

NOTICES

Request for Qualifications - Professional Consulting Services City of Waltherboro Brownfields Assessment Project

I. Introduction

The City of Waltherboro invites interested parties to submit Statements of Qualification (SOQ) for a three-year contract to provide environmental and engineering consulting services to the City of Waltherboro in support of their Brownfields program. The City of Waltherboro is looking for firms with documented experience providing Brownfields (environmental) grant-related consulting services. The project objectives include developing a successful Brownfields program by assisting the City of Waltherboro with development, implementation, and management of future grants.

II. Scope of Work

Activities of the consultant may include but not necessarily be limited to:

1. **Grant Writing Services:** Identify and assist the City of Waltherboro in writing grant applications for available EPA grants. This may include, but not necessarily be limited to, Assessment Grants and Clean up Grants. Typical tasks include the collection of data required for the grant applications; meeting with existing community groups; and taking the lead role in writing the applications.

2. **Property Identification and Inventory:** Identify, develop and refine a database of potential Brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.

3. **Site Characterization and Assessment Activities:** Conduct Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of cleanup plans. Included in this task is development of the following plans:

- Generic Quality Assurance Project Plans (QAPP);
- Site specific QAPPs;
- Health and Safety Plans (HASPs); and
- Phase I and Phase II ESA site investigation reports.

All documents will be required to be prepared in accordance with applicable state and industry standards including the ASTM and All Appropriate Inquiry (AAI) standards.

4. **Community Involvement Assistance:** Provide support for public involvement and community outreach activities. These activities should be designed to make sure that community concerns are considered and addressed in the assessment, planning and execution of the project. This may include but not necessarily be limited to:

- Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in Brownfield project;
- Conducting and/or participating in public meetings and hearings to solicit community interest and provide educational information;
- Assisting in development of a Brownfields Steering Committee to assist with site inventory and ranking and develop and implement the community involvement program;
- Developing and implementing effective methods of communicating information about the Brownfield program to the public (website, information sheets, mails, etc); and

- Communicating with prospective private landowners and other key parties to encourage participation in the program.

5. Cleanup and Development Planning: Complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA's), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions/workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the South Carolina Department of Health and Environmental Control (SCDHEC).

6. Cleanup and Remediation Activities: Complete cleanup and remediation of selected Brownfield properties in accordance with the SCDHEC and/or United States Environmental Protection Agency (USEPA) requirements, and USEPA cleanup grants. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HASP), securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordinating and overseeing site remediation activities, and/or completing the site remediation activities.

7. Grant Administration: Provide comprehensive grant administration activities to include, but not necessarily be limited to; preparing quarterly reports; preparing reimbursement requests; preparing MBE/WBE Utilization Reports; acting as a liaison between the City of Walterboro and applicable regulatory agencies (primarily EPA and SCDHEC); coordinating kickoff and weekly/monthly meetings; entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES); and completing the final reports for grant close out.

7. Other Brownfield Related Duties: Conducting/completing other duties that may be required for a successful program but that have not been anticipated in this RFQ.

III. Response Format/Evaluation Criteria

Submit one (1) original and two (2) copies of the SOQ. The submittal shall be no longer than 12 pages (including organizational chart) and shall include the information outlined below. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

1.0 Experience and Capacity

The SOQ shall include a summary of the following:

- History of the firm's experience providing Brownfields services as described herein;
- Brownfields grant application and administration experience/capacity;
- Brownfields project experience (both EPA and private Brownfields experience);
- Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigation, and experience working with the USEPA and SCDHEC; and
- Disclosure of any potential conflicts of interest.

2.0 Proposed Methodology

The SOQ shall include an organization chart and a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm.

3.0 References

The SOQ shall include at least three (3) references for similar services/projects that have been provided by your firm and the dates of service. Please include the reference name, company, email address and phone number. Also include a description of the services and key personnel that were involved in the project.

IV. Selection Criteria

Responses will be evaluated on the following criteria:

- Experience and ability to complete the work;
- Demonstrated SC Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with USEPA and SCDHEC;
- Approach and understanding of the scope of work;
- Proven track record of community engagement;
- Environmental assessment experience;
- Quality of performance on Brownfields projects; and
- Participation of small, minority, woman, and veteran owned businesses.

The City of Walterboro reserves the right to award this opportunity based on the initial RFQ response without oral presentations; however, oral presentations to the City of Walterboro may be requested. The City of Walterboro reserves the right to reject any and all responses. Firms not selected will be notified in writing by November 20, 2015.

V. Submittal Requirements

Responses to this RFQ should be delivered to Jeffrey P. Molinari, City of Walterboro, City Manager, PO Box 709, 242 Hampton Street, Walterboro, SC 29488. The submittal deadline is 5:00 pm on November 13, 2015.