



Town of St. Johnsbury, Vermont

Request for Qualifications (RFQ)

EPA Brownfield Cleanup Grant Implementation for the Former St. Johnsbury Armory Building Site

I. INTRODUCTION

The Town of St. Johnsbury (Town) was awarded a \$500,000 Fiscal Year (FY) 2021 U.S. Environmental Protection Agency (EPA) Brownfield Cleanup Grant to plan and implement abatement of regulated building materials (RBM) at the former St. Johnsbury Armory Building Site (Armory), located at 1249 Main Street in St. Johnsbury. The Town is also in the process of securing \$500,000 of Vermont Community Development Program (VCDP) Community Development Block Grant (CDBG) funding necessary to complete the anticipated abatement activities.

Constructed in 1916, the Armory is an historic building and the focal point of the Main Street Historic District. The Armory consists of a two-story brick and block structure located on 0.44 acres in the downtown core. The building envelope covers 16,700 square feet including the ground floor, second floor and a basement. The Armory was sold to the Town in 1975 by the State of Vermont Board of Armory Commissioners who operated the facility as an Armory for the First Vermont Infantry. After the Armory was acquired by the Town in 1975, it was home to several municipal departments, including the St. Johnsbury Police Department until the 1990s, followed by the Town's Recreation Department until 2009 when it was determined that existing RBMs would make it too costly for the Town to provide upgrades to meet current building codes. The building has been vacant for the past decade. EPA and VCDP funding will offset the majority of abatement costs and allow reuse plans to move forward.

The overall reuse strategy for the Armory is to create a new location for the St. Johnsbury Police and Dispatch Center which have outgrown their current space in a building that no longer suits their operational needs. The proposed reuse of the Armory will preserve the historic character of the building while increasing the efficiency of the Town's public safety operations by providing a centralized location for these services in the downtown core of St. Johnsbury.

The Town is seeking a Qualified Environmental Professional (Consultant) as defined in 40 CFR §312.10 to plan and implement abatement activities as outlined within this RFQ, the Town's FY2021 EPA Brownfield Cleanup Grant Cooperative Agreement Work Plan, the draft Analysis of Brownfield Cleanup Alternatives (ABCA) and the most recent Targeted Brownfields Assessment (TBA) Report. The Consultant's responsibilities will include finalizing the ABCA, development of the Cleanup Action Plan (CAP), development of bid plans and specifications, oversight of abatement activities, post-cleanup reporting, participation in stakeholder engagement activities, and supporting grant management and reporting activities. The Consultant will work under the direction of the Town's staff and/or representatives, and will work in collaboration with other project stakeholders, as necessary. The EPA, VCDP, Vermont Department of Health (VTDOH), and/or Vermont Department of Environmental Conservation (VTDEC) will be actively involved in the project including reviewing and approving appropriate documents and providing regulatory oversight throughout the duration of the project.

The Town has contracted with Stantec Consulting Services Inc. (Stantec) separately/outside of the FY2021 EPA Brownfield Cleanup Grant to provide technical and administrative support services to the Town related to implementation of the grant. The selected Consultant will work in conjunction with Stantec to execute the scope of work detailed in Section II of this RFQ. Stantec will provide independent review of technical deliverables prepared by the Consultant and assist the Town with grant management and reporting.

II. SCOPE OF SERVICES REQUESTED

The following tasks represent the scope of services being requested:

TASK 1: CLEANUP PLANNING

Specific subtasks for Task 1 include:

- **Finalize the Analysis of Brownfield Cleanup Alternatives (ABCA):** Based on previous environmental reports and RBM surveys, a draft ABCA was prepared by Stantec dated September 30, 2020. The draft ABCA provided a preliminary evaluation of abatement options and anticipated abatement costs. The draft ABCA identified abatement of asbestos-containing materials (ACM), polychlorinated biphenyl (PCB) containing floor paint in the basement and encapsulation or removal of lead-based paint (LBP). Supplemental RBM testing results were later reported by KGSNE JV, LLC (KGSNE) in a Targeted Brownfield Assessment (TBA) Report dated March 9, 2021. The Consultant will work in collaboration with Stantec to update and finalize the ABCA for submittal and approval by EPA and VTDOH.
- **Develop the Corrective Action Plan (CAP)/Abatement Plan:** The Consultant will prepare the CAP and allow for required review, comment and approval by the Town, EPA and VTDOH. Where practical, the CAP will include ways to make the proposed cleanup “greener” or “more sustainable.”
- **Prepare the Site-Specific Quality Assurance Project Plan (SSQAPP):** The Consultant will prepare an SSQAPP that identifies appropriate methods for abatement, field observation and confirmatory sampling to be conducted on site, in accordance with EPA, VTDOH and Occupational Safety and Health Administration (OSHA) regulations. The SSQAPP will be submitted to EPA and VTDOH for review and approval.
- **Historic Preservation:** The Consultant will assist the Town in collecting information necessary to satisfy Section 106 requirements for related to EPA and VCDP funding.
- **Preparation of Bid Package, Contractor RFP and Participation in Contractor Selection:** A certified abatement contractor will be procured by the Town to implement the required abatement activities. The Consultant will lead preparation of the bid package, including preparing detailed plans and specifications, inclusion of the required Davis-Bacon requirements, EPA’s six Good Faith Efforts for contracting with Disadvantaged Business Enterprises (DBEs) and other terms and conditions of the funding/oversight agencies (EPA and VCDP); development of the Contractor RFP; preparation of a budget details; conducting required site visit(s) with potential contractors; and participating in the review of contractor bids.
- **Coordination with Town and Project Team:** Consultant will coordinate and work with the Town and other members of the project team (e.g. architects, engineers, construction manager) as necessary throughout the cleanup planning phase. Consultant shall attend regularly scheduled project meetings with the Town and project team.

TASK 2: ASSIST WITH STAKEHOLDER ENGAGEMENT ACTIVITIES

The Town will coordinate regular stakeholder engagement activities over the course of the project. The meetings will serve to keep project stakeholders operating in a collaborative and coordinated fashion. Specific subtasks anticipated for Task 2 include:

- **Development of Project Fact Sheets, Meeting Materials and other Community Outreach Documents:** The Consultant will assist the Town and Stantec in developing content for project fact sheets, meeting materials and other community engagement documents.
- **Public Meetings:** The Consultant will participate in key stakeholder meetings as needed before, during and after the site cleanup/abatement activities.
- **Implement and Document 30-Day Public Comment Periods for the ABCA and CAP:** The Consultant will coordinate; host and document required public meetings and respond to questions

and comments regarding the ABCA and CAP.

TASK 3: OVERSEE SITE CLEANUP/ABATEMENT ACTIVITIES

Specific subtasks for Task 3 are anticipated to include:

- **Oversight of Cleanup/Abatement Activities:** The Consultant will oversee contractor activities, conduct appropriate site inspections to ensure proper procedures are being followed and that work is being performed safely and in accordance with bid documents; ensure cleanup is conducted according to applicable VTDEC, VTDOH, VOSHA, EPA Brownfields and TSCA rules, regulations and guidelines; review contractor invoices; and ensure work is proceeding according to the established timeline.
- **Project Updates:** The Consultant will prepare and submit bi-weekly updates, including photographs of work in progress.
- **Confirmatory Sampling:** The Consultant will oversee the collection of required samples, as required.
- **Cleanup Documentation:** The Consultant will prepare and submit close-out documentation to appropriate regulatory agencies indicating that cleanup is complete and prepare the final technical report.

TASK 4: SUPPORT GRANT MANAGEMENT AND REPORTING ACTIVITIES

The Consultant will assist with grant management and reporting activities in collaboration with the Town and Stantec. Specific subtasks for Task 4 are anticipated to include:

- **Reporting Activities:** The Consultant will provide requested information for Quarterly Progress Reports, Annual DBE and Federal Financial Reports (FFRs), ACRES reporting, and the Final Performance Report as required by EPA.
- **Check-in Meetings:** The Consultant will attend regular check-in meetings with the Town's project management team to provide status updates and keep the project moving forward on schedule.

III. PROPOSAL FORMAT

Technical Proposal

The following items must be included in a firm's response:

Organizational Profile: Provide an overall history and description of your firm and any teaming firms.

Qualifications: Provide a list of key personnel expected to work on the project, including names, education, professional licenses, registrations or certifications, and role in the project. Subconsultants should be included in this list and identified as such. The Project Manager/Primary Contact should be clearly identified and should meet the requirements of EPA's definition of a Qualified Environmental Professional.

Experience: Contractors should have demonstrated experience in performing similar services funded and under the direction of the applicable federal (EPA/HUD) and state (VTDOH/VTDEC/VCDA) agencies.

Project Approach and Timeline: Describe the approach to be taken toward completion of each of the tasks outlined above. Provide a project schedule which includes the tasks outlined above, key deliverables and key milestone dates including but not limited to completion and approval of the CAP and start/completion of cleanup/abatement activities.

Representative Projects: List three to five representative examples of related projects your firm has

performed which illustrate your firm's role and experience in providing the scope of services requested. For each example (project), include a brief description, dates of service, and a reference with contact information (name, title, organization name, email address, and phone number).

Proposals should be limited to fifteen (15) single sided pages. The following shall be included and will not count towards the 15-page limit:

- Cover pages
- 1-page cover letter
- Table of contents
- Proof of insurance
- Resumes for key individuals (limited to 2 pages per individual)

Cost Proposal

A separate cost proposal shall be submitted which does not count towards the page limit. Anticipated total costs (fixed fee) should be provided for the following tasks/deliverables:

- Updating/Finalizing the draft Analysis of Brownfield Cleanup Alternatives (ABCA).
- Preparing the Cleanup Action Plan (CAP).
- Preparing the Site-Specific Quality Assurance Project Plan (QAPP).
- Preparing the Bid Package.

Additionally, a rate schedule should be included in the cost proposal with hourly rates for key staff and anticipated expenses (materials, travel, equipment, etc.) to be incurred for performing all other project activities, which will be performed on a time and materials basis and further specified/approved as the project progresses. An itemized breakdown of any anticipated subconsultant/subcontractor costs and expenses should also be included.

IV. SUBMISSION PROCEDURE AND DEADLINE

Interested firms will submit separate electronic copies of the technical and cost proposals to Joe Kasprzak, Assistant Town Manager, at jkasprzak@stjvt.com. The subject line shall be "RESPONSE TO EPA GRANT RFQ."

Proposals are due by 12:00 PM (ET) on Friday, December 10, 2021.

The Town of St. Johnsbury reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Town to be in the best interests of the Town even though not the lowest cost. The Town is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the Town to pursue an agreement or contract with any firm.

Minority-owned, women-owned, Section 3 businesses and locally owned businesses are strongly encouraged to apply.

V. SELECTION CRITERIA AND PROCESS

Proposals will be evaluated by the Town and its representatives in consideration of the following criteria:

- The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and the responsiveness to the work program.
- The respondent's qualifications and experience for performing the requested scope of services, with particular attention on experience with successful projects similar in size and

nature/complexity.

- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the Town's project management team, EPA, VCDP, VTDOH, VTDEC, and other interested stakeholders.
- Experience with EPA's cleanup program, ABCAs, and implementation of abatement projects.

The following criteria will be used to evaluate proposals:

Evaluation Criteria (100 Total Points)

Consultant selection criteria will include demonstrable experience/capabilities with state and/or federal regulated brownfields projects, preparing QAPPs, ABCAs, CAPs, ability to clearly report and communicate findings to a wide and diverse audience, expertise in abatement procedures of similar nature and complexity, and ability to coordinate effectively with all project stakeholders. The Consultant's activities associated with each work task needs to follow the proposed costs and anticipated level of effort. The Town will act as the sole judge of all proposals.

The Town will review all qualifications according to the factors and criteria included within this RFQ. The Town will consider the following factors in its review of the Technical RFQs received:

Description	Points Possible
Clarity of Submittal The technical quality, completeness, conciseness, and clarity of the submittal.	10 Points
Firm Qualifications Qualifications of the firm and any subconsultants, including appropriate areas of expertise, relevant experience, and technical capabilities demonstrating qualifications to undertake the project.	10 Points
Personnel Qualifications & Knowledge of Applicable Cleanup Rules and Procedures Qualifications of the proposed key personnel assigned to this project, including technical attributes and relevant experience that makes them uniquely qualified to undertake this project.	20 Points
Relevant Project Experience Qualifications of the firm and any subconsultants, including appropriate areas of expertise, relevant experience, and technical capabilities on projects of similar size, scope and complexity.	25 Points
Ability to Meet Project Timeline, Scope and Budget Demands Demonstrated ability to meet project timeline, scope and budget demands.	25 Points
References Quality of references for projects of similar size, scope and complexity.	10 Points
Total Points Possible:	100 Points

VI. ADDITIONAL RESOURCES

Firms responding to this request for qualifications should thoroughly review the following important background documents (located on the FTP Site below):

- Main Street Planning Study (dated August 28, 2020)
- Draft Analysis of Brownfield Cleanup Alternatives (dated September 30, 2020)
- Grant Application (submitted October, 28, 2020)
- Target Brownfield Assessment (TBA) Report (dated March 9, 2021)
- Cooperative Agreement Work Plan (June 2021)
- Cooperative Agreement with EPA (dated July 21, 21)
- Site Plan, Conceptual Floor Plans and Building Elevations

- Anticipated Project Timeline (dated November 09, 2021)

FTP Site Login:

FTP Site Login Information

Browser link: <https://tmpsftp.stantec.com>

Login name: s1123124729

Password: 4417127

Expiry Date: 12/07/2021

VII. QUESTIONS

Specific questions regarding information in this RFQ shall be sent via email to Joe Kasprzak, Assistant Town Manager, at jkasprzak@stjvt.com by 4:00 PM (ET) on Monday, November 22, 2021. Answers will be posted to www.stjvt.com by 4:00 PM on Tuesday, November 30, 2021.