

# Request for Qualifications City of Chamblee Brownfield Program

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*Professional Consulting Services*

Request For Qualifications No.: FY2018-FY2023

July 20, 2018



Submit to:  
Catherine Lee  
Community & Economic Development Director  
City of Chamblee  
5468 Peachtree Road  
Chamblee, GA 30341

[clee@chambleega.gov](mailto:clee@chambleega.gov)

RFQ DUE DATE: 4:00 PM, August 31, 2018

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## **I. Introduction**

The City of Chamblee (City) invites interested parties to submit statements of qualification and experience to provide environmental and engineering consulting services for the City's Brownfields program.

The City is seeking to retain a firm or team with documented experience providing:

- Brownfield grant writing for EPA programs
- Phase I & II Environmental Site Assessments (ESAs)
- Cleanup, planning and remediation design
- Grant programmatic assistance
- Community engagement support
- Other services related to EPA Assessment, Cleanup and Brownfield Revolving Loan Fund (RLF) Grants

The resulting contract will be for a duration of five years, and the City may amend or extend this contract beyond the initial five years to accommodate the terms and conditions of any future EPA grants awarded to the City.

The selected consultant will provide support in the identification of potential funding sources and will assist the City in the researching, writing and submission of grant applications.

The objectives of the City and this RFQ are to complete the following:

- Develop a successful Brownfields initiative by assisting the City with development, implementation, and management of the project and grant program
- Identify and pursue future Brownfields funding and resources
- Encourage community involvement in the Brownfields process
- Identification of prospective developers who will be interested in redeveloping catalytic brownfield properties
- Leverage state brownfield program benefits.

**Statements of Qualifications are due no later than 4:00 p.m. EST, on August 31, 2018. Submissions may be hand delivered to the City or sent by US Mail or private courier.**

***Note: Questions regarding this RFQ must be submitted in writing to Catherine Lee at [clee@chambleega.gov](mailto:clee@chambleega.gov), no later than close of business on August 13, 2018.***

## II. Scope of Work

All anticipated and future work performed by the selected firm will be in compliance with EPA grant Terms and Conditions. The consultant will be expected to perform the following tasks on an as-needed basis:

1. **Grant Preparation and Administration:** The consultant will be asked to take the lead in the preparation and submission of an EPA Community-Wide Assessment grant(s) application with input and review by the City. Included in this task is the collection of data required in the grant application(s), meeting with existing community groups and assisting in the identification of potential properties or areas to be included in application(s). Once grants have been awarded, the consultant will, with the City's help and guidance, provide grant management and implement the grant project.
2. **Property Identification and Inventory:** The consultant will be asked to work with the City to identify, develop and refine a catalog of potential Brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
3. **Site Characterization and Assessment Activities:** As part of the work, the consultant will be asked to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs. Included in this task is development of the following plans:
  - Generic Quality Assurance Project Plan (QAPP);
  - Site specific Quality Assurance Project Plans (SS-QAPPs);
  - Health and Safety Plans (HASP); and
  - Site investigation reports.

Documents are required to follow applicable state and industry standards including ASTM and All Appropriate Inquiry (AAI) standards for property transactional work.

4. **Community Involvement Assistance:** The consultant will be asked to support the City in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment planning and execution process of the projects. The following activities may be included.
  - Develop a community engagement plan that details a strategy for involving the community in Brownfield activities.
  - Conduct public meetings and hearings to solicit community interest and provide educational information

- Facilitate a Brownfield working group that will be tasked with reviewing and recommending sites to be assessed
  - Develop and implement effective methods of communicating information about the Brownfield program to the public (website, information sheets, mailings, etc.)
  - Consult with prospective private landowners and developers to encourage participation in the program.
5. **Cleanup and Development Planning:** The consultant will be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA), site remediation work plans, conceptual redevelopment site plans, etc. In addition, the Consultant may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options regarding the redevelopment of specific properties. The Consultant may also assist in the negotiation of brownfield agreements with the state regulatory agency.
  6. **Other Brownfield Related Duties:** Other duties may be required for a successful program but have not been anticipated in this call for services.

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

One (1) original and four (4) copies of the statements of qualifications and experience shall be submitted in addition to one electronic copy on a flash drive. The submittal shall include a cover letter, not to exceed two pages and not considered part of the narrative.

The proposal narrative shall be no longer than 25 pages and shall include the information outlined below, excluding any required forms (see Appendix A).

To ensure fair and equitable evaluation, proposals must be organized into the following separate sections.

#### **1.0 Experience and Capacity**

The response shall include a summary of the following:

- History of the firm's experience providing Brownfield services as described herein;
- Brownfield grant writing experience and success rate;
- Brownfields grant programmatic experience/capacity;

- Description of the firm’s organizational structure and the names and experience of key individuals who will be involved in the successful execution of the grant funded project. The response shall include an organization chart;
- Documented experience working with EPA Brownfield Project Officers and State regulatory agencies;
- Disclosure of any potential conflicts of interest;
- Documentation of insurance.

## **2.0 References**

The response shall include at least four (4) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, email address, and phone number. Also include a description of the services provided.

## **3.0 Proposed Methodology**

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. Finally, include a concise statement of why your firm should be selected by the City.

## **4.0 Fee Schedule**

The response shall include an hourly fee rate schedule and will specify a proposed mark-up for subcontractors. Any budgetary assumptions must be stated in the submission. Fee schedule response shall be sealed in a separate envelope and noted as “Fee Schedule” on the outside of the envelope.

## **IV. Selection Criteria**

The responding firms will be evaluated on the following criteria.

- Experience and ability to complete the work (25%);
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with EPA and State Agencies (25%);
- Approach and understanding of the scope of work (15%);
- Proven track record of community engagement (10%);
- Environmental assessment experience (10%);
- Quality of performance on similar projects (10%);

- Fee Schedule (5%).

Oral presentations to the City may be requested. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFQ response without oral presentations. The City will only select one firm under this request for qualifications.

The City reserves the right to reject any and all responses and to make an award that is in the best their best interest. Firms not selected will be notified in writing by the City.

## Appendix A

**IMMIGRATION AND SECURITY FORM**  
**CONTRACTOR AFFIDAVIT AND AGREEMENT**

Contract No. and Name: \_\_\_\_\_  
\_\_\_\_\_

Name of Contracting Entity: \_\_\_\_\_

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Chamblee has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. §13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Chamblee, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. §13-10-91 on a Subcontractor Affidavit provided in Rule 300-10-01-.08 or substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Chamblee at the time of the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent (contractor name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SCRIBED AND SWORN BEFORE ME ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission Expires \_\_\_\_\_

\*or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.