

REQUEST FOR QUALIFICATIONS

The Bennington County Regional Commission (BCRC) recently received a grant from the US Environmental Protection Agency to allow the Commission to continue their successful Brownfield Assessment Program. The BCRC established its Brownfields program in 2004 with the goal of redeveloping properties that have been abandoned or underused due to real or perceived environmental contamination. Many of these sites are located in village centers or downtowns. Remediation and redevelopment of these sites promotes stronger, healthier, more vibrant communities.

With this new round of funding, the BCRC is requesting statements of qualifications for consulting services for Phase I and Phase II Environmental Assessments and Corrective Action Plans for sites with contamination of petroleum (\$156,000 awarded to BCRC) or hazardous substances (\$200,000 awarded to BCRC).

Project Description

The BCRC is a regional planning agency serving 17 municipalities in southwestern Vermont. Although largely rural in character, several of the towns have a historical manufacturing base and have struggled to redevelop their local economies after the decline of that sector. A number of buildings and sites are vacant as redevelopment or sale of the properties have been hampered by the presence, or possible presence, of hazardous materials. Because these brownfield sites are usually found in downtowns or village centers, redevelopment will aid and stimulate economic activity in these traditional commercial centers. The principal objective of the BCRC's Brownfields program is to return sites to productive use; such uses may include retail, professional, or industrial uses, as well as housing, community facilities, or public green space.

The BCRC's Brownfields Committee has been established to oversee the project, direct effort to sites that are most likely to achieve program objectives, and ensure that property assessments are completed in compliance with EPA and Vermont Department of Environmental Conservation (VTDEC) rules and regulations. The Brownfields Committee, staffed by the BCRC, includes representatives from Bennington County communities and representatives from economic development organizations and other interested parties. The Committee is responsible for hiring qualified environmental consulting firms that are capable of carrying out the assessments in accordance with the BCRC's approved Brownfields work plan and EPA and VTDEC requirements.

The brownfields committee will be overseeing work on both petroleum related projects and hazardous substance projects in this current effort. There will be two short-lists of firms resulting from this RFQ process, one reflecting consultants for petroleum and the other reflecting consultants for hazardous substances. Three to four consultants will be short-listed on each program. Consultants can be short-listed on either or both of these lists. The proposal should clearly identify which programs the consultant would like to participate in, as described below.

Submittal Requirements

Firms, or consulting teams, interested in being pre-qualified to participate in this project are asked to submit their statement of qualifications. Firms may apply to participate in the petroleum program, the hazardous substances program, or both the petroleum and hazardous substances program. Petroleum related work will have to comply with Petroleum Cleanup Fund rates. Each statement should include the following:

- ❑ Demonstrated knowledge of state and federal brownfield programs and experience in conducting Phase I and Phase II Environmental Site Assessments in accordance with applicable state and federal regulations or guidelines.
- ❑ Demonstrated experience in preparing an EPA approved Quality Assurance Project Plan (QAPP).
- ❑ Experience in developing Vermont Corrective Action Plans (CAP) in accordance with applicable state and federal regulations or guidelines.
- ❑ A description of the consultant's qualifications, capabilities, and organizational structure.
- ❑ Identification of the project team including qualifications and experience. Include in this list the Vermont Registered Engineer who will approve the Corrective Action Plan.
- ❑ Proof of professional liability insurance coverage in the amount of at least \$1,000,000 to cover the work to be performed.
- ❑ Proof that firm is registered with the Vermont Secretary of State as a Vermont or foreign firm. If not, state when the registration will be completed.
- ❑ Hourly cost information for each staff member who may be involved in the Brownfields Assessment Program (i.e. Field Scientist I, Field Scientist II, Project Manager, Engineer, Geologist, Senior Scientist, etc.).
- ❑ Examples (*if applying to participate in the petroleum program*) of relevant petroleum past experience and a minimum of three references, which will include the following for each project: one sentence description, name of project manager, phone number and address. (Preference is for Vermont specific projects that will show a consultant has worked with the Vermont Department of Environmental Conservation and understands their rules/regulations.)
- ❑ Examples (*if applying to participate in the hazardous substances program*) of relevant hazardous substances (non-petroleum) past experience and a minimum of three references, which will include the following for each project: one sentence description, name of project manager, phone number and address. (Preference is for Vermont specific projects that will show a consultant has worked with the Vermont Department of Environmental Conservation and understands their rules/regulations.)

Submit seven (7) copies of statements of qualifications. Number all pages in the statement of qualifications consecutively. Please limit your proposals to no more than 25 double-sided pages if applying for EITHER hazardous substances OR petroleum, including all attachments. Please limit your proposals to no more than 30 double-sided pages if applying for BOTH hazardous substances AND petroleum, including all attachments. Signify on the cover of your proposal whether it is for the petroleum program, the hazardous substances program, or both the petroleum and hazardous substances programs.

Evaluation of Qualifications

Evaluation of qualifications will consider, but may not be limited to the following:

- ❑ Adequate resource and staffing to do the work;
- ❑ Qualifications and experience of staff, which includes breadth of experience on various types of brownfield sites;
- ❑ Availability of pertinent technical disciplines;
- ❑ Knowledge of project area;
- ❑ Ability to perform the work in a timely manner;
- ❑ Proof of Insurance;
- ❑ Proof of registration of firm with Vermont Secretary of State;
- ❑ Demonstrated knowledge of AAI or ASTM-05.

Equal Opportunity – The evaluation of qualifications shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The BCRC is an Equal Opportunity Employer and encourages proposals from qualified minority and women-owned businesses.

Process

The Brownfields Committee will review qualifications submitted in response to this RFQ. Utilizing evaluation criteria as outlined above the Committee will develop a short list of qualified consultants or consultant teams that will be invited to be interviewed. Following that process, selected consultants will be added to a pre-approved list of firms that will be invited to respond to future Request for Proposals (RFP) for specific Environmental Assessments. Each RFP will have a short (two to three weeks) response time in order to facilitate progress of the project.

Proof of insurance will be required before contracting with selected consultants. The BCRC reserves the right to seek clarification of any statement submitted and to select the firms that are best able to address the project purpose and best promote the public interest, or to reject any and all statements of qualifications.

All questions related to this Request for Qualifications should be directed to:

Jeff Mast, Regional Planner
Bennington County Regional Commission
111 South Street, Suite 203
Bennington, VT 05201

802-442-0713
jmast@bcrcvt.org

Deadline for Submitting Proposals

Seven (7) copies of the statement of qualifications must be received at the BCRC offices (address above) by **4:00 p.m. on August 13th, 2010.**