



A Regional Response
to Local Needs

East Central Intergovernmental Association

Request for Qualifications

For

Environmental Professional Services

September 2018

The East Central Intergovernmental Association (ECIA) is requesting Statements of Qualifications, in compliance with 2 CFR Part 200.317 – 200.326, from qualified consultants interested in providing environmental professional services for ECIA’s Brownfield Coalition Revolving Loan Fund program. All services shall be conducted in accordance with ASTM standards, EPA regulations in 40 CFR Part 312, and ECIA’s grant workplan and EPA Terms and Conditions (which can be found here: <https://www.epa.gov/sites/production/files/2016-07/documents/r1-rlf-terms-conditions-fy16.pdf>).

In April 2018, the U.S Environmental Protection Agency (EPA) awarded a \$800,000 brownfields assessment grant (\$400,000 hazardous and \$400,000 petroleum) to ECIA on behalf of the East Central Brownfields Coalition. A portion of the grant will be utilized to hire a qualified environmental consultant (\$60,000 (\$30,000 hazardous and \$30,000 petroleum). The program is anticipating that between 2 and 4 loans will be made and 1 subgrant will be awarded. Sites could be located throughout ECIA’s five county region (Cedar County, Clinton County, Delaware County, Dubuque County and Jackson County).

Consultants are required to submit a timely Statement of Qualifications (SOQ) to be eligible for consideration for this work. The consultants selected must agree to provide all environmental services requested by ECIA when needed, in order to meet the strict timeline of the grant. This professional service contract is an agreement under which consultants will work on an as-needed basis for ECIA for the grant period beginning October 2018 and ending September 30, 2023, or until all grant funds have been expended. The contract does not guarantee the selected consultants a minimum number of environmental service projects per year, or throughout the life of the contract.

The option of extending the contract will be upon mutual consent of ECIA and selected consultant if additional funds become available. The not-to-exceed value of the current contract is \$60,000 over the three-year grant period.

Consultants experienced in working with EPA Revolving Loan Fund program in accordance with EPA’s All Appropriate Inquiries rule (AAI), experienced working with the Iowa Department of Natural Resources Land Recycling Program, who have developed and received EPA approvals for site specific quality assurance project plans (SSQAPP) for post cleanup sampling, knowledge and experience conducting appropriate site inspections during remediation to ensure compliance with cleanup plans and developed and received EPA approval for EPA Revolving Loan Fund programs generic quality assurance project plan (QAPP).

Sites will be approved by ECIA and the RLF Advisory Committee. Sites identified in the grant proposal submitted to EPA are as follows:

Initial RLF candidates will include sites in the City of Dubuque, Cedar, Clinton and Jackson Counties. Additional sites within the remainder of the ECIA region: Delaware County and Dubuque County will be considered as fund become available. Priority sites include:

High Priority:

Flexsteel (3400 Jackson Street): A 55-acre manufacturer of upholstered and wood furniture for residential, recreational vehicle, office, hospitality, and health care markets. Production at the facility will be shifted to a new site in Dubuque by the fall of 2018. Partial Phase I and Phase II ESAs have been conducted. Expected contaminants include arsenic, lead, asbestos, TCE, PCBs, PAHs, and petroleum. The site is a gateway to Dubuque from the north and an excellent fit for commercial industrial uses.

South Port/Dubuque Terminal (5 Jones Street): A 2.5-acre bulk storage facility since the 1960s. Above-ground storage tanks are known to have contained fertilizer and fuel oil. A Phase I ESA has been completed. Brownfields Area-Wide Planning exercises have identified commercial, retail and restaurants as potential reuses.

H&W Building (3000 Jackson Street): A former trucking operation facility as well as a bottling plant. Expected contaminants include arsenic, lead, asbestos, TCE, PCBs, PAHs, and petroleum. Mixed-used development is anticipated on the property, with commercial/office space on the ground floor and residential on the upper floors.

Bowling & Beyond (1860 Hawthorne Street): A 4.6-acre site with currently vacant buildings. The property is located in an area with industrial and commercial uses. Limited assessments have been conducted, with asbestos, mold and lead-based paint identified. Mixed-used development is planned.

Medium Priority:

Walker's Salvage (719 Lake Street, DeWitt): A junkyard that the City of DeWitt is interested in purchasing to build a new City Maintenance Facility.

Croell Redi-Mix (325 E Green Street, West Branch): Currently a concrete plant with a long history of industrial uses over the last 100+ years. Located in the heart of town near the Herbert Hoover Presidential Library, the City of West Branch will be gaining ownership through a land swap and seeks a mixed-used development on the site.

Gene Wilson Trucking (227-229 3rd Avenue N, Clinton: An excavation company that the City hopes to acquire to do a land swap in order to expand an existing park near the Mississippi River.

ECIA expects thorough investigation and rapid turnaround in order to meet the requirements of the grant as well as meet the needs of the developers' schedules.

Scope of Services

The Environmental Professional (EP) will provide as-needed coordination, direction of the ECIA Brownfields Coalition Revolving Loan Fund (RLF) activity, as may be agreed to at the project sites that will be funded through the ECIA Brownfields Coalition Revolving Loan Fund. ECIA will depend on the EP to assist in ensuring that remediation projects comply with all applicable state and federal requirements and:

- Develop a generic program quality assurance project plan (QAPP).
- Assist with site eligibility reviews per EPA and IDNR requirements.
- Provide advice about compliance with ALL Appropriate Inquiry Rules.
- Verify site is enrolled in the Iowa Department of Natural Resources Land Recycling Program (IDNR LRP).
- Provide an independent third-party environmental review of the borrower's proposed clean-up plan, remediation plans, analysis of brownfields cleanup alternatives, quality of assurance project plans, etc.
- Monitor site cleanup to ensure clean-up is following the approved plan.
- Provide input on any special conditions that may be advisable in subgrant and loan agreements, and key milestones in remediation that may form a basis for release of subgrant/loan payments.
- Prepare a site-specific quality assurance project plan (SSQAPP) for post clean-up sampling, if applicable.
- Clean-up completion report for stating the site has been clean-up satisfactory according to state and federal requirements, if applicable. Otherwise, review submitted clean-up completion report and determine if it is satisfactory according to federal and state requirements.
- Provide general technical assistance to ECIA in implementing the RLF program.
- Attend meetings and workshops related to the program, as needed.

CONTRACT REQUIREMENTS

Administrative Costs

Section 104(k)(4)(B)(ii) of CERCLA provides that the administrative cost prohibition does not apply to costs for investigation and identification of the extent of contamination and the design and performance of a response action. The EPA's Fiscal Year 2018 Frequently Asked Questions for Brownfields Assessment, Revolving Loan Funds, and Cleanup Grants provides that eligible programmatic costs are expenditures for activities that are integral to achieving the purpose of the grant.

It states that eligible programmatic costs include costs for "... contractual support if those costs are reasonable and allocable to tasks specified in a grantee's approved scope of work for carrying out the activities." A contractor's indirect costs that are otherwise reasonable and normally charged to cost reimbursement contracts are programmatic rather than administrative, and are allowable under this funding source. Based on ECIA's preference, indirect charges should be limited to 10% or less.

Copyrighted Material

No documents or information that is developed and paid for under this grant for ECIA may be copyrighted by any environmental consultant.

Utilization of Small, Minority and Women's Business Enterprises

The consultant, in the Statement of Qualifications shall indicate if their firm and/or any identified subcontractors are minority or women- owned businesses, and attach the appropriate MBE/WBE Certification if available. If the firm and/or subcontractors are self-certifying as MBE or WBE (51% or greater ownership), please indicate as such and provide the percentage.

Right to Terminate

ECIA may terminate the agreement at any time for any reason upon provision of written notice as specified in the final agreement. Feedback will be provided on work products and project management throughout the life of the contract, and the consultant is expected to correct an unsatisfactory work in a timely manner.

INSTRUCTIONS FOR SUBMITTAL

- A. Questions regarding this SOQ should be directed to the ECIA Community Services Manager, Nicole Turpin, 7600 Commerce Park, Dubuque, IA 52002, (563) 690-5771, ntuprin@ecia.org .
- B. Three paper copies and one cd copy of the SOQ should be submitted to ECIA. Three copies should be bound and double-sided. SOQs must be received **no later than 1:00 pm October 2, 2018**. SOQs shall be in a sealed envelope labeled: "ECIA Brownfields Assessment RFQ." The envelope shall be delivered to:
ECIA
Attn: Nicole Turpin, Community Services Manager
7600 Commerce Park
Dubuque, IA 52002
- C. Late responses will not be accepted.
- D. SOQs submitted must provide complete information as indicated in this request.

PROCUREMENT SCHEDULE

Below are the key proposed dates for the selection process. All dates are subject to change at the discretion of ECIA.

- September 14, 2018 – RFQ available
- **October 2 2018 at 1:00 PM – SOQs due**
- October 11th – notification of finalists
- October 18, 2018– Finalist interviews (tentative)
- October 2018 – Contract negotiation
- November 21, 2018 – Contract approval by ECIA Council

REQUIRED CONTENT FOR SOQS

- Letter of Transmittal (maximum two pages)** - This letter should be signed by the proposed Project Manager and one Principal, and should state concisely, in two pages or less, the firm’s understanding of the work to be performed, and the unique abilities of the firm to perform the work most effectively.
- Title Page (1 page)** – The title page should state that it pertains to the Request for Qualifications, Federal Brownfields Revolving Loan Fund, East Central Intergovernmental Association, September 2018. It must include the name of the proposing firm, address, telephone number, name and email address of the proposed Project Manager, and the submittal date.
- Table of Contents (including list of Appendices)**
- Firm Profile (maximum of two pages)** – In this section, the proposer shall describe, in less than two pages, the firm and the range of services that the firm provides that are related to this RFQ. Emphasis should be on ASTM and AAI compliance, Work performed under the federal brownfields program, brownfield clean-up work, Iowa DNR Land Recycling Program Work, and environmental work in the five-county region.
- Qualifications and Related Experience (maximum 13 pages)** – In a maximum of 13 pages, the consultant shall describe the pertinent qualifications and experience of the proposed Project Manager, the proposed project team, any proposed subcontractors, and the analytical laboratories to be used on the project.

Qualifications should be related to the federal definition for “environmental professional” in the AAI regulation; certification requirements in the state of Iowa for asbestos and lead paint inspections; professional qualifications for structural engineers, historic preservation architects and any other subcontractors identified at the time of RFQ.

The first page shall outline the project team and team members. At least one of the pages must be the proposed Project Manager’s resume, showing that the individual meets the federal AAI definition of “environmental professional.”

Qualifications and related experience should be provided for the proposing consulting firm as well as any identified subcontractors. A minimum of three (3) client professional references and the name and telephone number of a person to contact for each should be provided. References should be related to environmental assessment work. References for subcontractors is optional, but encouraged.

- F. **Geographic Presence and Capacity (maximum of two pages)** – In this section, the consulting firm should provide a map of their location(s) related to this project (i.e. those that will be utilized for the five-county region). A one-page discussion of the available capacity for handling multiple, concurrent projects, including number of in-house staff who possess the necessary qualification, and equipment and vehicles should also be provided.
- G. **Project Approach (maximum of three pages)** – As described above, the consultant will provide services on an as-needed basis. Specific properties, number of properties, and locations have not yet been determined. Therefore, in this section, the consultant should describe, in three pages or less, why they best fit the objectives of this RFQ, which include, but are not limited to the following: (1) regional presence and availability; (2) capacity and experience to handle multiple, concurrent projects; (3) ability to complete assigned projects expeditiously and within the timeframes established by ECIA; (4) familiarity with EPA Revolving Loan Fund program; (5) ability to produce quality documents at reasonable rates; and (6) familiarity with Iowa Department of Natural Resources Land Recycling Program.

Please include details related to skills and resources your firm would add to this team and recommendations for how the available budget can be used to accomplish the maximum assessment services. Provide an outline of the scope of services and describe the level of effort by breaking the scope of services into tasks, and estimating the number of hours for each staff category. For example: Review clean-up plans, Field Technician, 5 hours; Site Monitoring, Project Manager, 2 hours; etc. Indicate what items will be direct expenses and what items will be subcontracted.

Do NOT include costs in this section, but do include any innovative recommendations for cost-effectively allocating services to each site.

- H. **Cost Proposal (maximum of two pages)** – Include a list of labor rates for the duration of the contract for each staff category. Firms should also include standard unit rates that the firm will charge for field equipment, vehicle charges, and mileage. All overhead expenses must be included in the labor rates and described in the cost proposal. Office equipment, supplies, shipping and field supplies should all be included in the overhead expenses. Straight percentage of total for overhead charges are not allowed on invoices. The selected consultant will be expected to keep the prices identified in the Cost Proposal for the duration of the five (5) year grant), unless modified by ECIA and the consultant by mutual agreement in writing.
- I. **Conflict of Interest (maximum one page)** - Indicate whether the company/individual represents, or has represented, any client whose representation may conflict with the ability to provide services to ECIA. Identify what procedures you utilize to identify and resolve conflicts of interest.

SOQ EVALUATION AND APPOINTMENT

- A. SOQs will be evaluated by the ECIA Community Services Manager with assistance from additional staff and/or RFL Advisory Members, and/or ECIA Brownfields Coalition Members.
- B. The SOQ reviews by ECIA will be based on the objectives laid out in this RFQ. Priority will be given to firms who are familiar with the federal brownfields program, have the staff capacity to meet the workload and qualifications necessary to complete the projects, and have experience with the geographic area.

- C. Submission of a SOQ indicates acceptance by the firm of the conditions contained in this RFQ, federal and state regulations, ASTM and AAI regulations and the EPA grant Terms and Conditions. ECIA reserves the right without prejudice to reject any and all SOQs.
- D. Based upon the evaluation, ECIA will review and pick the finalist who is judged to be the most responsive and qualified for services requested. Oral interviews may be conducted by ECIA depending on the quality of SOQs.
- E. ECIA will not reimburse firms for any expenses incurred associated with the preparation and submission of the SOQ, and attendance at interviews.
- F. ECIA reserves the right to reject any and all SOQs or to request additional information from any and all firms.