

SAMPLE

**Request for Proposals:
Environmental Engineering Services
to Perform Brownfield Assessments**

Prepared By:

Name of Entity Receiving EPA Brownfield Grant

Date:

Provide date

SAMPLE
Request for Proposals:
Environmental Engineering Services to Perform Brownfield
Assessments

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Section A - Overview

1. Summary and General Information

(Provide an overview of the site and intended activities.)

The EPA has awarded (add name of your organization) a brownfields assessment grant for environmental investigations and remedial planning activities.

The grant activities are separated into and will be performed in four tasks as follows:

1. Select sites for environmental characterizations;
2. Conduct community outreach;
3. Perform site assessments; and
4. Prepare written reports regarding the environmental characterizations.

This Request for Proposals (RFP) has been issued to determine the eligibility of responding individuals or organizations (“Applicants”) to develop and manage the Project. The RFP and its attached exhibits describe the terms and conditions under which the (add name of your organization) will select a contractor (“Contractor”). The (add name of your organization) will then enter into negotiations with the Contractor to formalize a Contractor Agreement. An executed contract is anticipated by (add date).

Proposals shall describe the Applicant’s qualifications, a description of past projects which are similar in nature to this Project, an explanation of how the Applicant would perform task services, and cost estimate.

A mandatory pre-submission conference will be held on (add date, time and location). All Applicants must attend.

Proposals are due no later than (add date and time). See Section C for details regarding submission instructions.

2. Scope of Services

Under the work plan and budget approved by the EPA, a total of \$-- is reserved for the Contractor to perform the following services:

Conduct Inventory and Select Sites for Assessment: The selected contractor will inventory potential Brownfield sites in the study area and develop a list of these sites along with a map showing their location. The contractor, in conjunction with the entity receiving the EPA Assessment grant will select from the inventory specific sites to perform assessments.

Conduct community outreach: Participate in stakeholder meetings held to review progress on the Area Wide Assessment and to receive input on grant activities.

Perform site assessments: Work would include the following:

- Preliminary Assessments
- Work plan preparation, to include Health and Safety Plans
- Site Investigations
- Remedial Investigations
- Presentations and meetings with NJDEP and other stakeholders

Prepare written reports regarding the environmental characterizations: The report will contain a description of the work performed, a list of the sampling results, and interpretations of the findings. The report will also include maps and figures illustrating sampling locations, the findings of the investigations, and tables of the data. This report will be used by (add your organization's name) to communicate environmental conditions to community officials, property owners, other interested community members, potential developers, and other interested stakeholders, as well as to provide the basis for redevelopment planning.

3. RFP Process

The RFP process consists of three phases: a) Proposals, b) Selection of Contractor, and c) Execution of Required Legal Documents. Deadlines and other important dates are as follows:

(provide dates and times for availability of RFP, mandatory pre-submission conference, Proposal due date, anticipated award date)

a. Proposals

Applicants must submit their Proposals in accordance with the instructions in Section C.

- i. An application must include all information requested in the RFP and demonstrate that the Applicant possesses relevant experience.
- ii. An Applicant's submission of qualifications will be considered as permission for (add name of your organization) to make inquiries concerning the Applicant's prior performance as staff deems necessary.

b. Selection of Contractor

An evaluation panel ("Panel") will be assembled to review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.

An Applicant may be rejected at any time if adverse findings are made with regard to the Applicant or any of its principals or related entities.

The (add name of organization) further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more Applicants, and/or to terminate negotiations without cause.

c. Execution of Required Legal Documents

Upon selection of the Contractor, the (add name of organization) and the Contractor will negotiate a Contractor Agreement. The terms of the Agreement, after execution, shall govern the relationship between the (add name of organization) and the Contractor. In the event of any variance between the terms of this RFP and the Agreement, the terms of the Agreement will govern.

4. Pre-Submission Conference

A mandatory pre-submission conference will be held (add date, time and location). All Applicants are required to attend this conference.

5. Inquiries

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via regular mail or electronic mail, and received no later than (add date and time). Questions received after that time will not receive a response. No interpretations of the RFP will be made orally. All interpretations will be issued by electronic mail to all parties who receive a copy of the RFP. All inquiries shall be addressed to:

(add contact person's name, address, and email address)

Section B – Standard Terms and Conditions

1. Contractor's Agreement

If deemed the most responsive firm to this RFP, the contractor shall enter into an agreement with the (add name of organization). The contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, shall meet the mandatory compliance requirements of the State of (add state's name) as set forth by law.

The Scope of Services shall conclude no later than (add date). The agreement may be terminated at an earlier date upon (add number of days) written notice by either party. The agreement may be extended upon mutual agreement of the parties and approval by the EPA of a request for a No Cost Time Extension.

2. Business Registration (if applicable)

3. Insurance (add insurance requirements)

4. Compensation (add language on how the Contractor will be compensated, payment terms, billing requirements and invoice backup)

5. Compliance - Laws

The Contractor and any subcontractor or affiliate must comply with all local, state and federal laws, rules and regulations applicable to any contract for the subject project and to any goods delivered, services rendered, or work performed in accordance with the same.

6. Compliance – Federal Laws

All work shall be performed in conformance with the specifications and terms contained in the following documents:

7. Compliance – State Laws

All work shall be performed in conformance with the specifications and terms contained in the following documents:

8. Causes for Rejection

Submittals pursuant to this Request for Statements of Qualifications may be rejected for any or all of the following reasons:

- a. Applicant is not authorized to do business in the State of (add state name);
- b. Submission is not responsive to the requirements set forth in this Request for Proposals document;
- c. Submission contains false or misleading statements; or
- d. Any other parameter that the (add name of organization) deems appropriate cause for rejection.

Section C – Instructions for Preparation and Submission of Proposals

1. Form and Content of Submission Documents

Contractors shall submit their Proposals in a sealed package with the following information clearly marked on the outside: name, address, and telephone number of the Applicant; and the title, “Environmental Engineering Services to Perform Brownfield Assessments.”

Each submission must consist of one bound original and three copies of the Applicant’s qualifications, including all documentation requested as described below. Each copy should be submitted in a three ring binder and clearly labeled with the name of the Applicant on the cover. Applicants are also encouraged to submit a computer disk that includes all submission items.

The following submission items are required:

- a. **Cover Letter**

The first page of the proposal shall be a cover letter identifying the overall project as the “Environmental Engineering Services to Perform Brownfield Assessments.”

If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

b. Qualifications Statement

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant’s ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria in Subsection 2 and include the following:

Assessment Team Description

The qualifications statement shall identify a lead firm, project manager, and members of the assessment team, including addresses, telephone numbers, fax numbers, and e-mail addresses for each. Resumes for key personnel and an explanation of their anticipated roles as members of the assessment team for the subject project shall be included.

Relevant Experiences

The statement shall also describe the Applicant’s capabilities in performing the type of work that will be required by this RFP, including the Applicant’s experience, capabilities and resources to perform the following:

- Phase 1 Preliminary Assessments
- Surface Geophysical Investigations
- Soil, Groundwater and Waste Sampling
- Groundwater Impact Investigations
- Community Relations

The Applicant shall provide a description of at least three relevant projects demonstrating experience with the services requested. Include the project name, a short description (i.e. location, size, current and prior land uses, environmental investigations conducted etc.), the member’s role in the assessment process, entity for which the project was performed, and a contact name and telephone number. Any experience with “inclusive public processes” such as stakeholder involvement and/or visioning, should be noted.

c. Technical Proposal

The Applicant will provide a description of how he intends to perform the services under each task.

d. Fee Structure (add a description of how the cost proposal should be broken out, i.e., hourly rates, equipment fees, subcontractor fees, etc.)

d. Forms and Certifications

All forms and certifications cited in the text of this RFP, most of which are provided in the appendices of this document, shall be completed and provided by the Applicant(s) as part of the submission package.

2. Evaluation Criteria

The following table shall be used to evaluate all proposals submitted as part of this RFP:

(SAMPLE)

Evaluation Criteria	Maximum Point Value
Knowledge of regulations, standards, and techniques for brownfields characterization and remediation in the State of New Jersey	15
Experience with brownfield site assessments, including urban, wetland, and riparian sites	15
Experience with environmental investigations assisted with EPA brownfield assessment grants and/or other projects of a similar type, especially projects assisted with public funds	15
Experience with innovative brownfield technologies and techniques, including the Triad approach and GIS mapping techniques	20
Experience with interdisciplinary, team-oriented projects	5
Demonstrated ability to complete assigned tasks on time and within budget	10
Competitive fee structure	20
Maximum Points	100

3. Time and Place for Submitting Responses

Applicants shall submit the complete submission package no later than (add time and date) to:

(add name and address)

Submissions will **NOT** be accepted after the above-specified date and time. A submission may be withdrawn prior to the time of receipt of proposals specified herein