



RUTLAND REGIONAL PLANNING COMMISSION

REQUEST FOR QUALIFICATIONS QUALIFIED ENVIRONMENTAL PROFESSIONALS

DATE ISSUED: SEPTEMBER 20, 2023

DATE DUE: OCTOBER 20, 2023

I. INTRODUCTION

The Rutland Regional Planning Commission (RRPC) is requesting proposals for qualified environmental professional (QEP) services to provide Phase I and Phase II Environmental Site Assessments (ESA) and Remediation/Corrective Action Plans, assistance to the Brownfields Steering Committee and Project Manager, coordination with US EPA and Vermont Department of Environmental Conservation (VT DEC), and public involvement and education duties, as necessary.

The Rutland Region Brownfield Reuse Program is operated by the RRPC and funded through the Small Business Liability Relief and Brownfields Revitalization Act, which provides federal financial assistance for brownfields revitalization, including grants for assessment, cleanup and RLF. The RRPC is a political subdivision of the State of Vermont that provides regional planning and economic development assistance to the 27 municipalities in Rutland Region.

II. PROJECT DESCRIPTION

Centrally located in Vermont, the Rutland Region consists of 27 municipalities in Rutland County. Towns here have historically relied on a variety of commercial, industrial, and agricultural uses to sustain the local economy. As a result of past uses, a number of buildings and properties are vacant, have been on the market for years or potential buyers have turned away in part due to the real or perceived presence of contamination. These brownfields are usually found in downtowns or village centers - reuse of these sites will aid and stimulate economic activity in these traditional commercial centers. **The goal of the Rutland Region Brownfields Reuse Program is to return sites with real or perceived contamination to the market or for reuse for the public as parkland or greenspace.**

The Rutland Region Brownfields Reuse Project is being conducted under the RRPC grant agreements with US EPA (BF – 00A01261). This RFQ will update our QEP pool, which will remain in effect until October 20, 2026, and apply to all existing and future RRPC Brownfields Assessment Grants open on that date.

A Program Manager and Steering Committee has been established to ensure that the objectives for the program will be achieved. The Program Manager has oversight and policy making responsibility for activities and will make decisions and recommendations in compliance with EPA rules and regulations. The Steering Committee is made up of representatives from Rutland Region communities, residents in the communities with brownfields sites, and representatives from partner organizations. The Program Manager will be responsible for selecting a pool of **three (3) to four (4)** QEPs capable of implementing the objectives of the Rutland Region Brownfields Reuse Program.



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QEPs under contract to work on a specific site will work under the direction of the Program Manager. In addition, the QEP will work in collaboration with the Brownfields Steering Committee, local town officials, VT DEC, US EPA, property owners and/or prospective purchasers to complete the work.

To determine which QEP from the selected pool will work on a specific site, the qualifications provided during this RFQ process will be compared to the anticipated needs of the site. It will then be determined which QEP is best suited to perform the work. It is anticipated that the QEP chosen for a specific site will complete work from Phase I through remediation planning, barring site withdrawal from the program. Should the QEP fail to perform in accordance with the expectations outlined in this RFQ, the next most qualified QEP in the “pool” will be contracted with to continue the work. Failure to meet the expectations outlined may result in the QEP being removed from the “pool”. **Inclusion in the selection pool makes a firm eligible, but does not guarantee selection, to be granted a contract to work on a specific site in the future.**

III. GENERAL INFORMATION

1. This Request for Qualification (RFQ) invites Statements of Qualifications for consideration of QEPs by the Rutland Regional Planning Commission – Rutland Region Brownfields Reuse Program. This RFQ will apply to EPA award BF-00A01261.
2. Inclusion in the selection pool makes a firm eligible but does not guarantee selection to be granted a contract to work on a specific site in the future.
3. Qualified Minority Business Enterprises and Women Business Enterprises (MBE/WBE) are encouraged to submit responses to the RFQ, and QEPs are required to document whether the consultant or firm is an MBE or WBE. In accordance with US EPA’s Program for Utilization of Small, Minority and Women’s Business Enterprises, the selected QEPs shall agree to accept, to the fullest extent possible, the applicable “fair share” goals for utilization of MBE (1.18%) and WBE (3.66%) subcontractor(s) for construction, supplies, services and equipment.

The RRPC and QEP agree to comply with the requirements of EPA’s Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33. The QEP will make good faith efforts to contract with DBEs whenever procuring construction, equipment, service and supplies.

4. The RRPC may cancel this RFQ, in whole or in part, or may reject in whole or in part, any and all responses submitted to this RFQ whenever it determines such action to be in its best interests or that of the eligible parties. Reasons for cancellation or rejection will be provided in writing.
5. The issuance of this solicitation does not imply a firm commitment by any eligible party to purchase products or services from any vendor.



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6. The selected QEPs will assume responsibility for the scope of services specified in this RFQ. RRPC will consider only the QEP as the sole point of contact with regard to contract matters, whether or not subcontractors are used by the consultant for one or more elements of the scope of services. Respondents who intend to subcontract one or more elements of the scope of services shall identify those work elements to be subcontracted and the subcontracting firm(s).
7. If any changes are made to this RFQ, an addendum will be issued by e-mail. Alternative delivery methods may be arranged by request. The absence of a “failed delivery” message will be considered proof of receipt of e-mail communication.
8. A QEP may correct, modify, or withdraw a response to this RFQ via written notice received by RRPC prior to the time and date set for the response opening.
9. After the opening of responses to this RFQ, a QEP may not change any provision of the response in a manner prejudicial to the interests of RRPC or fair competition. Minor informalities will be waived or the QEP will be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the response document, the mistake will be corrected to reflect the intended correct meaning and the vendor will be notified in writing. QEPs may not withdraw responses to this RFQ so corrected. A vendor may withdraw an opened response to this RFQ if a mistake is clearly evident on the face of the response document, but the intended correct wording is not similarly evident.
10. RRPC reserves the right to waive or permit cure of minor informalities, and to conduct discussions with all QEPs in any manner that serves the best interests of the Rutland Region Brownfields Reuse Program. RRPC also reserves the right, in its sole discretion, to make an award(s) based upon written responses received without prior discussions or negotiations.
11. RRPC reserves the right to examine all aspects of responses submitted, tangible and intangible; to accept or reject all or any portion of any or all responses submitted; to waive informalities, irregularities, or technicalities on any response in making awards it deems to be in the best interests of the RRPC.
12. Pursuant to State of Vermont Laws, anyone in any matter relative to the procurement of services who intentionally makes a material statement that is false, omits or conceals a material fact in a written statement, submits or invites reliance on a material writing that is false, submits or invites reliance on a sample or other object that is misleading, or uses any trick, scheme or device that is misleading in a material respect will be subject to sanction pursuant to the laws of the State of Vermont.
13. The selected QEPs shall comply with all applicable federal, state, and local laws and regulations, including US EPA and VT DEC regulations and administrative procedures. Respondents are advised to review all applicable federal regulations prior to submitting proposals.



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14. Selected QEPs will be required to sign the following documents:

- Certificate of Non-Collusion
- Certificate of Tax Compliance
- MBE/WBE Participation

15. The selected consultant(s) will provide services in the following general areas:

- Advise and Assist the Program Manager and Brownfields Steering Committee
- Conduct Phase I ESAs
- Conduct Phase II ESAs
- Conduct Corrective Action Feasibility Investigations (CAFI)
- Create site specific Quality Assurance Project Plans (QAPP)
- Develop Remediation/Corrective Action Plans
- Prepare Technical and Administrative Reports to RRPC, VT DEC and US EPA
- Public Involvement and Education

A more specific detail of services will be provided in contracts executed between the RRPC and selected QEPs for specific sites.

IV. REQUIRED INFORMATION

- ❑ A description of the firm including addresses of all offices proposed for involvement in this project, structure of the firm, size of the firm, number of years the firm has been in business.
- ❑ A statement of the firm's financial stability and ability to complete all services.
- ❑ List of people who will work on the contract, including names, education, professional licenses, registrations or certifications, relevant experience (see below), and role in the contract (resumes are acceptable). Subcontractors should be included in this list and identified as such. The Project Manager should be clearly identified. Consultants must have on staff a Vermont Registered Engineer who, if applicable, can certify that the investigation was conducted in accordance with generally accepted engineering practices, and this person must be clearly identified in the proposal. Consultants must also have a staff or subcontractor certified to conduct Asbestos analysis and remediation plans.
- ❑ If applicable, a list of resources, personnel, data, or other assistance which the consultant expects or requires of RRPC in order to complete each task in a timely manner.
- ❑ Overall organizational philosophy with respect to working with and balancing the interests of private property owners, municipalities, VT DEC, and US EPA.
- ❑ Demonstrated experience in conducting a Phase I and II Environmental Assessment in accordance with EPA's All Appropriate Inquiries and the ASTM E1527-05 and E1527-13 Standards.



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- ❑ Demonstrated experience in preparing State of Vermont DEC Workplans, US EPA Quality Assurance Project Plans (QAPP), and VT DEC Corrective Action Plans.
- ❑ Experience communicating sensitive issues related to potential contamination and potential impacts to the general public. Please cite examples and methodologies.
- ❑ Examples of relevant past experience and a minimum of three references, which include description, name of project manager, phone number and address. Staff who worked on these projects should be the same staff as proposed for the RRPC contract.
- ❑ Actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed. Responses should explain if/why the firm, its agents or employees are/are not at fault in these cases and what steps have been taken to avoid repetition of these actions/litigations.
- ❑ Rates your firm (and subcontractors, where applicable) charges for the following activities: Phase I site assessments (per ASTM E1527-05 and E1527-13 standards), community meeting preparation and attendance to explain findings, travel, typical QAPP preparation, costs for a drill rig for one day, and basic mobilization costs for Phase II soil and groundwater testing.
- ❑ Contractors are encouraged to employ Disadvantaged Business Enterprises (DBE) and Minority Business Enterprise/ Women's Business Enterprise companies (MBE/WBE) whenever possible. Please state your ability, if relevant, to contribute toward the fair share goal of 1.18% MBE and 3.66% WBE.
- ❑ Proof of insurance will be required prior to contracts being issued for work. Please state whether your firm is able to demonstrate proof of coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate, motor vehicle liability coverage of \$1 million combined single limit, proof of Workers Compensation coverage per State of Vermont, and professional errors and omissions coverage of \$1 million.

V. PROPOSAL DETAILS

- Proposals shall provide a straightforward and concise description of the prospective QEP's ability to satisfy the qualifications.
- Submissions shall be double-sided on 8 ½" x 11" paper.
- All pages in the statement of qualifications shall be numbered consecutively.
- Proposals shall be stapled or binder clip bound only. Three-ring or binders and extraneous materials should be avoided.
- Submit one (1) hard copy of statements of qualifications and PDF of proposal emailed to ebove@rutlandrpc.org
- The RRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the proposal or any other costs prior to issuance of a contract.



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VI. DEADLINE FOR SUBMISSION

One (1) electronic (PDF) copy of the proposal must be submitted by 4:00 p.m. on Friday, October 20, 2023, clearly marked “Rutland Region Brownfield Reuse Program” to Devon Neary, Rutland Regional Planning Commission, PO Box 430 Rutland, VT 05702 and devon@rutlandrpc.org. Proposals received after the October 20, 2023 deadline will not be considered. Decisions on the selected QEPs will be made by October 27, 2023.

VII. SELECTION PROCESS

The Program Manager will review the proposals submitted in response to this RFQ and develop a pool of QEPs. RRPC reserves the right to seek clarification of any statement submitted, conduct interviews with the QEPs, and to select the QEPs that are best able to carry out the program objectives.

The RRPC reserves the right to withdraw this RFQ, to accept or reject any or all statement of qualifications, and/or to advertise for new submissions of proposals if it is in the best interest of the RRPC to do so. Contracts will be awarded as deemed to be in the best interest of the RRPC.

All questions related to this RFQ shall be addressed to Devon Neary in writing or email to Rutland Regional Planning Commission, PO Box 430 Rutland, VT 05702 or devon@rutlandrpc.org.