

Town of Stafford, Connecticut

REQUEST FOR PROPOSALS

EPA Brownfields Assessment Program

October 24, 2019

INTRODUCTION

The Town of Stafford, CT was awarded a \$300,000 Brownfields Assessment Grant by the U.S. Environmental Protection Agency (EPA) during their FY2019 competition.

With this funding, The Town will inventory regional brownfields sites, identify potential contamination issues at Brownfields sites through Phase I and Phase II assessments, evaluate cleanup and reuse strategies, conduct focused redevelopment and area-wide planning, and ultimately return otherwise distressed, abandoned, or environmentally stigmatized sites back to viable and sustainable reuse. The grant will also support on-going public outreach measures that keep the communities informed about the proposed work activities, completed assessments, and general health and economic issues.

The Town of Stafford, CT is soliciting proposals from Licensed Site Professionals (LSPs) with proven expertise performing environmental site assessments, management plans, quality assurance project plans, groundwater and soil sampling, remediation planning, cost estimates and cost control, and community outreach and public presentations. The LSP must be licensed to provide engineering services in the State of Connecticut, and present verifiable qualifications, experience, and knowledge regarding all aspects of Brownfields assessment, remediation, re-use planning, and redevelopment, including, but not limited to relevant federal and Connecticut law, policies and guidelines, CERCLA, All Appropriate Inquiries, and EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

The LSP will work under the direction of the Stafford Town staff and will work in collaboration with the Brownfields Advisory Committee, CT DEEP representatives, property owners, and developers.

WORKPLAN

The Town of Stafford's EPA-approved assessment workplan attached for more detail.

PROPOSAL CONTENT

Proposals are to be presented in a clear and concise manner. Proposers shall ensure that all information required herein be submitted with the proposal. Additional useful information pertaining to the Scope of Work is appreciated and should be included in the proposal. However, the Commission reserves the right to negotiate any portion of the proposal determined to be unclear or to appropriately address the needs of Stafford . All proposals shall remain firm for sixty (60) calendar days after receipt of the proposals.

COVER LETTER

- A cover letter expressing the LSP's interest in working with Stafford and its Brownfields Advisory Committee.
- Identification of the project manager and/or principal staff – including any subcontractors – who will provide the requested services.

GENERAL FIRM QUALIFICATIONS

Proposals should also include the following:

- The Firm's qualifications, years in business, and experience to provide the services required by the Commission.
- Subcontractors: List all subcontractors to be used with respect to the service provided under this contract.
- Describe any additional tools or resources your company can provide to Stafford to help improve its Brownfield assessment inventory and outreach activities.
- Clearly present verifiable qualifications, experience and knowledge regarding all aspects of Brownfields assessment, remediation, re-use planning, and re-development, including but not limited to, relevant federal and Connecticut law, policies and guidelines; relevant Administrative rules; Risk Characterization and Management

Policy; CERCLA, and U.S. EPA standards and practices, including All Appropriate Inquiry, U.S. EPA Quality Assurance Project Plan (QAPP) requirements, and Green and Sustainable Remediation Guidance.

PROJECT PERSONNEL QUALIFICATIONS

Specifically indicate and provide professional qualifications for, those members of the firm and any subcontractors who will be working directly with the Town. Proposers must have on staff a Connecticut licensed professional engineer or professional geologist who, if applicable, can certify that the investigation was conducted in accordance with generally accepted consulting practices, and this person must be clearly identified in the proposal.

APPROACH

Provide a description of the approach to be taken toward completion of each of the 4 tasks outlined in SRPC's workplan and an explanation of any proposed variations to the work program, including but not limited to the following:

- Describe the Proposer's understanding of the LSP's role in completion of each of the four identified project tasks.
- A per-item cost estimate (or anticipated cost range) for common brownfields activities, including but not limited to Phase I and II Environmental Site Assessments, SSQAPP preparation, remedial action plans, and Analyses of Brownfield Cleanup Alternatives.
- A task-by-task workplan demonstrating a proposed program of outreach, assessment, and cleanup planning activities consistent with the "contractual" budget line from the workplan.
- An explanation of how cost estimates were developed.
- A chart of hourly rates for staff that are expected to be involved in this project.
- Itemized direct, indirect, and subcontract expenses (where applicable).
- Identification and itemization of additional services or materials (if proposed).

REFERENCES

- References: List three (3) references from current customers receiving the same or similar service(s). Include name, contact information, and a brief project description for each reference.

OTHER

The Proposer shall make available upon request the following:

- Health and Safety Plan for the Workers.
- Accident Record from the last five years, including the detail of the Consultant's response actions and outcomes.

PROPOSAL SUBMISSIONS

Proposals are due by 5:00 PM, Friday November 22, 2019. Please submit two (2) paper copies of the proposal and one PDF. All proposals must be printed on 8.5" x 11" paper and stapled. Please refrain from binding or using alternative packaging with proposals. All materials, both digital and print, must be received prior to the deadline.

Please address all mail submissions to:

David Perkins
Town of Stafford
1 Main Street
Stafford Springs, CT 06076

Please mark your envelope with: *Stafford Brownfields Assessment Program LSP Proposal*

Please email a PDF copy of the Firm's submission to dperkins@staffordct.org.

Please utilize the subject line: *[Your Firm's Name] Stafford Brownfields Assessment Program Proposal*

SELECTION PROCESS

Stafford's Brownfields selection committee will be responsible for screening proposals, conducting interviews of selected firms, and make the final decision regarding selection of a LSP. The following criteria will be used to evaluate proposals:

- Bidder's Qualifications – 25 points
Qualifications of the firm or firms assigned, including appropriate areas of expertise, relevant experience, technical capabilities and quality references that suggest they are the best qualified to undertake the project, in addition to, knowledge of the Town of Stafford;, work experience with CT DEEP, and the U.S. Environmental Protection Agency.
- Overall Quality of Proposed Project Approach – 30 points
The technical quality and composition of proposed approach and consistency of approach with the workplan and EPA program objectives.
- Personnel Qualifications – 25 points
Qualification of the professionals assigned to this project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.
- Cost Proposal¹ – 20 points
Comparison of per-unit costs to ensure efficient use of Stafford's contractual funds for proposed outreach, assessment, and cleanup planning activities.

PERIOD OF PERFORMANCE

The period of performance for this grant is October 4, 2019 to September 30, 2022.

COMPENSATION

The grant contains all financial resources to be used for this project. Approximately \$284,000 will be available for LSP work. Payment for LSP services will be made on a periodic basis based on workplan progress.

DISCLAIMER

Stafford will not be responsible for any cost incurred in the preparation of a response to this Request for Proposals.

ACCEPTANCE

Stafford reserves the right to select the Proposer best able to provide the services required. In evaluating proposals, Stafford reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or the entire successful proposal in selecting the services considered to be the most advantageous to the Commission. All material submitted becomes the property of Stafford . The evaluation of proposals and determination of the contract award will be at the discretion of the Commission and its judgement shall be final and without the right of recourse by any proposer.

QUALIFICATIONS

No contract will be awarded except to a responsible Proposer capable of performing the work presented in the workplan. Proposers must comply with all state, federal, and local (municipal) laws. Prior to the award of any contract, the Proposer

¹ The Town of Stafford is not obligated to choose the Proposer with the lowest cost

may be required to demonstrate that they have the required experience, ability, resources, and facilities to perform the work outlined within the workplan.

REJECTION

Stafford reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the Commission may require. Rejection of any proposal shall be construed as meaning simply that the Commission does not deem the proposal acceptable or that another proposal is deemed to be more advantageous to the Commission for the particular services proposed.

FAIR SHARE GOALS

Consideration of all consultants, which includes equal opportunity for minority business enterprises (MBEs) and women business enterprises (WBEs), will be made in the LSP selection process. Stafford, as a grant recipient through the EPA, will exercise appropriate measures to ensure good faith efforts are made during LSP selection. Fair share goals are to attract and utilize WBE/MBE contracts, subcontracts, and procurement.

CONTACT FOR FURTHER INFORMATION

All questions must be directed, in writing to David Perkins or Amber Wakley at dperkins@Staffordct.org or awakley@staffordct.org. All questions must be directed in writing no later than 5PM on Wednesday November 13 2019. Stafford will issue a response to any inquires or questions submitted in writing by the date and time above by 5PM on Friday November 15, 2019. All responses issued will be done so as part of an addendum to be included at the location of the posting on www.Staffordct.org.

ASSESSMENT WORKPLAN

Stafford, Town of
Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement
Period of Performance: 7/1/2019 - 9/30/2022

1. GOAL 1: Core Mission

Objective 1.3 Revitalize Land and Prevent Contamination

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE: The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. The Brownfields Utilization, Investment, and Local Development (BUILD) Act of March 2018 reauthorized and amended the Brownfields provisions of CERCLA. Pursuant to these provisions, EPA conducts annual Brownfields grant competitions. Recipients are selected from proposals prepared in accordance with the “Proposal Guidelines for Brownfields Multipurpose, Assessment, Revolving Loan Fund, and Cleanup Grants,” and submitted in a national competition. The City of Stafford, CT, as a general purpose unit of local government, was selected for Assessment funding in the FY 2019 competition.

Between 1870 and 1920 Stafford become one of the largest industrial communities in the region; numerous mills and factories were established with residential areas situated within their circumference. However, once the majority of these industries closed down in the following years, they left behind abandoned and underutilized properties and Stafford experienced significant economic hardship. As of today, many of the previously industrial buildings are abandoned or underutilized, bringing blight and imposing environmental and health risks to Stafford residents. The two main areas to be targeted by this project are the center (Downtown) and the North East part of the Town.

The funds from this grant will help to transform currently blighted areas within the Town of Stafford into clean public spaces that the whole community can take pride in. Through community engagement efforts, the public will gain knowledge about the brownfield sites affecting their community. These funds will allow us to identify and quantify the contaminants that exist within these brownfield sites so that they can eventually be remediated and redeveloped with additional leveraged funding. The assessment, cleanup, and redevelopment of brownfields will act as a catalyst for the area’s revitalization and lead to sustainable development of Stafford. Stafford’s overarching goals are to preserve attractiveness of the community, increase growth of employment and tax base, and improve the overall quality of life of its residents.

To develop an inventory of brownfield properties, a brownfield steering committee – comprised of project partners, staff, stakeholders, residents, and civic leaders – will be created to establish needs, prioritize sites and communicate progress.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the *Project Manager and Grants & Marketing Specialist*, assisted by the *Chief Financial Officers* and the *City Attorney*, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) and the VCP.

2. FUNDING: \$221,000 Hazardous Substances; \$79,000 Petroleum

3. BUDGET

Hazardous Substance Budget	Task 1 Oversight & Project Coordination	Task 2 Outreach and Community Involvement	Task 3 Site Assessments	Task 4 Market Analysis and Reuse Planning	Total
Personnel					
Fringe Benefits					
Travel	\$3,000				\$3,000
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies		\$7,000			\$7,000
Contractual	\$1,000		\$202,000	\$8,000	\$211,000
Other: Meeting Expenses					
Total Direct					
Indirect Costs					
Total	\$4,000	\$7,000	\$202,000	\$8,000	\$221,000

Petroleum Budget	Task 1 Oversight & Project Coordination	Task 2 Outreach and Community Involvement	Task 3 Site Assessments	Task 4 Market Analysis and Reuse Planning	Total
Personnel					
Fringe Benefits					
Travel	\$2,000				\$2,000
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies		\$4,000			\$4,000

Contractual	\$1,000		\$64,000	\$8,000	\$73,000
Other: Meeting Expenses					
Total Direct					
Indirect Costs					
Total	\$3,000	\$4,000	\$64,000	\$0	\$79,000

* EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

4. WORKPLAN TASKS

Task 1: Oversight and Project Coordination

Task 1 – Cooperative Agreement Oversight Subtasks	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
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<p>Obtain QEP and legal services:</p> <ul style="list-style-type: none"> • Prepare Request for proposals/ qualifications, evaluate applications, conduct interviews, hire qualified environmental professional (QEP) • Conduct annual performance evaluations on QEP • Obtain legal services for title searches, regulation interpretations, etc. • Attend national brownfields conferences and training opportunities. 	<p>Outputs:</p> <ul style="list-style-type: none"> • RFP/RFQ; documentation of meeting of open competition; contract for scope of services • Performance evaluation reports, and applicable corrective actions <p>Outcomes:</p> <ul style="list-style-type: none"> • High quality products and services to meet project needs • Maintain a high level of work effort 	12/31/19	
<p>Reporting:</p> <ul style="list-style-type: none"> • Prepare MBE/WBE semi-annually, and FFR form at the end of the reporting period • Enter site data in ACRES • Prepare Quarterly Reports via ACRES • Prepare final report and grant closeout material 	<p>Outputs:</p> <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms • “Success Story” fact sheets <p>Outcomes:</p> <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	1/30/20 ACRES updates and Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; SF425 FFR annually by 10/30	
<p>Records:</p> <ul style="list-style-type: none"> • Maintain grant files • Maintain site project files • Maintain financial records 	<p>Outputs:</p> <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes <p>Outcomes:</p> <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	12/31/19 and thereafter	
<p>Requests for Reimbursements or Advances</p>	<p>Outputs:</p> <ul style="list-style-type: none"> • Forms submitted to Las Vegas for payment <p>Outcomes:</p> <ul style="list-style-type: none"> • Reduce unliquidated obligations 	1/30/20 and thereafter	
<p>Training:</p> <ul style="list-style-type: none"> • Attend EPA Brownfields Conferences and other related workshops 	<p>Outputs:</p> <ul style="list-style-type: none"> • Attend Brownfields conference in Los Angeles, CA • Revitalizing New England: Brownfields Summit 2020 <p>Outcomes:</p> <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	12/13/19 10/8/20	

Task 2 – Outreach and Community Involvement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<ul style="list-style-type: none"> Establish Brownfields steering committee Confirm CBO commitments included within proposal 	Outputs: <ul style="list-style-type: none"> Bi-monthly meetings, meeting agendas, attendance lists and meeting notes Commitments from CBOs Outcomes: <ul style="list-style-type: none"> An active workgroup establish BF needs, prioritize sites and communicate progress. 	6/30/20	
Develop Marketing Materials: <ul style="list-style-type: none"> Create a concentrated outreach program by conducting surveys, hosting public outreach events, and distributing maps and information about all related activities. Update staffordct.org & social media 	Outputs: <ul style="list-style-type: none"> Color brochures/FAQ maps; create; 1 easy to navigate and attractive website page Outcomes: <ul style="list-style-type: none"> Up-to-date marketing tools to promote project work and disseminate information 	7/30/20	
Implement outreach strategy in target areas: <ul style="list-style-type: none"> Meet w/ key partners/local community organizations and/or attend local town selectman meetings Disseminate project-related communications in local paper/post, in Town Hall/Community Center and via town-wide email 	Outputs: <ul style="list-style-type: none"> Give BF presentations at quarterly meetings quarterly ads/postings in local target areas Outcomes: <ul style="list-style-type: none"> Improve community knowledge on BF issues and identify potential BF sites 	9/30/20	
Hold local public meeting on Phase II sites: <ul style="list-style-type: none"> Discuss Phase II results, and potential cleanup and redevelopment plans 	Outputs: <ul style="list-style-type: none"> Quarterly public meeting, presentation materials, attendance list Outcomes: <ul style="list-style-type: none"> Encourage public participation and support of BF project(s) going forward 	12/31/20	

Task 3 - Site assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site inventory: <ul style="list-style-type: none"> Conduct Phase I, Phase II Environmental Site Investigations, hazardous building material assessments, and remedial action plans for some of the sites. Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> GIS map of potential BF sites Outcomes: <ul style="list-style-type: none"> Graphical capturing of BF sites for planning and marketing work 	12/31/20	

Task 3 - Site assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Site prioritization and eligibility determination: <ul style="list-style-type: none"> • Convene steering committee meeting to rank and prioritize sites • Choose initial sites for Phase I investigation • Evaluate site access issues • For each selected site, provide site eligibility information to EPA (or state) for review • Obtain EPA (or state) approval for Phase I 	Outputs: <ul style="list-style-type: none"> • Planning meetings; # eligible sites identified in initial inventory search • Estimate # additional eligible sites identified during remainder of grant Outcomes: <ul style="list-style-type: none"> • Brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	9/30/20	
Area-Wide Planning: <ul style="list-style-type: none"> • Identify a brownfield-impacted area (neighborhood, district, city block, etc.) • Develop strategies for the reuse of existing infrastructure in the area 	Outputs: <ul style="list-style-type: none"> • Produce an area-wide plan for the brownfield impacted area • Create a set of area-wide strategies for assessment, cleanup and reuse measures Outcomes: <ul style="list-style-type: none"> • Future uses of at least 2 properties in the area wide plan have been identified • Next steps to implement the plan have been identified 	12/31/20	
Phase I investigations: <ul style="list-style-type: none"> • Conduct planning meeting with QEP to discuss approved sites • QEP obtains access agreement and performs Phase I investigation • QEP submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • QEP submits final Phase I report to project team members 	Outputs: <ul style="list-style-type: none"> • Planning meetings • # 1 Phase I Report • updated ACRES database Outcomes: <ul style="list-style-type: none"> • # High potential Brownfields site assessed through Phase I • Total acres assessed through Phase I 	9/30/20	

Task 4 – Market Analysis and Reuse Planning. Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Phase II preparation: <ul style="list-style-type: none"> • Meet with steering committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with QEP to Plan Phase II • Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and 	Outputs: <ul style="list-style-type: none"> • Project planning meetings • 1 approved generic QAPP • 2 sites approved for Phase II investigation Outcomes: <ul style="list-style-type: none"> • 2 high priority sites identified for further investigation and potential redevelopment 	12/31/20	

Task 4 – Market Analysis and Reuse Planning. Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities</p> <ul style="list-style-type: none"> • QEP submits EPA approved generic QAPP w/ updated organization chart • Conduct a reuse plan or market analysis for two of the sites. 			
<p>Phase II investigation:</p> <ul style="list-style-type: none"> • QEP submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to team • QEP performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/state • Grantee tracks green and sustainable site assessment efforts used during Phase II investigations • QEP submits draft Phase II report to project team for review and comments • QEP submits final Phase II report to project team • Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 	<p>Outputs:</p> <ul style="list-style-type: none"> • 2 approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) • Phase II report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in quarterly reporting <p>Outcomes:</p> <ul style="list-style-type: none"> • 2 high priority sites with complete Phase II assessments that and ready for cleanup and reuse planning • Total acres assessed through Phase II • Greener and more sustainable site assessment techniques utilized 	3/31/21	
<p>Cleanup & reuse planning:</p> <ul style="list-style-type: none"> • Throughout Phase II process, strategize with steering committee on reuse plans for the site • Conduct marketing to leverage developer/lender interest in the property • Meet with QEP to develop draft cleanup alternatives and remediation plans for the site • Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform public outreach and involvement in cleanup and reuse planning 	<p>Outputs:</p> <ul style="list-style-type: none"> • 3 or more internal cleanup and reuse planning meeting(s) • Draft cleanup alternatives plan • Draft remedial action plan • GSR language in ABCA • updated ACRES database • 1 public meeting on project results • Potential for developer / lender workshop and transaction forum <p>Outcomes:</p> <ul style="list-style-type: none"> • 2 property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment 	6/30/21	

Task 4 – Market Analysis and Reuse Planning. Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
	<ul style="list-style-type: none"> • Greener and more sustainable plans for cleanup 		

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the Town of Stafford will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

PRE-AWARD COSTS

The Town of Stafford requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$10,000 to do the following activities: Hire a Qualified Environmental Professional (QEP).

6. Attachment 1

Budget detail follows