



**City of Chiloquin**

Request for Proposal (RFP)

For

Environmental Consultant Services for Site-Specific Brownfield Cleanup Project  
Former Markwardt Bros. Garage, 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, Oregon (City) invites interested parties to submit proposals to include statements of qualifications and experience along with cost/rate information to provide environmental engineering and consulting services for hazardous material investigation, cleanup, and redevelopment to the City of Chiloquin.

The City has been awarded a US Environmental Protection Agency (EPA) Brownfield Cleanup grant in the amount of \$402,500 to support redevelopment of the former Markwardt Bros. Building (Site) in Chiloquin, Oregon. The scope of work to be performed under this award and the terms and conditions that apply are included in the supporting documents that can be found at the City of Chiloquin website at the Brownfield Cleanup tab at <https://www.cityofchiloquin.org/rfps>.

The City of Chiloquin (City) is requesting information on qualifications from qualified environmental engineering/consulting firms to assist with planning, implementation, and management of the EPA grant-funded cleanup activities.

The selected firm will be responsible for 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); Remedial Design; Cleanup/Reuse Plans; Final Analysis of Brownfield Cleanup Alternatives (ABCA); closure reports; and other technical documents
- Conducting a design phase investigation to support remedial design and final cleanup plans
- 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, monitoring, and documenting the grantee's fulfillment of all performance and reporting, record keeping, and other program requirements including compliance with all programmatic terms and conditions

## **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 total cleanup project including the selected firm's costs cannot exceed the awarded funding from EPA (\$402,500). The resulting contract will be for three years. The City may amend or extend this contract beyond the initial three years to accommodate the terms and conditions of the FY22 Brownfield Cleanup Grant or future EPA or other similar grants awarded to the City within this three-year period.

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

## **Project Overview**

### **Site Description**

The City of Chiloquin owns two tax parcels located at the northeast corner of West Chocktoot Street and North 1st Avenue in Chiloquin, Oregon (Klamath County Tax Parcels 3407-034DC-00500 and 3407-034DC-00400, census tract 9702, and EPA ACRES Number: 250930). The portion of this property targeted for cleanup under this grant is the former Markwardt Bros Garage (site). The former Chiloquin Mercantile building was located on the city property immediately adjacent to the Markwardt Bros. Garage. The brick structure of the Mercantile building has collapsed in the recent past. Remaining rubble from this collapsed building contains asbestos and is currently being addressed for removal through a separate state funded grant. The asbestos containing materials and lead based paint to be addressed under this contract are associated only with the existing Markwardt Bros structure (see ABCA Section 8.3).

The Site is situated at the heart of downtown Chiloquin. The former Markwardt Bros building is one of only a handful of historic buildings still standing. An automotive service garage existed in the former Markwardt Building since 1919, though the current building was built after a 1926 fire. The former uses of this building include a gasoline service station that utilized an underground storage tank system, auto body repair shop, a warehouse, and most recently, a wood products packaging facility.

### **Previous Work**

Phase I and Phase II Environmental Site Assessments have been completed on the site using funds from an Oregon Brownfield grant program. An update to the Phase I was completed using Chiloquin's FY21 EPA Community-wide Assessment grant. The assessments identified a release of petroleum to the soil associated with the previous gas station, evidence of up to two abandoned underground storage tanks remaining in-ground, asbestos containing materials (ACM) and lead-based paint (LBP), two hydraulic vehicle lifts, and an oil change/vehicle service pit.

The City's FY 21 EPA Assessment grant funded the development of a draft ABCA report which was appended to a FY2022 EPA Cleanup Grant for the Site. This draft ABCA was presented at a community meeting in November 2021 and was available for public review.

EPA Region 10 FY22 Brownfield Cleanup Grant Cooperative Agreement Work Plan dated 8/9/2022 for the Former Markwardt Brothers Garage provides information and details regarding cleanup project goals and objectives, task descriptions, schedule and deliverables, and estimated budget information.

## **Supporting Documents**

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

- City of Chiloquin Brownfield Cleanup FY2022 Cooperative Agreement Markwardt Garage Property, 9/26/2022
- City of Chiloquin Brownfield Cleanup FY2022 Cooperative Agreement Work Plan Former Markwardt Garage Property, 8/22/2022
- Community Involvement Plan Version 2, City of Chiloquin FY 21 Community-wide Assessment Grant
- Phase I Environmental Site Assessment, Former Markwardt Brothers Garage 5/17/21
- Phase I Environmental Site Assessment, Former Markwardt Brothers Garage Update to May 17, 2021 Report, 11/29/2021
- Phase II Environmental Assessment Report Former Markwardt Brothers Garage, 11/2/2021
- Draft Analysis of Brownfield Cleanup Alternatives Report Former Markwardt Brothers Garage

## **Project Objectives**

The proposed project will provide environmental due diligence, cleanup planning, community engagement, and reuse planning services necessary to position the site for redevelopment. Through ongoing community engagement processes, the community has expressed an interest in reuse of the site as a year-round farmers market, banking kiosk location, community services office, and small business incubator. The City will leverage the community engagement and planning efforts funded by its FY2021 EPA Brownfield Assessment coupled with supplemental community engagement efforts funded by the FY 2022 EPA Cleanup grant to refine a plan for the highest and best use for the site that aligns with community priorities.

## **Submission Requirements**

Qualifying firms with a strong background in environmental assessments, investigations, cleanups, 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 2022 CLEANUP 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 Cleanup RFP Question". Questions must be submitted on or before January 6, 2023 at 4:00 pm Pacific Time. Questions received after this date/time will not be answered.
- All questions by consultants will be compiled and responses will be posted on the city website under the Brownfield Cleanup 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 firm's 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 Brownfield 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 investigation, cleanup, 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. Respondents must indicate how they plan to meet Disadvantaged Business Enterprise (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 within 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. Also provide a timeline for completing the various components of the scope of services requested. Final timeline will be negotiated at contract award.

#### **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 categories of 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 site, cleanup and redevelopment projects and their objectives.
- 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 stakeholders
- Experience preparing technical documents (including CIP, ABCA, HASP, Remedial Design and closure 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 section 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 that neither the organization itself nor any 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, price, 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 its 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.