

REQUEST FOR PROPOSALS

I. INTRODUCTION

Green Mountain Economic Development Corporation (GMEDC), a Regional Development Corporation in White River Junction, Vermont, was awarded a \$500,000 FY2020 U.S. Environmental Protection Agency (EPA) Brownfields Cleanup Grant to pay for remediation activities for the Valley Motors Site, located at 207 Pleasant Street, in Bethel, Vermont.

The Site consists of a single 2.27-acre parcel, developed with a now vacant 16,500-square foot (sq.ft.) former automobile sales and service facility. The property was first developed as an automobile repair shop in 1922 and uses since have included auto repair, auto body repair, and sales. Operations ceased in 2018 and the building has remained vacant. The Site is a listed State Hazardous Waste Site (SMS #2016-4645) for the following contaminants of concern (COCs):

- Polycyclic aromatic hydrocarbons (PAHs) are present in Site soil
- Polychlorinated biphenyls (PCBs) are present in soil beneath the building slab in concentrations above State standards for residential use, but below the TSCA threshold.
- Total petroleum hydrocarbons (TPH) are present in soil beneath the building slab.
- Asbestos is present in pipe insulation, joint compound associated with drywall, adhesives associated with decorative wallboard, gasket materials, caulking, and roofing materials.
- Paint containing PCBs greater than 50 ppm is present on the floor surface of the Site building. Classified as a PCB Bulk Product Waste, it is not authorized for continued use.

Assessment activities have been completed and a Corrective Action Plan approved. Any reuse of the Site will require corrective action to address remaining contamination and hazardous building materials. Selected corrective actions for the Site include the removal of asbestos containing material, PCB Bulk Product Waste, and capping remaining soil contamination.

GMEDC currently seeks proposals from firms so it may select a Qualified Environmental Professional (QEP), which will work with staff from GMEDC, the EPA, the Vermont Department of Environmental Conservation (VTDEC), other stakeholders, and the Bethel community in overseeing this cleanup project and managing this grant.

II. SCOPE OF SERVICES REQUESTED

The following list of activities represents the scope of services being requested:

Task 1 – Cooperative Agreement Oversight

Specific subtasks for Task 1 include:

Reporting and Tracking: prepare quarterly reports, Minority-Owned Business Enterprises/Woman-Owned Business Enterprises reports, and Federal Financial Report forms; enter site data into the Assessment, Cleanup and Redevelopment Exchange System (ACRES); Final Technical Grant Report; and maintain grant files, including establishment of an information repository.

Task 2 – Public Meetings and Community Involvement

Specific subtasks for Task 2 include:

Community Relations Plan: prepare the plan to involve public in cleanup activities, with focus on how adjacent land owners, target community, and general public will be made aware of project, meeting times and dates, and comment periods; and prepare a 'fact sheet' regarding the cleanup project, including answers to frequently asked questions, that can be made available for the public.

Implement 30-Day Public Comment Period on Analysis of Brownfields Cleanup Alternatives: Update existing ABCA to equivalent IRule requirements for the Evaluation of Corrective Action Alternatives (ECCA), and present at a public meeting to receive and respond to questions and comments.

Public Meetings: oversee/facilitate up to 3 public meetings during the grant cycle held before, during and after site cleanup.

Task 3- Site Specific Clean Up Activities (*Final Cleanup Plans, VTDEC Submittals, and Bidding*)

Specific subtasks for Task 3 include:

Final Corrective Action Plan (CAP)/Abatement Plan: prepare draft cleanup/abatement plan; allow for review and comment by GMEDC; finalize cleanup/abatement plan and submit to VTDEC, VTDOH and EPA, as appropriate, for review and approval.

Prepare Site-Specific Quality Assurance Project Plan (SSQAPP): prepare an SSQAPP for any environmental confirmatory sampling to be conducted on site, in accordance with VTDEC and Occupational Safety and Health Administration regulations; and submit SSQAPP to VTDEC and EPA for review and approval.

General Scope of Work: Components of project include removal of asbestos containing building material, PCB Bulk Product Waste, demolition of the Site building, and capping remaining soil contamination.

Historic Preservation: assist EPA Project Officer in collecting information and determining if Section 106 applies.

Green and Sustainable Remediation: The cleanup plan will include ways to make the proposed cleanup “greener” or “more sustainable.” This includes evaluating the options in relation to some or all of the following: reasonably foreseeable changing climate conditions (e.g., sea level rise, increased frequency and intensity of flooding and/or extreme weather events, etc.); the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources; reduce volume of materials taken to landfills; and recycle and re-use materials generated during the cleanup process.

Assistance with Bidding and Selection of Environmental Contractor: preparation of bid package, including detailed demolition design documents (plans, specifications), Davis-Bacon requirements, and bid form; work with GMEDC in good faith efforts to meet the Disadvantaged Business Enterprise (DBE) goals for the project; preparation of a budget detailing how EPA funds will be used to cleanup site; conduct site visit with interested contractors; and review of submitted bids and recommendation of contractor for award.

Task 4 – Oversee Site Cleanup

Specific subtasks for Task 4 include:

Oversight of Cleanup Activities: conduct appropriate site inspections to ensure proper procedures are being followed and that work is performed according to bid documents; ensure that wage rates and posters are available to workers on-site; collect, review, and maintain payrolls; conduct on-site labor interviews; ensure cleanup is conducted according to applicable VTDEC, VTDOH, VOSHA, and EPA Brownfields and TSCA rules, regulations and guidelines; and ensure work is proceeding according to the established timeline.

Project Updates: prepare and submit weekly updates, including photographs of work in progress.

Confirmatory Sampling: collection of post-cleanup samples, if necessary.

Cleanup Documentation: prepare and submit close-out documentation to VTDEC indicating that cleanup is complete and identifies any institutional controls and long-term monitoring; receive final cleanup documentation from VTDEC and submit to EPA; and prepare final technical report and grant closeout material.

III. PROPOSAL FORMAT

The following items must be included in a firm’s response:

Organizational Profile: Provide an overall history and description of your firm and any teaming firms.

Qualifications: Provide a list of people expected to work on the contract, including names, education, professional licenses, registrations or certifications, and role in the contract. Subcontractors should be included in this list and identified as such. The Project Manager/Primary Contact should be clearly identified and should meet the requirements of EPA's definition of a Qualified Environmental Professional. Firms must have on staff a Vermont Registered Professional Engineer (PE) with more than 15 years' experience who will stamp the cleanup documents and this person must be clearly identified in the proposal.

Experience: Contractors should have demonstrated experience with both federal (EPA preferred) and state (Vermont) Brownfields programs.

Project Approach and Timeline: describe the approach to be taken toward completion of each of the tasks outlined above.

Representative Projects: list three representative examples of related projects your firm has performed which illustrate your firm's role and experience in providing the scope of services requested. For each example (project), include a brief description and a reference with contact information.

Proposals should be limited to ten (10) single sided pages. The following shall be included and will not count towards the 10-page limit:

- 1-page cover letter
- Cover page
- Table of contents
- Proof of insurance
- Up to a maximum of five (5) resumes (limited to 2 pages per individual)

A separate cost proposal should also be submitted and does not count towards the 10-page limit. Costs should be broken down to show hourly rates for staff, expected expenses (materials, travel, etc.), and overhead. An itemized breakdown of any predicted subcontractor costs and expenses should also be included.

IV. SUBMISSION PROCEDURE AND DEADLINE

Interested firms will submit one electronic copy of the proposal to Bob Haynes at GMEDC at rhaynes@gmedc.com

Proposals will be due by 3:00 PM on Friday, March 19, 2021.

GMEDC reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by GMEDC to be in the best interests of the GMEDC even though not the lowest cost. GMEDC is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate GMEDC to pursue an agreement or contract with any firm.

Minority-owned, women-owned, Section 3 businesses and locally owned businesses are strongly encouraged to apply.

A mandatory site walk-through has been scheduled for Monday March 1, 2021 from 3:00-4:00 PM at 207 Pleasant Street in Bethel, VT

V. SELECTION CRITERIA AND PROCESS

Proposals will be evaluated by GMEDC and its Advisory Board in consideration of the following criteria:

- The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and the responsiveness to the work program.
- Knowledge and experience with the Site
- The respondent's qualifications and experience for performing the requested scope of services, with particular attention on experience with successful projects similar in size and nature/complexity.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with GMEDC, EPA, VTDEC, and other interested stakeholders.

- Experience with EPA's cleanup program, ABCAs, and implementation of cleanup in the public sector.

The Executive Director will make the final decision regarding selection of a QEP. The following criteria will be used to evaluate proposals:

Selected firm will meet the following minimum criteria:

Criteria	Yes	No
The firm has at least one Vermont Registered Professional Engineer	_____	_____
The firm has demonstrated experience working on Vermont Brownfields Projects	_____	_____
The firm is "Incorporated" or is a "Limited Liability Company" with corporate status (partnerships or sole proprietors are not eligible).	_____	_____
The firm has provided proof of coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate; motor vehicle liability coverage of \$1 million combined single limit; proof of Workers Compensation coverage per State of Vermont; and Professional Errors and Omissions coverage of \$1 million.	_____	_____

Firms that meet the minimum criteria will be judged on the following additional criteria. Proposals will be rated using the following categories, with a possible total 100 points:

Highly Advantageous - Proposal exceeds the specified criteria.

Advantageous - Proposal meets the specified criteria.

Not Advantageous - Proposal fails to meet the specified criteria.

Business Profile – 15 points

The firm has been in business for:

Highly Advantageous - twenty (20) or more years

Advantageous - ten (10) or more years but less than twenty (20) years

Not Advantageous –less than ten (10) years

Firm Qualifications – 25 points

The firm exhibits:

Highly Advantageous – a very high level of expertise, relevant experience, technical capabilities, and seems to be a great fit to successfully perform the project scope.

Advantageous - a high level of expertise, relevant experience, technical capabilities, and seems to be a good fit to successfully perform the project scope.

Not Advantageous – an adequate level of expertise, relevant experience, technical capabilities, and seems to perform the project scope.

Quality of Proposal and Study Approach – 25 points

The proposal:

Highly Advantageous – demonstrates an exceptional ability to communicate complex, technical information clearly. The proposal demonstrates a superior knowledge and understanding of the Site and required tasks.

Advantageous – demonstrates an adequate ability to communicate complex, technical information clearly. The proposal demonstrates a satisfactory knowledge and understanding of the Site and required tasks.

Not Advantageous - does not demonstrate an ability to convey complex, technical information clearly. The proposal does not demonstrate a satisfactory knowledge and understanding of the Site and required tasks.

Work in Vermont – 20 points

The firm:

Highly Advantageous – has a Vermont Brownfields contract currently underway and has completed one or more in the past.

Advantageous – has a Vermont Brownfields contract currently underway.

Not Advantageous – has completed a Vermont Brownfields contract in the past 2 years.

Past Work – 15 points

The firm has:

Highly Advantageous – completed Brownfields projects similar in scope and size to the proposed project.

Advantageous – completed Brownfields projects similar in scope (but not size) to the proposed project.

Not Advantageous – has not completed Brownfields projects of similar scope or size.

VI. ADDITIONAL RESOURCES

Firms considering responding to this request for proposals may find the following documents helpful:

- [Cooperative Agreement with the EPA](#)
- [Original grant application and supporting documents](#)
- [Phase II Environmental Site Assessment Report – January 15, 2016](#)
- [Initial Site Investigation Report – July 28, 2017](#)
- [Phase I Environmental Site Assessment – November 15, 2019](#)
- [Analysis of Brownfields Cleanup Alternatives – November 2019](#)

VII. QUESTIONS

Specific questions regarding information in this request for proposals shall be sent via email to Bob Haynes, Executive Director of GMEDC at rhaynes@gmedc.com by 3:00 PM on **Monday March 8, 2021**. Answers will be posted to www.gmedc.com by 5:00 PM on **Friday, March 12, 2021**.