



City of Old Town, Maine

**Request for Qualifications
For**

**Environmental Consultant Services for Environmental Site Assessment and Related Activities Funded by the
United States Environmental Protection Agency Community Wide Brownfield Assessment Grant**

Responses Due: November 22, 2019

**William J. Mayo
City Manager
265 Maine Street
Old Town, Maine 04468**



Introduction

The U.S. Environmental Protection Agency (US EPA) has awarded the City of Old Town, Maine (the “City”) a Brownfield Assessment Grant in the sum of \$300,000 to support redevelopment of brownfields impacted by hazardous substances and petroleum. The City is requesting information on qualifications from qualified environmental engineering/consulting firms to assist the City with implementation of the grant-funded environmental assessments. The City of Old Town reserves the right to waive any information or minor defects in the RFQ or the RFQ responses / procedure, or reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the City. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof. No respondent may withdraw a submittal within 60 days after the actual date of opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the city and the respondent. Proof of acceptable insurance in accordance with the requirements outlined in this RFQ shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents and terms and conditions of this RFQ and the EPA Cooperative Agreement.

Project Overview

The City has been awarded \$300,000 in grant funding from the US EPA for assessment of sites affected by hazardous materials and petroleum in Old Town, Maine. Budgeted funds allocated as “contractual” will be the responsibility of the selected respondent. The City will use grant funds to complete the following tasks:

Task 1: Cooperative Agreement Oversight

The selected environmental consultant will assist the City in preparing reports, keeping records and requests for reimbursement required by the US EPA.

Task 2: Community Engagement & Outreach

The selected environmental consultant will assist the City in developing marketing materials, developing and implementing an outreach strategy for targeted areas and holding local public meetings.

Task 3: Phase I & II Environmental Site Assessments (ESAs)

The selected environmental consultant will prepare a site inventory, provide guidance on site prioritization and eligibility determinations, and prepare and conduct Phase I and Phase II site investigations and reports.

Task 4: Reuse & Remediation Planning

The selected environmental consultant will provide guidance and technical assistance, and resources necessary to undertake cleanup and reuse planning for identified sites.

Submission Requirements

Qualifying firms with a strong background in environmental assessments and brownfield redevelopment activities should submit a qualifications package containing the information outlined below. Proposals should be in PDF form and must be submitted via email with the subject line: “Environmental Services for the City of Old Town, EPA Assessment Grant.” Proposals are limited to 10 pages in length. PDF files should be labeled “FIRM NAME: Old Town 2019 EPA Assessment Grant.”



Proposals shall be emailed to:

Bill Mayo bmayo@old-town.org

Proposals are due at the above email on or before **November 22, 2019**, at 1:00 p.m. Late responses to this RFQ will not be accepted.

Notes:

- The City of Old Town will not be held responsible for the mishandled, late, or lost qualifications packages.
- Questions related to this RFQ should be directed to Bill Mayo at bmayo@old-town.org. All questions by consultants will be compiled and
- Responses will be sent back to all parties that have posed questions. Questions must be submitted on or before **November 20, 2019**. Questions received after this date will not be answered. Those that have not posed questions, but wish to receive the question-and answer information should contact Bill Mayo via email.
- Respondent shall certify that to the best of its knowledge, all information provided in their response to this RFQ is accurate and complete. Any misrepresentation by a respondent may result in disqualification.

Budget

1. Budget for Hazardous Substances

	Task 1 Cooperative Agreement Oversight	Task 2 Community Engagement & Outreach	Task 3 Phase I & II ESAs	Task 4 Remediation & Reuse Planning	Total
Personnel (City Staff)	\$5,000	\$5,000	\$4,000	\$5,000	\$19,000
Fringe Benefits	\$1,500	\$500	\$1,000	\$2,000	\$5,000
Travel	\$2,000	\$	\$0	\$0	\$2,000
Supplies	\$0	\$0	\$0	\$0	\$0
Contractual	\$1,000	\$1,000	\$136,000	\$36,000	\$174,000
Other:	\$0	\$0	\$0	\$0	\$0



Total	\$9,500	\$6,500	\$141,000	\$43,000	\$200,000
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2. Budget For Petroleum

	Task 1 Cooperative Agreement Oversight	Task 2 Community Engagement & Outreach	Task 3 Phase I & II ESAs	Task 4 Remediation & Reuse Planning	Total
Personnel (City Staff)	\$3,000	\$1,500	\$2,000	\$2,500	\$9,000
Fringe Benefits	\$1,000	\$500	\$500	\$1,000	\$3,000
Travel	\$2,000	\$0	\$0	\$0	\$2,000
Supplies	\$0	\$0	\$0	\$0	\$0
Contractual	\$1,000	\$1,000	\$66,500	\$18,000	\$86,000
Other:	\$0	\$0	\$0	\$0	\$0
Total	\$7,000	\$3,000	\$68,500	\$21,500	\$100,000

(programmatic costs only)

Submission Content

Please submit the following information with your proposal package:

1. Firm name, address and phone number, and a brief description of the firm.
2. Name, job title, email and phone number of primary contact person.
3. Description of the proposed project including a Scope of Work and description of how the allotted grant funds will be fully utilized.
4. Experience and demonstrated success working with the City of Old Town to obtain external funding sources for brownfield investigation and remediation such as EPA grants. If no experience with the city, please indicate experience and demonstrated success assisting other Maine communities.
5. Experience and demonstrated success in working with the City of Old Town on long term brownfield redevelopment including planning, investigations, and remediation. If no experience with the city, please indicate experience with other Maine communities.
6. Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff. Limit to no more than four (4) staff.



7. The names of at least three Maine local governmental units for whom your firm has provided similar services within the past five years.
8. Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
9. Proof of current insurance meeting the requirements outlined below.

Insurance Requirements

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's compensation and Disability: Statutory requirements;
- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability – General Aggregate - \$1,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Contractor's Pollution Liability insurance - \$2,000,000

Terms and Conditions

1. The City shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, sexual orientation, disability, national origin or ancestry.
2. Interviews with some consultants may be scheduled. The City reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the city's redevelopment goals.
3. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, 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.
4. The Respondent shall keep the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Contractor in the execution of his work. The Respondent will be required to indemnify and save harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Contractor or his agents or employees.
5. 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 RFQ.