

REQUEST FOR QUALIFICATIONS (RFQ)

Berwick Brownfields Program

Brownfields Cleanup of Site

INTRODUCTION: The Town of Berwick is seeking Qualifications Statements for the planning, oversight, and documentation of Brownfields cleanup activities at the former Prime Tanning site. The property is located at 20 Sullivan Street in the Town of Berwick. The Town of Berwick has received funding through the Environmental Protection Agency Brownfields Clean-up program to assist in funding the cost associated with the clean-up of the tannery and site property. The future reuse of this property is anticipated to be mixed use, office and commercial, light industrial, and green space. The Town acquired the site through a cooperative agreement with the mortgage holders. Phase 1 and Phase II Environmental Assessments (ESAs) of the property have been completed. Environmental hazards associated with the structure (including hazardous substances such as asbestos/asbestos containing materials (ACM), and universal wastes) and the site property must be abated/remediated in order to facilitate the redevelopment of the property. Please refer to the Phase 1 and Phase 2 ESA and related documents (available in the Berwick Town Office at 11 Sullivan Street).

- I. **SCOPE OF PROJECT:** The scope of this project includes abatement/remediation of hazardous substances from the Prime Tanning site. The property is identified as Lots 146-4, 146-5, and 146-6 on the Berwick Tax Map U-4 (see attachment 1.).

The funding for this project is provided by three cleanup grants (Lots 4, 5, and 6) from the USEPA Brownfields program. Additional cleanup funds from other sources may be procured as well. The Town is the applicant. The environmental consultant/contractor (EC/C) hereinafter referred to as Contractor shall (1) enroll the site in the Maine DEP Voluntary Response Action Program--VRAP, (2) develop a cleanup abatement/remediation plan for hazardous substances, and/or petroleum contamination consistent with the proposed future use of the site by preparing an Analysis of Brownfields Cleanup Alternatives and Remedial Action Plan (ABCA/RAP), (3) prepare a Community Relations Plan and conduct community involvement activities, and (4) oversee implementation of the cleanup plan in accordance with Maine DEP requirements. If the Contractor's cleanup approach involves additional environmental sampling, then the Contractor shall also prepare a Quality Assurance Project Plan (QAPP) subject to EPA and DEP approval prior to the collection of any such samples. The Contractor shall be solely responsible for the preparation and submittal of any and all paperwork, reports, ACRES data entry, and submittals required by EPA and Maine DEP. The

Contractor shall comply with the terms and conditions of the EPA grants (see attachment 2). This includes the preparation of any and all documents required by the funding sources and specific to each type of funding to include managing and documenting the Town's required cost shares and matching requirements.

- II. **CONTRACT PERIOD:** A Contractor will be chosen and a contract for services entered into between the Town of Berwick and the Contractor. The successful Contractor shall begin work within two weeks of contract award. The Town of Berwick Cooperative Agreement with the EPA has a term of service which runs from 10/01/2015 to 09/30/2018; with an objective of successful clean-up well before that latter date. The project will commence upon selection of a contractor and issuance of a Notice to Proceed; all contracted services must be completed within the time period outlined in the contract.
- III. **MANDATORY SITE WALK:** The Town will conduct a mandatory site walk at the project site on August 26, starting at 10:00 am. Your firm's attendance at this site walk is required in order to be considered for this project.
- IV. **PROPOSAL CONTENT:** To be considered all RFQs should include the following information:
 - A. Qualifications and Experience: Please address the Contractor's or firm's qualifications and experience relative to the tasks described in the attached Brownfields Work Plan and provide a history of the firm's performance on similar projects. The Contractor should also demonstrate familiarity with the ACRES database and an ability to perform the reporting required to keep it current. The Contractor should also demonstrate experience with EPA reporting requirements including but not limited to quarterly reporting and MBE/WBE reporting. The Contractor should demonstrate experience in working with historic mill structures and conducting complex environmental cleanups. Since the Prime Tanning Site is in close proximity to the Salmon Falls River, the Contractor needs to demonstrate its ability to work near navigable waterways, including compliance with ME DEP Shoreland Zoning, MEDEP stormwater management regulations, and the federal Clean Water Act. The Contractor must demonstrate experience with the preparation of plans and specifications and engineering documents. The use of local businesses is encouraged. The Contractor shall also demonstrate how its approach to this project will be consistent with the EPA Region 1 Green Remediation Policy (attachment 3).
 - B. Capacity: Please provide information on the capacity of the Contractor or firm, including availability of personnel and equipment to perform work, financial stability of the firm, and

commitment to present workload as it affects the firm's ability to complete the work by the specified deadline.

- C. Project Personnel: Provide a listing of the project personnel, including biographies and/or resumes giving relevant education, experience and qualifications of person(s) who will perform the work. Please include hourly billing rates for project personnel, and an estimate of the percentage of total billed time that will be performed by each identified person. Firms are required to have a Maine Professional Engineer and a Maine Certified Geologist/Hydrogeologist on the team.

Contractors who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the Contractor's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties after contract award, without prior written approval by the Town of Berwick.

Contractors and/or firm teams will need to demonstrate experience with meeting MBE/WBE goals for the Clean-up Grant and propose how goals will be achieved for this project with the utilization of the firm and/or teaming partners.

- D. General Approach: Please include information on the Contractor's or firm's approach to planning and managing the project, including planned approaches to working with the Town of Berwick. Where practical and cost effective the Town encourages bidders to use local and regional contractors, employees and commodities. Please describe in your proposal how you plan to achieve this goal. The Town defines regional as any company or employee located within 50 miles of the job site.
- E. Costs and Schedule: The Contractor is expected to perform the required tasks within the budgetary guidelines set forth in the project descriptions in the attached grant applications. The Contractor should provide a schedule for the activities proposed in keeping with the Cleanup Grant timelines and provide examples of cost controls on previous projects. Please include in the schedule milestones, quarterly meetings with Advisory Committee and other public meetings.
- F. Insurance: Proof of professional liability coverage is required. Applicants shall indicate their ability to provide proof of coverage for the following minimum insurance requirements:
- i. General liability coverage of \$1 million per occurrence and \$2 million in the aggregate

- ii. Motor vehicle liability coverage of \$1 million combined single limit
- iii. Proof of worker's compensation coverage
- iv. Professional errors and omissions coverage of \$1 million
- v. On insurances that allow Added Insured, the Town of Berwick must be named

G. References: Please provide at least three references that are able to address the firm's or Contractor's general approach to project management and/or the firm's or Contractor's qualifications and experience relative to similar projects.

V. **REVIEW OF PROPOSALS**: Proposals will be reviewed and evaluated by the Town pursuant to the following criteria:

A. General qualifications and capacity of firm or individual	25%
B. Demonstrated related experience	25%
C. Appropriateness of general approach to work plan elements (see D under General Approach page 3 and G. References page 4)	25%
D. Ability to help the Town comply with appropriate grant requirements And identify/leverage other sources of funding.	25%
Total	100%

The Town may shortlist and interview up to 3 Contractors/Firms. Selected Contractor to negotiate the scope and fee DPIC contract format Joint EDJC. Upon failure to reach a negotiated agreement the Town reserves the right to negotiate with the next qualified candidate.

VI. Time Frame

A. Request for Qualifications Posted		August 10, 2015
B. Mandatory Site Walk	10:00 am	August 26, 2015
C. Proposals Received	2:00 pm	September 11, 2015
D. Shortlist Interviews		September 23, 2015
E. Official Selection	6:30 pm	October 6, 2015

VII. GENERAL TERMS & CONDITIONS:

- A. The successful Contractor shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided through three U.S. Environmental Protection Agency Brownfields cleanup grants, one for Lot 4, one for Lot 5, and one for Lot 6. The Contractor shall take into account compliance with all applicable regulations in 40 CFR Part 31 and Part 35, Subpart O. Contractors are advised to review all applicable federal regulations prior to submitting a proposal. Contractors must demonstrate an ability to allocate, track, and invoice costs separately for cleanup activities occurring on the three different parcels. The Contractor shall be responsible for ensuring compliance with the Terms and Conditions of the EPA Brownfields grant, included herein as attachment.
- B. Respondents shall demonstrate an ability to comply with Section 106 of the National Historic Preservation Act (NHPA). Due to the age and historic nature of Prime Tanning, the site may be eligible for listing on the National Register of Historic Places. As such, certain elements of this project may be subject to a Memorandum of Agreement or other requirements of the Maine State Historic Preservation Officer.
- C. Respondents shall demonstrate an ability to comply with the Davis-Bacon Act. All laborers and mechanics conducting construction, alteration, or repair activities on this project shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of Chapter 31 of title 40, United States Code.
- D. Respondents to this RFQ will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, surface water, soil, indoor air, and building material sampling, remediation strategies/implementation and clean up programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFQ and attachments.
- E. The Town of Berwick reserves the right to enter into a contract for services that is less than the scope of work outlined above. The Town of Berwick may also reject any and all proposals, waive technicalities, advertise for new proposals, and make such awards as may be deemed to be in the best interests of the Town of Berwick.
- F. The Town reserves the right to augment the scope of this contract after award to the extent that additional cleanup/remediation activities may become necessary to further the redevelopment of the site and comply with state cleanup requirements and additional sources of cleanup funds may become available to the Town.

- G. Reports and materials to include electronic formats developed by the successful applicant under a contract that may result from this RFQ are considered public information and may not be copyrighted.
- H. The successful applicant will assume sole responsibility for the complete project as required in the contract. The Town of Berwick will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project.
- I. The Town of Berwick and State of Maine Affirmative Action Program guidelines will apply to this proposal. Proposers should be aware that the goals for this project are expected to be a minimum of five (5) percent Minority Business Enterprises and Women Business Enterprises participation (1.3% MBE; 3.7% WBE). Final guidance on affirmative action goals for this project will be contained in the Cooperative Agreement between the Town of Berwick and the EPA.

When use of subcontractors is contemplated, the Contractor selected shall take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus firms are used when possible.

J. Berwick is a MS4 municipality. All work must meet the MS4 Best Management Practices. We note this because major storm water systems surround and pass through the site.

To be considered, proposals must be received at the Town of Berwick, 11 Sullivan Street no later than 2 p.m. on September 11, 2015. Please provide six copies of the proposal in a sealed envelope clearly marked "A Proposal for Brownfields Clean-up" and that bears the name and address of the individual or firm submitting the proposal. All proposals become the property of the Town of Berwick.

For further information on the Request for Qualifications, please contact: the Berwick Town Planner/Brownfields Project Director, John Stoll by **e-mail only** at planning@berwickmaine.org.

All questions during the preparation of the Contractor's submission shall be directed in email to John Stoll, planning@berwickmaine.org and must be received at least seven days prior to the proposal deadline. All questions and responses will be sent to all other qualified candidates. The Town of Berwick is an Equal Opportunity Employer.