

**REQUEST FOR PROPOSAL SCOPE AND REQUIREMENTS
FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES UNDER US EPA
BROWNFIELDS ASSESSMENT GRANT
FAYETTE COUNTY, WEST VIRGINIA**

INTRODUCTION

The Fayette County Commission is seeking a qualified environmental consultant with the capacity to conduct and prepare Phase I and Phase II Assessments, Remedial Action Plans, Quality Assurance Project Plans, and Sampling and Analysis Plans to provide environmental professional services to implement the Fayette County Commission's U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant in the amount of \$378,000 of which \$340,200 is allocated to perform the described scope of work.

BACKGROUND

The Fayette County Commission has been awarded a \$378,000 Community-Wide Brownfields Assessment Grant, for hazardous substances. The funding will be used to identify, inventory, characterize, rank and select existing brownfield sites contaminated with hazardous substances within Fayette County for site-specific assessment, and also develop liability management and remedial strategies that allow for the safe and viable monitoring, redevelopment and/or reuse of the identified properties. The selected consultant will assist the County with grant management and will be the primary entity performing site identification, inventory, characterization, ranking, selection, and environmental assessments in addition to preparing all required technical documents applicable to the grant.

A. SCOPE OF WORK

The firm selected will be expected to complete the following tasks:

- Identify and map sites within Fayette County, West Virginia that are potentially contaminated with hazardous materials to include lead-based paint, asbestos, or chemicals associated with former industrial areas within the community. This is expected to be accomplished by researching available regulatory information, soliciting input from the community through interviews, and during community outreach and public forums.
- Provide technical assistance to the County to prioritize identified sites with respect to future redevelopment and reuse.
- Complete Phase I environmental site assessments compliant with the "All Appropriate Inquire" standard as specified by the EPA on selected contaminated brownfield sites identified. It is anticipated that up to 24 Phase I site assessments will be conducted as part of this project.
- Phase I results will be used to development a scope of work for targeted Phase II environmental site assessments at selected sites. It is anticipated that up to 5 Phase II site assessments will be conducted as part of this project. The Phase II environmental site assessments will include sampling potentially impacted media (e.g. soil, groundwater, surface materials and/or surface water). Where appropriate, cost-saving techniques (e.g., field screen technologies) will be used to maximize the use of grant monies and reduce the overall costs of the investigation.
- A quality assurance project plan (QAPP) will be developed for the overall project. A sampling and analysis plan (SAP), and a site-specific health and safety plan will be developed for each Phase II investigation. Specific sites will also be evaluated with respect to eligibility for future cleanup and revitalization funding and assistance, including possible applications to the West Virginia Voluntary Remediation Program, if applicable.

- Coordinate among applicable regulatory agencies to ensure all site assessment requirements, including EPA health and safety plans and EPA quality assurance/quality control requirements are met.
- Develop site remediation plans that include:
 - Review of all applicable federal, state and local regulations and guidelines;
 - Identification of necessary remediation activities, as required by federal, state and local regulation;
 - Identification of various applicable and potential innovative and/or cost reductive remediation technologies to complete required cleanup.
 - Creation of a draft timeline for site remediation, based on obtained results;
 - Generation of remediation costs estimates, based on Phase II investigations.
- Provide assistance to the FCC in filing grant related reports that may be required by EPA, state and local agencies, as necessary.
- Provide assistance to the FCC with community outreach, such as public meetings, neighborhood planning meetings, and city meetings to discuss the program and related activities. This may involve, at a minimum, attending three public meetings and quarterly meetings (potentially up to five) with the city. There may be at a minimum, four neighborhood planning meetings.

B. MODIFICATIONS

Any modification to this Request for SOQ will be made in writing in the form of an addendum and will be issued by the County Administrator. Each firm initially receiving the SOQ Procurement Process information will receive such an addendum, if necessary. Any oral communication between the County Administrator and any other party concerning this Request for SOQ shall not be considered binding.

C. Involvement

Throughout the entirety of the project, the Fayette County Commission will be involved in any decisions regarding grant funding activities. The established budget for the assessment grant is provided below. Additional details regarding the budget can be viewed in the attached EPA approved work plans.

The Fayette County Commission reserves the right to reject any and all SOQs and to waive any formality.

PROPOSAL REQUIREMENTS AND SUBMISSION INFORMATION

Proposals should be submitted in PDF or Word format and emailed to the contact below. Proposals that include teams of consultants from multiple firms will be acceptable but must be clearly be identified and roles detailed in submission.

Each proposal should include the following:

1. **Cover Letter.** Include a cover letter with the firm(s)' name, address, phone number, and email address.
2. **Company Profile & Qualifications.** Describe the firm(s)' history and technical capabilities; track record of professional integrity and competence; ability to work and comply with federal, state, and local government agencies and persons in official oversight/compliance capacities; and familiarity with brownfield projects/process.
3. **Experience.** Describe the firm(s)' knowledge of and involvement in the US EPA Brownfields program, West Virginia brownfield projects, and the West Virginia Voluntary Remediation Program, including experience in providing eligible assessment grant services such as: asbestos surveys, mold surveys, lead paint surveys, site disposition studies, market feasibility studies, and re-use planning reports.
 - o *Example Projects:* Describe at least three similar brownfield assessment

or reuse planning projects the firm(s) has successfully completed. Projects involving re-use planning or assessment using US EPA Brownfields funding and/or participants in the WV Voluntary Remediation Program are preferred but not required.

o *References:* Provide three references along with contact information from projects of similar scope undertaken by the firm(s).

4. **Project Methodology.** Describe generally the techniques, approaches, and method the firm(s) will use to provide the requested services.

o *Project staffing:* Provide a description of the firm's key personnel who will be assigned to the project, including the QEP/LRS. Indicate the project manager who will be responsible for ensuring project success and the roles for all key personnel. Provide the names and experience of key personnel, including education and professional registrations.

Once all of the proposals have been evaluated, a shortlist (or "competitive range") of qualified firms will be asked to make a presentation/interview to the selection committee. Personnel assigned to the project must participate in the presentation. The presentation format will be via remote video conference. Those firms selected to move on to the second round, will also be asked to provide the financials for the project. This short list of firms should prepare a final proposal, which shall include a proposed project budget detailing fees and related costs.

The successful bidder will be required to furnish the following documentation prior to contract award:

- Certificate of Insurance naming the FCC as an additionally insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver
- Disclosure of Interested Parties Form

In addition to the terms and conditions outlined in the RFP, all work performed will be done in accordance with applicable rules and regulations issued by the US EPA and the State of West Virginia.

RFP TIMELINE

RFP posted: **July 15, 2022**

Deadline for proposal submission: **August 8, 2022 3:00 pm EST**

Notification to shortlisted firms for presentation/interview: *Estimated* **September 13, 2022**

Shortlisted Firms presentation/interview: *Estimated* **September 26 – 30, 2022**

Firm(s) selected/awarded: *Estimated* **October 5, 2022**

Project Kick-off Meeting: *Estimated* **October 12, 2022**

INQUIRIES & SUBMISSIONS

Include "FCC Brownfields RFP" in subject line of all related correspondence.

Ami Dangerfield, FCC Executive Assistant
ami.l.dangerfield@wv.gov