



REQUEST FOR QUALIFICATIONS

08-12-2021

PROFESSIONAL CONSULTING SERVICES TO
SUPPORT FEDERAL BROWNFIELD ASSESSMENT
GRANT

August 12, 2021

EAST CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
445 N GARLAND AVENUE, SUITE 414
ORLANDO, FLORIDA 32801

GENERAL SPECIFICATIONS

Established in 1962, the East Central Florida Regional Planning Council (ECFRPC) is a council of governments that provides technical assistance to jurisdictions and organizations located within an eight-county region. The ECFRPC is leading a coalition of governments that was recently awarded a Brownfields Assessment Grant to help revitalize the Orange Blossom Trail/SR 441 corridor. The ECFRPC is hereby soliciting written Request for Qualifications (RFQ) from professional environmental consulting firms interested in contracting with the ECFRPC to conduct the environmental assessments, and assist with other related activities associated with Brownfield redevelopment. The contract will be for three (3) years, with an optional one (1) year extension at the discretion of the ECFRPC and the coalition members.

The ECFRPC reserves the right to accept any or all conditions or to choose the proposer considered to be in their best interest.

NO RFQ WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.

PLEASE NOTE THE RFQ NO. (08-12-2021) ON THE OUTSIDE OF YOUR RETURN ENVELOPE.

INSTRUCTIONS TO PROPOSERS

1. Proposals must be enclosed in a sealed plain envelope, with the RFQ number written on the outside and endorsed with the title of the proposal, and must be filed with the ECFRPC located at 455 N. Garland Avenue, Suite 414, Orlando, Florida 32801.
2. The specifications and scope of work in this RFQ represent the minimum performance requirements. Proposals submitted shall not be subject to correction or alteration after the RFQ has been filed, opened, and publicly read.
3. The proposer agrees that the ECFRPC reserves the right to reject any or all proposals, or to accept the part of the RFQ considered to be in the best interest of the Council.
4. Specifications and the scope of work referred to are the minimum; therefore, unless otherwise indicated by the proposer, the Council will assume proposals meet or exceed all specifications.

A. PROJECT DESCRIPTION

To bolster the agency's economic development tool box, the ECFRPC partnered with the cities of Apopka, Eustis, Kissimmee, and Longwood to apply for a \$600,000 Brownfields Assessment Coalition Grant from the U.S. Environmental Protection Agency (EPA). The

Assessment Grant focus area is the Orange Blossom Trail/SR 441 corridor which traverses four counties: Lake, Orange, Osceola, and Seminole counties. A preliminary inventory survey revealed that there are over 124 Brownfield sites within the corridor which contribute to deteriorating aesthetics, high poverty, and overall uncertainty plaguing this area. The redevelopment of these properties will help to address environmental justice concerns, provide increased marketability for incoming industries, and will rejuvenate the distressed communities into booming economic hubs. In May, EPA staff notified the ECFRPC that the coalition grant was selected for funding. Thus, the ECFRPC is looking for an environmental Consultant that can assist with several of the programmatic activities during the grant's three-year period.

Based on the work program submitted to EPA, the selected firm will assist with the following activities:

- Assist with the preparation of a Brownfield site inventory and prioritization list.
- Conduct Phase I and Phase II Environmental Site Assessments (ESAs) in accordance to EPA standards. This includes a minimum of 13 Phase I ESAs and nine Phase II ESAs with six Asbestos Surveys.
- Develop a sequential numbering system for the Site-Specific Quality Assurance Project Plans (SSQUAPPs) Addendum and any follow-up SSQAPP Addenda for additional work at the sites.
- Complete Analysis of Brownfield Clean Up Alternatives (ABCAs) for nine sites (five priority and four additional sites), including any Institutional Controls as requested by the state.
- Assist ECFRPC staff with the completion of reports to EPA including, but not limited to, quarterly progress reports, disadvantage business enterprise report, performance reports, and updates to the ACRES database.
- Attend community meetings and engagement events as requested by the coalition partners.

The ECFRPC has budgeted a total of \$491,000 to complete all of these activities. Following the completion of the three-year grant, the ECFRPC intends to apply for additional EPA funds for the clean-up of the prioritized sites and the job training grant funds in order to create additional employment opportunities within the corridor.

Respondents to this Request for Qualifications (RFQ) must be prepared to meet all federal requirements for work funded by an EPA Brownfields Grant. Consultants who utilize Minority and Woman Owned Business Enterprises (MBE/WBE), Small Businesses and/or Small Businesses in rural areas for their subcontracting needs are also strongly encouraged to apply.

In order for a Respondent to be considered for the contract award, the Respondent must have office and personnel located in Florida. All services shall be performed in accordance with the Scope of Services outlined in Section B and as set forth in the contract to be negotiated. The items listed in

the Scope of Services and Tasks outlined in Section B are representative of the services and items that may be required of the Consultant, but are not meant to comprise an exclusive list of services and items that may be required of the Consultant.

B. SCOPE OF WORK

This scope of work mostly focuses on management services associated with the technical component of implementing the grant program. The qualified firm selected for this contract, will be expected to complete Phase I and Phase II ESAs, and serve as the ECFRPC's agent with the subcontractors and relevant agencies to ensure compliance with U.S. EPA and Florida Department of Environmental Protection (FDEP) requirements, and the ECFRPC's objectives. The selected Consultant will assist with the following tasks:

- *Task 1- Project Management and Reporting:* The selected Consultant will serve as technical liaison between the ECFRPC, FDEP, EPA, and subcontractors to include the negotiation on the ECFRPC's behalf with FDEP and EPA of assessment and clean up requirements. The Consultant will also develop and maintain a project budget, as approved by the ECFRPC, to ensure completion of project goals as outlined in the grant.

The Consultant will also assist the ECFRPC with the preparation of all necessary reporting forms to EPA, including, quarterly, semi-annual, and close-out reports; financial reimbursement forms; annual projections; MBE/WBE forms; and all other required forms to ensure compliance with EPA standards and regulations. Finally, the Consultant will provide assistance with grant writing for future EPA Brownfield grants.

- *Task 2 - Community Involvement/Engagement:* The selected Consultant will assist with community outreach activities as directed by the ECFRPC throughout the three-year project period. These activities may include, but are not limited to, the preparation of "plain-language" fact sheets and other marketing materials for the required Information Repository; attendance at workshops, stakeholder meetings, general community meetings, and steering committee meetings; preparation of project reports suitable for distribution to the community at large; and assistance in community-wide charrettes for selected properties.
- *Task 3 – Brownfield Site Identification and Assessments:* The Consultant will work with ECFRPC staff and the community to identify potential Brownfield properties through a community-wide windshield survey, as well as meetings with various stakeholder groups to prioritize eligible properties utilizing a Geographic Information System (GIS) database and established criteria. The database will contain detailed information such as the following: inclusion in community development plans, transportation services, water sources, surrounding businesses, population demographics housing, infrastructure, zoning and land use, and economic, social, and environmental factors. Additionally, the Consultant will prepare a written summary of potential Brownfield sites, with specification of known hazardous substance and/or petroleum issues.

The Consultant is expected to complete a minimum of thirteen (13) Phase I assessments

and nine (9) Phase II assessments including property profile forms as needed for designated sites. All assessments will follow EPA and ASTM International standards, requirements, and all state and federal procurements policies. This includes performing Ground Penetrating Radar (GPR) surveys as needed and appropriate. Moreover, the Consultant will prepare a minimum of six (6) Asbestos Surveys as part of the Phase II ESAs.

The Consultant will prepare quality management and safety plans as required under the grant and according to EPA requirements, which may include, but not limited to, generic and site-specific Quality Assurance Project Plans (QAPP) and Health & Safety Plans (HASP).

The Consultant will also complete any additional surveys as may be required by the grant, including, but not limited to, Threatened and Endangered Species Survey in compliance with Endangered Species Act (ESA), and Historical and Cultural Resource Survey in compliance with the National Historic Preservation Act (NHPA) of properties designated for Phase II Environmental Site Assessments.

- *Task 4 – Clean Up Planning:* The Consultant will develop a plan to clean up and redevelop sites within the corridor that includes implementation strategies and resources based on input from the BAC, site-specific redevelopers, EPA, and FDEP. The information obtained from community outreach and Phase I and II ESAs will be used to evaluate the potential level of effort necessary to clean up selected sites and the associated costs. As part of this process, the Consultant will develop nine (9) Analyses of Brownfields Clean up Alternatives (five priority sites and four additional sites) that include information on the clean-up effectiveness, the ability of the interested party to implement each alternative, the cost of each proposed clean up alternative and an analysis of the reasonableness of the various clean up alternatives considered, including the one chosen. In some cases, the Consultant will have to develop Institutional Controls to help minimize the potential for human exposure to contamination or to protect the integrity of a remedy.

Task 5 - Additional Funding: The selected Consultant might help the coalition with additional Brownfield applications once the Assessment’s three-year grant period is completed. The ECFRPC reserves the right to not extend the contract based on the Consultant’s performance.

C. DELIVERABLES

The selected Consultant must demonstrate the ability to deliver the following items in a timely manner:

1. Quality Assurance Project Plans
2. Ground Penetrating Radar Surveys
3. Phase I and Phase II Environmental Assessment reports
4. Asbestos Containing Materials Surveys
5. Quarterly and Semi-annual Reports for submittal to the ECFRPC
6. Health and Safety Plan

7. Property Profile Form
8. Environmental Site Assessment Reports
9. Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports
10. Clean up and Redevelopment Plans
11. Close-Out Report

D. ECFRPC RESPONSIBILITIES

The ECFRPC will be responsible for contract administration, procurement, payments, and will oversee the activities of the chosen firm. This includes having biweekly meetings with the Consultant to discuss progress. The ECFRPC and the coalition partners will lead the community outreach and engagement process for the grant, including the development of the Community Engagement Plan. The ECFRPC will also lead the development of the “eligible reuse activities” reports for all five priority sites.

E. SELECTION PROCESS AND SCHEDULE

The ECFRPC will select a Consultant based on the history and experience of the firm; qualifications of key staff assigned to the project; project approach; and previous experience with EPA Grants, specifically Brownfield Assessment Grants. Submitted proposals should be of sufficient detail to allow evaluation and comparison with other competing proposals. Proposals should demonstrate knowledge and understanding of the objectives and goals of current redevelopment and revitalization plans in the ECFRPC.

NOTE: Qualifying firms must be registered to do business in Florida and demonstrate experience in managing EPA Brownfields Assessment Projects within EPA Region 4 and the Florida Department of Environmental Protection, and have an excellent working knowledge of ASTM Phase I and Phase II Environmental Site Assessment requirements, as well as EPA requirements and regulations.

Responses to this Request for Qualifications (RFQ) shall include the following sections.

All proposals will be evaluated by a committee consisting of ECFRPC staff and coalition members. Committee members will review the proposals individually and collectively to determine total points and then rank them accordingly. The following selection criteria will be used to evaluate and rank the statements of qualification on a scale of 100 points.

1. ***Firm Description and Experience*** - Provide a description of company including legal name, business structure, location of parent firm and branches, total number of employees, and history. Describe the firm's specific expertise as it relates to the management of EPA grants; streamlined Brownfield Site Evaluations utilizing innovative and creative assessment technologies for more efficient and more effective site investigations; clean

up and redevelopment planning, and public involvement. Describe examples of previous similar projects completed by the firm within the past five (5) years. Summarize the scope of work, the budget, the timeframe, and provide client contact information. Experience working in the East Central Florida area would be strongly considered. **(50 points)**

2. ***Key Staff Assigned to the Project*** - Identify specific personnel (name and title) that will be assigned to project including their hourly billing rate. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Personnel with experience working in the East Central Florida area will be strongly considered. **(20 points)**
3. ***Project Approach*** - Describe the technical approach that will be used to complete the items identified in the Scope of Work including a detailed project time schedule showing key milestones such as reporting, deliverables, meetings, etc. (It is recognized that this schedule may change due to specific site circumstances.) While cost is not the determining factor in selection of the qualified Consultant, it should be noted that the majority of funds should be used for actual inventory, assessment, and planning rather than administration. **(25 points)**
4. ***Other*** - Describe the firm's plan, if any, to utilize disadvantaged, minority-owned, woman-owned, and small business enterprises in executing the project. **(5 points)**

Responses to this RFQ will be evaluated based on the Consultant's response to all relevant criteria stated in the RFQ. The ECFRPC has the right to reject and/or honor any and all proposals. The winning firm must affirm that they will comply with the following:

- The provisions of all applicable Federal Regulations including 40 CFR Part 31 and 40 CFR Part 35 Subpart 0.
- Title VI and VII, as enacted as part of the Civil Rights Act of 1964. The Consultant and its subcontractors must not violate Title VI or Title VII and not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take an affirmative action to ensure that applicants for employment are employed, and that employees are treated fairly during employment, without regard to race, color, religion, sex, and national origin.
- The Consultant and its subcontractors must be an Equal Employment Opportunity Employer pursuant of 24 CFR Part 130 regulations and Executive Order 11246.
- The Consultant and its subcontractors must comply with all State, Federal and Local laws and regulations.
- The Consultant and subcontractors working contractually with the ECFRPC are required to use the E-Verify Program and/or Federal Work Authorization Program.

The successful firm is anticipated to be selected within 30 days of the RFQ submittal date followed by budget negotiation. A contract should be executed within 30 days of the completion of the negotiation process.

F. OTHER CONSIDERATIONS

1. Subcontracting - Consultant shall not assign, sublet or transfer any obligations, rights or interests (including without limitation, moneys that may become due or moneys that are due) under any contract with ECFRPC, without the prior written consent of ECFRPC which ECFRPC may grant or withhold consent in its sole and absolute discretion. Unless specifically stated to the contrary in any written consent to an assignment, sublet or transfer, no assignment, sublet or transfer will release or discharge the Consultant from any duty or responsibility under its contract with ECFRPC. It is also contemplated that the continuing contract will also have additional provisions restricting Consultant's ability to assign, sublet or transfer, regarding Task Assignments.
2. Indemnification and Hold Harmless - It is contemplated that in the contract to be executed with the Consultant, the Consultant shall agree to indemnify, defend, save and hold harmless the ECFRPC, its board members and employees, from all claims, damages, demands, liabilities and suits of any nature (and including but not limited to reasonable attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial and appellate proceedings and post judgment proceedings in arbitration, bankruptcy and other administrative and judicial proceedings and whether suit be brought or not) arising out of, because of, or due, to the extent caused by, any negligent act, error, omission, default under the contract with ECFRPC, or negligence or other wrongdoing or other wrongful conduct, of the Consultant, its subcontractors, agents or employees. The specific indemnification shall be set forth in the contract with ECFRPC and may differ from the foregoing.
3. Insurance - The Consultant selected under this RFQ shall continuously maintain at their expense during the life of any contract with ECFRPC: Comprehensive General Liability insurance, Workers' Compensation/Employer's Liability Insurance, Automobile Liability Insurance, Professional Liability Insurance, Environmental Impairment (Pollution) Insurance, and other insurance as may be required by ECFRPC. Such insurance shall be maintained with such companies, with such coverages (including various required endorsements), and such amounts and subject to such other terms and conditions as shall be set forth in the continuing contract between ECFRPC and the Consultant.
4. Contract - The selected Consultant will be expected to execute a contract with ECFRPC for professional services and other items, in such form as may be required by ECFRPC.
5. Lobbying - The Consultant must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying and submit required certification and disclosure forms accordingly.
6. Non-Discrimination – The selected Consultant and the ECFRPC agree that no person shall, on the grounds of race, color, creed, religion, sex, national origin, political affiliation, age,

marital status, family status, pregnancy, sexual orientation, or gender identity be excluded from the benefit of, or be subject to, any form of discrimination under any activity carried out by the performance of duties under the ECFRPC's Brownfields program.

G. Submittal Deadline and Requirements

Submission Deadline: All responses to this RFQ must be received in the offices of the East Central Florida Regional Planning Council (455 N. Garland Avenue, Suite 414, Orlando FL 32801) **no later than 4:00 PM on September, 13, 2021**. Responses received after that date and time will not be accepted.

Submittal Requirements: Respondents to this RFQ are required to furnish **one (1) signed original and five (5) copies** of their qualification statements to the ECFRPC offices with the following:

- I. Clearly articulated Letter of Interest – two-page limit. The letter should include project approach, show an understanding of the Brownfields Program, and explain the firm's experience working in the East Central Florida area (Brevard, Lake, Marion, Orange, Osceola, Seminole, Sumter, and Volusia counties).
- II. Provide the firm's legal name, business structure, location of parent firm and branches, and total number of employees.
- III. A team organizational chart indicating the specific role of each team member in the project and key personnel assigned to the project. Also, if any team member or key personnel will be a subconsultant or subcontractor, this shall be clearly indicated in the submittal of this RFQ.
- IV. Resumes of key individuals assigned. Provide a maximum of three (3) resumes for the personnel assigned as liaisons to the ECFRPC. Each resume shall not exceed two pages in length. Resumes should include identification of similar projects completed by the respective staff person, including the project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Florida Professional Geologist, Professional Engineer, Certified Well Driller, etc.) must be used to perform work, as required.
- V. Provide five (5) verifiable references of Brownfield (or similar site) assessment and remediation efforts and any redevelopment projects completed in the last five (5) years. Provide on-time and on-budget performance data, and a brief description of the work performed for that client. Any experience related to brownfields assessment, clean up planning, redevelopment or remediation projects will be considered as relevant.
- VI. Provide information and documentation as to whether the firm or any proposed subconsultant or subcontractor is a MBE, WBE, small business, or is a small business

located in a rural area in accordance with EPA requirements pertaining to Brownfield's assessment and Clean Up Cooperative Agreements with EPA.

VII. Provide statement of evidence of financial stability via an audit, R&E/Profit Loss Statement or similar materials.

VIII. Cost proposal

Proposals should be submitted in a sealed envelope. The proposal should be organized and bound in the same order that the information is requested in this RFQ. Responders should not submit standard marketing materials. Submittals should be concise and should not contain any unnecessary attachments, enclosures or exhibits. The response text and graphics must be duplex (two-sided) printed. Cover materials must also be recyclable.

H. Correspondence

All responses to this RFQ are to be submitted to:

Hugh W. Harling, Jr. PE
Executive Director
East Central Florida Regional Planning Council
455 N. Garland Avenue, Suite 414
Orlando, Florida 32801

Delivery of RFQ packets may be delivered by: hand delivery, U.S. Mail, or overnight delivery service; however, the ECFRPC shall not be responsible for delays in delivery by any delivery service or postal service. Responses will not be accepted by facsimile or e-mail. Packets should be marked "Request for Qualifications – Brownfields Program" and include the RFQ number.

Proposals will be opened by the ECFRPC staff and will not be made public until after the award. This RFQ and any resulting contract shall be governed by and construed according to the laws of the State of Florida, including Chapter 119, *Florida Statutes*.

All questions regarding this RFQ shall be submitted in writing via e-mail to luis@ecfrpc.org by September 3, 2021 at 5:00 p.m. All questions and responses will be posted on the ECFRPC website.

Except as provided above, all prospective proposers are hereby prohibited from contacting any member of the ECFRPC Board or employees in any respect during the bid process. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.