

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING SERVICES BROWNFIELD PROGRAM FOR THE CITY OF CHILOQUIN OREGON, A MUNICIPALITY

CITY OF CHILOQUIN OREGON

PO BOX 196

CHILOQUIN OR. 97624

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CHICITYHALL@GMAIL.COM

HOW TO APPLY

If you are interested in applying for this RFQ please submit a letter of interest to the City of Chiloquin by 4:30 pm August 17, 2020. You must submit a letter of interest by August 17, 2020 for your Statement of Qualifications to be considered.

Statements of Qualifications should include a cover letter and a response to the Request for Qualifications (RFQ) and 10 copies must be submitted by 4 PM on August 28, 2020. RFQ is attached.

Letters of Interest (due August 17, 2020) and Statements of Qualifications (due August 28) may be:

Mailed to:

Teresa Foreman, City Recorder
Attention: City Attorney Proposal
City of Chiloquin
PO Box 196
Chiloquin Oregon 97624.

Hand delivered to:

122 S. Second Av.
Chiloquin, OR 97624

Statements of qualifications must be physically delivered by hand or carrier

E-mailed to:

Letters of Interest and questions regarding the RFQ **only** may be E- mailed to: chicityhall@gmail.com

The city reserves the right to reject all proposals; to request additional information concerning any proposal; to accept or negotiate modifications to any proposal; to interview any proposer; and to waive any irregularities in any proposal in order to serve the best interests of the city.

All inquiries regarding this Request for Qualifications should be directed by e-mail to Teresa Foreman, City Recorder at chicityhall@gmail.com no later than 4:30 PM on August 19, 2020.

City of Chiloquin, Oregon Brownfield Program Request for Qualifications

Professional Consulting Services

FY21-26

August 10, 2020

Submit to:

Teresa Foreman, City Recorder
City of Chiloquin
PO Box 196
Chiloquin OR 97624

EMAIL: Chicityhall@gmail.com

RFQ DUE DATE: 4:00 PM, August 28, 2020

Hand deliver to 122 S. Second Ave, Chiloquin OR

Mail: PO Box 196, Chiloquin OR 97624

I. Introduction

The City of Chiloquin, OR(City) invites interested parties to submit statements of qualification and experience to provide environmental and engineering consulting services on a task order basis for the County's new brownfield program for a five-year period of performance.

The City is looking for firms with documented experience assisting with the development of EPA assessment, cleanup, and brownfields cleanup revolving loan grant applications. The selected consultant must also be qualified to complete brownfield (environmental) assessments and cleanup plans, as well as grant programmatic assistance and related services to local governments.

The City reserves the right to amend or extend this contract beyond the initial five years to accommodate the terms and conditions of any future EPA grants awarded to the City.

The selected consultant will provide support in the identification of potential funding sources including identifying, writing and assisting with/managing grant applications.

The objectives of the City and this RFQ are to complete the following:

- Prepare/assist with the preparation of a FY2021 EPA Community Wide Brownfield Assessment grant application
- Identify and pursue other brownfields funding opportunities.
- Develop a successful brownfields initiative by assisting the City with redevelopment, implementation, and management of the program.
- Encourage community involvement in the brownfields process.
- Carry out assessment, cleanup planning, and reuse planning activities upon award.

Statements of Qualifications are due no later than 4:00 PM on August 28, 2020. They may be hand delivered to the City.

Note: Questions regarding this RFQ must be submitted in writing to Teresa Foreman, City Recorder at chicityhall@gmail.com no later than 4:30 pm on August 19, 2020.

II. Scope of Work

All anticipated and future work performed by the selected firm will be in compliance with EPA grant terms and conditions. The consultant will be expected to perform the following tasks on an as-needed basis:

1. **Grant Preparation and Administration:** The consultant will be asked to take the lead in grant(s) application preparation with input and review by the City. Included in this task is the collection of data required in the grant application(s), meeting with existing community groups and assistance in the identification of potential properties or areas to be included in application(s). Once grants have been awarded, the consultant will, with the City's assistance and guidance, provide grant management and implement the grant.
2. **Property Identification and Inventory:** The consultant will be asked to work with the City to identify, develop and refine a database of potential Brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
3. **Site Characterization and Assessment Activities:** Upon award of the grant, the consultant will conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs. Included in this task is development of the following plans:
 - Generic Quality Assurance Project Plan (QAPP);
 - Site specific Quality Assurance Project Plans (SSQAPPs);
 - Health and Safety Plans (HASP); and
 - Site investigation reports.

Documents are required to follow applicable state and industry standards including ASTM and All Appropriate Inquiry (AAI) standards for property transactional work.

4. **Community Involvement Assistance:** Further, prior to and following award of the grant, the consultant will be asked to support the City in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment planning and execution process of the projects. Associated activities may include, but may not necessarily be limited to the following:

- Develop a community engagement plan to detail a strategy for involving the community in brownfield activities.
 - Conduct public meetings and hearings to solicit community interest and provide educational information.
 - Facilitate a Brownfield Task Force (BTF) to review and recommend sites to be assessed and characterized.
 - Develop and implement effective methods of communicating information about the brownfield program to the public (website, information sheets, mails, etc.).
 - Consult with prospective private landowners and developers to encourage participation in the program.
5. **Cleanup and Redevelopment Planning:** The consultant will be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA's), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of brownfield agreements with the Oregon Department of Environmental Quality (DEQ).
6. **Other Brownfield Related Duties:** Other duties that may be required for a successful program but that have not been anticipated in this call for services.

III. Response Format/Evaluation Criteria

Hand deliver 10 copies of the statements of qualifications and experience by the specified date and time. The submittal shall be no longer than 20 pages (excluding a one page cover letter, cover sheet, and table of contents). The narrative shall address/include the information outlined below. More specifically, to ensure fair and equitable evaluation, proposals must be organized into the following separate sections.

1.0 Experience and Capacity

The response shall include a summary of the following:

- History of the firm's experience providing brownfield services as described herein;
- Brownfield grant writing experience and success rate;
- Brownfields grant programmatic experience/capacity;

- Environmental assessment and cleanup planning;
- Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigation, and experience working with the EPA; and
- Disclosure of any potential conflicts of interest.

2.0 References

The response shall include at least three (3) references for similar services provided by your firm and the dates of service. Please include the reference name, company, email address, and phone number. Include a description of the services and key personnel that were involved in each project.

3.0 Proposed Methodology

The response shall include an organization chart in addition to a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement of why your firm should be selected by the City.

4.0 Cost Considerations

The response shall include an hourly fee rate schedule, and will specify a proposed mark-up for subcontractors. Any general cost assumptions must be stated in the submission. Also provide a brief discussion of cost optimization strategies based on previous EPA Brownfield Grant projects.

IV. Selection Criteria

The responding firms will be evaluated on the following criteria.

- Experience and ability to complete the work. (25%)
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with EPA. (25%)
- Approach and understanding of the scope of work. (15%)
- Proven track record of community engagement. (10%)
- Environmental assessment experience. (10%)
- Quality of performance on similar projects. (10%)
- Cost Considerations (5%)

No formal oral presentations to the City are anticipated.

The City will only select one firm under this request for qualifications.

The City reserves the right to reject any and all responses and to make an award that is in their best interest.

Firms not selected will be notified in writing by the City.