

July 26, 2017

Downtown Development Authority of the City of Doraville Brownfields Assessment Program

Request for Qualifications for Qualified Environmental Consultants

Please deliver proposals to:

Attn: Sherry D. Henderson
City Clerk
City of Doraville
3725 Park Avenue
Doraville, GA 30340
Re: EPA Brownfields Assessment Program RFQ

**ALL RESPONSES MUST BE SIGNED, DATE STAMPED, SEALED AND INDICATE
EPA BROWNFIELD ASSESSMENT PROGRAM RFQ ON THE OUTSIDE OF THE
PROPOSAL PACKAGE**

Responses will be accepted until 2:00 p.m., August 25, 2017

**Please Submit 1 original (marked original), six (6) bound copies, and one (1)
electronic copy of your response.**

Vendor Name: _____

Federal ID#: _____

Address: _____

City, State, Zip: _____

Telephone #: _____ Fax #: _____

Email: _____

Signature: _____

Name (printed): _____

Title: _____

*Person signing above for the vendor must have the authority to bind the vendor to the requested work.

Request For Qualifications Qualified Environmental Professional EPA Brownfields Assessment Program

The City of Doraville (“City”) was awarded a 2017 U. S. EPA Brownfields Assessment Grant and is now requesting qualification proposals from qualified and experienced environmental consultants. The Downtown Development Authority of the City of Doraville (“DDA”) serves as the City’s EPA Brownfield RLF program manager through an intergovernmental agreement (“IGA”) with the City. It is anticipated that a similar arrangement between the City and DDA will govern this Assessment program. That decision will be made prior to any award. The DDA is staffed by Luke Howe, the City’s Economic Development Director, and is governed by an independent Board appointed by the Mayor and City Council of the City of Doraville.

The term of the professional services agreement may be for up to five years with the DDA. The DDA retains the right to extend the professional services agreement for grant writing services and to implement and manage grant funds if additional funds are obtained for assessment, cleanup or supplemental funding for a revolving loan program in the future for brownfield and environmental related activities within the DDA area or central business district.

Project Overview:

Brownfields are defined as abandoned or underutilized properties where redevelopment is limited by actual or perceived environmental contamination of the site. Project funds will be used to educate the community and stakeholders of Doraville about Brownfields, environmental contamination and redevelopment, as well as garner community input on specific sites and projects. A majority of funding will be spent on actual assessments and clean-up planning for specific sites within the jurisdiction with the downtown area. Programmatic support will be required by the selected Qualified Environmental Firm.

For Copies of the RFQ:

To download a copy of this RFQ go to:

http://www.doravillega.us/departments/finance_department/Procurements.php

I. TERMS AND CONDITIONS

A. Number of Awards

The DDA, at its sole discretion, will make one award for the work contemplated in the Scope of Services.

B. Contingencies

This RFQ does not commit the DDA or the City to award a contract. The DDA reserves the right to accept or reject any or all responses to this RFQ; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope of services, or to cancel

RFQ in its entirety. The City of Doraville's governing authority reserves the right to retain management of this program, select a consultant and determine its own service agreement terms within EPA guidelines.

C. Modifications to the RFQ

The DDA reserves the right to issue addenda or amendments, or change the timelines to this RFQ. Any modifications will be posted to the City of Doraville web site.

D. Materials Submitted Will Not be Returned to Consultant

All material submitted by prospective Consultants responding to this RFQ will be retained by the DDA and not returned to the Consultant. Consultants responding will not be compensated for preparation or submittal of materials.

Submittals should be organized and bound in the same order that the information is requested. Responders should not submit standard marketing materials. Submittals should be concise and should not contain any unnecessary attachments, enclosures or exhibits. Response text and graphics must be duplex (two-sided) printed and be printed on recycled paper. Cover materials must also be recyclable. Responses are limited to 35 total pages including front and back pages.

E. Questions/ Communications with Staff

From the issue date of this RFQ until a contractor is selected and the selection is announced, Consultants are not allowed to communicate with any City or DDA Staff or Official pertaining to this RFQ except through the contact named herein or as provided by existing work agreement(s). For violation of this provision, the DDA shall reserve the right to reject the proposal of the offending Consultant. Communication with anyone regarding this procurement, other than the purchasing manager is prohibited.

All questions concerning this RFQ must be submitted in writing to Luke Howe at Luke.howe@doravillega.us **no later than August 11, 2017 at 4:30 pm**. No questions other than written will be accepted and all questions and responses will be posted to the Purchasing webpage shortly after the questions deadline. No response other than an official addendum shall be binding upon the DDA.

G. Scope of Services:

The DDA is seeking to select a qualified and experienced firm with the skills and personnel necessary to perform the following tasks or knowledge and experience:

- Experienced and have a working knowledge of CERCLA, as amended by the Brownfields Law (section 104(k)), 40 CFR, EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements", and OMB Cost Circulars for governmental units (2 CFR Part 225), as applicable.

- Be familiar and have a good working knowledge of ASTM Phase I and Phase II Environmental Site Assessment requirements and EPA's "All Appropriate Inquiry" for assessing the environmental conditions of Brownfield properties in DeKalb County.
- Be familiar with projects, processes and expectations of EPA Region 4 and the Georgia Environmental Protection Division (Ga-EPD).
- Serve as Technical Liaison between the DDA and Ga-EPD and EPA.
- Prepare Phase I Environmental Site Assessments according to the American Society for Testing and Materials (ASTM) standard E 1527-13.
- Complete Threatened and Endangered Species Survey in compliance with the Endangered Species Act (ESA) and Historical and Cultural Resource Survey in compliance with the National Historic Preservation Act (NHPA) of properties designated for a Phase II Environmental Site Assessment.
- Prepare generic and site-specific Quality Assurance Project Plans (QAPPs) and Health & Safety Plans (HASPs) according to the EPA requirements for sites that require a Phase II Environmental Site Assessment.
- Complete Phase II Environmental Site Assessments at designated sites according to the site-specific QAPP, EPA and ASTM Standard E-1903-11 or its equivalent.
- Assist with preparing and negotiating Prospective Purchaser Agreements between the DDA and Ga-EPD, as needed.
- Prepare Community Involvement Plans or Community Participation Plans.
- Conduct site-specific risk assessments as needed for sites where Phase II Environmental Site Assessments have been completed.
- Prepare Analysis of Brownfields Cleanup Alternatives (ABCAs) or Redevelopment Concept Plans.
- Develop integrated remediation and redevelopment plans as needed.
- Prepare monthly reports documenting consultant's activities while work on specific sites is on-going.
- Prepare EPA quarterly grant reports.
- Prepare EPA Site Eligibility forms.
- Enter site information into the ACRES database.
- Prepare all necessary EPA reporting forms required under EPA's Terms and Conditions for the grant award.
- Complete and distribute a final close-out report summarizing all grant activities.
- Prepare and submit EPA brownfields grant applications.
- Prepare future EPA brownfields grant applications.
- Experience with Davis-Bacon requirements

- Other grant related tasks as directed.

H. Project Deliverables/Requirements

Consultant(s) selected for the qualified environmental professionals list must demonstrate an ability to deliver the following items in a timely manner. It is understood that each site-specific project will differ somewhat in its individual needs and may change:

- Monthly Progress reports
- Quarterly reports
- MBE forms
- Generic and Site-specific Quality Assurance Project Plan
- Environmental Health and Safety Plans
- Environmental Site Assessment Reports
- Ga-EPD Prospective Purchaser Agreements
- Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports
- Risk Assessment Reports
- Community Involvement Plans or Community Participation Plans
- Remediation and Redevelopment Plans
- Phase I Environmental Assessment Report
- Phase II Environmental Assessment Report
- Cleanup and Redevelopment Plans
- Analysis of Brownfields Cleanup Alternatives (ABCAs)
- Close-out Report

I. Contents of Statement/Selection Criteria

The DDA and its selection committee shall select a firm for its Qualified Environmental Professionals list based on the firm capabilities; technical approach; past Brownfield project experience, Brownfield grant implementation experience in EPA Region IV and the State of Georgia; key staff assigned to DDA brownfield projects; technical knowledge of petroleum and hazardous substance projects; and knowledge of the objectives of redevelopment and economic revitalization/experience while redeveloping contaminated or perceived contaminated sites.

The qualifying firm must also demonstrate at least ten (10) years of experience managing EPA Brownfields Assessments and Coalition grants within EPA Region 4.

Consultant selection will be based on the information submitted on the criteria below. Responses to this RFQ shall include the following sections:

1. Clearly articulated Letter of Interest limited to a maximum of three pages with a font size of 11 and 1 inch margins.
2. Provide a description of the consultant's qualifications and capabilities in regards to the project outlined.
3. Describe the Technical Approach that will be used to complete the Tasks identified in the Scope of Work.
4. Describe the firm's success in securing EPA brownfields grant funds in Georgia and EPA Region IV over the past five (5) years.
5. Describe the firm's experience in providing programmatic support for EPA brownfields grants awarded in the State of Georgia and EPA Region IV over the past five (5) years.
6. Include at least five (5) verifiable project summaries of relevant projects, summarize the scope of work, and provide client contact information.
7. Proposals must identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project.
8. Respondent(s) must provide as a component of their response a project organizational chart and resumes for the project manager and the lead technical staff members. Resumes shall not exceed 2 pages in length. Project staff must meet all local, state, and federal requirements to perform work.
9. List of five (5) references with contact information to include phone numbers and email addresses.
10. Page count limited to 50 total pages (includes front and back of each page if text or other information for consideration is printed). Blank pages will not be considered in the overall page count.

J. Response Information

Selection of firms will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. The DDA has the right to reject and/or honor any and all proposals.

Seven (7) bound copies, and one (1) electronic copy of the response must be received by **2:00 pm on August 25, 2017.**

Submit all questions regarding this solicitation to Luke.howe@doravillega.us in writing by **4:30 pm, August 11, 2017.** A list of questions and answers will be sent to all recipients by e-mail by **4:30 pm on August 18, 2017.**

The Selection Committee, made up of senior City employees, will evaluate and rank responses before rendering a recommendation to the DDA Board that would then take final action on Consultant selection.

After the ranking process is complete, the Selection Committee may, at its discretion, elect to hold interviews with a maximum of the top three (3) firms or select the top rank firm from the initial scoring. The DDA Board may also choose to interview firms.

K. RFQ Schedule

The following is a tentative schedule for this RFQ process.

Release of RFQ	July 26, 2017
Deadline for Submission of Questions	August 11, 2017
Date for responses to questions	August 18, 2017
Deadline for Responses to RFQ	August 25, 2017
Tentative Date for Awarding of Contract	Mid to late September

L. Grant Schedule

The estimated project start date is anticipated to be October, 2017. Estimated time for the completion of the project is three (3) years after the project start date. If future EPA grant work is awarded to the DDA such as a supplemental Assessment grant, Brownfields Cleanup grant(s), supplement Brownfields Cleanup Revolving Loan Funds, etc., the DDA reserves the right to continue with the Selected Consultant awarded under this RFQ for these new services.

II. OTHER CONSIDERATIONS

- A. Subcontracting: The prospective Consultants shall not subcontract, assign, or transfer any of the services sought under this solicitation, with the exception of those subcontractors identified in the prospective Consultant's response, without the prior written consent of the City.

The selected Consultants will be responsible for the fulfillment of all work elements included in all subcontracts and shall agree to be responsible for payment of all monies due under any subcontract.

- B. Number of Copies for Submittal: Seven (7) signed copies of the response to include one (1) electronic (CD or thumb drive acceptable), must be submitted for review by the Selection Committee/ DDA. Each copy is to be bound individually.
- C. Indemnification: The selected Consultant(s) must agree to indemnify, defend, save and hold harmless the DDA, its board members, the City of Doraville and City/ DDA employees from all claims, demands, liabilities and suits of any nature (including attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial and appellate proceedings and post judgment proceedings) arising out of, because of, or due to willful acts, errors, omissions or negligence or other wrongdoing of the selected Consultant, its subcontractors, agents or employees.
- D. Insurance: The firm selected under this RFQ shall maintain during the life of the contract, comprehensive general liability coverage with limits of not less than \$2,000,000 per occurrence.
- E. Contract: The selected Consultant will be expected to execute a DDA contract for professional services.
- F. Lobbying: In the event that a single contract awarded under this RFQ exceeds \$100,000 the Consultant must fully comply with the requirements of Title 40 CFR Part 34, *New Restrictions on Lobbying* and submit required certification and disclosure forms accordingly.
- G. Additional Information: The DDA reserves the right to request additional information following its review of the initial submission.
- H. Georgia Open Records Act: All meetings of the DDA are duly noticed public meetings and all documents submitted to the DDA as a part of or in connection with a Proposal may constitute public records under Georgia law regardless of any person's claim that proprietary or trade secret information is contained therein. By submission to the DDA, Consultants waive any declaration the entire response any solicitation to be proprietary information. The Consultant shall designate in the smallest increments possible, that part of the qualifications which is deemed to be proprietary. Proposals and all related correspondence are governed by the Georgia Open Records Act and shall be provided to

anyone properly requesting same, after contract award. The DDA cannot protect proprietary data submitted in vendor proposals unless provided for under the open records law and clearly marked as proprietary by the proposer. In the event, the Consultant deems certain information to be exempt from the disclosure requirements, the Proposal must specify what content is considered exempt and cite the applicable provision of the law to support that assessment. In the event such information is requested under the open records law, the Consultant's assessment will be examined by the City Attorney who will make a determination. The decision to withhold or release the information will be at the DDA Attorney's sole discretion.

- I. Drug Free Workplace: The final award of a contract is contingent upon the contractor certifying to the City that a drug-free workplace will be provided for the Contractor's employees during the performance of the contract as required by the "Drug-Free Workplace Act' (O.C.G.A. 50-24-1).

Evaluation Form for Statement of Qualifications

Name of Project: Doraville Brownfield Assessment Program

Name of Individual/Firm: _____

Name of Evaluator: _____

Criteria	Rating (Points)	Weight	Total Score
Consultant's Qualifications		10%	
Consultant firm capabilities		10%	
Explanation of Technical Approach to tasks outlined in RFQ		25%	
Firm's past experience with Brownfield Assessments and Coalition grants in EPA Region IV and State of Georgia		20%	
Firm's past experience with EPA Brownfield Programmatic Support in EPA Region 4 and State of Georgia		25%	
Quality and Experience of staff assigned to grant – Resumes		20%	
Firm's Experience with Ga-EPD Brownfields		10%	
References		5%	

Rating: 10 = poor, 20 = Fair, 30 = Good, 40 = Excellent, 50 = Superior