

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES



RFQ Reference Number:

2018 – 1- EPA Grant

TOWN OF CLARKSVILLE: REQUEST FOR QUALIFICATIONS (RFQ)

Project Name: U.S. EPA Brownfields Assessment Grant

This "Request for Qualifications" (RFQ) is notification by the Indiana Town of Clarksville, the lead applicant, and the Clarksville Redevelopment Commission and Clarksville Parks District (known jointly and henceforth as "the Town") for the \$440,000 EPA Brownfields Coalition Grant. The Town is soliciting Qualifications from firms interested in providing professional environmental services to support implementation of the Town's U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant. Submissions will be used by the Town to identify professionals meeting the required qualifications standards and capable of providing the necessary services. The Town 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 Town that the firm desires to be considered.

DATE ISSUED:

October 19, 2018

SUBMITTAL DEADLINE:

Nov 16, 2018

SUBMISSION INSTRUCTIONS:

Two (2) bound original and one (1) electronic copy on CD-ROM or thumb drive. 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, Nov 16, 2018.** Late submissions will not be accepted or considered. The Respondent shall assume full responsibility for the delivery of Qualifications submission to the Town. **Submissions must be mailed or delivered to:**

Mr. Dylan Fisher
Director, Redevelopment Department
Town of Clarksville
2000 Broadway, Suite 208, Clarksville, IN 47129

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES

Contact for Questions:

For questions regarding the RFQ, contact Dylan Fisher, Redevelopment Director
(812) 283-1407, dfisher@townofclarksville.com

Inquiries shall not be directed to any other staff member or any other Town 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, Nov 12, 2018**. If questions are received, written responses to questions and any additional information or clarification to the RFQ will be provided via email or letter and sent to all applicants for clarification, this will occur no later than **3:00 p.m. (EDT) on Wednesday, Nov 14, 2018**. The Town 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 Town 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 Town 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 Town'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.

The Town 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 Town also encourages Respondents to identify and include qualified MBE/WBE/DOBE/VBE subcontractors in their responses.

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES

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 are evaluated on demonstrated expertise and experience in providing services 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

A team of six persons will review all submissions and determine which submissions offer the best means of servicing the interests of the Town. Their decision will be final.

TERMS AND CONDITIONS:

RIGHTS AND SELECTION

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

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES

RFQ nor the response shall be considered a legal offer. The Town 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 Town 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 Town's needs and to pursue as many or as few agreements as are in the Town'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 Town. All decisions will be final. In the event the Town does not enter agreements with Respondent(s) initially selected to carry out the purposes described in this RFQ, the Town may negotiate and enter agreements with others.

DISCLOSURE OF RESPONSES/CONFIDENTIAL INFORMATION

All responses to this RFQ become the property of the Town. 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 Town will not consider the submission confidential. The Town reserves the right to make determinations of confidentiality. If the Town 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 Town will have copies available for public review at 2000 Broadway, Suite 208, Clarksville Town Hall. Use by the public of any document or the information contained therein shall not be considered an act of Town.

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

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES

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	\$2,000,000.00 (Other than Products Completed Operations)

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

REQUEST FOR QUALIFICATIONS - PROFESSIONAL ENVIRONMENTAL SERVICES

ATTACHMENT A

Town of Clarksville - Brownfield EPA Assessment Grant:

Work Plan for the CERLCA Authority: 104(k)(2)&(3)
Assessment Grant Cooperative Agreement
10/01/2018 – 9/30/2021

This project supports Environmental Results Goal 1: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety, and Objective 1.3: Revitalize Land and Prevent Contamination. Specifically, the grant recipient will inventory, characterize, assess, and conduct planning and community involvement activities to encourage revitalization and reuse of brownfield sites. Project period is three years.

CFDA: 66.818

CERCLA Authority: 104(k)(2)&(3)

DCN: STX

Budget: FY 18

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Sub 402D79 (Action Code: NY);
Petroleum 402D79EBP (Action Code: OP)

Outputs/Outcomes:

The expected outcome is site reuse of the properties assessed under the grant. The primary expected output is approximately 15 Phase I Environmental Site Assessments (ESAs), 5 hazardous materials surveys, 10 Phase II ESAs, and 6 Brownfield/ Cleanup Plans.

Project Contact: Dylan Fisher, Redevelopment Director
Town of Clarksville
2000 Broadway
Clarksville, IN 47129
Phone: (812) 283-1407
Fax: (812) 283-1434
E-mail: Dfisher@townofclarksville.com

BACKGROUND:

The Town (pop. 21,627) is located on the north bank of the Ohio River and is in the heart of the Louisville, Kentucky Metropolitan area. Clarksville is unique for several reasons: we operate through a successful town government structure (unusual for the size of our population); we are geographically constrained (our town is 9 miles long and 1 ½ miles wide) and our rich history and culture provides the roots to revitalize our Town.

The unique ecological setting of the West Ohio Riverfront in Clarksville has shaped the environmental and cultural history of the region. From the 400 million-year-old Devonian Era fossil beds at the Falls of the Ohio, to the migratory route of the Buffalo, the diverse ecology of the Ohio River valley presented a diversity of environmental resources. These resources attracted prehistoric groups of people that resided in the area 3,000 years ago. Fast-forwarding to the 1700s, the Town was the first American settlement in the Northwest Territory.

The diverse habitat attracted the prominent naturalist, James Audubon, who prepared several bird sketches from this area.

During the 19th century, the south and west riverfronts of Clarksville were heavily industrialized. Saw, flour and gristmills populated the West riverfront until converted to cement mills due to the accessible bedrock deposits. Cement manufacturing represented a significant industry to the Town with all Clark County cement mills producing 90% of the nations cement in 1898. The industry waned, but significant industrial development continued to the South riverfront area with prominent sites such as the Ohio Falls Car and Locomotive Company (1864), the 60-acre Colgate factory complex (a renovation of the previous Indiana State Reformatory facility, dating 1847), large lumber mills and a network of railroads. A major oil refinery on the southern riverfront also operated through 2011.

The West riverfront has been degraded with illegal dumping, toxic chemical storage, auto salvage yards and other industrial uses. The South riverfront also lost significant industrial activity. In 2007, Colgate-Palmolive moved its Clarksville-based operations to Mexico, leaving over 60 acres in disrepair and the loss of 300 jobs. Two years later, the nearby Petroleum Oil Terminal was shuttered leaving industrial above ground tanks (ASTs), underground infrastructure to supply river barges, and another 20 acres of dormant land.

PROJECT SPECIFIC OBJECTIVES:

The Town of Clarksville, Indiana is the lead applicant for the \$440,000 EPA Brownfields Coalition Grant that includes the Clarksville Redevelopment Commission, and the Clarksville Parks District. This grant will fund community outreach, the prioritization of eligible sites, up to 15 Phase I ESAs (Environmental Site Assessments), 1 Quality Assurance Project Plan (QAPP), 5 hazardous materials surveys, 10 Phase II ESAs, and 6 Cleanup Plans. The Town of Clarksville will identify, evaluate, and select specific properties that will utilize the grant monies.

The Town's overriding health and welfare concern is the concentration of brownfields in low-income areas and the impacts the brownfields are creating on the sensitive populations and ecosystems. The Town has identified 30 potential brownfields (former manufacturing plants, salvage yards, open dumps) ranging in size of ¼ acre to the 60 acre Colgate site on the West and South riverfronts. The focus on riverfront transformation is part of a long-term strategy to preserve our cultural and historical resources (West) and to transform a former industrial riverfront to a vibrant mixed-use district (South).

The grant project will take place within the existing town limits. Site selection criteria will be comprised of the following factors: (1) have imminent redevelopment potential (i.e., responsive property ownership, ease of access and expressed interest from end-users) and (2) impact community health and quality of life (i.e., proximity to sensitive populations, known/suspected contaminants, and reuse consistent with community plans). Priority will be given to those projects that are located within the targeted areas that include the west and south riverfronts.

The Town's intent is to leverage the grant dollars by using funds to support and expand brownfield redevelopment efforts that are being driven by private and municipal investment.

Following initial site selection: Once a site is prioritized for assessment, the Town will submit an eligibility determination to the U.S. EPA (hazardous materials) and/or the IDEM (petroleum).

The Town will evaluate ownership issues, liability, NPL status, likely contaminant sources, etc. to determine if sites are eligible for support with grant funds. Those properties initially deemed ineligible will be removed from the selection process.

The goals for Brownfield Redevelopment as it relates to utilization of the US EPA Assessment Grant include:

- Formalize the information sharing process by creating a new municipal website which will include a page with community resources on the Coalition's brownfield initiative as well as solicit input and comments from residents as well as provide outreach through a mix a combination of public meetings, Social Media outlets, and local media outlets.
- Assess and characterize a number of properties, by completing Phase I and Phase 2 Environmental Site Assessments.
- Prepare comprehensive remedial options action reports that document existing contamination and effectively define the most efficient and beneficial options for future remediation.

The US EPA Brownfield Assessment Grant, by financially assisting in defining the environmental problems, will lay the foundation for redevelopment and job creation, specifically in the West Riverfront and South Clarksville neighborhoods.