

**City of Lawrence, Indiana**

**Request for Qualifications**

**For**

**Environmental Consultant Services for Environmental Site Assessment and Related  
Activities Funded by the United States Environmental Protection Agency  
Community-Wide Brownfield Assessment Grants**

**November 1, 2019**

## Introduction

The U.S. Environmental Protection Agency (USEPA) has awarded the City of Lawrence, Indiana (the “City”) a USPEA Brownfield Assessment Grant in the sum of \$300,000 to support redevelopment of brownfields impacted by petroleum and hazardous substances. The City is requesting proposals from qualified environmental engineering/consulting firms to assist the City with management of the grant and implementation of the grant-funded environmental assessments.

The City of Lawrence reserves the right to waive any information or minor defects in the RFQ or the RFQ responses / procedure, reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the City. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof.

Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City and the respondent.

Proof of acceptable insurance in accordance with the requirements outlined in this RFQ shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents, terms, and conditions of this RFQ and the EPA Cooperative Agreement.

## Project Overview

The City has been awarded \$300,000 in grant funding from the USEPA for assessment of sites affected by petroleum and/or hazardous materials in Lawrence. Budgeted funds allocated as “contractual” will be the responsibility of the respondent. The City will use grant funds to complete the following tasks:

***Task 1 - Program Management:*** The City and consultant will need to call, meet, and correspond with US EPA staff to manage the grant’s cooperative agreement. Additionally, the Consultant will be responsible for providing Grant reporting documentation services on behalf of the City.

***Task 2 - Brownfield Inventory/Prioritization & Phase I Environmental Site Assessments (ESAs):*** The City will use the funds allocated in this task to update their Brownfield Inventory. Phase I ESAs will also be performed by the Consultant under this task. The City will identify locations for Phase I Environmental Site Assessment (ESA) activities on key sites throughout the City. All Phase I ESAs will be conducted by the Consultant in accordance with the ASTM standard for Phase I ESAs (E1527-13) and the All Appropriate Inquiry (AAI) rule. It is estimated that 5-6 Phase I ESAs will be completed on hazardous substance impacted sites and 3-5 Phase I ESAs on petroleum impacted sites. Eligibility determinations for hazardous substances sites will be made through the EPA Project

Manager, and eligibility determinations for petroleum sites will be made through the Indiana Brownfield Program (IBP). All Task 2 funds are allocated as contractual and will be completed by the Consultant.

***Task 3 - QAPP/Phase II ESAs & Clean-up Planning:*** The City's consultant will prepare and submit a Quality Assurance Project Plan (QAPP) according to the model provided by the EPA and will update the QAPP annually. The City of Lawrence will contract for approved work plans, field activities, and reports, which will be reviewed by the EPA and IBP or the Indiana Department of Environmental Management (IDEM) Voluntary Remediation Program staff consistent with the IDEM Remediation Closure Guide (RCG), as appropriate. These activities may include geophysical surveys to locate buried tanks, initial Phase II ESAs, and delineation of soil and ground water contamination. An estimated 3-4 Phase II ESAs will be completed on hazardous substance sites and 3-4 Phase II ESAs on petroleum sites.

The City will also commit funds from this Task to complete, in cooperation with the Consultant, clean-up planning documents, such as the following: Analysis of Brownfield Cleanup Alternatives, Remedial Action Plans, site closure letter requests (Site Status Letters, No Further Action Letters, etc.), Comfort Letters, and clean-up funding development. In the evaluation of remedial alternatives, the Consultant will review known contamination (sources and extents) based on Phase II ESA data and evaluate potential exposure pathways based on the potential future use(s) of the site. This information will be used to establish the cleanup goals for the proposed remediation. Remedial action plans (RAPs) will include a feasibility analysis that includes alternatives designed to meet the project's objectives. Each alternative will be evaluated for effectiveness, feasibility to implement, and cost. The cleanup method selected will be based on this analysis. Cleanup planning will include an evaluation of potential remedial techniques, determination of appropriate cleanup goals, identification of probable costs, and planning and application for additional funding. Additionally, funds from this Task will be used to obtain Site Status Letters and Comfort Letters from the Indiana Brownfield Program to provide site closure and comfort to prospective brownfield property purchasers. An estimated 5-10 clean-up planning documents will be completed.

Task 3 funds will also be used to identify funding sources necessary to remediate contaminated brownfields and return them to productive reuse.

***Task 4 - Community Outreach & Involvement:*** Involvement of key stakeholders and the general public is integral for a successful brownfield redevelopment program. Lawrence will use the funds allocated in this task to facilitate community outreach and involvement. Assistance from the environmental consultant will be sought for technical aspects of the community outreach program. The selected environmental consultant will work with the City to develop outreach materials to be used as a tool to educate stakeholders on the benefits of the grant and how it can be used as a tool to increase development and economic growth. The associated costs will fund coordinating/conducting community outreach programs and meetings as well as the costs to prepare, print and mail project and site information and marketing documents. These activities will provide information to and take input from the general public on the plans and progress of brownfield investigation, cleanup planning

activities, and potential marketing sites for future development. Public comments will also be used to prioritize the inventoried sites. The City’s redevelopment plans may be updated based on the findings of the revised inventory which outlines priority ranking criteria, cleanup options and strategies, and end-use options for those brownfield sites. Lawrence will hold 4-6 public meetings throughout the grant period to update the community on the brownfield assessment progress and to seek public input and involvement. The selected environmental consultant will be expected to provide technical expertise and education in community involvement activities.

Budget:

<b>HAZARDOUS SUBSTANCES</b>					
<b>Budget Categories (programmatic costs only)</b>	<b>Task 1: Program Management &amp; Training Support</b>	<b>Task 2: Brownfield Inventory, Prioritization &amp; Phase I ESAs</b>	<b>Task 3: Phase II ESAs &amp; Clean-up Planning</b>	<b>Task 4: Community Outreach &amp; Involvement</b>	<b>Budget Category Total</b>
Travel					
Supplies					
Contractual		\$33,500	\$116,500		\$150,000
<b>Subtotal (Haz)</b>	<b>\$0</b>	<b>\$33,500</b>	<b>\$258,500</b>	<b>\$0</b>	<b>\$300,000</b>
<b>PETROLEUM</b>					
<b>Budget Categories (programmatic costs only)</b>	<b>Task 1: Program Management &amp; Training Support</b>	<b>Task 2: Brownfield Inventory, Prioritization &amp; Phase I ESAs</b>	<b>Task 3: Phase II ESAs &amp; Clean-up Planning</b>	<b>Task 4: Community Outreach &amp; Involvement</b>	<b>Budget Category Total</b>
Travel	\$3,000				\$3,000
Supplies	\$100			\$100	\$200
Contractual	\$4,000	\$13,000	\$117,300	\$12,500	\$146,800
<b>Subtotal (Pet)</b>	<b>\$7,100</b>	<b>\$13,000</b>	<b>\$117,300</b>	<b>\$12,600</b>	<b>\$150,000</b>
<b>TOTAL BUDGET</b>	<b>\$7,100</b>	<b>\$46,500</b>	<b>\$233,800</b>	<b>\$12,600</b>	<b>\$300,000</b>

## Submission Requirements

Qualifying firms with a strong background in environmental assessments and brownfield redevelopment activities should submit their proposal containing the information outlined below. Proposals are not limited in length and shall be enclosed in one or more sealed envelopes, labeled “Environmental Services for the City of Lawrence, EPA Assessment Grant”. All proposals shall be addressed and delivered to:

City of Lawrence  
Attn: Joseph Murphy  
9001 East 59<sup>th</sup> Street  
Suite 301  
Lawrence, IN 46216

Proposals are due at the above office on or before **November 15, 2019 at 4:30 PM**. Late responses to this RFQ will not be accepted.

Alternatively, proposals may be submitted by email containing “Environmental Services for the City of Lawrence, EPA Assessment Grant” in the subject line. Emailed proposals shall be sent to Mr. Joseph Murphy at [jmurphy@cityoflawrence.org](mailto:jmurphy@cityoflawrence.org).

Notes:

The City of Lawrence will not be held responsible for the mishandled, late, or lost qualification packages. Email and Facsimile qualifications will NOT be considered unless otherwise authorized.

Questions related to this RFQ should be directed to Mr. Joseph Murphy at [jmurphy@cityoflawrence.org](mailto:jmurphy@cityoflawrence.org). All questions posed by consultants will be compiled and responses will be sent back to all parties that have posed questions. Questions must be submitted on or before **November 10, 2019**. Questions received after this date will not be answered. Those that have not posed questions but wish to receive the question and answer information should contact Mr. Murphy via email.

Respondent shall certify that to the best of his/her knowledge, all information provided in the response is accurate and complete. Any misrepresentation by a Respondent may result in disqualification.

## Submission Content

1. Firm name, address and phone number, and a brief description of the firm and its areas of business.
2. Name, job title, email, and phone number of primary contact person.

3. Description of the proposed project, including detailed Scope of Work and description of how the allotted Grant funds will be fully utilized.
4. Experience and demonstrated success working with the City of Lawrence and/or other Indiana Communities (up to five (5)) to obtain external funding sources for brownfield investigation / remediation, such as EPA grants.
5. Experience and demonstrated success in working with the City of Lawrence and/or other Indiana Communities (up to five (5)) on long term brownfield redevelopment, including planning, investigations, and remediation.
6. Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff. Limit to no more than five (5) staff.
7. The names and contact information for at least three (3) but not more than five (5) local governmental units, particularly in Indiana, for whom your firm has provided similar services within the past five years.
8. Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
9. Proof of current insurance meeting insurance requirements outlined below.

Insurance Requirements

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's Compensation and Disability: Statutory requirements
- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability – General Aggregate - \$1,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Contractor's Pollution Liability insurance - \$2,000,000

## Terms and Conditions

The City shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry.

The City reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the City's redevelopment goals.

By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

The Respondent shall keep the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Contractor in the execution of his work. The Respondent will be required to indemnify and hold harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Contractor or his agents or employees.

The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.