

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES



REQUEST FOR QUALIFICATIONS (RFQ)

Project Name: U.S. EPA Brownfields Assessment Grant (Grant #00E02290)
Reference #: BRP - 2018 – 001

This “Request for Qualifications” (RFQ) is notification by the City of Indianapolis Department of Metropolitan Development (City) that it is soliciting Qualifications from firms interested in providing professional environmental services to support implementation of the City’s U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant. Submissions will be used by the City of Indianapolis to identify professionals meeting the required qualifications standards and capable of providing the necessary services. The City may then proceed to negotiate fees with a qualified respondent. Submission of a qualification statement does not guarantee that the firm will be contracted to perform any services but only serves notice to the City of Indianapolis that the firm desires to be considered.

DATE ISSUED:

January 29, 2018

SUBMITTAL DEADLINE:

February 23, 2018

SUBMISSION INSTRUCTIONS:

Two (2) bound original and one (1) electronic copy on CD-ROM. Facsimile or email submissions will not be accepted. Submissions must be clearly labeled with Project Name and RFQ Reference Number (above). Submissions must be signed by a representative of the Respondent organization authorized to submit and establish fees on behalf of the Respondent and bind the Respondent to the terms and conditions of this RFQ. **Submissions must be received on or before 12 p.m. (EDT) on Friday, February 23, 2018.** Late submissions will not be accepted or considered. The Respondent shall assume full responsibility for the delivery of Qualifications submission to the City. Submissions must be mailed or delivered to:

Program Manager, Brownfield Redevelopment Program
Department of Metropolitan Development
200 East Washington Street, Suite 2042
Indianapolis, IN 46204

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Contact for Questions:

For questions regarding the RFQ, contact Piers Kirby, Program Manager
(317) 327-5131, Piers.Kirby@indy.gov

Inquiries shall not be directed to any other staff member of DMD or any other city agency. Such action may disqualify Respondent from further consideration for a contract resulting from this RFQ.

The deadline date to submit questions is **12:00 p.m. (EDT) on Monday, February 12, 2018**. If questions are received, written responses to questions and any additional information or clarification to the RFQ will be provided via an addendum that will be posted on the DMD website no later than **3:00 p.m. (EDT) on Thursday, February 15, 2018**.

If revisions or additional information are necessary to clarify this RFQ, an addendum will be posted on the DMD website. DMD may extend the due date and time for responses as necessary to accommodate such changes.

SUBMISSION REQUIREMENTS:

SUBMISSION OF QUALIFICATIONS.

Firms are invited to submit a written qualifications statement to the City for consideration. The qualifications statement must pertain to all of the services identified in this RFQ; teaming arrangements may be proposed, but are not required. The minimum content of the submission is outlined below:

- I. Brief narrative history of the firm
- II. Proposed personnel, identifying all key personnel's qualifications and a primary point of contact for the City and its Agencies, and summaries of all key personnel's qualifications and relevant work experience. Respondents will provide assurance that proposed personnel or comparably qualified personnel will be assigned to the City's project.
- III. Firm qualifications and related experience demonstrating the firm's capabilities related to those services it intends to provide and its experience in working with Local governments, the State of Indiana, the EPA, and other relevant Federal regulatory agencies and its capacity to coordinate and complete services in a timely manner. Respondents must furnish a list of relevant client references.
- IV. Descriptions of technical and operational approaches for performing the services described above.
- V. State the firm's status as a MBE/WBE/DOBE/VBE as part of the response. If the firm is claiming MBE/WBE/DOBE/VBE status for itself or a subcontractor, valid certification must be included in the response.

MBE/WBE/DOBE/ VBE PARTICIPATION.

In accordance with Title I, Article IV, Section 202-401 of the Indianapolis' Revised Code of the Consolidated City and County and its Executive Order No. 5, 2008, the City encourages qualified Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Disability-Owned Business Enterprises (DOBE) and Veteran Business Enterprises (VBE) to respond to this RFQ. The City also encourages Respondents to identify and include qualified MBE/WBE/DOBE/VBE subcontractors in their responses.

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AUTHORIZED REPRESENTATIVE

The submission must include a statement signed by a properly authorized representative, agent, member or officer of the respondent attesting, subject to the penalties for perjury, that s/he has authority to submit responses and establish fees on behalf of the respondent and to bind the respondent to the terms and conditions of this RFQ, including agreement to incorporate all of the terms of this RFQ in to a contract for Consultant services, which attestation will be incorporated in to respondent's contract for Consultant services along with all other RFQ terms.

EVALUATION OF QUALIFICATIONS SUBMISSIONS.

Qualifications submissions will be evaluated on the basis of demonstrated expertise and experience in providing the services which are the subject of this RFQ and on the availability of staff. Responses will be evaluated based upon the proven ability of the respondents to satisfy the requirements of the RFQ in a timely and cost-effective manner.

Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category:

1. Demonstrated stability and capabilities of the firm
 - a. Staff and financial stability
 - b. Capability to meet project staffing and schedule needs
 - c. Project experience related to environmental consulting, and assessment services.
 - d. Prior experience related to implementation of EPA grants.
 - e. Summaries for representative projects, including client name, dates of service and references (contact name, title, and telephone number), demonstrating experience related to environmental consulting and assessment, projects performed for Local, State and Federal units of government in the course of implementing EPA grants.
2. Structure, demonstrated capabilities, and qualifications of project team
 - a. Organizational structure, project position/role descriptions and responsibilities, and key staff assignments
 - b. Qualifications and experience of key project staff.
 - c. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided
3. Demonstrated understanding of the Scope of Services (Attachment A) and task implementation

The Director of DMD/ Program Manager of the BRP or her/his designee will, in the exercise of her/his sole discretion, determine which submissions offer the best means of servicing the interests of the City. The exercise of this discretion will be final.

TERMS AND CONDITIONS:

RIGHTS AND SELECTION

The purpose of this RFQ is to serve the best interests of the City. The City does not create any obligation, express or implied, of any kind or description by issuing this RFQ or by receiving a response. Neither this

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RFQ nor the response shall be considered a legal offer. The City reserves the right to modify any provision of this RFQ or to withdraw the RFQ at any time prior to the execution of a contract pursuant thereto.

The City reserves the rights to reject any or all responses, to request or issue clarifications, to make inquiries of Respondents and their references and clients regarding qualifications and information submitted as part of their responses, to determine which responses meet the City's needs and to pursue as many or as few agreements as are in the City's best interest.

Consultants will be selected based on responses as to expertise, experience and other factors which show them to be qualified, responsible and capable of performing the work in the best interests of the City. All decisions will be final. In the event the City does not enter agreements with Respondent(s) initially selected to carry out the purposes described in this RFQ, the City may negotiate and enter agreements with others.

DISCLOSURE OF RESPONSES/CONFIDENTIAL INFORMATION

All responses to this RFQ become the property of the City. Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 *et seq.*, and, after the contract awards, the entire RFQ file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must cite to specific authority, mark such documents as "confidential" and place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the submission and on the outside of that envelope that confidential materials are included. If the respondent does not identify the statutory exception, the City will not consider the submission confidential. The City reserves the right to make determinations of confidentiality. If the City does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Fees are not confidential information.

Respondents acknowledge that contracts that results from this RFQ are not confidential information and that the City will post the contracts on the City website as required by Section 141-105 of the Revised Code of the Consolidated City of Indianapolis and Marion County. Use by the public of any document or the information contained therein shall not be considered an act of City.

INSURANCE:

See below insurance levels, and include answers to the following questions in your response.

--Do these insurance requirements exceed coverage provided in your existing insurance program?

--If they do, what would be the cost to obtain this additional insurance?

Contractor's insurance shall be not less than the amounts shown below:

Commercial General Liability (Occurrence Basis):	
Bodily Injury, personal injury, property damage, Contractual liability, product/completed operations	
Each Occurrence Limit	\$1,000,000.00

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Damage to Rented Premises	\$100,000.00 (each occurrence)
Medical Expense Limit	\$5,000.00
Personal and Advertising Injury Limit	\$500,000.00
General Aggregate Limit Products Completed Operations)	\$2,000,000.00 (Other than

NOTE: GENERAL AGGREGATE TO APPLY PER PROJECT

Products/Completed Operations	\$1,000,000.00
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Auto Liability:

\$1,000,000.00 (combined single limit) (owned, hired & non-owned)

Excess/Umbrella Liability:

\$2,000,000 (each occurrence and aggregate)

Worker's Compensation:

Statutory

Employer's Liability:

Bodily Injury Accident	\$100,000 each accident
Bodily Injury by Disease	\$100,000 each employee
Bodily Injury by Disease	\$500,000 policy limit

Property Insurance:

Contractor shall purchase and maintain a combination Installation/Builder's Risk Insurance to the full insurable value to the initial contract cost and any subsequent modifications thereto on an all risks policy form against the perils of fire and extended coverage, theft, vandalism, malicious mischief, collapse, false work, testing, temporary buildings and debris removal including demolition work occasioned by enforcement of any applicable legal requirements and shall cover reasonable OWNER, CONSTRUCTION INSPECTOR and ENGINEER services and expenses required as a result of such insured loss on a replacement cost basis without any deduction for depreciation or voluntary deductibles.

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Attachment A

SCOPE of SERVICES

for

Brownfield Redevelopment Program – FY2017 EPA IndyEast Promise Zone Assessment Grant RFQ #BRP-2018-001

BACKGROUND:

The City has been awarded a 2017 U.S. EPA Brownfields Assessment Grant of \$300,000 to conduct public outreach, site prioritization, and environmental site assessment activities primarily targeted in an area designated the IndyEast Promise Zone (IEPZ). The City may also conduct assessment activities outside of the IEPZ as necessary to evaluate properties affecting the IEPZ and other urban areas.

All activities conducted under this contract must comply with the regulatory requirements and guidelines of the Indiana Department of Environmental Management (IDEM), United States Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), and all other applicable federal, state and local regulatory agencies.

As part of its qualification to provide the environmental services below, the contractor is obligated to remain current with all standards related to such services and to perform in accordance with current requirements. The activities that may be conducted pursuant to this RFQ include:

Task 1 – Programmatic Activities & Community Outreach:

The selected Consultant will assist Brownfield Redevelopment Program (BRP) staff in communicating site prioritization and assessment results with the public through the City's website, notification of community organizations, neighborhood partner newsletters, and public meetings. The selected consultant will provide site- and project- specific content for the community outreach initiatives, and attend up to 12 public meetings in order to provide project updates, solicit community feedback, address concerns, and explain relevant health and environmental impacts. The consultant will further assist BRP staff to maintain compliance with the grant Cooperative Agreement terms pertaining to grant and financial reporting, including the preparation of up to 12 quarterly reports for submittal to the EPA, and a final report summarizing all assessment activities conducted during the course of project implementation.

Task 2 – Inventory and Prioritization

The selected consultant will assist BRP staff in identifying brownfield sites located within the IEPZ, focusing on two priority corridors, including the preparation of a scoring rubric to evaluate and prioritize eligible brownfield sites.

Task 3 - Phase I and II Environmental Site Assessments:

Selected sites will receive Phase I and/or Phase II Environmental Site Assessments (ESAs). The selected consultant will prepare and submit Eligibility Determinations for all sites being assessed, and will be responsible for entering all necessary project information into the EPA ACRES database. Phase I ESA Reports must be completed in accordance with the most recent applicable ASTM standard and in accordance with the EPA's All Appropriate Inquiries (AAI) Rule. At the request of the City, Phase I ESA reports may be required to include regulatory file reviews, recommendations, and/or other

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information regarding environmental business risks to real property, such as Asbestos Containing Materials and/or Lead-Based Paint.

The environmental consultant will design Phase II ESAs for certain sites as directed by City staff to investigate the areas of potential environmental impact. Prior to conducting any Phase II ESA work the consultant will create and submit for EPA approval a Quality Assurance Project Plan (QAPP). For those sites where a Phase II ESA is to be performed, the selected consultant will develop a Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP) to be submitted to the U.S. EPA for review and approval. Upon SAP and HASP approval, the Consultant will conduct a Phase II ESA of the approved sites. The City will favor environmental contractors who are local and have project experience in all aspects of brownfield redevelopment, and a minimum number of Qualified Environmental Professionals per ASTM standards.

Anticipated Task 3 Outputs include:

- 6 Phase I ESAs and 3 Phase II ESAs for sites with Petroleum Compounds
- 6 Phase I ESAs and 3 Phase II ESAs for sites with Hazardous Substances
- 4 Hazardous Building Materials Assessments

Task 4 – Cleanup Planning:

The selected consultant will develop four (4) greener cleanup plans and viable reuse plans integrating green remediation options for sites at which Phase II ESA work is conducted. These cleanup plans may be used in the later creation of Analysis of Brownfield Cleanup Alternatives (ABCA) reports for submittal to the EPA. To facilitate the creation of cleanup plans, the consultant will convene meetings with State agencies, prospective property owners, and stakeholders as needed.