



## Central Vermont Regional Planning Commission

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### REQUEST FOR QUALIFICATIONS

#### Central Vermont Brownfields Program

The Central Vermont Brownfields Program is funded through the Small Business Liability Relief and Brownfields Revitalization Act (Brownfields Law) which provides federal financial assistance for brownfields revitalization, including grants for assessment, cleanup and Revolving Loan Funds. CVRPC is currently seeking qualifications from environmental contractors to provide services under U.S. EPA Community Wide Assessment Grants. Services are needed to assess both Hazardous and Petroleum Substances.

The Central Vermont Regional Planning Commission is a quasi-governmental agency established within the State of Vermont to conduct regional planning activities and provide technical assistance to the 23 municipalities in our region. Regional Planning Commissions are considered political subdivisions of the State of Vermont.

The Central Vermont Regional Planning Commission (CVRPC) is requesting statements of qualifications for professional services for Phase I and Phase II Environmental Assessments and Remediation/Corrective Action Plans; advice and assistance to the Brownfields Advisory Committee and Project Manager; and public involvement and education duties, as necessary.

#### Selection Schedule

RFQ released	RFQ released
1 week from release	Deadline for submission of questions in writing
2 weeks from release	Response to questions posted on CVRPC webpage
4 weeks from release	Deadline for submission of qualifications
5 weeks from release	Notification regarding selection for interviews
6 weeks from release	Committee conducts interviews (2 dates)
7 weeks from release	Notification of selections for pre-qualification pool

## **Project Description**

CVRPC is a regional planning organization working with twenty-three municipalities in Central Vermont, including all the towns in Washington County and three towns in Orange County; Orange, Washington, and Williamstown. Towns that have historically thrived on manufacturing have struggled to rebuild after the loss of these industries. Many buildings are vacant and have been on the market for years and potential buyers have turned away in part due to the real or perceived presence of contamination. Recognizing that these brownfields are usually found in downtowns or village centers, reuse of these sites will aid and stimulate economic activity in these traditional commercial centers. *The overall goal of the Central Vermont Brownfields Program is to return sites with real or perceived contamination to the market or to reuse for the public good.*

A Brownfields Advisory Committee has been established to ensure that the objectives for the overall project are achieved. The advisory committee has oversight and guidance for program activities and will make decisions and recommendations in compliance with EPA rules and regulations and CVRPC policies. The Brownfields Advisory Committee, staffed by CVRPC, is made up of representatives from Central Vermont communities and representatives from partner organizations. The Committee will be responsible for selecting a pool of **three to five (3-5)** qualified environmental consulting firms that are capable of implementing the activities outlined in the Brownfields Program strategy.

Firms under contract to provide services to CVRPC will work under the direction of the Assistant Planner and Executive Director. In addition, the consulting firm will work in collaboration with the Brownfields Advisory Committee, local town officials, VTDEC, partner organizations, property owners and/or prospective purchasers to complete the work.

## **Scope of Services**

The selected contractor(s) will provide services in the following general areas:

- Advise and Assist the Brownfields Advisory Committee
- Conduct Phase I Environmental Site Assessments
- Conduct Phase II Environmental Site Assessments
- Conduct Corrective Action Feasibility Investigations (CAFI)
- Develop Remediation/Corrective Action Plans (CAP)
- Conduct and report Analysis of Brownfields Cleanup Alternatives (ABCA)
- Prepare Technical and Administrative Reports to CVRPC, VTDEC and USEPA
- Public Involvement and Education

A more specific detail of services will be provided in contracts executed between the CVRPC and selected contractors for specific sites and tasks.

## **Duration of Services**

The selected contractors will be engaged to provide services through the end of Federal Fiscal Year 2018. Contractors may be considered for an extension of duration of services based on availability of funding, CVRPC's need for the same scope of services, and contractor past performance.

## **Pool of Pre-Qualified Contractors and Work Assignment**

A selection committee shall select a pool of 3-5 contractors whose qualifications will be most advantageous to CVRPC, cost and other factors considered. The successful contractors will be required to sign a master contract with CVRPC in which they accept responsibility for the performance of services as stated in their Statement of Qualifications, and to be prepared to commence work as the need for consulting services arise. **Inclusion in the pre-qualified pool makes a firm eligible, but does not guarantee selection to be contracted for individual tasks.**

As specific contracting tasks are identified by the CVRPC Brownfields Advisory Committee and staff, CVRPC may select a pre-qualified contractor for that task based on the contractor's proposed cost for the task, qualifications in relation to the specific task and subject site, current workload, firm availability, and/or past performance. CVRPC may also solicit site specific work and cost proposals from two or more of the pre-qualified firms and select among them. It is the intention of CVRPC to provide projects to each of the pre-qualified firms; however, CVRPC reserves the right to make selection decisions on the bases described above, regardless of prior assignment of tasks.

Contractors selected for a specific task will enter into an addendum to the master contract dictating the task specific scope of work, deliverables, timeframe(s) and compensation.

In the event that CVRPC is unable to reach agreement with the selected contractor regarding scope of work, schedule and/or cost, one of the other pre-qualified contractors may be asked to prepare a scope of work and cost proposal.

Multiple firms may be assigned to provide services for a particular site, and some tasks may not be associated with a specific site location. Continued failure to meet expectations outlined may result in the contractor being removed from the pre-qualified pool.

### **Required Information**

Firms, or consulting teams, interested in being pre-qualified to participate in this project are asked to submit their statement of qualifications. Each statement should include information responding to the following:

#### **Technical Qualifications**

1. A description of the firm including addresses of all offices proposed for involvement in this project, structure of the firm, size of the firm, number of years the firm has been in business.
2. A statement of the firm's financial stability and ability to complete all services.
3. List of people who will work on the contract, including names, education, professional licenses, registrations or certifications, relevant experience (see below), and role in the contract (resumes are acceptable).
  - a. The Project Manager should be clearly identified, as well as the Senior Executive with oversight responsibility.
  - b. Contractors must have on staff a Vermont Registered Engineer who, if applicable, can certify that the investigation was conducted in accordance with generally accepted engineering practices, and this person must be clearly identified in the proposal.
  - c. Contractors must also have on staff or have a subcontractor certified to conduct Asbestos analysis and remediation plans.

- d. Respondents who intend to subcontract one or more elements of the scope of services shall identify those work elements to be subcontracted and the subcontracting firm(s).
4. If applicable, a list of resources, personnel, data or other assistance which the contractor expects or requires of CVRPC in order to complete each task in a timely manner.
  5. Overall organizational philosophy with respect to working with and balancing the interests of private property owners, municipalities, Vermont DEC, and US EPA.
  6. Demonstrated experience in conducting a Phase I and II Environmental Assessment in accordance with EPA's All Appropriate Inquiries and the ASTM E1527-13 Standards.
  7. Demonstrated experience in preparing State of Vermont DEC Workplans, US EPA Quality Assurance Project Plans (QAPP), VTDEC Corrective Action Plans, and U.S. EPA Analysis of Brownfields Cleanup Alternatives (ABCA). Please state if the contractor has a generic QAPP approved by U.S. EPA Region 1. Lack of a generic QAPP will not preclude selection of a contractor.
  8. Experience communicating sensitive issues related to potential contamination and its impacts and costs to the general public, property owners and prospective purchasers. Please cite examples and methodologies.
  9. Examples of relevant past experience and a minimum of three references, which will include the following for each project: project description, name of project manager, phone number and address of reference. *Project examples should demonstrate the past experience of the specific staff members proposed to work under the CVRPC contract.*
  10. Provide one (1) example copy in electronic format of a Phase 1, a Phase 2 and a CAP report. Reports should be representative of the work products of staff proposed to be assigned to the CVRPC contract. These deliverables may or may not be from the same projects as past experience and references required above.
  11. Describe the firm's proposed approach to utilizing and planning for green and sustainable site assessment and remediation measures. U.S. EPA Region 1 has established a Clean and Greener Policy for Contaminated Sites requiring consideration and efforts to implement such measures during Brownfields activities. This policy is included in Attachment A.
  12. List any actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed. Responses should explain if the firm, its agents, or employees were found to be at fault in these cases, why the firm, its agents or employees were or were not found at fault, and what steps have been taken to avoid repetition of these actions/litigations.
  13. Proof of insurance will be required prior to contracts being issued for work. Please state whether your firm is able to demonstrate proof of coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate, motor vehicle liability coverage of \$1 million combined single limit, proof of Workers Compensation coverage per State of Vermont, and professional errors and omissions coverage of \$1 million.
  14. Disadvantaged Business Enterprise (Minority Business Enterprise/Women's Business Enterprise) firms are strongly encouraged to submit qualifications. All firms submitting qualifications must report DBE status and the status of any subcontractors on the form included in Attachment B.
  15. Contractors are encouraged to employ Disadvantaged Business Enterprise (DBE) companies (MBE/WBE) whenever possible. Contractors will be required to report on DBE utilization

efforts. Please describe how your firm is able to employ Disadvantaged Business Enterprises through the following measures:

- a. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. This will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- b. Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- c. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. This will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- d. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- e. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

### Cost Proposal

The cost proposal must be enclosed separately (sealed envelope) from the technical qualifications statement, and must include:

- Listing of the prime contractor and each subcontractor;
- Typical rates your firm charges for the following personnel and activities:
  - Hourly rates for the following assigned staff: Senior Scientist/Engineer and/or Principal, Project Manager, Project Scientist/Engineer, Field Technician (ranges may be used if multiple staff assigned per category)
  - Phase I site assessments (per ASTM E1527-13 standards)
  - Site Specific QAPP preparation
  - Corrective Action Plan (CAP)
  - community meeting preparation and attendance to explain findings
  - travel costs
  - costs for a drill rig for one day, and
  - basic mobilization costs for Phase II soil and groundwater testing.
  - common lab analytical suites
  - indirect/overhead rate and fee
  - subcontractor markup rate (for each subcontractor as applicable)

### Selection Process

The Brownfields Advisory Committee and CVRPC staff will review qualifications submitted in response to this RFQ and select firms to be interviewed. Final selections for the pre-qualification pool will be made based upon qualifications submitted and the results of the interview. **Inclusion in the pre-qualified pool makes a firm eligible, but does not guarantee selection to be contracted for individual tasks.**

Firms are invited to submit questions regarding the RFQ in writing prior to the deadline stated in the Selection Schedule. CVRPC will compile a written response to all questions submitted. This response will be released on the CVRPC website for review by all contractors by the date stated in the Selection Schedule.

Statements of Qualifications will be evaluated for interviews and final selection based on the following criteria:

- Completeness and responsiveness of submission – This is a threshold criterion. Incomplete or non-responsive proposals will not be evaluated further.
- SOQ Format and Contents (10%):
  - Is the proposal written and presented clearly?
- Statement of Technical Qualifications (60%):
  - Do the personnel to be assigned to this project have the necessary qualifications to conduct this work?
  - Do the personnel to be assigned to this project have experience with EPA Brownfields projects, Vermont Brownfields, Sites Management and/or UST programs, community involvement, and experience preparing Quality Assurance Project Plans (QAPPs) for EPA approval?
  - Does the contractor have a proven record of successful completion of similar projects, within time and budget constraints?
  - Does the contractor demonstrate an understanding or proven experience of positioning contaminated properties for redevelopment?
  - Are the communication skills evidenced by the submittal responsive to the stakeholders that will be served?
- Cost Proposal (10%):
  - Is the cost proposal thorough and clearly linked to the proposed scope of services?
  - Are all the required cost elements included?
  - Are hours, time and rates reasonable?
- References (20%):
  - Would the reference recommend the firm for providing the described Scope of Services and desired qualifications?

CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with the consulting firms, and to select the firms that are best able to address the project purpose and which promote the public interest.

CVRPC reserves the right to withdraw this Request for Qualifications, and/or to advertise for new submissions of qualifications if it is in the best interest of the CVRPC to do so. Contracts will be awarded as deemed to be in the best interest of the CVRPC.

### **Proposal Details**

- Proposals shall be prepared simply, providing a straightforward and concise description of the prospective firm's ability to satisfy the qualifications.
- Submissions shall **not exceed 30 pages**, exclusive of the example reports (on CD) and cost proposal (separate).
- Submissions shall be double-sided on white 8 ½" x 11" paper, and on recycled paper, if possible.
- All pages in the statement of qualifications shall be numbered consecutively.

- Proposals shall be simply bound by spiral, three ring, or plastic binder. Loose materials, glossy paper, and other extraneous materials should be avoided.
- Submit three (3) hard copies of statements of qualifications and one electronic copy on a CD in Adobe PDF format.
- The CVRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract.

### **Deadline and Information for Submitting Proposals**

Qualification packages must be submitted by 4:00 p.m. on \_\_\_\_\_ 2016, clearly marked “Central Vermont Brownfields Program” to Gail Aloisio, Central Vermont Regional Planning Commission, 29 Main Street, Suite 4, Montpelier, VT 05602. Hand-delivery can be made to the same address.

Statement of Qualifications or amendments received after the submittal deadline will not be considered. Faxed or E-mailed qualifications packages will not be considered.

Questions must be received by CVRPC before \_\_\_\_\_, 2016 in order to guarantee a response. Questions must be presented in writing to Gail Aloisio, Brownfields Program Manager at [aloisio@cvregion.com](mailto:aloisio@cvregion.com), or at the postal address listed above.

### **Contracting Provisions**

#### **Payment**

Contractor(s) selected for specific tasks will enter into a not-to-exceed contract with the CVRPC for the amount proposed for those tasks. The EPA Brownfields Assessment Grant is a reimbursement program. Contractors will submit invoices to the Regional Planning Commission on a periodic basis (usually monthly) for costs incurred on this project. The CVRPC shall pay contractors after review and approval of invoices.

Notwithstanding the above, in no case will the contractor be paid for any costs that will not be reimbursed by the EPA.

#### **Ownership of Material**

All rights, titles to and ownership of the data, material, and documentation resulting from this project and/or prepared for the Regional Planning Commission pursuant to this contract shall remain with the Commission, property owners, the State of Vermont, and the US Environmental Protection Agency.

#### **Proof of Insurance**

Proof of insurance will be required before contracting with selected contractors. All contractors and any subcontractors must carry adequate insurance coverage.

### Compliance with State and Federal Laws

All contractors, and any sub-contractors, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, administrative procedures and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. The contractor, in designing the Statement of Qualifications, must take into account compliance with all applicable regulations in CFR 40, part 31. *Contractors are advised to review all relevant federal and state regulations before submitting a Statement of Qualifications.* Those requirements imposed upon the State of Vermont and the Regional Commission, respectively, as recipients of federal funds are thereby passed along to the contractor and any subcontractors, and those rights reserved by the U.S. EPA are likewise reserved by the State of Vermont and the Regional Commission.

All contractors and any subcontractors must affirm being an equal opportunity employer with an affirmative action plan. Contractor(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

### U.S. EPA Cooperative Agreement Pass Through Provisions

As noted, the Regional Commission is working under a Cooperative Agreement with the US EPA for services and products related to the EPA's Brownfields Program. Contractors entering into a contract for services with CVRPC will be subject to all terms, conditions and requirements of the Cooperative Agreement. Additionally, the Regional Planning Commission will not be considered liable or obligated to the selected contractor for all phases of this project in the event that the agreement between the Regional Planning Commission and the EPA is terminated for any reason.

Under the EPA Disadvantage Business Enterprise Program, benefiting organizations owned or controlled by socially and economically disadvantages individuals, women, and Historically Black Colleges and Universities. Contractors awarded contracts under this RFQ agree to ensure, to the fullest extent possible, to engage in the following Good Faith Efforts whenever procuring construction, equipment, services and supplies from prime contractors and/or subcontractors. It is further stated that it is the policy of the State of Vermont that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. This will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. This will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.



(e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(f) If the prime contractor awards subcontracts, take the steps in paragraphs (a) through (e).

### **General Information**

1. The CVRPC may cancel this RFQ, in whole or in part, or may reject in whole or in part, any and all responses submitted to this RFQ whenever it determines such action to be in its best interest or that of the eligible parties. Reasons for cancellation or rejection will be provided to all registered vendors in writing.
2. The issuance of this solicitation does not imply a firm commitment by any eligible party to purchase products or services from any vendor.
3. The selected contractor(s) will assume sole responsibility for the scope of services specified in this RFQ. CVRPC will consider only the primary consulting firm as the sole point of contact with regard to contract matters, whether or not subcontractors are used by the contractor for one or more elements of the scope of services. Subcontractors shall not be substituted, nor any portions of the contract assigned to other parties after contract award without prior written approval by CVRPC.
4. If any changes are made to this RFQ, an addendum will be issued. Addenda will be posted to the CVRPC website. Alternative delivery methods may be arranged by request. A vendor may correct, modify, or withdraw a response to this RFQ via written notice received by CVRPC prior to the time and date set for the response opening. Response modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_". Each modification must be numbered in sequence, and must reference the original RFQ.
5. After the opening of responses to this RFQ, a vendor may not change any provision of the response in a manner prejudicial to the interests of CVRPC or fair competition. Minor informalities will be waived or the vendor will be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the response document, the mistake will be corrected to reflect the intended correct meaning and the vendor will be notified in writing. Vendors may not withdraw responses to this RFQ so corrected. A vendor may withdraw an opened response to this RFQ if a mistake is clearly evident on the face of the response document, but the intended correct wording is not similarly evident.
6. CVRPC reserves the right to waive or permit cure of minor informalities, and to conduct discussions with all qualified vendors in any manner that serves the best interests of the Central Vermont Brownfields Program. CVRPC also reserves the right, in its sole discretion, to make an award(s) based upon written responses received without prior discussions or negotiations.
7. CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible; to accept or reject all or any portion of any or all responses submitted; to waive informalities, irregularities or technicalities on any response in making awards it deems to be in the best interests of the CVRPC.

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8. Contractor selections shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. CVRPC is an Equal Opportunity Employer.
  9. Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.

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**ATTACHMENT A**

U.S. EPA Region 1 Clean and Greener Policy for Contaminated Sites

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**ATTACHMENT B**

**DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION**

The CVRPC is required to report all activity by Disadvantaged Business Enterprises (including Minority Business Enterprises (MBEs) and Women Business Enterprises (WBEs)).

Contractors are encouraged to employ DBEs whenever possible, and also report their participation to the contract source.

Company Name: \_\_\_\_\_

(Print company name here)

By: \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please indicate whether or not you, or a specified subcontractor, are an DBE by checking one of the following:

\_\_\_\_\_ Yes, I am a certified DBE

\_\_\_\_\_ Yes, the subcontractor \_\_\_\_\_ is a certified DBE

\_\_\_\_\_ No, I am not an DBE