**REQUEST FOR PROPOSAL FOR**

**PROFESSIONAL ENVIRONMENTAL SERVICES**

The City of Keokuk, IA, (City) is accepting proposals from qualified firms for the following professional environmental services.

**US Environmental Protection Agency Brownfields Assessment Grant - Hazardous Substances**

**PURPOSE**

The City, through this Request for Proposals (RFP), is seeking a qualified environmental consultant firm to provide environmental assessment related to a United States Environmental Protection Agency (EPA) Site-Specific Assessment Grant for Brownfields awarded to the City as part of the U.S. EPA Brownfields Grant Competition for Fiscal Year 2018.

The primary purpose of this grant is to complete additional site-specific environmental assessments on 365 Carbide Lane LLC (also addressed as Elkem site) to get the property through the Iowa DNR Land Recycling Program (LRP). The purpose of enrolling in this program is to get the entire site or parts of the site to a ‘No Further Action’ to allow for redevelopment opportunities. 365 Carbide Lane LLC, the current owner of the property, has already worked with the City of Keokuk, EPA, and Iowa DNR to provide access to the property to complete a Phase I and Phase II ESA through the *Targeted Brownfield Assessment Program* to transition regulatory authority of the property from EPA RCRA authority to the Iowa DNR Land Recycling Program (LRP).

**BACKGROUND**

The City was awarded a US EPA Brownfield Site-Specific Assessment Grant for Hazardous Substances in August, 2018. Funding provided by this grant will extend for a three-year grant period and will be used to complete environmental assessment activities at identified Elkem brownfields site located in Keokuk.

The targeted Elkem site is a semi-rural 78.83-acre parcel (Lee County parcel number 21-22-200-031) on 365 Carbide Lane, Keokuk, IA 52632. Strategically located between U.S. Highway 61 and U.S. Highway 218, the site is currently owned by 365 Carbide Lane. The site is in a primarily industrial area of the City, with low-density industrial, commercial, agricultural, and rural residential properties.

**SCOPE OF SERVICES**

The scope of work will generally follow the Brownfield Assessment Work Plan submitted to EPA by the City. A summary of work is as follows, but is not limited to:

**A. Environmental Site Assessments**

**Phase I and Phase II ESAs:**

* Coordinate with the City and property owners to obtain access agreements.
* Conduct an updated Phase I ESA for the targeted site.
* Prepare an updated draft Phase I ESA reports.
* Prepare final Phase I ESA reports based on review comments.
* Complete All Appropriate Inquiry (AAI) Checklists.
* Update ACRES database.
* Assist the City in designing and conducting community outreach and participation activities.
* Perform Phase II ESA.
* Obtain approval for Phase II ESA.
* Submit detailed Phase II ESA work plan to the IDNR to facilitate Land Recycling Program (LRP) decision-making.
* Conduct sampling and analysis work necessary to move the site through the Iowa LRP to a point of determining whether a removal or remediation activity is necessary to bring the site to closure under the LRP.
* Complete and submit a Quality Assurance Project Plan to EPA for approval.
* Complete and submit Site-Specific Sampling and Analysis Plan (SAP) to the City and EPA for approval.
* Develop and submit site Health and Safety Plan (HASP) to EPA for approval.
* Coordination with Iowa Department of Natural Resources (IDNR).
* Assist the City in designing and conducting community outreach and participation activities.
* Meet and coordinate efforts with Brownfields Advisory Committee in preparation and review of Phase I and Phase II ESA results.

**B. Cleanup Action Planning**

* Work with the IDNR to evaluate cleanup alternatives (including TBA cleanup alternatives).
* Prepare LRP enrollment package.
* Document future land use for various decision units associated with the site including computer automated draft or GIS drawings.
* Perform risk-based analyses based on sampling and analyses outcomes.
* Coordinate with Iowa DNR on the draft LRP Work Plan(s).
* Complete proposed cleanup/closure analyses and plans for each impaired decision unit.
* Coordinate and draft environmental covenants pertaining to future institution and engineering controls.
* Prepare sustainable conservation subdivision plans with stakeholder input in the context of the contaminant impairments and future institutional controls, engineering controls, or remediation or removal actions.

**C. Community Outreach:**

* + Assist the City and grant administrators in designing and conducting community outreach and participation activities.
	+ Work with the City, grant administrators and Brownfields Advisory Committee.

# COMPLIANCE WITH 40 CFR PART 33

The City of Keokuk encourages qualified DBEs, i.e. Minority Business Enterprise (MBE) or Women Business Enterprise (WBE), to respond to this RFQ. The City of Keokuk also encourages RFQ respondents to identify and include qualified DBE subcontractors in their response.

The Respondent shall clearly identify their status as a DBE or non-DBE in their response. If the Respondent is claiming DBE status, the Respondent shall submit a valid certification as part of the response.

If the Respondent solicits subcontractors for work as part of the response, the solicitation must comply with the requirements of 40 CFR Part 33. This shall include, but is not limited to, requiring each subcontractor to complete and submit U.S. EPA Form 6100-3 – DBE Program Subcontractor Performance Form (<https://www.epa.gov/sites/production/files/documents/subcontractor_participation_6100_3.pdf> ) as part of the subcontractor’s response. The response to this RFQ shall include the completed form (6100-3) for the selected subcontractor(s) and supporting documentation to demonstrate that the solicitation of subcontractor work was in compliance with 40 CFR Part 33.

The Respondent must complete and submit U.S. EPA Form 6100-4 - DBE Program Subcontractor Utilization Form (<https://www.epa.gov/sites/production/files/documents/subcontractor_participation_6100_4.pdf> ) as part of the response. Each subcontractor (solicited or direct award) for work described in this RFQ must be identified as a DBE or non-DBE on the form. If a subcontractor is identified as a DBE, a valid copy of the subcontractor’s DBE certification shall be included with the form.

**Consultant Selection Evaluation Criteria**
A consultant selection team comprised of City of Keokuk Administrator, representatives from Lee County Economic Development Group, Keokuk Municipal Waterworks, and Keokuk Area Chamber of Commerce shall review the proposals and select the firm they feel will supply the City the best and most complete project.

A summary of the specific evaluation factors and associated evaluation weighting criteria is presented below:

* 1. Demonstrated stability and capabilities of the firm – 10 points (10%)
		1. Staff and financial stability.
		2. Capability to meet project staffing and schedule needs.
		3. Geographic availability of staff.
		4. Breadth of U.S. EPA Brownfields Grant support and brownfield redevelopment support capabilities and services.
	2. Structure and demonstrated capabilities and qualifications of project team – 20 Points (20%)
		1. Project team organizational structure, project position/role descriptions and responsibilities, and key staff assignments.
		2. Qualifications and experience of key project staff related to U.S. EPA Brownfields Grant implementation, brownfields redevelopment.
		3. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided.
	3. Demonstrated qualifications and experience of the firm – 25 Points (25%)
		1. Project experience related to U.S. EPA Brownfields Grants environmental services; brownfields redevelopment; and assisting local communities successfully support brownfields redevelopment.
		2. Project experience related to the technical requirements for completing the tasks described in the Scope of Services, during the past 3 years.
		3. Project summaries for representative projects, including client name, dates of service and references (contact name, title, and telephone number), demonstrating experience related to the U.S. EPA Brownfields Grant Program, technical activities required in the Scope of Services, state and local brownfield redevelopment incentives programs, and brownfield redevelopment projects.
		4. Prior experience working on brownfields redevelopment in the Tri State or Southeast Iowa.
	4. Demonstrated understanding of the U.S. EPA Brownfields Grant program, operations of each grant type, and the project Scope of Services- 25 Points (25%)
		1. The role of U.S. EPA Brownfield Grants and respective eligible environmental activities in a brownfield redevelopment program generally, and the City of Keokuk brownfield assessment specifically.
		2. Understanding of the technical requirements and approaches for conducting the tasks described in the Scope of Services.
		3. Understanding of Quality Assurance and health/safety requirements and procedures.
		4. The Region 7 EPA and its relationships with U.S. EPA Grant tasks.
		5. Policies, protocols, laws, and regulations applicable to the conduct of U.S. EPA Grant and brownfield redevelopment activities.
	5. Demonstrated understanding of the Scope of Services and task implementation as evidenced by discussions of estimated costs and schedules where requested – 10 Points (10%)
		1. Representative costs for the project activities required to accomplish the Consultant’s scope of services described in this RFQ.
		2. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in each task
	6. Work Plan and Timeline – 5 Points (5%)
		1. Points will be awarded in this category based on the proposed timeline and work plan to meet schedule that is presented by each of the consulting firms. More points will be awarded based on a plan and timeline that works best for the City.
	7. DBE Participation – 5 Points (5%)
		1. The Selection Committee will consider the Project Team’s willingness and ability to meet or exceed the established DBE involvement goal as stated on page 3.

**PROPOSAL REQUIREMENTS**

Proposals must be submitted as an electronic PDF file with a maximum size limit of seven megabytes. The PDF file, when printed, must be limited to 20 single-sided (or 10 double-sided) 8.5” x 11” pages. A proposal cover page, blank “divider” pages, and a single-page cover letter will not be counted against the page limit. Proposals exceeding the file size and/or page length requirements will not be accepted. Other required information includes, but is not limited to:

**1. Cover Letter** – Include the name of a contact person, address, phone number, and e-mail address.

**2. Technical Approach** – A detailed work plan that addresses all elements of the project, describes the consultant’s proposed approach and understanding to each task, and justifies the methodology employed.

**3. Project Schedule, Estimate of Staff Hours, and Cost**

**Estimate –** A breakdown of estimated hours per task and per team member. A cost estimate shall also be submitted.

**4. Project Organization and Staffing –** A list of project personnel including role in the project, an organizational chart and resumes detailing the project personnel’s work on related projects. Also include name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract. Note: Upon negotiation of the final contract, any changes in personnel by the consultant must receive prior approval by the Project Manager.

**5. References –** A list of similar project descriptions undertaken by the firm (preferably project personnel) with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.

**6. DBE Forms –** Include U.S. EPA Form 6100-3 – DBE Program Subcontractor Performance Form and U.S. EPA Form 6100-4 - DBE Program Subcontractor Utilization Form as mentioned on Page 3.

**SIGNATURE REQUIREMENTS**

Proposals must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team. All sub consultants must be listed in the proposal.

**REJECTION RIGHTS**

The City retains the right to reject all proposals and re-solicit if deemed to be in their best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement once the consultant selection process is complete.

**PUBLIC RECORDS LAW**
The City of Burlington will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying.

**ESTIMATED PROJECT SCHEDULE**

The City of Keokuk anticipates that the selection process will be completed by March, 2019. Negotiation with the selected consultant will commence in March/ April upon notice that the selection process is completed.

**DEADLINE AND SUBMITTAL**
In order for your company to be considered, you must submit your proposal in electronic form by 5:00 PM on Wednesday, 27th February 2019. The electronic proposal must be submitted via e-mail to atiwari@seirpc.com .

**QUESTIONS**

**All Questions regarding this proposal are required to be submitted ONLY by email** to Kansha Tiwari at atiwari@seirpc.com. Emails will be checked daily for questions and will be answered and posted to the City’s website on the ‘Bids and Notices’ web page. Deadline for questions is 2:00 pm Central Time, February 13th, 2019. Phone calls or in person visits will not be accepted.