



REQUEST FOR PROPOSALS

Brownfields Corrective Action Plan (CAP) and Waste Characterization

The Central Vermont Regional Planning Commission (CVRPC) is requesting proposals from Qualified Environmental Professionals (QEPs) to conduct a Corrective Action Plan and Waste Characterization for 18 South Main Street, Barre City, Vermont.

I. SCHEDULE

Item	Date
Request for Proposals issued	March 14, 2023
Deadline for submission of questions in writing	March 22, 2023
Response to questions will be sent via email	March 24, 2023
Proposals Due	April 3, 2023 at noon
Contractor Notification	April 5, 2023
Contract Start	Immediately after Notification
Contract Completion	June 16, 2023

Inquiries and questions are to be sent in writing to Clare Rock, Senior Planner at rock@cvregion.com.

Proposals must be clearly marked “Corrective Action Plan: South Main Street, Barre City” and submitted via email to Clare Rock, Senior Planner at rock@cvregion.com. Proposals received after the submittal deadline will not be considered. Proposals sent via fax or mail will not be considered.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. Proposers are required to document whether the individual is a DBE or WBE (see Attachment A). CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford disadvantaged business enterprises full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

II. BACKGROUND

The **Central Vermont Regional Planning Commission (CVRPC)** works to assist its member municipalities in providing effective local government and to work cooperatively with them to address regional issues. As one of eleven regional planning commissions enabled through 24 VSA §4341, CVRPC is a political subdivision of the State of Vermont. As such, it is a tax-exempt organization.

In 2021, CVRPC was awarded \$100,000 for the implementation of Vermont's Brownfield program by providing assessment funding to recognized brownfield sites in the State. The funding for this program is made possible through grant funding from Vermont Agency of Commerce and Community Development; Department of Economic Development.

CVRPC's Brownfields Advisory Committee provides oversight and guidance for program activities, and makes decisions and recommendations in compliance with the Vermont Brownfields Revitalization Fund and CVRPC policies. Staffed by CVRPC, the Brownfields Advisory Committee consists of representatives from Central Vermont communities and diverse partner organizations. Selected QEPs will work under contract with CVRPC and under the direction of CVRPC staff. Selected QEPs may be required to attend a Brownfields Advisory Committee to share brownfield assessment findings.

This site selected for brownfields funding is located at **18 South Main Street, Barre City** (the "Site.") CVRPC issued an RFP on April 11, 2022 for the development of brownfields Phase II Environmental Site Assessment and the report was finalized last week. To view a copy of the final Phase II Environmental Site Assessment, click [HERE](#).

As per CVRPC's Procurement Policy, CVRPC is issuing this RFP for the next step in the brownfield assessment process. The Corrective Action Plan will be performed on behalf of the Turning Point Center of Central Vermont, the prospective purchaser of the Site.

The Site comprises a 0.30-acre property with one vacant building. The building was most recently used as a thrift store, with a residential dwelling unit located on the second floor. The Site will be redeveloped by renovating the existing building, demolishing the rear addition and constructing an approximately 4,650 square foot addition with a full basement.

The Turning Point Center of Central Vermont has entered into the Vermont BRELLA program, and upon purchase of the property plans to redevelop the property into a Model Recovery Center. The existing building will be renovated and an addition will be construction to the rear. A new parking lot will also be constructed.

III. SCOPE OF WORK

SERVICES REQUIRED

Upon finalization of a contract, the QEP will conduct the following:

Task 1: Kick Off Meeting

CVRPC will organize a kickoff meeting to take place within one week of the contract start date. The selected QEP will attend and representatives from the CVRPC, the Turning Point Center, the private landowner and VT Department of Environmental Conservation will be invited to participate. The QEP will present a project timeline and the CAP scope of work will be discussed. A virtual meeting option will be made available.

Task 2: Undertake Waste Characterization and Corrective Action Plan

The QEP will undertake any field work associated with characterizing waste for subsequent soil management activities that will be required as part of site redevelopment. QEP will develop basis and details of a proposed clean up strategy and draft Corrective Action Plan.

Task 3: Draft findings Meeting

The QEP will organize a meeting to discuss draft Corrective Action Plan. Representatives from the CVRPC, the Turning Point Center, the private landowner and VT Department of Environmental Conservation will be invited to participate. A virtual meeting option will be made available.

Task 4: Finalize Corrective Action Plan

The QEP will incorporate any feedback received from the Draft Findings Meeting into the Corrective Action Plan and circulate to representatives from the CVRPC, the Turning Point Center, the private landowner and VT Department of Environmental Conservation for comments. Upon close of comment period, QEP shall finalize Corrective Action Plan.

Task 5: Final Corrective Action Plan Meeting

The QEP shall be available to discuss the Corrective Action Plan and next steps in the brownfields clean up and redevelopment to representatives from the Turning Point Center, the private landowner and VT Department of Environmental Conservation. Virtual meeting option will be made available.

IV. PROPOSALS

SCOPE OF SERVICES

General Requirements

Proposals must:

- be held to a maximum of 10 pages.
- describe how the QEP subcontractor intends to carry out the services described including project organization and staffing.
- provide a services/deliverables schedule.
- describe any changes to the scope of work identified in Section III of this request.
- identify what support will be required from CVRPC during all phases of work.
- include Project Minority Business Enterprise / Women's Business Enterprise (MBE/WBE) Fair Share Information.

Technical Qualifications

Proposals must include the following:

- 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, and the firm's experience with similar projects.
- 2) A statement of the subcontracted 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 (resumes are acceptable), and role in the contract. CVRPC must preapprove use of any staff not identified in the proposal.
 - a. The following QEP staff must be clearly identified in the proposal:
 - i. Primary contact person regarding the proposal.
 - ii. Project Manager.
 - iii. Senior Executive with oversight responsibility.
 - iv. Vermont Registered Engineer who can, when required, certify that the investigation was conducted in accordance with generally accepted engineering practices.
 - b. QEPs who intend to subcontract one or more elements of the scope of services shall identify those work elements to be subcontracted, the subcontracting firm(s), and its basic qualifications. The selected contractor(s) will assume sole responsibility for the scope of services specified in this RFP. 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) A list of resources, personnel, data or other assistance which the QEP expects or requires of CVRPC in order to complete each task in a timely manner.
- 5) Describe the qualifications of the firm in advising clients on positioning their property for redevelopment. How does the firm integrate these considerations with assessment and remediation decisions? Does the firm offer expertise beyond the scope of engineering and environmental science qualifications?
- 6) Demonstrated experience in:

- a. conducting a Phase I and II Environmental Assessment in accordance with the ASTM E1527-13 Standards.
 - b. preparing State of Vermont DEC Workplans and VTDEC Corrective Action Plans.
 - c. working with VT DEC's BRELLA Program and Vermont's Investigation and Remediation of Contaminated Properties Rule (IRule).
- 7) Experience communicating sensitive issues related to potential contamination and its impacts and costs to the general public, property owners and prospective purchasers.
 - 8) Examples of relevant past experience and a minimum of three references, which will include project description, contact person, phone number, and address of reference. References should demonstrate the experience of the specific staff proposed to work under the CVRPC contract. CVRPC reserves the right to check references beyond those provided by the QEP subcontractor.
 - 9) Proof of insurance. The selected QEP subcontractor will be required to add CVRPC and its officers and employees as an additional insured for services performed. The proposal must demonstrate that either the QEP subcontractor currently has insurance or is eligible for insurance.

COST PROPOSAL

The Cost Proposal must:

- identify costs by task and person hours
- identify an hourly rate(s) by individual(s) providing services
- detail other expenses (travel, etc.)
- total cost

SUBMISSION REQUIREMENTS

Proposals must be submitted electronically to Clare Rock at rock@cvregion.com.

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.

Proposals received after due date and time will not be considered.

Upon submission, all Proposals become the property of the CVRPC. The expense of preparing, submitting, and presenting a Proposal is the sole responsibility of the QEP subcontractor. The CVRPC retains the right to reject any and all Proposals received, to interview or not interview any or all firms responding to this RFP prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP if it determines such action to be in the best interest of the CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided to all QEP subcontractors who have submitted Proposals in writing. This solicitation in no way obligates the CVRPC to award a contract.

PROPOSAL EVALUATION

QEP subcontractor selection will be based on the following factors:

1. Completeness and responsiveness of submission.
2. Scope of Work Format and Contents
3. Qualifications and Responsiveness
4. Cost Proposal
5. References

If any changes are made to this RFP, an addendum will be issued to QEP subcontractors expressing interest and providing CVRPC with contact information.

CVRPC reserves the right to seek clarification of any statement submitted, conduct interviews with QEP subcontractors, and to select an engineering subcontractor that is best able to address the services requested and promote the public interest.

CVRPC reserves the right to examine all aspects of responses submitted, tangible and intangible. CVRPC reserves the right to withdraw this Request for Proposals, and/or to advertise for new submissions at any time if it is in the best interest of the CVRPC to do so. A contract will be awarded as deemed to be in the best interest of the CVRPC.

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.

V. STANDARDS AND DELIVERABLES

1. Except for appendices, all reports are to:
 - a. be presented for ease of readability by the average citizen;
 - b. include charts, graphs and other graphics as appropriate;
 - c. include executive summaries or abstracts suitable for broad distribution;
 - d. include a glossary of technical terms, and a list of references or citations for all sources of data and information.
3. All documents must be provided in digital form (Microsoft Office format for report text and PDF format for full report). Images (photos, maps, graphics, etc.) must be provided as separate files for use by CVRPC.
4. All written reports must be provided double-sided. The use of recycled paper is strongly encouraged.
5. Copies of all reports and documents, including drafts, should be provided to CVRPC no less than one

week prior to any scheduled review or discussion.

6. All data, databases, reports, programs and materials, in digital and hard copy formats, created under this project must become the property of the Central Vermont Regional Planning Commission.

VI. CONTRACTING PROVISIONS

CONTRACT COMPLETION

Performance under the scope of work must be completed by the dates indicated in Section I *of the Contract*.

PAYMENT

The amount and timing of payments will be determined during contract negotiations. Requests for payments must be made directly to the CVRPC, and payments made must be 100 percent of the amount requested for eligible services. CVRPC anticipates making payments within 30 days of invoicing.

OWNERSHIP OF MATERIAL

All rights, titles to and ownership of the data, material, and documentation resulting from this contract project and/or prepared for the CVRPC pursuant to a contract between CVRPC and the selected subcontractor must remain with the CVRPC.

COMPLIANCE WITH STATE AND FEDERAL LAWS

All subcontractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, 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. CVRPC receives funding from numerous state and federal agencies. Those requirements imposed upon the CVRPC as a contractor, recipient or sub recipient of state and federal funds are thereby passed along to any subcontractors, and those rights reserved by the state or federal government are likewise reserved by the Central Vermont Regional Planning Commission.

All subcontractors must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. The subcontractor must further certify that it will comply with the provisions of the Americans with Disabilities Act.

It is the policy of the CVRPC that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

If the subcontractor is a natural person, not a corporation or partnership, the subcontractor states that, as of the date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

The subcontractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the subcontractor is a resident of Vermont, subcontractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**The Central Vermont Regional Planning Commission
is an Equal Opportunity Employer.**