



**TOWN OF FORT EDWARD
REQUEST FOR QUALIFICATIONS:**

**ENVIRONMENTAL SERVICES IN SUPPORT OF
US ENVIRONMENTAL PROTECTION AGENCY BROWNFIELDS ASSESSMENT GRANTS
AND OTHER FUNDING SOURCES**

SUBMISSION DEADLINE:

**3:00 PM
FRIDAY, JULY 1, 2011**

ADDRESS ALL PROPOSALS TO:

**TOWN OF FORT EDWARD, NY
C/O MS. BETH LANDER
BROWNFIELD REDEVELOPMENT SOLUTIONS, INC.
196 N. HIGHLAND AVENUE
JEFFERSONVILLE, PA 19403**

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ATTACHMENTS

1. Price Schedule
2. Debarment Certification Form
3. EPA Brownfields Assessment Grants Terms and Conditions

1.0 ADVERTISEMENT

Notice is hereby given that the Town of Fort Edward will receive Qualifications from qualified firms to provide environmental services. The successful applicants will become part of a short list of qualified consultants that the Town will utilize as needed and necessary. Admittance to the list does not guarantee any fixed amount of work, if any.

The Request for Qualifications (RFQ) package will be available for pick up at 118 Broadway, Fort Edward, NY 12828-0127. The package and all subsequent addendums and revisions are available at www.fortedwardnewyork.net. All prospective proposers should continue to check the website for any changes to the RFQ.

The submittal date for Proposals is 3:00 p.m. local time on Friday, July 1, 2011.

Any questions should be directed in writing to Beth Lander via email at beth@njbrownfield.com or faxed to 732-782-0404 no later than 3:00 p.m. Monday, June 20, 2011.

2.0 INTRODUCTION

The Town of Fort Edward has secured three US Environmental Protection Agency (EPA) Brownfields Assessment Grants to help fund the Town's Brownfields Program. In addition, the Town occasionally accesses other funding sources to conduct environmental activities.

"Brownfields" are properties whose expansion, redevelopment or reuse may be complicated by the presence or potential presence of hazardous or petroleum-related substances or other pollutants or contaminants. This program will involve environmental investigations and other environmental work, as needed, in order to pursue the redevelopment of brownfield sites within Fort Edward.

The intent of this RFQ is to pre-qualify consultants to provide environmental consulting and engineering services to the Town. More than one consultant may be selected through this RFQ to establish a pool of contractors from which to solicit site-specific cost estimates and proposals. All work will be funded on an individual basis from the EPA grants and other funding sources as appropriate. Qualification of consultants through this RFQ does not commit the Town to contracting with that consultant for any work.

3.0 SCOPE OF SERVICES

The scope of work will include the completion of Phase I/All Appropriate Inquiry (AAI), Phase II, and Remedial Investigation environmental assessments. The work may also include additional environmental work, as needed. The consultant will be expected to prepare draft and final reports detailing sampling procedures, testing protocols, results and conclusions and any recommendations. Prior to sampling, Work Plans, Health and Safety Plans, and Quality Control/Quality Assurance Plans will be prepared by the consultant for each site(s), if required. The scope of the assessments will be determined by the Town on a site-specific basis and transmitted through a Request for Pricing (RFP) process. The consultant(s) will be required to respond to the RFP and prepare a brief scope of work and cost estimate for each assessment project at no additional charge.

1. Phase I Environmental Assessment

The consultant will be required to conduct Phase I/AAI environmental site assessments in accordance with the ASTM standard E1527-05, as well as NYS Environmental Remediation Programs regulations (6 NYCRR Part 375), and/or NYS Technical Guidance for Site Investigation and Remediation (DER-10) as applicable. At the completion of assessment activities, the consultant(s) will prepare an assessment report for each site. The report will document the completion of all EPA approved activities (if work is funded with EPA funding) and other approvals as deemed appropriate by the Town. Depending on the target site(s), it is anticipated that completed reports may be submitted to the NYS Department of Environmental Conservation (NYSDEC) and/or EPA for review.

Consultants should provide a narrative description of their approach and philosophy in performing Phase I assessments at brownfield sites and ability to comply with both state and federal regulatory review processes.

2. Phase II Environmental Assessments

The consultant will be required to conduct Phase II Assessments and/or Remedial Investigations keeping with ASTM Practice E 1903-97, as well as NYS Environmental Remediation Programs regulations (6 NYCRR Part 375), and/or NYS Technical Guidance for Site Investigation and Remediation (DER-10) as applicable. At the completion of assessment activities, the consultant(s) will prepare an assessment report for each site. The report will document the completion of all EPA-approved activities (if work is funded with an EPA grant) and other approvals as deemed appropriate by the Town. This may include record and field investigation activities, test results, identification and location of contaminants (if any) and recommended remedial procedures (if necessary). Depending on the target site(s), it is anticipated that completed reports may be submitted to the NYSDEC and/or EPA for review.

The Town is also interested in other innovative approaches to Phase II Assessments, such as the Triad approach to site investigation and characterization. Consultants should provide a narrative description of their approach and philosophy in performing Phase II assessments at brownfield sites with redevelopment potential, including a discussion of their approach to assessments where the planned uses of the property differ from the current use. Respondents should also indicate the different methods and technologies they favor, such as field or laboratory measurements, monitoring wells or geoprobes, hydropunch, etc.

3. Cleanup Plans/Cost Estimates

After reviewing the results of the Phase II assessments, the Town may request that the consultant prepare additional environmental investigations to fill data gaps, provide recommendations for cleanup technologies or remedial approaches, and provide cost estimates for remediation. These activities will generally result in the consultants' preparation of a Remedial Action Work Plan (RAW), prepared in accordance with Chapter 5 of DER-10.

Consultants should discuss their philosophy regarding remediation of sites. For example, is it their experience that removal, in-situ active remediation, or isolation and containment of contaminants provides the most effective approach to clean up at a brownfields site? We note that that the intended reuse of some of the Town's projects may be residential..

4. Quality Assurance/Quality Control (QA/QC)

Whenever samples are to be taken as part of an assessment, the consultant will be required to prepare site-specific Sampling, Analysis, and Management Plans (SAMPs), and possibly Quality Assurance Project Plans (QAPPs) documents, in accordance with EPA Brownfields Project Planning Guidance. Prior to conducting fieldwork, the QA/QC plan must be approved by EPA and possibly NYSDEC, in the event that work is being performed under NYSDEC oversight.

5. Health and Safety Plans

For projects involving sampling of environmental media, earth disturbance, or construction or demolition activities, the selected consultant will prepare and submit to the Town, NYSDEC, and EPA a site-specific Health and Safety Plan (HASP) that outlines procedures to protect on-site workers and the surrounding community. The HASP will comply with OSHA 29 CFR 1910.20, entitled "Hazardous Waste Operations

and Emergency Response.” An approved HASP must be in place prior to the start of any fieldwork.

6. Community Involvement Program

The Consultant may be requested to perform services related to the preparation and/or implementation of a Community Involvement Program.

7. Additional Environmental Work

The Consultant may be involved with other general environmental work, as needed. Such work may include but may not be limited to site reuse planning, community planning, risk assessments, geotechnical studies, and infrastructure analyses.

4.0 ACCEPTANCE OF RFQ

Respondents shall include exceptions to any of the conditions outlined in this RFQ. It is assumed that the contractor has accepted the conditions of this RFQ, unless the exceptions are specified in the contractor’s proposal.

5.0 NO WARRANTY

Respondents are required to examine the RFQ, specifications, and instructions pertaining to the services requested. Failure to do so will be at the Respondent’s own risk. It is assumed that the Respondent has made full investigation so as to be fully informed of the extent and character of the services requested and of the requirements of the specifications. No warranty is made or implied as to the information contained in the RFQ, specifications, or instructions.

Respondents are responsible for implementation of all health and safety measures taken to complete the required services. The Town assumes no responsibility for the health and safety of Respondent, Respondent employees, or other associated personnel.

6.0 CONTRACT FORM AND TERM

Based on the responses to this RFQ, the Town will develop a list of pre-qualified firms to provide environmental consulting and engineering services, specified in this RFQ, to the Town under its Brownfields Program. Prices and rates shall be guaranteed by the Respondents for a period of at least one (1) year from the date of submission. The pre-qualified environmental consultants will be solicited for price quotes and ability to perform tasks in timely matter as specific needs arise. The firms selected to perform specific tasks will enter into contracts with the Town for those services.

The Town of Fort Edward has the right of termination of contract for cause.

7.0 FORMAT OF REPORTS/DELIVERABLES

All deliverables will be per industry standards, electronic and hard copy submitted to the Town of Fort Edward as directed by the Town. All electronic deliverables will be submitted as a single file, to include all appendices and figures. The report portion of this file, excluding any appendices and figures, should be searchable.

8.0 OWNERSHIP OF WORK PRODUCT

All work products produced by the consultant, the Town, or by any third-party working for the consultant or the Town resulting from this RFQ are the sole property of the Town and EPA.

The Town and EPA shall be the owners of all digital data, graphics and documents, as well as all hardcopy and publishable documentation resulting from the design and reports.

The Town and EPA have the right to use, distribute, or dispose of the work products without the consent of the consultant.

9.0 MISCELLANEOUS REQUIREMENTS

Adherence to Federal Requirements

As EPA Assessment Grant monies will be used to fund this work, the Consultant must adhere to all applicable Federal requirements. These requirements include, but are not limited to:

- (1) The contract will be subject to those conditions of the cooperative agreement that relate to eligibility of costs and to contracts, including the administrative cost prohibition (see **Attachment 3**).
 - (2) The contract is subject to regulations that govern contracts under cooperative agreements (such as, but not limited to, 40 CFR Part 31 requirements for accounting and record keeping, 40 CFR Part 30 requirements for financial reporting, and 40 CFR Part 35 Sub Part O).
 - (3) The contract will be subject to general Federal requirements for contracts under cooperative agreements, including mandatory steps for contractors to follow related to areas, such as the Davis-Bacon Act and utilization of Disadvantaged Business Enterprise (DBE).
 - (4) The relevant cooperative agreement conditions and applicable regulations are included in this RFQ as **Attachment 3**.
 - (5) All contractors must verify that they are not debarred from receiving Federal funds (see **Attachment 2**). While evaluating bids or proposals, the Town will consult the most current "List of Parties Excluded from Federal Procurement or Non-procurement Programs" to ensure that the firms submitting proposals are not prohibited from participation in assistance programs. The Town will comply with the requirements regarding sub awards to debarred and suspended parties described in 40 CFR 31.35 or 40 CFR 30.13.
 - (6) The Minority-owned Business Enterprise (MBE) goal set under the grant agreement funding this work is 8.8%. The Women-owned Business Enterprise (WBE) goal is 8.8%.
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10.0 EQUAL EMPLOYMENT OPPORTUNITY PROVISIONS

Companies and their subcontractors will not discriminate on the basis of race, color, national origin, or sex in the award and performance of this contract.

All the potential companies must demonstrate a commitment to the effective implementation of an affirmative action plan or policy on equal employment opportunity. The potential company must insure equal employment opportunity to all persons and not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, physical disability, mental disorder, ancestry, marital status, criminal record, or political beliefs. The company must uphold and operate in compliance with Executive Order 11246 and as amended in Executive Order 11375, Title VI and VII of Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972, the Fair Employment Practices Act, and the American with Disabilities Act of 1990.

In response to this RFQ, companies should furnish a **detailed statement** describing their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

11.0 INSURANCE REQUIREMENTS

1. The company shall carry and maintain in full force and effect for the duration of any contract resulting from this RFQ, appropriate insurance. The company agrees to protect and defend, indemnify, and hold EPA, the Town of Fort Edward and its employees free and harmless from and against any and all losses, claims, liens, demands and causes of action of every kind and character including the amount of judgments, penalties, interest, court costs, and legal fees incurred by the Town in defense of same, arising in favor of taxes, claims, liens, debts, personal injuries including employees of the Town, death or damages to property (including property of the Town) and without limitations by enumeration, all other claims, or demands of every character occurring and caused in whole or in part by any negligent act or omission of the company, any one directly or indirectly employed by the company or anyone for whose acts company may be liable regardless of whether or not it is caused in part by the Town. Company will designate and provide the Town with the identity of a person or persons in the company's employ who shall be responsible for handling claims from the public efficiently and expeditiously.

Policies shall be issued by an insurance company authorized to do business in the State of New York.

2. Insurance similar to that required by the company shall be provided by or on behalf of all subcontractors to cover its operation(s) performed under this contract, and included in all subcontracts.
 3. **Insurance certificates are not required with responses to this RFQ.** Rather, insurance certificates must be provided at the time of bid for site-specific environmental work documenting coverage for the following:
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- A. Worker's Compensations and Employers Liability in accordance with State of New York requirements.
- B. Public Liability Insurance: Comprehensive General Liability, (bodily injury, personal injury, and property damage liability) including company's contingent Completed operations and contractual liability with a minimum:
 - a. \$1,000,000 each occurrence
 - b. \$1,000,000 personal and advertising injury
 - c. \$1,000,000 general aggregate; and
 - d. \$1,000,000 products/completed operations aggregate
- C. Comprehensive Automobile Liability Insurance. Covering all owned, hired, and rented vehicles and equipment, with limits of liability of not less than \$1,000,000 for injuries to, or death of one or more persons resulting from any one occurrence and property damage limit of liability of not less than \$500,000 per occurrence.
- D. Professional liability and errors & omissions insurance in the amount of \$1,000,000. In lieu of the insurance coverage listed under 3. above, The contractor fulfills the insurance requirements by having and maintaining umbrella liability insurance with a minimum:
 - a. \$1,000,000 per occurrence;
 - b. \$1,000,000 aggregate of other than products/completed operations and auto liability; and
 - c. \$1,000,000 products/completed operations aggregate.

All other insurance requirements would remain in effect.

All insurance certificates must name the Town of Fort Edward and the US Environmental Protection Agency as additional insureds on the policy. Said Certificate must state that coverage cannot be cancelled or materially altered without thirty (30) days written notice to the Town.

12.0 REQUIREMENTS FOR RESPONSES

Interested firms responding to this RFQ should submit a package which contains the information described in the following subsections.

1. Professional Information

Please provide a brief discussion of your firm's environmental site assessment experience, including the number of Phase I and Phase II assessments performed annually, in the State of New York. List any municipalities that you have worked with in the past four years. Please provide three recent client references and their telephone numbers.

Briefly discuss your firm's capabilities, experience, and qualifications for each of the service areas below. Distinguish between in-house and subcontracted services. Please provide the names and qualifications of subcontractors and laboratories. Indicate certifications and licenses and whether they are minority/women-owned contractors.

1. Geophysical Survey Methods
2. Preparation and Implementation of Health and Safety Plans for Hazardous Waste Sites
3. Underground Storage Tank Leak Detection, Tank removal, etc.
4. Monitoring Well/Soil Boring Installation
5. Feasibility Studies for site remediation
6. Community Relations and Community Involvement Plans
7. Industrial Hygiene
8. Soil, Air, Groundwater and Waste Sampling
9. Laboratory Analysis of Environmental Samples
10. Groundwater/contaminant fate and transport analysis/modeling
11. Remedial Design Projects and Remedial Actions
12. Soil Management Plans
13. PCB Wastes and Contaminated Soil Treatment and Disposal
14. Surveying Services
15. Triad Approach
16. Geographic Information Systems (GIS)
17. Data Validation

Respondents should also detail their experience, with the NYSDEC Brownfields Cleanup Program and other state programs as applicable, the State and Federal Superfund program, and the EPA Brownfields Program.

2. Staffing

Respondents should identify the staff that will directly work on the brownfields projects, and those who will provide relevant technical expertise. The role and qualification for all direct staff should also be provided. Qualification information should include educational background, and any licenses or certifications for the State of New York. Levels of experience should be specific for each of the following areas: site assessment/site characterization; remedial design, engineering and/or implementation; end/use planning; environmental risk assessment; qualitative exposure assessment.

3. Scheduling and Work Load

Indicate your current and projected workload. Also indicate the maximum number of Phase I and II site assessments that your firm could perform simultaneously for the Town. Please indicate how long it will take to perform a typical Phase I and Phase II site assessment. State any assumptions you feel are necessary.

4. Price Schedule

The Town is requesting time and material rates for professional services. Rates provided will serve as the basis for preparing any subsequent cost proposals for future site-specific work assignments. Please complete a Price Schedule (**Attachment 1**) with the following information:

1. Phase I, II and Remedial Action Work Plan (RAP) Typical Unit Price for Reporting:

Please describe the work necessary and provide a price for the cost of a typical Phase I and II reports for a generic site (i.e. Work Plans, QAPP, SAMP, Health and Safety Plans, to be included). This must include the costs of any meetings conducted with the Town staff, EPA staff, and/or NYSDEC staff during the course

of the project and for four copies of the final report on recycled paper and PDF/CADD files.

For the purpose of preparing the price, assume a typical former industrial warehouse on a one acre site, half of the site is covered with building on slab, the remaining property is an open yard where elevated Base Neutral and VOCs were encountered. Five regulated fuel oil tanks have been sealed in place. There is floor staining in one location between equipment that used hydraulic oil. Another area of concern is a floor drain that had elevated PID readings. State any factors that would increase or decrease the typical price and by what percentage.

2. Labor Rates: Identify hourly rates for all personnel categories (Associates, Project Manager, Technician, etc.).
3. Subcontractor Management Fees: Indicate any management fees (markup percentage) that are applied to subcontracted or outsourced work including laboratory analysis.
4. Equipment Rental Rates: Indicate equipment usage fees for commonly used site assessment equipment expected to be used by the consultant, on a daily and weekly basis. Include mobilization and de-mobilization charges.

Laboratory and Analytic Fees: Please list unit analytical costs at the firm's preferred laboratory for soil and water samples of common chemical groupings (tested in accordance with specified EPA and NYSDEC test methods), e.g., VOCs, BN, PCBs, Priority Pollutants Metals, Hexavalent Chromium, petroleum hydrocarbons, PAHs, etc.

5. Debarment Certification

The Town must ensure that the consultant is not debarred from receiving federal funds. All Respondents must provide a properly executed form ensuring the consultant is not debarred from receiving federal funds, see **Attachment 2**.

6. Equal Employment Opportunity Detailed Statement

As was described in Section 10.0, all respondents should furnish a **detailed statement** describing their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

13.0 INSTRUCTIONS FOR SUBMISSION OF QUALIFICATIONS

One original Statement of Qualifications and three electronic copies must be submitted to the Town of Fort Edward as follows.

Proposers are required to submit their responses in a sealed envelope to the following address:

Town of Fort Edward
c/o Ms. Beth Lander
Brownfield Redevelopment Solutions, Inc.
196 N. Highland Avenue
Jeffersonville, PA 19403

beth@njbrownfield.com
(646) 246-9246

All bids are to be clearly marked, "Fort Edward Environmental Investigation Services in Support of US Environmental Protection Agency Brownfields Assessment Grants and Other Funding Sources."

Proposals are due no later than 3:00 p.m. local time on Friday, July 1, 2011 by mail or delivery. The proposals must be sealed in an envelope with the title of this RFQ and the Respondent's name, address and telephone number clearly marked on the envelope.

The above deadline is firm as to the date and hour. The Town will treat as ineligible for consideration any submission that is received after that deadline. All submissions become the property of the Town and will not be returned.

14.0 INSTRUCTIONS FOR SUBMISSION OF INQUIRIES

Questions and inquiries regarding the RFQ will be accepted via email or fax until 3:00 p.m. on Monday, June 20, 2011. All questions responded to by the Town will be posted as addenda to this RFQ at www.fortedwardnewyork.net at least three (3) days prior to the date that submissions are due. Questions and inquiries shall be submitted to:

Brownfield Redevelopment Solutions, Inc.
c/o Ms. Beth Lander
beth@njbrownfield.com
(732) 782-0404 (fax)

15.0 EVALUATION FACTORS

The Town's objective in soliciting Qualification Statements is to enable it to select one or more respondents that will provide high quality and cost-effective services to the Town. The City will consider Qualification Statements only from Respondents that, in the Town's sole judgment, have demonstrated the capability and willingness to provide high quality services to the Town in the manner described in this RFQ.

Qualification statements will be evaluated by the Town to determine which respondents can provide the services requested in a manner most advantageous to the Town, based on consideration of:

- Experience and reputation in the field;
 - Relevance and Extent of Qualifications, Experience, Reputation and Training of Personnel to be assigned
 - Experience with projects of similar size/complexity, and specifically those projects performed under the applicable NYSDEC regulatory framework and EPA terms and conditions;
 - Price considerations;
 - Availability and Capacity to accommodate the needs of the Town;
 - Travel time to Town;
 - Knowledge of the Town and the subject matter to be addressed under this engagement; and
 - Other factors demonstrated to be in the best interest of the Town.
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ATTACHMENT 1

**PRICE SCHEDULE
TOWN OF FORT EDWARD ENVIRONMENTAL SERVICES**

1. Phase I, II and Remedial Action Work Plan (RAP) Typical Unit Price for Reporting:

- | | |
|------------------------------------|--------------------------|
| a. Phase I | Estimated lump sum _____ |
| b. Phase II / work plan | Estimated lump sum _____ |
| c. QAPP / SAMP / HASP preparations | Estimated lump sum _____ |
| c. Phase II work and report | Estimated lump sum _____ |

2. Labor Rates: Provide list of Labor Categories (Associates, Project Manager, Technician, etc.) and commensurate hourly rates anticipated for work on the project.

3. Subcontractor Management Fees % markup _____

4. Equipment Rental Rates: Indicate usage fees of commonly used site assessment equipment expected to be rented by the consultant, list the anticipated rental charge (daily/weekly). Include mobilization and de-mobilization charges.

5. Laboratory and Analytic Fees: Please list unit analytical costs at the firm's preferred laboratory for soil and water samples of common chemical groupings (tested in accordance with specified EPA and DEP test methods).

VOCs	\$ _____/sample
SVOCs	\$ _____/sample
BNs	\$ _____/sample
PAHs	\$ _____/sample
PCBs	\$ _____/sample
PP +40	\$ _____/sample
Total Petroleum Hydrocarbons	\$ _____/sample
Priority Pollutant Metals	\$ _____/sample
Hexavalent Chromium	\$ _____/sample

ATTACHMENT 2

DEBARMENT CERTIFICATION FORM

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, _____ an authorized representative of _____ (company) certify that _____ (company) is not debarred from receiving Federal funds.

_____ **(signature)**

_____ **(print name)**

_____ **(title)**

_____ **(date)**

ATTACHMENT 3

**EPA BROWNFIELDS ASSESSMENT GRANTS
TERMS AND CONDITIONS**

See three attached PDFs
