

**Request for Proposals
Environmental Consultant
Community-Wide Brownfield Assessment**

The County of Lackawanna 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 County of Lackawanna’s U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant in the amount of \$500,000, of which \$471,500 is allocated to perform the described scope of work.

BACKGROUND

The County of Lackawanna has been awarded a \$500,000 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 the County of Lackawanna 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.

Comment [S01]:

Throughout the entirety of the project, the County of Lackawanna 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.

Budget – Hazardous Substances: \$500,000

	Task 1	Task 2	Task 3	Task 4	Task 5	Total
	Project Management and Reporting	Community Outreach	Site Inventory and Selection	Site Assessments	Remedial Planning and Design	
Personnel	\$10,500	\$4,500	\$7,500	\$0	\$0	\$22,500
Travel	\$1,500	\$0	\$1,500	\$0	\$0	\$3,000
Supplies	\$1,500	\$1,500	\$0	\$0	\$0	\$3,000
Contractual	\$0	\$4,500	\$30,000	\$410,000	\$27,000	\$471,500
Total	\$13,500	\$10,500	\$39,000	\$410,000	\$27,000	\$500,000

* Supplies include office supplies and computer hardware and software purchases less than \$5,000.

SCOPE OF SERVICES

The County is seeking the professional environmental services of a Qualified Environmental Profession (QEP) consultant for the preliminary identified tasks below. Respondents may suggest as part of their submission, different approaches, refinements, and improvements to the task, provided that are maintaining the overall purpose of the project as approved by the EPA. The grant completion date is September 30, 2018.

Task 1: Project Management and Reporting:

Oversee the grant by providing necessary information to the EPA with regard to project progress. This is typically done through submitting quarterly progress reports to EPA, engaging in verbal and written communications and updating databases such as ACRES. During the course of the grant, necessary forms will be submitted to EPA for approval. These include the property profile questionnaire (PPQ) to be filled-out by Lackawanna County or the QEP, and approved by EPA. PPQs will be submitted in advance of performing a Phase I assessment at a site. Additionally, the All Appropriate Inquiry Checklist will be submitted to EPA for Review. The EPA Project Officer will provide these forms. The Deputy Director of Economic Development will oversee the implementation of the described grant activities. Senior Economic Development Personnel will manage all coordination of the QEP and EPA reporting.

The QEP will be required to complete and submit the following EPA reporting documents:

- Quarterly Progress Reports;
- Disadvantaged Business Enterprise (DBE) Reporting;
- Federal Financial Reporting (FFR);

- ACRES / Property Profile Form; and
- Final Performance Report.

A brief description of these items and submission requirements are provided below.

- The submittal of Quarterly Progress Reports will be in conformance to the following schedule: Quarterly Reporting: Quarterly progress reports will be due 30 days after the end of each federal fiscal year quarter, or:

<u>Performance Period</u>	<u>Report Due</u>
July – Sept	Oct 30
Oct – Dec	Jan 30
Jan – March	April 30
April – June	July 30

- Disadvantaged Business Enterprise (DBE) Reporting (also known as Minority Business Enterprise/Women-owned Business Enterprise – MBE/WBE): It is the federal government’s goal to support disadvantaged business enterprises with federal funds. Reporting is mandatory. EPA Form 5700-52A is used for this reporting. They will be submitted semi-annually with reports due April 30 and October 30.
- Federal Financial Reporting: Standard Form SF-425, Federal Financial Report (FFR) will be used to report on the financial status of grants. Interim and Final FFRs will be submitted following the schedule stipulated in the terms and conditions of the cooperative agreement.

FFRs will be sent to the following address:

US EPA Las Vegas Finance Center
Attention: Peter Puglisi
PO Box 98515
Las Vegas, NV 89193-8515

- ACRES/Property Profile Form: Property specific information will be submitted and regularly maintained via the on-line Assessment Cleanup Redevelopment Exchange System (ACRES) database. ACRES is a national database from which project status information is extracted and reported to Congress and the public. Relevant portions of the database must be updated for each property when the following occur:
 - a. Within 30 days of selection of the assessment property for community-wide assessments;
 - b. Completion of Phase I;
 - c. Completion of Phase II; and,
 - d. Completion of Grant.

- Final Performance Report: The Final Quarterly Report will become the Final Performance Report. It will be submitted to the EPA Project Officer within 90 calendar days after the expiration or termination of the award. The report shall generally contain the same information as in the Quarterly Progress Reports but will ensure that copies of all site documents covering the entire project period have been provided to EPA. In addition, the Final Performance Report will summarize the work performed during the entire project period, including a listing of sites assessed and any subsequent

cleanup, planning, and/or redevelopment activity. Lessons learned and successes achieved may also be highlighted.

Task 2: Community Outreach:

With regard to community outreach, the County of Lackawanna are planning for the preparation of meeting materials, brochures and other printed program materials describing the project to the public. In addition, we plan to prepare a Community Relations Plan that describes methodology and schedules for the following goals:

- Set up and provide notice of public meetings to inform the public of the project;
- Present and explain the grant and brownfield program to neighborhood representatives and other affected parties; and
- Travel to brownfield-related training conferences;

The QEP should be prepared to be available to present at public meetings and provide community updates and project related information for printed programs for public distribution.

Task 3 Site Inventory and Selection:

Through the QEP, Lackawanna County will complete an inventory of Phase I Environmental Site Assessment (ESA) candidates. The completion of this report will establish a list of sites that can then be prioritized. Once the site inventory is complete the QEP will assist in the prioritization of the list. The QEP must have proven experience in site selection under EPA brownfields programs and provide options for communicating the inventory to the public.

Task 4 Site Assessments:

Utilizing the inventory of sites, the QEP will be directed by Lackawanna County to conduct site assessments on selected sites. Sites will be evaluated through performance of Phase I and/or Phase II ESA's. The Phase I ESA's will be performed by the QEP in accordance with the American Society for Testing Materials Standard (ASTM) 1527-13 and the guidelines set forth in the US EPA's All Appropriate Inquiry Rule to qualify for liability protection under CERCLA.

Lackawanna County anticipates up to 22-Phase I ESA's will be completed.

Once the Phase I ESA's have been completed, a percentage of sites will be recommended for further study by the QEP. As a result, these sites will be subject to a Phase II ESA, inclusive of analytical studies to determine the impact by the site to public health and/or the environment. Prior to undertaking activities involving the collection of environmental samples, the QEP will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of the U.S. EPA Region III Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The QAPP will be submitted at least 30 days prior to the initiation of field activities and approval will be obtained prior to performing any field sampling. The QAPP will be utilized to facilitate the compilation of Site Specific Sampling Plans (SSAP) to determine the degree of contamination at these sites. Additionally, the QEP will prepare a generic Health and Safety Plan to ensure that the activities of the Phase II will be conducted in a safe manner.

Lackawanna County anticipates up to 10 Phase II ESA's will be completed.

Task 5: Remedial Action Program Plans:

The QEP will complete Remedial Action Program Plans (RAPPs) outlining the plan for remediation on targeted locations. These RAPPs will be used to leverage cleanup funds from State brownfields grant programs and reviewed by Pennsylvania DEP in the application process. Lackawanna County anticipates up to nine RAPPs will be completed.

CONSULTANT REQUIREMENTS AND QUALIFICATIONS

1. The consultant must meet the minimum insurance requirements as described by the County.

SUBMITTING A PROPOSAL

The proposal to be submitted must include the following without exceptions:

1. A written statement of the consultant's understanding of the project.
2. The name, resume and role of the individual(s) working on the project. Note: The resumes should not exceed two pages.
3. Specific examples of comparable work completed within the last five years from other local government clients or private organizations where consulting services were rendered.
4. A list of current contracts where consulting work is currently being performed. Provide a list of the contact names and phone numbers for each.
5. A minimum of three (3) samples of remediation documents produced by your firm.
6. A brief description of the work schedule explaining how the consultant will meet the scope of services.

7. A list of professional references including phone numbers.
8. An itemized budget by task as relevant to Scope of Services, materials and travel.

PROPOSALS DUE

Ten (10) bound copies of proposals and one electronic copy in PDF format are required and should be submitted to:

Steve Barcoski
Acting Chief of Staff
Lackawanna County
200 Adams Avenue; 6th Floor
Scranton, PA 18503

Proposals are due no later than Friday, December 4, 2015 by 10:00 AM prevailing time. For further information, please contact Administration at 570-963-6830.

Please Note:

- Proposals received after this date will not receive consideration.
- All costs of developing proposals and any subsequent expenses relating to the contract are the responsibility of the applicant.
- The Request for Proposal is subject to the competitive bidding process, and any contract entered into as a result of any proposal will not be based on the concept of the "lowest responsible bidder." Criteria have been established to guide the evaluation of each consultant's proposal. The top-ranked firms may be asked to make an oral presentation to representatives from the County of Lackawanna.

Furthermore, as mentioned previously, the County of Lackawanna reserves the right to reject any and all proposals.

- The County of Lackawanna reserves the right to modify the selection process or project scope.
- Soliciting proposals and granting exclusive negotiation rights do not commit the County of Lackawanna to accept any terms of the proposal. Final terms of any agreement will be determined by direct negotiation and all agreements are subject to approval by the governing body of the County of Lackawanna.
- Negotiations may be suspended or terminated at any time that it is determined that additional negotiation would be unproductive.
- Submission of a proposal constitutes express acceptance by the proponent of all provisions of the RFP.

The County of Lackawanna encourages the participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) for this project.