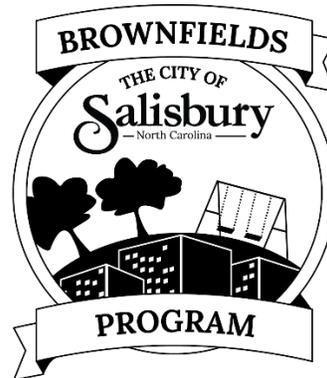


**CITY OF SALISBURY, NORTH CAROLINA**  
**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL SERVICES**

**Brownfields Assessment**  
**(Petroleum & Hazardous Materials)**  
**July 2018**



Proposal Deadline: August 22, 2018 4:00 p.m. EST

Lead Contact:  
*Janet Gapen, Planning Director*  
(704) 638-5230  
[jgape@salisburync.gov](mailto:jgape@salisburync.gov)

# **Request for Qualifications – Professional Consulting Services City of Salisbury, NC Brownfields Assessment Project**

## **I. Introduction**

The City of Salisbury invites interested parties to submit Statements of Qualification (SOQ) for a minimum three-year contract to provide environmental and engineering consulting services to the City of Salisbury (the City) in support of the management and execution of a \$300,000.00 Brownfields Assessment Grant from the U.S. Environmental Protection Agency (EPA). The City is looking for firms with documented experience providing brownfields grant-related consulting services. The project objectives include supporting a successful brownfields program by assisting the City with development and implementation of future grants. The City is looking for firms with the capacity to extend the initial three-year contract period to assist in the management of future brownfields grants, subject to the availability of funding and satisfactory contract performance.

## **II. Scope of Work**

The City of Salisbury is seeking qualified consultants with the ability to manage/perform the following services:

1. Property Identification and Inventory: Identify, develop, and refine a database of potential brownfields properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
2. Site Characterization and Assessment Activities: Conduct Phase I Environmental Site Assessments (ESAs), Phase II ESAs, as well as the preparation of cleanup plans. Included in this task is the development of the following plans:
  - a. Generic and site specific Quality Assurance Project Plans (QAPP);
  - b. Health and Safety Plans (HASP); and
  - c. Phase I and Phase II ESA site investigation reports.

All documents are required to be prepared in accordance with applicable state and industry standards including the ASTM and All Appropriate Inquiry (AAI) standards.

3. Community Involvement Assistance: Provide support for public involvement and community outreach activities. These activities should be designed to make sure that community concerns are considered and addressed in the assessment, planning and execution of the project. This may include but not necessarily be limited to:
  - a. Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in the brownfields project;
  - b. Conducting and/or participating in public meetings and hearings to solicit community interest and provide educational information;
  - c. Developing and implementing effective methods of communicating information about the brownfields program to the public; and

- d. Communicating with prospective private landowners and other key parties to encourage participation in the program.
4. Cleanup and Development Planning: Complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions/workshops to solicit input and generate redevelopment options.
5. Grant Administration Support: Provide support for grant administration activities to include, but not necessarily be limited to, assisting with the preparation of monthly and quarterly reports; acting as a liaison between the City and applicable regulatory agencies (primarily EPA and NCDEQ); participating in kickoff and weekly/monthly meetings; entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES); assisting with the completion of final reports for grant close out; and ensuring compliance with all EPA requirements.
6. Other Brownfield Related Duties: Conducting/completing other duties that may be required for a successful program but that have not been anticipated in this RFQ.

### **III. Minimum Qualifications**

All interested firms must meet the following minimum qualifications:

1. Registered to do business in the State of North Carolina including all team members firms and subcontractors.
2. At least five (5) years of experience working on EPA Brownfields Projects with EPA Region 4 at hazardous and petroleum sites including experience with organizing community involvement, conducting Phase I/Phase II ESAs, preparation of Quality Management Plans, Quality Assurance Project Plans, Work Plans, Health and Safety Plans, and facilitating community involvement, and preparing Remedial/Corrective Action Plans.
3. Personnel with at least five (5) years of experience, work in, or with city or local governments, addressing economic redevelopment issues.
4. At least five (5) years of environmental consulting experience working in the State of North Carolina.
5. Must have at least one professionally registered geologist or engineer in the State of North Carolina.

### **IV. Response Format/Evaluation Criteria**

The submittal shall be no longer than 15 pages (including organizational chart) and shall include the information outlined below. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

## **1. Experience and Capacity**

The SOQ shall include a summary of the following:

- History of the firm's experience providing brownfields services as described herein;
- Brownfields grant application experience/capacity;
- Brownfields project experience (both EPA and private brownfields experience). Include specialized experience with EPA Brownfields Assessment projects, and include five (5) or more project examples within the previous five (5) years;
- Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigation and experience working with the EPA and NCDEQ. Please include the number of employees dedicated to this project and their proposed responsibilities on this project. Include resumes of your key personnel proposed for the project;
- Disclosure of any potential conflicts of interest.

## **2. Proposed Methodology**

The SOQ shall include an organization chart and a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Include a description of your project approach including schedule and budget control.

The SOQ shall describe procedures to ensure that defensible and quality data are collected and reported, including a rationale for selecting locations, types, quantities, and analyses of proposed samples. Include general equipment and methods for proposed sampling and analyses with references to specific federal, state, and professional practice guidelines. Proposed analysis and measurement methods must be capable of reliably detecting concentrations equal to or below applicable cleanup standards for future land use.

## **3. References**

The SOQ shall include at least three (3) references for similar services/projects that have been provided by your firm and the dates of service. References should preferably be in-state. Please include the reference name, company, email address and phone number. Also include a description of the services and key personnel that were involved in the project.

## **V. Selection Criteria**

Responses will be evaluated on the following criteria:

- Approach and understanding of the scope of work;
- Experience and ability to complete the work;
- Demonstrated Brownfields experience including successful grant administration along with a demonstrated ability to work cooperatively with EPA and NCDEQ;
- Proven track record of community engagement;

- Environmental assessment and cleanup planning experience;
- Quality of performance on brownfields projects;
- Participation of small, minority, woman and veteran owned businesses;
- Creativity and innovation; and
- Capacity to extend initial three-year contract period to assist in the management of future brownfields grants.

The City reserves the right to award this opportunity based on the initial RFQ response without oral presentations; however, oral presentations to the City may be requested. The City of Salisbury reserves the right to reject any and all responses for any reason. Firms not selected will be notified by email or in writing following a final decision.

## **VI. Submittal Requirements**

Responses to this RFQ will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. Submit all questions regarding this solicitation via email to Janet Gapen, Planning Director, at [jgape@salisburync.gov](mailto:jgape@salisburync.gov).

In order to be considered, four (4) copies must be received by the City of Salisbury on or before August 22, 2018, by 4:00 p.m. EST. All proposals must be delivered in a sealed envelope marked: Salisbury Brownfields Assessment Proposal. All materials submitted in response to this request for qualifications become the property of the City of Salisbury and may be returned at the option of the City. Any proposals received after the deadline will not be considered.

Proposals may be mailed or delivered to:

City of Salisbury – Community Planning Services  
Attn: Janet Gapen, Planning Director  
P.O. Box 479  
Salisbury, NC 28145-0479

**END OF REQUEST FOR QUALIFICATIONS**