

Notice of Request for Proposals

REGIONAL PLANNING COUNCILS
Southwest Florida Regional Planning Council
RFP for Brownfield Services

SOUTHWEST FLORIDA REGIONAL PLANNING COUNCIL
REQUEST FOR PROPOSALS
Professional Environmental Consulting Services
RFP Release Date: July 11, 2018
Proposals Due Date: August 1, 2018

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposal

The Southwest Florida Regional Planning Council (SWFRPC), through this Request for Proposal (RFP), is seeking a qualified environmental consulting firm to provide assistance with the recently awarded United States Environmental Protection Agency (U.S. EPA) Brownfields Assessment Grant for implementation of Phase I and II Environmental Assessment, Asbestos Inspections, cleanup and redevelopment planning, community outreach, and other components of the EPA Brownfields Assessment Grant for which funding is secured. This solicitation is being issued to comply with Federal procurement standards outlined in CFR §200.317 - CFR §200.326 that are applicable to hiring of consulting firms to assist communities with grants awarded.

1.2 Background Information

The SWFRPC's objective of their U.S. EPA brownfields program is to promote redevelopment of brownfield properties located within their jurisdiction in Glades County, Hendry County and their municipalities and Immokalee. The SWFRPC may expand their objectives under this contract at a later date to include cleanup of individual sites targeted for assessment, dependent upon future availability of funding. The successful consultant will bring experience and insight to the SWFRPC to obtain and implement this brownfields assessment grant and explore other funding and brownfields initiatives as funds become available.

The number and location of brownfields sites within the SWFRPC include six (6) priority properties and others that have been or will be identified. One goal of the U.S. EPA assessment grant is to develop a brownfields inventory to promote effective planning by the SWFRPC in implementing the brownfields program.

1.3 Type of Contract and Contract Term

The SWFRPC will award a single three-year contract to one full-service firm to implement U.S. EPA brownfields grant funds in support of their brownfield program. The initial contract may be extended at the option of the SWFRPC.

2. TECHNICAL SPECIFICATIONS

2.1 Activities Required Under this Request for Proposals

This RFP is to solicit for a qualified environmental consultant who is expected to provide a wide range of environmental services to the SWFRPC. The scope of work to be performed under this contract by the consultant at a minimum is expected to include:

- Assist the SWFRPC with budget management tracking of grant funds.
- Assist the SWFRPC with quarterly and annual EPA reporting requirements.
- Provide grant programmatic and regulatory support as required.
- Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
- Provide tools and support in creating a brownfields property inventory including prioritization of properties.
- Preparation of a written Generic Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA requirements.

- Preparation of Site-specific QAPP Addendum for each property where a Phase II ESA will be performed.
- Perform and complete Phase I and Phase II environmental site assessments (ESAs), site investigations, remedial planning and other environmental requirements under applicable State of Florida environmental regulations and ASTM standards.
- Perform other eligible assessment activities including, but not limited to, asbestos surveys, mold surveys, lead paint surveys, and wetlands and natural resource surveys.
- Attend meetings with the SWFRPC and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Participate in and coordinate community outreach and public engagement activities as requested.
- Identification and assistance in writing grant applications for EPA grants, including, but not limited to, U.S. EPA Brownfields Assessment and Cleanup Grants.
- Prepare Grant Close-out Report(s).

2.2 Minimum Requirements

Responses will be evaluated per the requirements specified in Section 3.3 Qualifications. Qualified respondents will also meet the following requirements of this Request for Qualifications.

- Firm will have at least one (1) full-time State of Florida licensed professional geologist in good standing.
- Firm will have at least one (1) full-time State of Florida professional engineer in good standing.
- Firm will have at least one (1) full time State of Florida Licensed Asbestos Consultant.
- Proposed Project Manager has a minimum of ten (10) years' experience working with the State of Florida environmental regulations.
- Firm must have demonstrated experience in implementing a minimum of five (5) EPA funded brownfields grant programs in the State of Florida.

2.3 Project Budget

The total budget for the EPA brownfields assessment grant is \$600,000. The SWFRPC and the successful consultant will develop a project specific scope of services to fulfill the project requirements of the brownfield grant funds. The budget for any future related grants executed under this contract will be negotiated with the consultant if and when such funding becomes available. It will be the SWFRPC's option to utilize this contract for future brownfields grants beyond the initial U.S. EPA assessment grant application and implementation projects.

3. RESPONSE REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit concise qualifications describing their experience within the - EPA brownfield program as well as their ability to manage and implement these types of grant funded projects. The response should include a clear outline of how the firm would help the SWFRPC to implement their brownfields program and highlight their experience and successes managing such EPA Brownfields Assessment grants.

3.2 General Process

The SWFRPC will review and evaluate qualifications with the following criteria in mind: expertise related to relevant project components; firm and staff experience related to brownfields redevelopment; project approach; ability to facilitate public outreach activities; grant writing experience and demonstrated ability to provide comprehensive environmental services. The SWFRPC reserves the right to accept or reject responses on any basis it deems appropriate.

3.3 Qualifications

Responses should be prepared on standard size 8 ½ x 11-inch paper. Standard advertising brochures should not be included in the response. The response shall include the following information in the order presented below. Qualifications will be evaluated based on a 100 Point Scale as follows:

SECTION A Qualifications and Capabilities

0-25 pts.

This section shall include the firm's name, areas of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for this contract. The name, address, and telephone number of a contact person responsible for their submittal shall be included. In addition, the following information shall be provided:

- General description of firm's history providing U.S. EPA brownfields services including grant writing and other related redevelopment funding and incentives.
- Project experience in implementing the requirements of U.S. EPA grant funded projects including programmatic requirements.
- Experience of the firm in completing Phase I and Phase II ESAs.
- General description of the firm's services including experience for this contract in providing additional eligible assessment services including but not limited to: asbestos surveys, mold surveys, lead paint surveys, and wetlands and natural resource surveys.
- Summary of experience conducting community involvement and engagement activities related to brownfields program.
- Ability to perform environmental inventories utilizing GIS in conjunction with U.S. EPA brownfields grants. Knowledge and experience pertaining to EPA and state regulations shall be demonstrated.

SECTION B Technical Approach

0-25pts.

- Description of the firm's technical approach to complete the tasks required of EPA brownfield grants funded projects including grant writing as described in Section 2.1 under Technical Specifications.

SECTION C Local Experience and Knowledge

- Demonstrate local knowledge of the SWFRPC's region and understanding of redevelopment planning and goals. **0-5pts.**

SECTION D Project Staff

0-20pts.

- Brief biographical summaries of related experience for staff members working on the project.
- Organizational chart.
- Resumes for key project personnel assigned to this project. Indicate the project manager who will be responsible for ensuring the project success. Provide no more than ten (10) resumes.

SECTION E References

0-25pts.

- Project summary of relevant brownfield experience and contact information for three (3) recent (current project/project completed within the past three years) client references with name, email address, and phone number for each.

3.4 Terms and Conditions

The process of selecting organizations to provide consultation services for the SWFRPC's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in CFR §200.317 - §200.326 for the implementation portion of this proposal and subsequent successful grant applications.

The SWFRPC reserves the right to accept or reject all proposals or portions thereof without stated cause. The SWFRPC reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the SWFRPC.

Upon selection of a finalist, the SWFRPC by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the SWFRPC, for any reason, is unable to reach a final agreement with this finalist; the

SWFRPC then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The SWFRPC may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The SWFRPC reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be emailed to ckammerer@swfrpc.org and a response shall be provided within two (2) business days.

The SWFRPC reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the SWFRPC. The SWFRPC reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.5 Public Information

Information supplied by the Proposer to the SWFRPC is subject to the Florida Public Records Law. Florida law provides that municipal records shall at all times be open for personal inspection by any person, Section 119.01, Fla. Stat. Information and materials received by the SWFRPC in connection with all Proposers' response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first. Section 119.071, Fla. Stat.

3.6 Proposal Time Schedule

The timeline for completion of this request for proposals is outlined below.

July 11, 2018 Formal announcement date for RFP.

August 1, 2018– 3:00PM EDT: Deadline for submittal of proposals.

August 8, 2018 Notification of award.

September 7, 2018 Award of contract by SWFRPC.

3.7 Notification of Award

The SWFRPC plans to select a consultant by August 8, 2018. Should either party fail to execute a contract within 30 days of notification of award, the SWFRPC reserves the right to rescind the award and select services from another interested firm.

3.8 Number of Proposals to Submit; Deadline, Mail, and Hand Delivery Addresses

One (1) original and one (1) digital (PDF) copy of the proposal must be submitted by **3:00 PM EDT on August 1, 2018**. The mailing and hand delivery address is:

Southwest Florida Regional Planning Council

Attn: Charles Kammerer, Project Manager

1400 Colonial Boulevard, Suite 1

Fort Myers, FL 33907

(239)938-1813 ext. 227

Email Contact: ckammerer@swfrpc.org

3.9 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Contracting with Disadvantaged Business Enterprises

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The SWFRPC will ensure, to the fullest extent possible, that at least the U.S. EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. The

consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists;
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
- Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.2 Equal Employment Opportunity

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the SWFRPC, the Proposer shall furnish a written affirmative action plan.

4.3 Insurance Requirements

Prior to award, the successful bidder will be required to furnish evidence of insurance as follows:

Comprehensive General Liability: Limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage including premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and contractual liability endorsement.

Business Auto Liability: Covering any auto with minimum limits of \$1,000,000 per occurrence with combined single limit for bodily injury and property damage. This shall include owned vehicles, hired and non-owner vehicles and employee non-ownership.

Professional Liability and Errors and Omissions: The Consultant shall carry Professional Liability Insurance with a coverage minimum of \$1,000,000 per occurrence.

Workers' Compensation: The Consultant shall carry Workers' Compensation coverage to apply for all employees for statutory limits and shall include employer's liability with a limit of \$1,000,000 each accident, \$1,000,000 disease policy limits, \$1,000,000 disease limit each employee.

All policies shall provide a 30-day notice of cancellation or modification of coverages. Prior to commencement of work, the proper insurance certificates shall be provided to and approved by the Southwest Florida Regional Planning Council.