

# **Three Rivers Planning and Development District**

## **REQUEST FOR QUALIFICATIONS**

### **For Procurement and Implementation of U.S. EPA Brownfields Assessment**

**Grant RFQ Release Date: August 27, 2020**

**Proposal Due Date: September 18, 2020 at 4:00pm**

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## **1. GENERAL INFORMATION**

### **1.1 Purpose of this Request for Qualifications**

Three Rivers Planning and Development District (Three Rivers PDD), through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to provide environmental inventory and assessment related to a United States Environmental Protection Agency (U.S. EPA) Brownfield Assessment Grant, as part of the U.S. EPA Brownfields Grant Competition for Fiscal Year 2020 (FY 2020). Three Rivers PDD is seeking qualified firms to assist in implementation of the grant awarded to Three Rivers PDD.

The purpose of the U.S. EPA Brownfield Assessment grant will be to conduct Phase I and Phase II environmental site assessments (ESAs) at brownfield sites located within the Three Rivers PDD footprint, as part of efforts to spur redevelopment and reuse of these sites.

### **1.2 Background Information**

The Three Rivers Planning and Development District was formed in the late 1960's by local government and business entities as a driving force to support community and economic development in the Mississippi hill country and beyond. In 1971, TRPDD was formally designated to serve as the Planning and Development District for eight counties in Northeast Mississippi (Calhoun, Chickasaw, Itawamba, Lafayette, Lee, Monroe, Pontotoc, Union) to assist local governments in an attempt to address problems and issues on a multi-jurisdictional basis and to ensure that projects and programs within their region were developed according to a long-range, continuous planning process. Our service area has a population of approximately 288,000 people. The number and location of brownfield sites within the service area is presently not fully determined.

### **1.3 Type of Contract and Contract Term**

The Three Rivers PDD prefers to award a contract to one full-service firm to serve as a partner in achieving the goals of successful and effective implementation of an awarded EPA Brownfields Assessment grant, subject to the requirements of an approved U.S. EPA Cooperative Agreement (CA) and Work Plan already established. The contract period will extend from the beginning of award period, to last up to 3-years project period and may be extended at the option of Three Rivers PDD if additional grant funds are obtained. The implementation contract will be consistent with the terms and conditions of the Work Plan

provided by the US EPA after grant award. The contract period will generally coincide with the grant implementation period.

For implementation of any successful grants it is assumed that the work will be specified and completed in accordance within the budget developed as part of the grant and subsequent Work Plan as approved by Three Rivers PDD and the US EPA.

#### **1.4 Payment Procedures**

Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by Three Rivers PDD and the EPA.

### **2. TECHNICAL SPECIFICATIONS**

#### **2.1 Activities Funded Under this Request for Qualifications**

This RFQ is to solicit for a qualified consultant who is expected to provide services to Three Rivers PDD for the implementation of the US EPA Brownfield Assessment Grant. The successful consultant is expected to perform tasks including, but not limited to, the following:

- Maintain schedules and budgets for assessment activities.
- Conduct and oversee site assessment studies and prepare appropriate technical reports required by the U.S. EPA, and/or Mississippi Department of Environmental Quality (MDEQ) in print and electronic format.
- Field investigations including sample collection and lab analysis.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Preparation of a written Quality Assurance Project Plans (QAPPs) in compliance with U.S. EPA regulations.
- Delivery to Three Rivers PDD completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable Mississippi environmental regulations.
- Professional advice regarding environmental issues associated with land reuse/redevelopment.
- Provide regulatory and financial information as needed.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with conductance of community-wide inventory of potential hazardous substance and petroleum brownfield sites.

#### **2.2 Project Budget**

The total budget for the U.S. EPA brownfield assessment grant is \$600,000. Three Rivers PDD and the successful consultant will develop budgets for assessment activities at individual sites as the project progresses and as specific priority sites are identified for assessment.

#### **2.3 Preparation of QAPPs**

Consultant's work will be governed by Three Rivers PDD.

1. Throughout the project as appropriate, the Consultant shall refine the scope of work and provide a project QAPP arranged in logical work tasks, including subcontractors to be used by the Consultant and identification of their project roles.
2. A detailed project budget for each major task and subtask, to include estimates of a time phased project schedule listing major tasks, target dates, and delivery of work products must be approved by Three Rivers PDD prior to implementation.

## **2.4 Reporting Requirements**

The following reports shall be prepared by the contractor and submitted to Three Rivers PDD for approval:

1. Draft and final ESAs, QAPPs, and ABCAs (as applicable by work assignment).
2. Technical memoranda.
3. Other deliverables as may be required by the U.S. EPA other Federal and/or State agencies, and Three Rivers PDD.

## **3. PROPOSAL REQUIREMENTS**

### **3.1 General Expectations**

Consultants are asked to submit proposals describing their capacity to manage projects and their experience with similar projects. The proposals should include a clear outline of how the firm would help Three Rivers PDD in meeting the requirements of the U.S. EPA Brownfields Assessment grant. Samples of U.S. EPA approved Quality Assurance Project Plans (QAPPs), Phase I and Phase II environmental site assessments, remedial action plans and reports are expected as part of your proposal.

### **3.2 Proposals**

Proposals should be prepared on standard size paper and limited to twenty (20) single sided pages, including every printed page except front and back cover and transmittal letter. Example documents will not count towards the 20-page limit and should be provided electronically. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

**Business Organization.** This section shall include the firm's name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If sub consultants are being utilized, similar information should be included for ALL subcontracted firms.

**Project Approach.** A description of the project and how the consulting firm will implement U.S. EPA Brownfield Assessment grant Cooperative Agreement activities shall be provided. This section shall include the applicant's approach to conducting assessments and reporting as well as providing consultation on mitigation and remediation. Based on past experience, an estimate as to the number of Phase I, Phase II and response action plans that would be completed as part of the grant should be included. Each consulting firm shall provide a list of proposed key personnel and their relevant expertise related to Brownfields consultation and assessment.

**Experience and Capabilities.** The relevant technical experience and capabilities of the consulting firm shall be defined with respect to the following activities:

**A. Project Experience of Key Personnel:**

- Provide information on your firm's specific abilities and qualifications to provide professional services for EPA Brownfield Assessment grant implementation.
- Conducting brownfields inventories, Phase I and Phase II ESAs in Mississippi.
- Conducting environmental investigations and cleanups in Mississippi.
- EPA project experience with Mississippi communities.
- Designing and managing cost effective brownfields remediation strategies.
- Other areas of expertise relevant or unique experience related to US EPA grant implementation (optional).
- The primary project manager assigned to this project and if for any reason that individual is unable to complete the project, whom the secondary project manager would then be assigned to the project.

**B. Regulatory and Scientific/Technical Knowledge:**

- Knowledge and expertise pertaining to EPA grant implementation of successful grants in Mississippi.
- Individual staff knowledge and technical experience relative to ESAs, brownfield projects and contaminated site remediation.
- Knowledge and expertise pertaining to OSHA and other health and safety rules or requirements related to Brownfields Assessments.

All representative project descriptions provided shall include the location of the project, the name and phone number of a knowledgeable contact person, and other pertinent information. Three Rivers PDD may contact said persons to check on past performance records.

The selected Consultant will be required to assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, Three Rivers PDD will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The Consultant is responsible for adherence by the subcontractors to all provisions of the contract. If the Consultant is using subcontractors, previous projects on which the two firms have worked together should be noted.

### **3.3 General Process**

Three Rivers PDD will review the proposals with the following criteria in mind: expertise, brownfields experience, project approach, and the ability to provide comprehensive and creative environmental services. Three Rivers PDD reserves the right to accept or reject proposals on any basis it deems appropriate.

Questions must be submitted in writing via mail or email no later than September 13 at 3:00pm and responses will be provided to all proposers within two business days.

### **3.4 Terms and Conditions**

The process of selecting organizations to provide consultation services for Three Rivers PDD benefit programs requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made.

Three Rivers PDD reserves the right to accept or reject any or all proposals of portions thereof without stated cause. Three Rivers PDD reserves the right to re-issue any RFQ, and whether or not to utilize the contract for this grant for future projects funded by U.S. EPA or other brownfields grants.

Upon selection of a finalist, Three Rivers PDD by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If Three Rivers PDD, for any reason, is unable to reach a final agreement with this finalist Three Rivers PDD then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. Three Rivers PDD may also elect to reject all proposals and re-issue a new RFQ. Clarification of proposals: Three Rivers PDD reserves the right to obtain clarification of any point in a proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be in writing or email, and a response shall be provided within two business days.

Three Rivers PDD reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of Three Rivers PDD. Three Rivers PDD reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the proposer.

### **3.5 Public Information**

Information supplied by the proposer to Three Rivers PDD shall become public unless it falls within an exception, such as security information, trade secret information, or labor relations information. If the proposer believes any information which is not public will be supplied in response to this RFQ, the vendor shall take reasonable steps to identify for Three Rivers PDD what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, Three Rivers PDD will treat the information as public and release it upon request. In addition, Three Rivers PDD reserves the right to make the final determination of whether data identified by the proposer as not public falls within the exceptions within the statute.

### **3.6 RFQ Time Schedule**

Tentative timeline for completion of this request for qualifications is outlined below.

1. August 27, 2020: Formal announcement date and release to public of RFQ.
2. September 8, 2020: Deadline for submittal of any questions/clarification relative to RFQ.

3. September 11, 2020 by 4:00 p.m.: Response to all proposers for any questions received
4. September 18, 2020 by 4:00 p.m.: Deadline for submittal of proposals.
5. September 20, 2020: Notification of intent to award.
6. September 22, 2020: Award approval.

Proposals are due and must be received in the Three Rivers PDD office on or before September 18, 2020 by 4:00 PM (CT) at the address below.

Proposals will be reviewed following a qualifications based selection process with firm's proposals being evaluated from a qualifications standpoint. Three Rivers PDD will then negotiate the scope of services for implementation with the top qualified firm following the evaluation process.

If Three Rivers PDD, for any reason, is unable to reach a final agreement with the finalist, Three Rivers PDD then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal and so on until an agreement can be reached with the finalist.

Proposals are to be sealed in an envelope/box or emailed and labeled as: **Brownfield Grant Implementation Services, US EPA Brownfield Grant Application Project – RFQ.**

### **3.7 Notification of Award**

The PDD plans to select a consultant by approximately September 22, 2020.

### **3.8 Number of Proposals to Submit; Deadline, Mail, and Hand Delivery Addresses**

In the case of mail or hand delivery:

**Three (3) originals and one (1) electronic copy (disc or USB flash drive)** of the proposal must be submitted by **4:00 p.m. CST on September 18, 2020.** The disc or USB flash drive should include the example EPA approved QAPP, Phase I, Phase II, Remedial Action Plan and Report.

The hand delivery and mailing address, respectively, are:

**Three Rivers Planning and Development District  
Attention: Jenny Savely  
75 South Main Street  
P.O. Box 690  
Pontotoc, MS 38863**

### **3.9 Late Proposals**

Proposals received after the deadline will not be considered.

## **4. VENDOR REQUIREMENTS**

### **4.1 Contracting With Disadvantaged Business Enterprises**

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. Three Rivers PDD will ensure, to the fullest extent possible, that at least the U.S. EPA “fair share” objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the U.S. EPA’s disadvantaged business enterprise contract procurement program ensuring those businesses’ participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

### **4.2 Equal Employment Opportunity**

The proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by Three Rivers PDD, the proposer shall furnish a written affirmative action plan.

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**DO NOT PRINT INFORMATION BELOW LINE.**

**Please run as a legal ad in the Daily Journal on August 27 and September 3, 2020**

Send certified proofs of publication to: Jenny Savely, Three Rivers PDD, P. O. Box 690,  
Pontotoc, MS 38863

Send bill for legal ad to: Three Rivers Planning and Development District

**Bid Bank Ad**