



City of Chiloquin
Request for Proposal (RFP)
For
Environmental Consultant Services for
Brownfield Community-Wide Assessment
Chiloquin, Oregon

Funded by
United States Environmental Protection Agency
Brownfield Program

Responses Due by:
January 30, 2023 4:00 pm Pacific Time

Responses to be delivered to:
Teresa Foreman
Recorder, City of Chiloquin
127 S. First Avenue
Chiloquin, OR 97624

Introduction

The City of Chiloquin, OR (City) invites interested parties to submit proposals including statements of qualification and experience along with cost/rate information to provide environmental and engineering consulting services. The City was awarded a \$300,000 FY2021 USEPA Community-wide Assessment Grant. Approximately \$100,000 has been expended to date.

The City is looking for firms qualified to complete Brownfield environmental assessments and cleanup plans, as well as grant programmatic assistance and related services to the City with the remaining budget and throughout the remaining project/grant.

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

- Continue a successful brownfields initiative by assisting the City with redevelopment, implementation, and management of the program.
- Encourage community involvement in the brownfield process.
- Carry out additional assessment, cleanup planning, and reuse planning activities.

Type of Contract and Contract Term

The City prefers to award a contract to one full-service firm to serve as a partner in achieving the goals within the City's EPA Cooperative Agreement and Work Plan (see supporting documents). The selected firm will assume the responsibility for all services offered in the proposal including any services provided by subcontractors. The City will consider the consultant to be the sole point of contact regarding contractual matters, including payment of any and all charges resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract.

The City wishes to enter a contract with the selected applicant to conduct the work on a time and materials, not to exceed, task order basis. The selected applicant will be responsible for ensuring the EPA funded Brownfield project is conducted in full compliance with all applicable Federal, State and Local regulations and the terms and conditions specified in the City's Cooperative Agreement and Cooperative Agreement Work Plan (see supporting documents). The remaining funds available in this award are approximately \$200,000. The remaining total project expenditures including the selected firm's costs cannot exceed this amount. The term of the contract will begin after contract approval and continue throughout the period of the EPA grant ending 9/30/2024. The City may amend or extend this contract beyond this period to accommodate the terms and conditions of the FY21 Brownfield Community-wide Assessment grant or future EPA or other similar grants awarded to the city within the contract period.

The City reserves the right to modify this approach if it determines a different approach is in the best interest of the City.

Scope of Work

The specific scope of work will be determined following selection of a firm and revisions to the existing work plan based on an evaluation of remaining funds and work to be completed. The selected firm may be asked to provide services in support of project activities including:

- Providing project management and technical assistance and performing an advisory role to support successful completion of the project including preparing and maintaining schedules and budgets for project activities
- Preparing Community Involvement Plan (CIP); Quality Assurance Project Plan (QAPP); Health and Safety Plan (HASP); Phase I and Phase II Environmental Assessment Reports; Final Analysis of Brownfield Cleanup Alternatives (ABCA); and other technical documents
- Soliciting, bidding, hiring, monitoring, and managing subcontractors to provide the necessary remediation activities in accordance with all state and Federal fair and open competition requirements as outlined in 2 CFR Part 200 and Part 1500
- Contributing to and monitoring the grantee's fulfillment of all performance and reporting, record keeping, and other program requirements including compliance with all programmatic terms and conditions

All anticipated and future work performed by the selected firm will be in compliance with EPA grant terms and conditions (see supporting documents). The consultant will be expected to perform the specific following tasks:

1. **Property Identification and Inventory:** The consultant will be asked to work with the City to maintain and update as needed, 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.
2. **Site Characterization and Assessment Activities:** The consultant may be asked to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs. In addition, the consultant may be asked to conduct asbestos and lead based paint investigations/reports. 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 assessment and investigation reports.

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

3. **Community Involvement Assistance:** 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:

- Update existing community engagement plans as needed to detail a strategy for involving the community in brownfield activities.
 - Conduct public meetings and hearings to solicit community interest and provide educational information.
 - Develop and implement effective methods of communicating information about the brownfield program to the public (website, information sheets, mail flyers, etc.).
 - Consult with prospective private landowners and developers to encourage participation in the program.
4. **Cleanup and Redevelopment Planning:** The consultant may be asked to complete or revise existing 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.

Supporting Documents

The following supporting documents can be found at the Brownfield Assessment RFP tab at <https://www.cityofchiloquin.org/rfps>.

- City of Chiloquin Brownfield Community-Wide Assessment grant FY2021 Cooperative Agreement 9/1/2021
- City of Chiloquin Brownfield Community-Wide Assessment grant FY2021 Cooperative Agreement Work Plan, 7/27/2021
- Community Involvement Plan Version 2, City of Chiloquin FY 21 Community-wide Assessment Grant

Submission Requirements

Qualifying firms with a strong background in environmental assessments, investigations and redevelopment activities should submit a qualifications/proposal package containing the information outlined below.

Applicants shall submit ten (10) bound copies of their proposals and one (1) electronic copy (PDF form) delivered via flash drive to:

Teresa Foreman -City Recorder
City of Chiloquin
127 S. First Avenue
Chiloquin OR 97624

Proposals are limited to 12 pages in length. The maximum two-page cover letter, resumes, and proofs of insurance will not count toward the 12-page limit. PDF files should be labeled "FIRM NAME CHILOQUIN 2021 ASSESSMENT GRANT"

Proposals are due to be delivered to the City on or before January 30, 2023 at 4:00 pm Pacific Time. Late responses to the RFP will not be accepted.

Notes:

- The City will not be held responsible for mishandled, late or lost qualifications packages
- Questions related to this RFP should be directed to Teresa Foreman at brownfield.chicityhall@gmail.com. The subject line for the email should be “Brownfield Assessment RFP Question” Questions must be submitted on or before January 6, 2023 at 4:00 pm Pacific Time. Questions received after this date will not be answered.
- All questions by consultants will be compiled and responses will be posted on the city website under the Brownfield Assessment RFP tab at <https://www.cityofchiloquin.org/rfps>.
- Respondent shall certify that to the best of its knowledge, all information provided in their response to this RFP is accurate and complete. Any misrepresentation by a respondent may result in disqualification.

Submission Content

Proposal Format

The following items must be included in your firm’s response. Items requested in the submission will be evaluated by the City selection committee and assigned individual scores that will be combined for an overall total score. Maximum scores for each category are listed below. Minimum font size is 11 pt.

Cover Letter (2- page limit) – Not Scored

Provide a cover letter expressing your firms interest in and qualifications for working with the City staff, regulators and other stakeholders. The firm shall affirm that they and all subconsultants used in this project will meet all requirements of the EPA Brownfields program and the Cooperative Agreement including Disadvantaged Business enterprise (DBE) participation requirements. This letter must certify that no person (organization or individual) proposed for use in this award is currently debarred or suspended or otherwise excluded from participation in Federal assistance programs. This letter should be on your firm’s letterhead and signed by an officer of the firm authorized to bind the firm to all commitments made in the proposal and shall include the name, address, email, and phone number of the contact who will be authorized to represent your firm.

Organizational Profile and Qualifications (maximum score 10 pts)

Provide an overall history and description of your firm and any teaming firms. The firm must provide the number of years of the firm’s experience with demonstrated success in assisting in environmental assessment, investigation, and redevelopment projects.

Provide a list of key people expected to work on the contract, including names, education, professional licenses, registrations or certifications, and role in the contract. Firms must have on staff and available to the project an Oregon Registered Professional Engineer (PE) who will stamp any necessary documents; this person must be clearly identified in the proposal. Designate the Principal in Charge, Project Manager, Registered Engineer (provide years of experience), Qualified Environmental Professional(s) and other key personnel. Provide resumes for up to 4 key personnel who will work on this project. Resumes will not be included in the page limit but should be brief and contain focused relevant experience.

Teaming partners should be included in this list and identified as such. Respondents should indicate whether it or any of its teaming partners meet(s) criteria to be a Disadvantaged Business Enterprise (DBE). Respondents must indicate how they plan to meet DBE obligations under this grant award in accordance with 40 CFR part 33.

Provide information regarding your firm's current staffing, current workload, and availability to provide the scope of services as soon as the contract is awarded throughout the performance period.

Experience (maximum score 10 pts)

Contractors should present experience and demonstrated success in performing similar services described in the City's Cooperative Agreement Work Plan. List and describe representative 3 to 5 examples of related work (projects) your firm has performed over the past 10 years which illustrate your firm's role and experience in providing the scope of services requested. For each example project include a brief description, dates of service and a reference with contact information.

Project Approach and Timeline (maximum score 5 pts)

Include the following information: Describe the approach to be taken toward completion of each of the tasks outlined in City's Cooperative Agreement Work Plan and an explanation of any proposed variations to the work program. Address each of the tasks separately.

Communication, Collaboration, and References (maximum score 5 pts)

Describe your communication strategy and ability to collaborate effectively with key stakeholders, including clients, community members, special interest groups, and regulatory agencies. Provide 3 references to corroborate this information.

Demonstrated Commitment to Soliciting and Using DBE's (maximum score 5 pts)

Describe your firm's commitment to soliciting and using DBE's on this project, either through inclusion on the proposed team or demonstrated commitment to and successes in soliciting DBE participation on similar projects in the past.

Rate Sheet (maximum score 5 pts)

Provide a proposed rate sheet listing hourly rates for employees who will work on this project and the percentage of total project hours you anticipate will be used by each category. Rates shall reflect fixed rates that include wages, general administrative expenses, and profit. Specify a proposed mark-up for subcontractors, materials, and supplies. Please list/describe any anticipated travel and associated costs to complete the proposed scope of work (include number of employees traveling and associated transportation and labor costs, per diem rates, car rental, etc). Also provide a brief description of cost optimization strategies that might be applied to this project based on previous experience.

Insurance Requirements (Not Scored. All responders must provide proof of meeting or exceeding these requirements)

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's compensation and disability; statutory requirements
- B. Employers Liability - \$500,000 each accident

- C. Commercial General Liability – General Aggregate - \$2,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$2,000,000
- G. Contractor’s pollution Liability insurance \$2,000, 000

Selection Criteria

The assignment of scores and selection of a consultant for this work will be based on the following criteria as applied to each scored item required in the submittal:

- The clarity of the proposal and demonstrated understanding of the tasks and objectives described in the Work Plan
- The respondent’s qualifications and experience performing the requested scope of services with particular attention on experience and successful projects similar in size, nature, and complexity.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate with key stakeholders
- Relevant experience including preparing technical documents (including CIP, ABCA, HASP, Phase I and Phase II Environmental Assessment Reports) and successful management of subcontractors in the completion of the work described.
- Reasonableness of fees and markups
- Commitment to using DBEs
- Proof that minimum requirements are met

Scoring Evaluation

Each scored item requested in the Submission Content above will be assigned a score by the City selection committee. The highest awardable score for each category is listed above. The maximum combined score that could be awarded is 40 points. The evaluation committee will rank the submittals and a composite rating for each respondent will assist the committee in the selection of the successful responder.

To be considered for evaluation, firms must meet the following minimum criteria:

- Firm has at least one Oregon Registered Professional Engineer and one Qualified Environmental Professional assigned to this project
- Firm has demonstrated experience relevant to the services requested
- Firm has provided proof of insurance coverage as specified in this RFP
- Firm has certified the organization itself and no individuals proposed to work on the project are currently debarred or suspended or otherwise excluded from participation in Federal assistance programs.

Rule for Award

After initial ranking of responses, the City may decide to interview the top two or three ranked organizations to develop and clarify final scores/rankings. The most advantageous proposal from a responsive and responsible responder will be awarded the contract.

The City reserves the right to reject any and all responses if it feels they do not meet the requirements and criteria include in the RFP or that they do not adequately address the needs and interests of the City. The City reserves the right to reject any and all proposals it considers unresponsive or irresponsible or that are deemed to be not in the best interest of the City.

Procurement Terms and Conditions

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

Interviews with some consultants may be scheduled. The City reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the City's redevelopment goals.

The Respondent shall keep the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees or any sum of money whatsoever, by alleged infringement, or use of any patented device, article, system or arrangement that may be use by the contractor in the execution of this work. The respondent will be required to indemnify and save harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the contractor or it agents or employees.

The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.

The City reserves the right to waive any information or minor defects in the RFP or the RFP responses/procedure, or to reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the City. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof. No respondent may withdraw a submittal within 60 days after the actual date of opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City and the respondent. Proof of acceptable insurance in accordance with the requirement outlined in this RFP shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all document and terms and conditions of this RFP and the EPA Cooperative Agreement.

Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist, the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal.

The City shall not discriminate with respect to the hire, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, sexual orientation, disability, national origin, or ancestry.