

Central Montana Brownfields Coalition
Snowy Mountain Development Corporation
507 West Main Street
Lewistown, MT 59457

Phone: 406-535-2591

Request for Qualifications Qualified Environmental Professional

Date of Issue: September 02, 2020
Deadline: **October 07, 2020 (3 p.m.)**
Selection Date: November 02, 2020

*Selection Date is subject to change.

Central Montana Brownfields Coalition EPA Brownfields Assessment and Revolving Loan Fund Cleanup Grants

Introduction

The Central Montana Brownfields Coalition (“CMBC”) is requesting statements of qualifications from engineering or environmental firms registered to do business in Montana to provide environmental site assessment, consultation, planning, clean-up, and related services on a continuing contract basis for CMBC under its Brownfields Assessment and Revolving Loan Fund Programs. The Brownfields Program, funded by the U.S. Environmental Protection Agency (EPA), is intended to facilitate the redevelopment and revitalization of hazardous substances and/or petroleum-contaminated brownfield sites and areas, restore abandoned and underused sites to productive community-supported uses, and promote overall economic and environmental enhancement in communities. The locations of the “projects” are within an eleven county area including Gallatin, Park, Fergus, Judith Basin, Golden Valley, Musselshell, Petroleum, Wheatland, Broadwater, Lewis and Clark and Meagher Counties.

Respondents to this Request for Qualifications (RFQ) must be prepared to meet all federal requirements for work funded by an EPA Brownfields Grant. Consultants who are Minority, Women, Disadvantaged, Small Businesses and/or Small Businesses in rural areas are strongly encouraged to apply. Consultants who utilize Minority, Women, Disadvantaged, Small Businesses and/or Small Businesses in rural areas for their subcontracting needs are also strongly encouraged to apply.

All services shall be performed in accordance with the Scope of Services and as set forth in the Contract to be negotiated. The items listed in the Scope of Services and Tasks are representative of the services and items that may be required of the Consultant, but are not meant to comprise an exclusive list of services and items that may be required of the Consultant.

CMBC seeks to establish a continuing contract with as many as five (5) qualified environmental engineering firms, in order for it to be able to periodically issue to such firms specific Task Assignments to provide services and other items as may be required by CMBC in connection with its Brownfields Program.

EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse Brownfields. The goal of the CMBC Brownfields Program is to increase the number of sites cleaned by streamlining both the assessment and cleanup processes while ensuring compliance with existing environmental regulations. CMBC's objectives for meeting these goals include but are not limited to:

1. **Fiscal stewardship** – This program is support by public funding and we are committed to keeping costs as low as possible so more funds are available for additional projects.
2. **Implementing contracts for time and materials only** – We comply with EPA guidelines for eligible uses of funds. In addition, we limit to the greatest extent possible the markup of costs.
3. **Building lasting relationships** – Given the nature of these projects, it is imperative that our contractors demonstrate the highest levels of professionalism, confidentiality, expertise and good faith.

No minimum or maximum amount of work is guaranteed under any contracts resulting from this solicitation. CMBC reserves the right to decide which of the selected firms will be chosen to provide any tasks that are to be ordered. The Coalition intends to establish term contracts to use a consultant on an "as needed" basis for projects as they become available. The Coalition reserves the right to solicit cost proposals for individual projects. The term of the contracts for these services is expected to be one year with a renewable option for up to ten years. Contracts with the coalition must comply with 40 C.F.R. 30.40 and with Montana Department of Environmental Quality regulations.

The Coalition is soliciting responses for a Qualified Environmental Professional to provide oversight services in environmental investigation; conduct site evaluations; recommend whether cleanup is authorized; lead or assist in community involvement; recommend whether or not to use the state voluntary cleanup programs; conduct or review and approve analysis of brownfields cleanup alternatives or consider range of proven cleanup methods; review public comments received and document, or document concurrence with the cleanup plan selected after public comment; work with borrowers and sub-grantees, and oversee cleanups, ensure compliance with applicable laws and regulations; and write reports documenting the cleanup actions. The consultant will assist the Coalition which includes the entities of Snowy Mountain Development Corporation (SMDC) out of Lewistown, and Montana Business Association Connection (MBAC) out of Helena with compliance with laws, rules and regulations related to hazardous waste, hazardous materials, asbestos, lead-based paints, solid waste, air quality, water quality, petroleum leaks and spills, storm water, and spill prevention control. SMDC is the lead agency and inquiries, questions or responses should be directed to them.

This Request for Qualifications (RFQ) provides the specifications and requirements for submission of complete proposals, including cost estimates. SMDC reserves the right to solicit cost proposals for individual projects. The deadline for submittal of responses to this request is **3 p.m., Day of the Week, October 07, 2020.**

The United States Environmental Protection Agency (EPA) has selected SMDC as an EPA Brownfields grant recipient for assessments of hazardous substances and petroleum contamination per a cooperative agreement in the six (6) county area of Fergus, Petroleum, Judith Basin, Wheatland, Golden Valley, and Musselshell Counties.

In addition, EPA has also selected SMDC as an EPA Brownfields grant recipient for a Revolving Loan Fund (RLF) to promote the cleanup and reuse of brownfields properties and to provide financial assistance for brownfields revitalization per a cooperative agreement in the eleven (11) county area of Gallatin, Park, Fergus, Judith Basin, Golden Valley, Musselshell, Petroleum, Wheatland, Broadwater, Lewis and Clark and Meagher Counties.

Scope of Work:

Work to be done may include:

1. **Investigation and Assessment** – Assist SMDC in carrying out its responsibilities on a site-specific basis, working on behalf of the recipient. Responsibilities may include review, investigation and analysis of phase I, II and/or III assessment(s) completed by independent consultants.
2. **Site Redevelopment Planning** - Assist SMDC in all matters pertaining to site redevelopment and environmental regulatory compliance on a site-specific basis.
3. **Regulatory Compliance** – Assist SMDC in all matters pertaining to environmental regulatory compliance. Compliance issues may include those associated with hazardous waste, solid waste, underground storage tank spills, air quality, water quality, storm water, public source water, asbestos, spill prevention control, environmental impacts, liability, risk assessment and others. The Consultant must have a thorough knowledge of applicable environmental laws and regulations as well as state and federal wage requirements and fulfill any requirements imposed by the Environmental Protection Agency (EPA), the Montana Department of Environmental Quality (MT-DEQ), Montana Department of Labor (MT-DOL), Occupational Safety and Health Administration (OSHA) and other regulatory agencies or land administrators.
4. **Consultation** – Assist SMDC in its consultation with MT-DEQ, EPA, OSHA or other regulatory agency or land administrator, and perform other duties as assigned.
5. **Review of Other Qualified Environmental Professional (QEP) Reports** - Assist SMDC in reviewing other QEP's work including but not limited to; environmental site assessments, sampling and analysis plans (SAP's), Analysis of Brownfields Cleanup Alternatives (ABCA's), etc. on a site-specific basis.
6. **Montana Petroleum Tank Release Compensation Board Reimbursement** – Document all eligible costs associated with the investigation, remediation, or monitoring associated with leaking underground petroleum storage tanks that can be reimbursed from the Petroleum Tank Release Compensation Board. Prepare reimbursement packages for submittal to the Board, as needed. Consultant will need to keep separate accounting of reimbursable and non-reimbursable costs.
7. **Remedial Design** –The consultant may be requested to review designs of remediation systems for contaminated groundwater and/or contaminated soils and wastewater. The Consultant must have experience dealing with projects of similar size, variety and complexity listed above in the scope of work. This includes experience with field investigation, development of data quality objectives, environmental sampling and testing, and drilling equipment.
8. **Asbestos-Containing Materials (ACM)** – Review Assessments of facilities and structures for asbestos-containing materials (ACM), coordinate asbestos abatement

- activities with MT-DEQ, EPA and contractors, permit projects with appropriate agencies, oversee contractors removing ACM from structures, ensure proper handling, disposal, and transport of ACM, and conduct clearance monitoring following abatement activities. Provide clear and concise reporting of all asbestos-related work including, but not limited to contractors and personnel, field notes, documentation of outside agency inspectors, permits, waste manifests, clearance air monitoring results and photographs of work.
9. **Other Contaminants of Concern (COC's)** – Contaminants of Concern include but are not limited to: Lead-Based Paint (LBP), mercury, polychlorinated biphenyls (PCB's), and methamphetamine. Review Assessments of facilities and structures for (COC's), coordinate abatement activities with MT-DEQ, EPA and contractors, permit projects with appropriate agencies, oversee contractors removing COC's from structures, ensure proper handling, disposal, and transport of COC's, and conduct clearance monitoring following abatement activities. Provide clear and concise reporting of all COC's-related work including, but not limited to contractors and personnel, field notes, documentation of outside agency inspectors, permits, waste manifests, clearance air monitoring results and photographs of work.
 10. **Cleanup** - Develop a Sampling Analysis Plan and/or Complete a Sampling Plan Worksheet, EPA crosswalk and an Analysis of Brownfields Cleanup Alternatives; provide bidding assistance to SMDC compliant with state and federal regulations for Disadvantaged, Minority and Women-Owned Business Enterprises ; perform abatement oversight; coordinate abatement activities with MT-DEQ, EPA and contractors, permit projects with appropriate agencies, oversee contractors removing contaminants of concern (COC's), ensure proper handling, disposal, and transport of COC's, and conduct clearance monitoring following abatement activities. Provide clear and concise reporting of all work including, but not limited to contractors and personnel, field notes, documentation of outside agency inspectors, permits, waste manifests, clearance air monitoring results and photographs of work and prepare a final abatement report for SMDC, MT-DEQ and EPA.
 11. **Project Reporting** – Prepare reports to document location and results of tests; prepare work plans for investigation and evaluation of known contaminated sites; and prepare work plans to contain and/or clean up contaminated sites. The Consultant will submit draft and final reports to SMDC. Status reports are required to document the status of each specific assignment; the work performed during the last billing period; the work anticipated in the upcoming billing period; and a tracking of expenditures within the overall budget for the term of the contract. Costs will be broken down by task for the ease of tracking expenditures.
 12. **Community Education and Information** – Assist the coalition in informing the public about the funding opportunity and advising the public about projects the coalition is assisting through website, newspaper, radio and other media methods. Consultant will be expected to develop educational and information materials.

Project Schedule:

The Consultant will be expected to start each project within 10 days of the Coalition's notification to begin work. Individual tasks will be assigned on an "as needed" basis by the Coalition. Work plans including schedules and budgets will be developed by the consultant for each project. These work plans, schedules, and budgets are subject to approval by the Coalition, MT-DEQ and the EPA. More than one project may be assigned at any one time.

Proposal Submittal:

Please submit one (1) electronic and three (3) hard copies of your proposal by **3:00 P.M.** on **October 07, 2020** to:

SMDC
Central Montana Brownfields Coalition
QEP Services Proposal
507 West Main Street
Lewistown, MT 59457
Email: barta@snowymountaindevelopment.com

Questions about the project should be directed to Cathy Barta or Kathie Bailey, (406) 535-2591 or barta@snowymountaindevelopment.com or bailey@snowymountaindevelopment.com

Proposal Contents:

The proposal must contain the information listed in this section. *Please organize your proposal in the same order and numbering format as shown below, which will assist in reviewing your proposal.*

- 1) Quality of Firm and Personnel
 - A) Related experience of similar projects.
 1. Provide a discussion of your firm's previous related project experience as it relates to the scope of services detailed in this RFP.
Three Pages – Maximum
 - B) Qualifications, experience and training of personnel to be assigned to projects.
 1. Discuss the qualifications, experience, and training of the professional staff that will be utilized for this contract. Include an organization chart that indicates the project staff, their area of expertise, registration, and office location.
Three Pages - Maximum
 2. Include brief resumes that describe the education, training, experience, and qualifications of the personnel listed above
Appendix A
- 2) Capacity and Capability of Firm
 - A) Ability to meet technical requirements and applications.

Briefly describe the services your firm will provide during this contract, including professional expertise and technical capabilities that your firm possesses. Discuss any subcontractors and support services that you anticipate utilizing and describe their expertise as it relates to this contract. Document former clients' success receiving Petroleum Tank Release Compensation fund reimbursement for work completed by firm.

Three Pages - Maximum
 - B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.

Provide a brief discussion on the computer systems and software that your firm utilizes (i.e. Word, Excel, ACRES, ArcGIS, etc.). Describe any additional support equipment you intend to use for this term contract.

One Page - Maximum
 - C) Capability of firm to meet project time requirements.

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next two years.

One Page - Maximum
 - D) Capability to respond to project, SMDC, MT-DEQ and EPA requirements.

Describe your firm's approach in preparing work plans/cost estimates, reports and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or emergency projects. Describe your firm's ability to work on projects in various parts of the state (i.e. staffing availability, office locations, etc.)

One Page - Maximum

- 3) List as references all of the firm's clients from the past three (3) years for projects involving similar work. Include client name, contact person, and phone number. Give range of contract value. (Do not include Federal Standard Forms (SF 330))
- 4) Cost of Services
 - A) Payment Schedule
Include a payment schedule of cost of services. **One Page - Maximum**

Failure to provide the requested information may result in disqualification.

Proposal Evaluation

All proposals will be evaluated in accordance with the following factors:

- 1) Quality of Firm and Personnel**35 pts.**
 - A) Related experience on similar projects.
 - B) Qualifications, experience and training of personnel to be assigned to projects.
- 2) Capacity and Capability of Firm **30 pts.**
 - A) Ability to meet technical requirements and applications.
 - B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.
 - C) Capability of firm to meet project time requirements.
 - D) Capability to respond to project, Coalition, MT-DEQ and EPA requirements.
- 3) Record of Past Performance and Reference checks.....**25 pts.**
 - A) Previous record with the SMDC, MT-DEQ and EPA.
 - B) Reference checks.
- 4) Cost of Services**10 pts.**

Following the review and evaluation of all proposals, the list of firms will be narrowed down to an appropriate short list. Consultants on this list may have an opportunity to an interview. If multiple proposals are solicited, final assignments will be based on the selection criteria: (1) Cost; (2) Availability and organization of work plan; (3) Understanding of the project issues; (4) Approach to the project. The award will be made to the most qualified respondent whose proposal is deemed to align best with the Coalition's goals and objectives for the Brownfields Program, all factors considered. Unsuccessful respondents will be notified as soon as possible.

Consultants will be subject to Federal and Montana laws and regulations including non-discrimination, Americans with Disabilities Act compliance, and Fair Employment Practices. The QEP will not discriminate against any employee, contract or application on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin.