copy of the proposal must be submitted by **4:00 PM EDT on June 3, 2024**.

The mailing and hand delivery address is:

**Town of Fairmont
421 S. Main Street
PO Box 248
Fairmont, NC 28340**

3.9 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Contracting with Disadvantaged Business Enterprises

It is the EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The Town will ensure, to the fullest extent possible, that at least the 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 historically black colleges and universities. The consultant shall agree to support the EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists.
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources.
- When economically feasible, dividing total requirements into smaller tasks or quantities to permit disadvantaged business participation.
- Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.2 Equal Employment Opportunity

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status about public assistance, sexual preference, disability, or age. When required by law or requested by the Town, the Proposer shall furnish a written affirmative action plan.

4.3 Insurance Requirements

Prior to award, the successful bidder will be required to furnish evidence of insurance as follows:

Comprehensive General Liability: Limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage including premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and contractual liability endorsement.

Business Auto Liability: Covering any auto with minimum limits of \$1,000,000 per occurrence with combined single limit for bodily injury and property damage. This shall include owned vehicles, hired and non-owner vehicles and employee non-ownership.

Professional Liability and Errors and Omissions: The Consultant shall carry Professional Liability Insurance with a coverage minimum of \$1,000,000 per occurrence.

Workers' Compensation: The Consultant shall carry Workers' Compensation coverage to apply for all employees for statutory limits and shall include employer's liability with a limit of \$1,000,000 each accident, \$1,000,000 disease policy limits, \$1,000,000 disease limit each employee.

All policies shall provide a 30-day notice of cancellation or modification of coverages. Prior to commencement of work, the proper insurance certificates shall be provided to and approved by the Town of Fairmont.