

# **Request for Qualifications & Proposals (RFQP)**

**Environmental Consulting Services**

**City of Rushville, Indiana**



**Responses due to City of Rushville**

**Thursday, November 12, 2015**

**No later than 4:00 P.M. EST**

Mail or deliver documents to:  
Ann Copley  
Clerk Treasurer, City of Rushville  
133 West 1<sup>st</sup> Street  
Rushville, IN 46173

## **Introduction**

This is a Request for Qualifications and Proposals (RFQP) issued by the City of Rushville, Indiana – hereafter known as “The City”. The intent of this RFQP is to request technical qualifications from qualified environmental consulting firms (Respondents) interested in providing environment assessment services to the City with the needs outlined in the RFQP. The City plans to qualify a single Respondent that meets the threshold and selection criteria outlined in this RFQP.

The RFQP is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified DBE/MDE/WBE organizations are encouraged to respond.

Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the City will assess each Respondent’s qualifications based upon the selection criteria. Responses that meet the threshold and selection criteria set forth below will be evaluated to satisfy the City’s expectation of conducting assessment work.

Once the selection committee has reviewed all Respondent proposals, two to three Respondents may be selected for a telephone interview with the selection committee.

## **Background**

The City has received a grant from the Environmental Protection Agency for assessment of sites affected by petroleum and/or hazardous materials in Rushville. While some potential sites have been identified, part of the process with the successful Respondent will be to work with the City’s Project Manager to hold public meetings in Rushville to identify other potential sites. Our overall goal is to identify potential petroleum/hazardous material sites, have assessments performed, and then seek funding for clean up to return the properties to permitted uses.

The City anticipates the selected consultant will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with the City, the EPA and the Indiana Brownfields Coalition to finalize the list of sites to be assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments on the selected parcels to determine the scope and extent of contamination of each site.
- Develop costs-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.

## **Scope of Work (See Work Plan Page 7)**

The proposed scope of work under this RFQP consists of working with the City’s Project Manager to provide:

- Program Development and Outreach including providing coordination for 4 public meetings, 12 stakeholder meetings; draft media releases, FAQ sheets, presentations for outreach. The consultant will assist the City’s Project Manager in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, assessment, and outreach activities.

- Brownfields Inventory and Prioritization to include:
  - Tour community, inspect sites, meet with stakeholders, collect eligibility data for sites, maintain inventory, input data into EPA's ACRES, setting up and maintenance of the Brownfield Inventory Tool (BIT), and our GIS database, meet with the Site Selection Team and Prioritize sites, document the site selection process.
- QAPP, Phase I and Phase II Environmental Site Assessments. Consultant will draft a Quality Assurance Project Plan. Up to 14 Phase I ESAs will be conducted. All Phase I assessments must meet AAI requirements (ASTM 1527-13). Site-specific sampling and analysis plans and health and safety plans will be developed for each site Phase II investigation. Up to 9 phase II ESAs will be conducted.
- Conduct Cleanup Planning Activities. Includes the preparation of six remedial action plans (RAPs) in accordance with the Indiana Department of Environmental Management Remediation Closure Guide.

### **Terms, Conditions and Exceptions**

- a. The City does not create any obligation, expressed or implied, of any kind or description in issuing this RFQP or receiving a response. Neither this RFQP nor the response shall be construed as a legal offer.
- b. The City reserves the right to alter, amend, or modify any provisions of this RFQP, or to withdraw this RFQP, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the City to do so.
- c. The City reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQP, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the City deems necessary.
- d. Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. The City hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the City and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).
- e. In the event the Respondents selected do not enter into the required agreement with the City to carry out the purposes described in this RFQP, the City may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the City unless a written agreement has been entered into.
- g. By submitting a response to the RFQP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQP, 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.
- h. 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 RFQP.

## **Responses**

Responses must be received on or before 4:00 P.M, Eastern Time, Thursday, November 12, 2015. Respondents should submit one original written response, plus four (4) paper copies, and one (1) electronic copy in PDF format to:

**Ann Copley, Clerk-Treasurer  
City of Rushville, Indiana  
133 West First Street  
Rushville, IN 46173  
clerk@cityofrushville.in.gov**

Responses not received by the deadline WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

Please note the following:

- a. The City will not be held responsible for qualification envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Faxed responses will not be accepted.
- b. For ease of evaluation, the qualifications should be presented in a format that corresponds to and references sections outlined within this RFQP and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.
- c. An individual or individuals legally authorized to bind the Respondent must sign the cover letter.
- d. Any questions regarding this RFQP must be submitted in an e-mail to Ann Copley at [clerk@cityofrushville.in.gov](mailto:clerk@cityofrushville.in.gov) no later than NOON EST, Friday, October 23, 2015. A timely response to all e-mail questions will be provided to the Respondent and all firms who received the RFQP.
- e. Other than as provided above, inquiries pertaining to the RFQP are NOT to be directed to any other staff member of the City. Any such action MAY disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.
- f. Respondent shall certify that to the best of its knowledge, all information provided in their respective response materials is accurate and complete. Any misrepresentation by a Respondent shall be treated as fraudulent concealment from the City of the true facts relating to the qualification.
- g. Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQP, may be rejected.

- h. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQP, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of the City or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. The City will determine whether a conflict of interest exists and whether it may reflect negatively on the City's selection of a Respondent. The City reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- i. Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which your firm is or was involved during the past five years.

## **Selection Process**

The City will review all of the responses in the following manner:

- a. Each response will be evaluated on the basis of the threshold eligibility and selection criteria listed below.
- b. The City reserves the right to conduct interviews with any Respondent it deems necessary as a part of its evaluation of responses. Based on the results of that evaluation, the response(s) determined to be most advantageous to the City taking into account all of the evaluation criteria, will be selected by the City.

## **Project Timetable**

October 17, 2015 RFQP materials e-mailed to potential Respondents  
 October 20, 2015 RFQP posted on City website: [www.cityofrushville.in.gov](http://www.cityofrushville.in.gov);  
 published in Rushville Republican Newspaper  
 November 12, 2015 Respondents' materials due back to the City  
 November 13, 2015 Respondents' materials provided to Selection Committee for  
 individual evaluation  
 November 17, 2015 Selection Committee evaluations returned to the City for  
 compilation; Finalists contacted to schedule telephone interviews  
 November 23, 2015 Finalists notified of final selection

## **Criteria**

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQP. Threshold eligibility requirements include the following:

- a. Respondent has at least one (1) full-time Indiana licensed professional geologist in good standing on staff.
- b. Respondent has at least one (1) full-time Indiana professional engineer in good standing on staff.
- c. Respondent has a minimum of ten (10) years' professional engineering experience.

- d. Respondent must have previously completed EPA Quality Assurance Project Plans for a minimum of two (2) projects.
- e. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- f. Respondent must have demonstrated experience in conducting a minimum of ten (10) public meetings soliciting input regarding potential brownfields assessment sites.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

### **RFQP Response Contents:**

Each Respondent must include the following materials:

- a. Cover Letter not to exceed one page, signed by an individual(s) authorized to bind the prospective consultant contractually. The transmittal letter should include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.
- b. Statement describing the respondent's general understanding of the scope of work and the key issues associated with performing the required services. The statement must include Respondent's familiarity with the project and describe unusual conditions or problems prospective Respondent believes may be encountered.
- c. Resumes of the Respondent's personnel who would be assuming primary responsibility for this project, including those meeting the definition of Indiana licensed professional geologist(s), and Indiana licensed professional engineer(s). Please identify the applicable Respondent personnel and their respective responsibilities as they will relate to the requirements of, and activities included in, this RFQP. Please limit response to ten (10) or fewer individuals.
- d. A written, detailed description of your approach to the scope of work, including the tasks described in the attached Work Plan. The proposal should include time and material cost estimates for the activities listed in the Work Plan. Unit rates on which costs are based should be included with the proposal, as well as a timeline and project milestones. The City is seeking creative, proven approaches, as well as innovative investigation technologies, to address the following:
  - a. Ability to meet all applicable state and federal regulations governing environmental site assessments.
  - b. Methodologies to perform site assessments and confirmatory sampling.
  - c. Technologies or testing methods utilized to assess specific types of contamination.
  - d. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services.
- e. Provide a description of the history, experience and qualifications of the Respondent and any proposed subcontractors to perform tasks outlined in the Work Plan. Please provide a brief description of the Respondent's prior working relationship with any identified sub-contractors, if applicable, and any other relevant information. The use of DBE/MDE/WBE organizations as sub-contractors is encouraged.

- f. Summarize experience in conducting assessment, remediation and project closure work under IDEM's Risk Integrated System of Closure (RISC).
- g. Narrative discussion on the health and safety practices/programs of the Respondent, including a description of the Respondent's Occupational Safety and Health Administration safety record for the last three years.
- h. List of other similar projects undertaken, along with references for five (5) similar projects.

### **Evaluation Process**

Respondents will be ranked based on qualifications and project understanding as determined to be in the best interests of the City. Those that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below.

- A. Brownfields Site Assessment Project Expertise and Experience
- B. Quality of Written Proposal
- C. Respondent's References and Experience
- D. Response to Scope of Services
- E. Ability to Handle Multiple Simultaneous Projects and Meet the City's Brownfields Assessment Grant Deadlines
- F. Pricing Information

# Work Plan for the Brownfield Community-Wide Assessment Grant - Hazardous Substances and Petroleum

## City of Rushville, Indiana

---

Grant Recipient: City of Rushville  
133 West First Street  
Rushville, IN 46173

Project Contact: Mike Pavey, Mayor of Rushville  
Telephone: 765-932-3735  
Fax: 765-932-4355  
E-mail: mayor@cityofrushville.in.gov

Project Period: October 1, 2015 - September 30, 2018 (3 Years)

This project supports:

US EPA Strategic Plan Goal 3: Cleaning up communities, advance sustainable development, and protect disproportionately impacted low-income, minority and tribal communities. Prevent releases of harmful substances and cleanup and restore contaminated areas

Objective 3.1: Promote Sustainable and Livable Communities.

Strategic Measures: Assess and Cleanup Brownfields. Specifically, the recipient will inventory, characterize, and conduct planning and community involvement activities to encourage the revitalization and reuse of brownfield sites.

The project period is 3 years.

CFDA: 66.818; The Small Business Liability Relief and Brownfields Revitalization Act

CERCLA Authority: 104 (k) (2) & (3)

DCN: STX

Budget FY: 2015

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Prog. Results Code: Hazardous Sub 402D79 (Action Code: NY) & Petroleum 402D79EBP (Action Code: OR)

Proposed Outputs and Outcomes: The City's goals for its Brownfields Program are to create jobs, eliminate public health impacts, and remove blighted/unsafe conditions and environmental threats to area residents. The City will align these goals to match U.S. EPA's expected outcomes and outputs. The following outputs will be tracked and documented on at least a quarterly basis:

- Comprehensive outreach program: provide coordination/support/record for 4 public meetings, 12 stakeholder meetings; media releases, FAQ sheets, presentations for outreach; website updates
- City inventory with prioritized brownfields
- QAPP



- Up to 14 Phase I ESAs
- Up to 9 Phase IIs
- Up to 6 Cleanup Plans will be written

The City will document, track and evaluate the following outcomes on at least a quarterly basis throughout the project for brownfield sites on which assessment funding is utilized:

- Number of sites assessed,
- Number of sites for which off-site risks are identified,
- Number of sites and acres of land redeveloped,
- Amount of private investment leveraged from assessment projects,
- Amount of other funding leveraged from assessment projects,
- Number of jobs created or retained associated from assessment projects,

Progress towards achieving outcomes and outputs will be reported to U.S. EPA via the quarterly progress reports and the Assessment, Cleanup and Redevelopment Exchange System (ACRES).

## 1.0 INTRODUCTION

The United States Environmental Protection Agency (USEPA) has awarded the City of Rushville a \$364,000 Community Wide Brownfields Assessment grant funding for both hazardous and petroleum products. This grant will fund community outreach, an updated inventory, 14 Phase I Environmental Site Assessments (ESAs), a Quality Assurance Project Plan (QAPP), 9 Phase II ESAs, and 6 Remedial Action Plans (RAPs).

Rushville is a small community of 6,300 in eastern Indiana, situated midway between the metropolitan centers of Indianapolis and Cincinnati. Founded in 1822, Rushville boasts a substantial industrial and cultural heritage. Historic sites like the Durbin Hotel - Wendell Wilkie's campaign headquarters in the 1940 presidential election - showcase Rushville's historic wealth and culture, still visible in the ornate civic buildings and small mansions in the downtown historic district. Rushville first became an industry presence with the drilling of several gas wells during the Indiana Gas Boom of the 1880s. Supplies of natural gas waned in the early 1900s, but access to major rivers and aquifers fuelled industrialization. Formerly crisscrossed by 3 railroads, the city was a natural home for many major businesses like lumber mills and food processing plants, and had the highest concentration of manufacturing jobs in the state. Factories producing auto parts, furniture, glass jars, and farm equipment contributed to the creation of a vibrant, bustling region.

Local industry waned in the late 20th century due to foreign competition, and the Great Recession hit Rush County manufacturers hard, resulting in the citizens of Rushville facing significant economic hardship. In 2000, the City's unemployment rate was 3.8% with 11% living in poverty, according to the U.S. Census Bureau. In 2012, unemployment tripled to 12% and poverty practically doubled with 20% of city residents living below the poverty line. More than 80% of the 45 brownfields sites in our inventory are in our targeted areas which consist of census tract 9743 and the adjacent downtown district. We are targeting impoverished families, especially single mothers and their children, and seniors as our populations to benefit from the brownfields initiative.

Rushville's Comprehensive Plan has incorporated the brownfields initiative as one of its prime economic development and quality of life strategies. We anticipate these activities will expedite redevelopment of underutilized industrial and commercial properties, create local jobs, and revitalize downtown Rushville. The initiative mirrors our goals to advance economic development with a focus on improving quality of life for residents and increasing community pride and confidence.

## II. MANAGEMENT & COORDINATION

The City has a brownfields team in place actively creating opportunities for redevelopment within the City.

**Mayor Mike Pavey, Mayor of Rushville**, will be the project lead/manager, providing guidance and insight to ensure the assessment project meets the redevelopment vision for the City.

The Mayor will be responsible for:

- Oversight of Project management activities
- Working directly with property owners to gain site access
- Community Outreach and Engagement
- Management of Contracts for Project Management to coordinate the RFQP for selection of a qualified environmental consultant, oversight of the consultant, arrange outreach meetings, stakeholder meetings, and marketing efforts.

**Ms. Ann Copley** is the financial officer for the project to ensure compliance with financial aspects of the grant and provide financial updates for quarterly reports.

The City will hire an experienced, qualified consultant(s) to manage the technical portions of the project and will follow Federal procurement guidelines to procure those services. In the event of employee turnover, the project team will find and train a replacement with previous experience in redevelopment and city visioning to ensure successful continuity.

## III. WORK TO BE PERFORMED

The schedule for the projects as outlined below assumes that the Cooperative Agreement (CA) with the U.S. EPA will be executed by December, 2015.

### TASK 1 - Program Development and Outreach

Activities include:

- Oversee the Cooperative Agreement, quarterly reports, accounting/financial reporting system; preparing grant progress reports, and general communications about the CA to EPA
- Participate in brownfields/economic development workshops, conferences
- Advertise RFQ, ensure procurement meets Federal requirements, review proposals, select qualified Environmental Consultant; oversee consultant contract terms/consultant activities
- Track outputs/outcomes; apply for local, State, and Federal leveraging funds; seek funding partners
- Provide coordination/support/record for 4 public meetings, 12 stakeholder meetings; draft media releases, FAQ sheets, presentations for outreach; update website; coordinate/maintain outreach and services that our partners have offered to this initiative
- Seeking redevelopment partners and leveraging funds from agencies.
- As part of this task, the environmental consultant will assist the City in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, assessment, and outreach activities.

Activities	Deliverable	Date to be completed
Attend EPA National Brownfields Training Conference	Conference Registration	September 4, 2015
Advertise RFQ (meet Federal procurement requirements)	Qualifications received by the City	October 15, 2015

Conduct interviews, select a consultant from submitted RFQPs, draft contracts for approval	Agreement between the City and selected consultant	Before December 30, 2015
Community engagement and outreach	Press releases and Outreach materials, Presentations, FAQs; 4 public meetings, 12 stakeholders	Beginning December 2015 and continuing throughout grant cycle
Quarterly, MBE/WBE, and Final Reporting	Reports submitted to EPA	Quarterly-Dec. 2015 through Sept. 2018; MBE/DBE annual reports begin October 2016 through EOT; final report due Nov. 2018

**TASK 2 - Brownfields Inventory and Prioritization**

The City along with their contractual managing team will begin with the initial inventory of potential brownfields and continue to update throughout the project. The inventory will be prioritized by the Site Selection Team.

**Activities include:**

- tour community
- inspect sites
- meet with stakeholders
- collect eligibility data for sites
- maintain inventory
- input data into EPA’s ACRES and our GIS database
- meet with the Site Selection Team and prioritize sites
- document the site selection process
- As part of this task, the environmental consultant will assist the City in collecting technical data for eligibility requests, input data into EPA’s ACRES and setting up and maintenance of the Brownfield Inventory Tool (BIT) created by EPA Technical Assistance to Brownfields program.

**Table 2: Activities/Deliverables for TASK 2**

Activities	Deliverable	Date to be completed
Review information on identified sites, site prioritization	Initial Inventory, Prioritization Process documented	In process and throughout term of grant

Site Access Agreements signed	Individual Site Access Agreements	Prior to submittal of eligibility requests (October 2015-Ongoing)
Prepare site eligibility determinations (hazardous to EPA; petroleum to Indiana Brownfields Program)	Eligibility Request submittal	Ongoing
Complete property profiles in ACRES and TAB-BIT	ACRES data	Ongoing

**TASK 3 - QAPP, Phase I and Phase II Environmental Site Assessments**

The City along with their contractual managing team will arrange site access. It is anticipated that the technical scope of work (Phase I, QAPP, Phase II, SAPs, HASPs) referenced below will be completed by the environmental consulting firm. Activities will include:

- Consultant will draft Quality Assurance Project Plan
- Up to 14 Phase I ESAs will be conducted
- Site-Specific Sampling and Analysis Plans and Health and Safety Plans will be developed for each site Phase II investigation
- Up to 9 Phase II ESAs will be conducted

**Table 3: Activities/Deliverables for Task 3**

Activities	Deliverable	Date to be completed
Phase I, Phase I Checklist	Phase I ESAs in compliance with ASTM E1527-13 and All Appropriate Inquiry	Upon approval of eligibility requests through July 2018
Quality Assurance Project Plan	QAPP	Pre-QAPP conference call with EPA by end of Dec. 2015-Approved QAPP by Dec. 2015
Prepare Site-Specific Sampling and Analysis Plans, Health and Safety Plans for sites selected for Phase II investigations	Site-Specific SAPs and HASPs approved by EPA	Upon completion of Phase I ESA (for sites prioritized for Phase II)
Phase II Investigations	Phase II Investigations Reports	Upon approval of SAP and HASP for individual sites. Beginning January 2016 throughout term of the grant.

**TASK 4 - Conduct Cleanup Planning Activities**

It is anticipated that the funded scope of work and deliverables for this task to be completed by the environmental consulting firm which includes the preparation of six (6) remedial action plan (RAPs) in accordance with the Indiana Department of Environmental Management Remediation Closure Guide.

**Table 4: Activities/Deliverables for TASK 4**

<b>Activities:</b>	<b>Deliverables:</b>	<b>To be Completed by:</b>
Prepare Cleanup Plans or Analysis of Brownfields Cleanup Alternatives (ABCAs)	Cleanup Plans or ABCAs	Spring 2016-ongoing