



REQUEST FOR PROPOSALS

Brownfields Phase II Environmental Site Assessment

The Central Vermont Regional Planning Commission (CVRPC) is requesting proposals from Qualified Environmental Professionals (QEPs) to conduct a Phase II Environmental Site Assessment for 11 North Main Street, Northfield, Vermont.

I. SCHEDULE

| Date | Item |
|-----------------------|---|
| June 26, 2023 | Request for Proposals issued |
| July 7, 2023 | Deadline for submission of questions in writing |
| July 11, 2023 | Response to questions will be sent via email |
| July 17, 2023 at noon | Proposals Due |
| July 24, 2023 | Contractor Notification |
| July 24, 2023 | Contract Start |
| November 22, 2023 | Contract Completion (no later than) |

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

Proposals must be clearly marked "Phase II ESA 11 North Main Street, Northfield" 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 June 2023, CVRPC was awarded an additional \$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 Phase II Environment Site Assessment (ESA) funding is located at **Phase II ESA 11 North Main Street, Northfield** (the "Site.") The Phase II ESA will be performed on behalf of the Northfield Development Main LLC, the prospective purchaser of the Site.

The Site comprises a 1.3-acre vacant property. The site was historically used as a granite processing and finishing shed. As identified in the Phase I Environmental Site Assessment¹ "The property was historically used for granite processing and finishing between approximately 1897 and 1942 and then again between 1986 and 1999. A gasoline filling station, automotive repair facility, and machine shop occupied the property from as early as 1960 until at least 1976. The property has been vacant since 2000, when the former structures associated with the granite processing and finishing facility were demolished. Portions of concrete building foundations and structural columns remain at the property."

The Phase I identified the following Recognized Environmental Conditions (REC):

- Historical underground storage and documented release of petroleum at an adjacent property;
- Historical underground storage of petroleum at an undocumented location on the subject or adjacent property;
- Documented arsenic contamination at an adjacent property;
- Current and historical underground storage and documented petroleum contamination at an adjacent property;
- Historical underground storage and release(s) of petroleum at an adjacent property; and

¹ *Phase I Environmental Site Assessment: 11 North Main Street, Northfield VT* prepared by Wilcox & Barton, dated October 18, 2022.

- Historical industrial use and underground storage of petroleum at the subject property.

Release of diesel fuel to asphalt pavement at an adjacent property is considered an “other environmental concern” and does not pose a threat to the subject property.

To view a copy of the Phase I Environmental Site Assessment click [HERE](#).

The prospective purchaser has entered into the Vermont BRELLA program, and upon purchase of the property plans to redevelop the property into a multi-family apartment building.

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 two weeks of the contract start date. The selected QEP will attend and representatives from the CVRPC, representatives of Northfield Development Main LLC, the Northfield Economic Development Director, the private landowner and VT Department of Environmental Conservation will be invited to participate. The QEP will present a project timeline and the Phase II scope of work will be discussed. A virtual meeting option will be made available.

Task 2: Undertake Phase II Environmental Site Assessment

QEP will prepare workplan for DEC review based upon identified RECs in Phase I ESA. QEP will undertake field work including any necessary soil, water and/or vapor sampling; subsurface soil borings. QEP will complete analysis of laboratory results and draft report findings.

Task 3: Draft findings Meeting

The QEP will organize a meeting to discuss draft report findings. Representatives from the CVRPC, representatives of Northfield Development Main LLC, the Northfield Economic Development Director, 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 Phase II ESA Report

The QEP will incorporate any feedback received from the Draft Findings Meeting into the Phase II ESA Report and circulate to representatives from the CVRPC, representatives of Northfield Development Main LLC, the Northfield Economic Development Director, the private landowner and VT Department of Environmental Conservation for comments. Upon close of comment period, QEP shall finalize Phase II ESA Report.

Task 5: Final Phase II ESA Report Presentation

QEP shall be available to present the Phase II Report to the Brownfields Advisory Committee. Representative of Northfield Development Main LLC, the Northfield Economic Development Director, the private landowner and VT Department of Environmental Conservation will be invited to participate. 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 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) 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) Overall organizational philosophy with respect to working with and balancing the interests of private property owners, municipalities, and VT DEC.
- 6) 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?
- 7) Demonstrated experience in conducting a Phase I and II Environmental Assessment in accordance with the ASTM E1527-13 Standards.
- 8) Demonstrated experience with VT DEC's BRELLA Program and Vermont's Investigation and Remediation of Contaminated Properties Rule (IRule).
- 9) Demonstrated experience in preparing State of Vermont DEC Workplans and VTDEC Corrective Action Plans.
- 10) 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.
- 11) 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.
- 12) 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 (10%):
 - a. Is the proposal written in concise language understandable to a non-technical audience?
 - b. Is the proposal well organized and easily navigable?
 - c. Does the proposal show understanding of process to complete project tasks including stakeholder involvement and construction oversight?
3. Qualifications and Responsiveness (60%): To what degree:
 - a. Do the personnel to be assigned to this project have the necessary qualifications to conduct this work?
 - b. Do the personnel to be assigned to this project have experience in support and maintenance for similar systems and organizations?
 - c. Does the subcontractor have a proven record of successful completion of similar work within time and budget constraints?
 - d. Are communication skills responsive to the audience that will be served?
 - e. If multiple staff will be used to serve this contract, do the assigned staff members demonstrate success working together with each other specifically as a team unit?
 - f. Is the subcontractor's availability and accessibility adequate for CVRPC's needs? For example, is the subcontractor's demonstrated response time and react system for support requests adequate and competitive?
3. Cost Proposal (20%):
 - a. Is the Cost Proposal thorough and clearly linked to the proposed scope of work?
 - b. Are rates and costs reflective of an efficient level of effort necessary to complete the

task, compensation reflective of level of expertise, materials appropriate to the task and expectations of quality, and overall reasonable costs as accepted in the industry?

5. References (10%):

- a. Which types of services has the subcontractor provided to the reference?
- b. How satisfied was the reference with the subcontractor's interactions with it?
- c. How satisfied was the reference with the subcontractor's technical expertise, ability to meet deadlines and budgets, reporting, and overall value and quality of work?
- d. How did the subcontractor demonstrate value-added expertise?
- e. Was the reference satisfied with how the subcontractor dealt with problems that arose? Give an example.
- f. What, if any, challenges did the reference experience with the subcontractor?
- g. How does this subcontractor compare with others the reference has worked with?
- h. Would the reference recommend the subcontractor for providing the described Scope of Work and desired qualifications?

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.**