

NAME AND LOGO OF ENTITY ISSUING THE RFP/RFQ



**REQUEST FOR PROPOSALS (RFP)/
REQUEST FOR QUALIFICATIONS (RFQ)
FOR QUALIFIED ENVIRONMENTAL SERVICES TO PERFORM
BROWNFIELD CLEANUP ACTIVITIES**

UCONN

Issued: **Date of Issuance**



Submittals must be received by: **Deadline for RFP/RFQ submission**

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Submit Proposals via **mail/email** to:

Name Project Administrator

Address:

Email:

Phone:

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1. INTENT

[Name of Entity] has recently received an Brownfields Cleanup Grant by the U.S. Environmental Protection Agency (EPA) and intends to hire a qualified firm or team of firms, hereinafter referred to as “Consultant/Contractor,” to conduct environmental services for the [Name of Entity] Brownfields program. [Name of Entity] will procure environmental consultant services in accordance with the requirements of the EPA terms and conditions of the Cooperative Agreement. The Consultant/Contractor will be selected according to selected criteria outlined in the RFP/RFQ and will provide technical services to [Name of Entity] with respect to the remediation of eligible properties (and other program) including:

- Conduct environmental remediation activities meeting regulatory state requirements;
- Quality Assurance Project Plan (QAPP);
- Perform closure reporting;
- Conduct community outreach.

2. INTRODUCTION

[Description of Entity’s location and brownfields program]

Example: *“The Regional Planning Organization is one of the State’s regional planning organizations. The agency is established under the State’s General Statutes as a voluntary association of municipal governments currently serving ten municipalities in the central metropolitan area. The agency is dedicated to expanding the concept of voluntary cooperation among its member municipalities to successfully respond to many of the region’s pressing governmental and public challenges”.*

3. PROJECT DESCRIPTION

[Description of EPA cleanup grant received and related tasks. You may include additional language specifying the remedial activities at the site from the remedial action plan or the analysis of brownfields cleanup alternatives (ABCA).]

Example: *“The Entity recently received an EPA Brownfields Cleanup Grant (\$500,000) to continue conduct environmental cleanup in the target site(s) located at 10 Local Street. The EPA grant performance period is October 1, 2022 – September 30, 2023. The Entity is seeking consultant assistance, with total of \$200,000 budgeted for the Consultant/Contractor activities described in this RFP. The grant will be used to perform cleanup activities at the target site(s), conduct community engagement and outreach, and cleanup planning and reporting under the following tasks:*

Task 1. Cooperative Agreement Oversight. This task involves management and oversight of contractors, including competitive procurement; personnel and financial management; coordination with stakeholders; reporting to EPA and stakeholders; and participation in training. The contracted consultant/contractor will assist in coordinating with stakeholders and with ACRES and other reporting requirements.

Task 2. Community Engagement. In this task, the agency, in coordination with the hired consultant/contractor, will actively reach out to local officials, residents, business interests and other stakeholders, solicit their input, and update them as the program is implemented.

Task 3. Cleanup Planning. This task involved preparation for cleanup activities by the hired consultant/contractor to conduct the necessary pre-remedial testing; prepare the final remedial action report (RAP), analysis of brownfield cleanup alternatives (ABCA), and QAPP to meet federal and state requirements; and prepare the soil management plan and conduct the appropriate permitting for the disposal facilities.

Task 4. Cleanup activities and reporting. This tasks includes the cleanup activities to be conducted by the consultant/contractor including removal of oil tank and soil excavation, transportation, testing, and disposal. Additional clean soil backfill and hazardous building materials abatement are also activities included in this tasks together with closure reporting.”

4. CONTRACTOR/CONSULTANT SCOPE OF SERVICES

[Clearly outline the services to be performed by the selected environmental consulting contractor.]

Example: “*The following is a description of project tasks to be undertaken by the chosen environmental consulting contractor:*

- 1. Provide technical assistance to the entity including attending meetings of the Advisory/Steering Committee and be available to respond to the questions of the agency, and municipal staff regarding the assessment process. Provide status reports on ongoing projects. (Supports Tasks 1 and 2 of the grant workplan).*
- 2. Provide services on cleanup planning, including:
 - a. Prepare remedial action plans, appropriate for each site, which can satisfy the requirements of the State’s remediation regulations. The grant application estimated remedial planning on the target site in the first six months of the three-year EPA grant period.*
 - b. Prepare scope of work and cost estimate for review and approval the agency, before work begins. Incorporate sustainable practices in the reuse scoping and remediation planning scopes of work.**
- 3. Provide remedial activities based on the remedial action plan provided. Oversee the work of the remediation contractor. The selected consultant/contractor will be responsible for preparing a QAPP. Oversee construction for soil excavation and removal, including backfilling with clean fill.*
- 4. Perform confirmatory soil sampling after soil removal to verify the*
- 5. Prepare closure reports in accordance with the state and federal laws.”*

5. PROJECT SCHEDULE

The Consultant/Contractor should be prepared to enter into a contract and begin work as directed on or about [Date]. It is anticipated that the contracted services as described in this RFP shall be completed by [Date].

6. GENERAL PROJECT REQUIREMENTS

1. The successful Consultant/Contractor shall comply with all applicable federal, state and local laws and regulations. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Cleanup Grant Program. The Consultant/Contractor must take into account compliance with all regulations applicable to the EPA Brownfields Program, and will also be subject to the Terms and Conditions of the Brownfields Grant.
2. Respondents to this RFP/RFQ will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building sampling, remediation strategies and clean-up programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. Staff assigned to this project are required to be Licensed Professionals (LSP) (applicable term for MA, ME, NH, VT, RI) or Licensed Environmental Professionals (LEP) (applicable term for CT).
3. Disadvantaged Business Enterprises/Minority Business Enterprises/Women Business Enterprises are encouraged to apply. The [Name of Entity] is an equal opportunity employer.

7. PROPOSAL REQUIREMENTS

A. SUBMISSION

Proposals are to be submitted by [Date and Time], via email at [email address] with the subject line of "Brownfields LSP/LEP Proposal." Alternatively, proposals can be mailed at [address]. Any responses received after this date and time will be rejected.

B. REQUEST OF ADDITIONAL INFORMATION

1. The [Name of Entity] will host a pre-bid meeting to answer any questions about its regional Brownfields Program and this RFP on [Date] at [Location].
2. Questions concerning this proposal must be submitted in writing to:

[Contact Name]

[Address]

[email]

Questions are accepted before [Date and Time]. Questions may be emailed and written responses will be emailed to all proposers on record.

C. PROPOSAL RESPONSE CONTENTS

Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified. Proposals should identify the Consultant/Contractor's planning processes, tasks, types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how study results will be presented to the [Name of Entity].

Written proposals should include, at a minimum, the following information in the order requested:

- 1) **Cover Letter.** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to [Contact Name], [address].
- 2) **Contact Information.** The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website addresses.
- 3) **Statement of Qualifications and Experience.** Please state the following:
 - a. Give the company/firm/team history, background and relevant experience.
 - b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
 - c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
 - d. Experience with brownfields remediation planning and remedial activities. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number).
 - e. Experience with reuse scoping/planning and community outreach. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost. (Include the names of clients, primary contact person and phone number).
 - f. **Quality Assurance Methods:** Give a description of the quality assurance methods implemented by the Consultant/Contractor. Also, please state whether the firm has prepared an EPA-approved generic Quality Assurance Project Plan.

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- 4) **Scope of Work.** Proposed approach to the scope of work which includes major tasks required to complete the remedial activities. The statement of approach should also include a discussion of quality control for each phase of work outlined in this RFP.
- 5) **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP.
- 6) **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished products, and costs associated with carrying out all tasks specified in the Consultant/Contractor Scope of Work of this RFP including pricing for staff, equipment, remedial work and report preparation.
- 7) **Proposed Subcontractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFP. The [Name of Entity] will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of the [Name of Entity].
- 8) **Insurance Documents.** Documentation of insurance coverage required.

8. SELECTION CRITERIA

The following table provides the relevant evaluation criteria

Evaluation Criteria	Points
Knowledge of regulations and remedial techniques in the [State]	
Experience with environmental remediation under EPA brownfield cleanup grants and/or other federal and state programs	
Project management capability	
Staff qualifications and firm credentials	
Incorporation of sustainable practices in the assessment and remediation planning process	
Competitive fee	
Total Points	

9. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been proposed for this RFQ/RFP:

RFP Release Date:

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RFP Questions Due:

Answers/Addendum Posted:

Proposals Due:

Proposal Evaluations:

Interviews/Oral Presentations, if held:

Selection/Notification of Successful Firm:

10. ADDITIONAL TERMS AND CONDITIONS

[You may add here any relevant additional terms with respect to the contract such as termination policies, conflict of interest, additional insurance requirements, affirmative actions, etc.]

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