



REQUEST FOR PROPOSALS

ENVIRONMENTAL ASSESSMENT SERVICES AT
100 RAILROAD AVE. BEACON FALLS
MAY 18, 2016

**PHASE II, PHASE III, AND HAZARDOUS BUILDING MATERIALS ASSESSMENTS
WITH CONCEPTUAL REMEDIAL ACTION PLAN**

PROPOSAL DEADLINE

SUBMITTALS MUST BE RECEIVED BY:
Wednesday, June 15, 2016
2:00pm EST

MANDATORY SITE WALK: THURSDAY, JUNE 2 AT 10:00AM

SUBMIT PROPOSALS TO:

Arthur Bogen, Environmental Planner
Naugatuck Valley Council of Governments
49 Leavenworth Street, Third Floor
Waterbury, CT 06702

INCLUDED IN THIS PACKAGE

- I. RFP Solicitation
 - a. Intent
 - b. Background
 - c. Scope of Services
 - d. Deliverables
 - e. Selection Criteria
 - f. Procurement Schedule
- II. Bid Scope Cost Forms (Sheets 1 and 2)
- III. Sample Evaluation Form

Intent

The Naugatuck Valley Council of Governments (NVCOG) intends to hire an LEP to provide environmental assessment services at 100 Railroad Avenue in Beacon Falls through DAS Contract Award 12PSX0097.

Background

NVCOG recently received a Connecticut Department of Economic and Community Development (DECD) municipal brownfield assessment grant to assess the property at 100 Railroad Avenue on behalf of the Town of Beacon Falls.

The ultimate project goal is to gather the environmental information necessary to complete cleanup and rehabilitate the existing structure for use as an occupied commercial unit. The immediate project goal is to define the environmental condition to the extent necessary to determine the feasibility of remediating the parcel and reusing the existing structure. A Phase I report was conducted through the former Valley Council of Governments in 2011. Recognized Environmental Conditions, as identified in the 2011 Phase I report (Weston & Sampson, ES-2) are the following:

- *The former use of the Site as a hazardous waste disposal facility and machine shop;*
- *The presence of several abandoned ASTs and suspect USTs;*
- *The documented presence of regulated compounds in soil at the Site as well visual soil contamination in the tank graves of the former 20,000-gallon USTs;*
- *The suspect former use and unknown status of an on-Site septic system;*
- *The presence of a release associated with a 55-gallon drum in the smaller warehouse building;*
- *Inaccessibility of the eastern and southern sides of the smaller warehouse building; and*
- *The former operation of a hazardous waste incinerator on-Site.*

The proposed project will test soil and groundwater conditions at the property. The existing structure will also be tested for the presence of Hazardous Building Materials (HBM). Following completion of the Phase II Environmental Site Assessment (ESA) and HBM survey preliminary cost estimate will be developed. NVCOG will then evaluate the feasibility for moving forward with the project. If feasible, and based on the amount of available funding NVCOG will require Phase III ESA and preparation of a Conceptual Remedial Action Plan with the further development of cost estimates.

For more information, the full 2011 Phase I report is available to view at the following link:

<http://nvcogct.org/publication/beacon-falls-100-railroad-ave>

Scope of Services

In accordance with DAS Contract Award 12PSX0097 Exhibit A III General Terms a) Mandatory Extension to State Entities, NVCOG is seeking proposals for the following scope of services:

NVCOG Request for Proposals: 100 Railroad Ave. Beacon Falls

- Completion of a Phase II (ESA) conducted in accordance with CT DEEP Site Characterization Guidance Document (SCGD)
- Completion of a Phase III ESA conducted in accordance with CT DEEP SCGD
- Completion of a Conceptual Remedial Action Plan with estimated costs for remediation.
- Completion of a Hazardous Building Materials (HBM) assessment with estimated costs of abatement, delineated by building area.

The scope of services, as outlined in this RFP, is preliminary. The final scope of services will be negotiated with the selected firm and modified as needed, following completion of the Phase II ESA, depending on site conditions, and to the extent of the available funding.

Deliverables

- i. Provide invoices based on fulfillment of milestones established by the approved project schedule, delineated by task and including percent completed in accordance with Section III (g) Invoicing and Payment of Exhibit A of DAS Contract 12PSX0097.
- ii. Provide draft Phase II, Phase III, and HBM reports with Conceptual Remedial Action Plan to be submitted for review to NVCOG, municipality, and DECD before final reports are prepared.
- iii. Final reports to be transmitted to the parties noted above in digital format, with comments received from stakeholders addressed fully.

Proposal Requirements

Sealed proposals, in accordance with the format prescribed below, will be received at the Naugatuck Valley Council of Governments located at 49 Leavenworth Street, Waterbury, CT 06702 until 2:00pm EST, Wednesday, June 15. Any responses received after the advertised opening date and time shall be rejected. Firms are required to provide one (1) signed original and (6) copies of their response, including all supporting documentation.

Format

1. Cover Letter. A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to:

Rick Dunne, Executive Director, Naugatuck Valley Council of Governments, 49
Leavenworth Street, Third Floor, Waterbury, CT 06702.

2. Contact Information. The name, address, and contact person of the firm submitting the proposal. Please include telephone numbers as well as email addresses.

3. Statement of Qualifications. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work. The background and relevant work experience of all team members proposed to participate in all tasks identified in the scope of work should be included. The principal and project manager should be identified along with the roles of other significant project participants.

NVCOG Request for Proposals: 100 Railroad Ave. Beacon Falls

4. Project Experience. Please provide a minimum of three examples of project experience with valid references. Name of the project, description of project, project period, project cost, and valid reference contact information shall be included. Any references provided may be contacted.

5. Scope of Work. Please provide a fully developed scope of work which includes all tasks required to complete the Phase II and HBM Assessments with Conceptual Remedial Action Plan.

6. Project Schedule. Proposed project schedule in accordance with basic requirements of this RFP. Please include major tasks and approximate timeline required to complete the Scope of Services included herein.

7. Fee Proposal. All firms must complete the included bid proposal form (Assessment and HBM Bid Forms, sheets 1 and 2). The fee proposal shall include costs associated with the delivery and provision of finished product(s) and costs associated with carrying out all tasks. "Up to" or otherwise undefined amounts are invalid. The fee proposal must additionally include a complete project team rate schedule. Subcontractor markup shall be clearly identified if it applies to the fee structure.

8. Insurance Documents. Documentation of insurance coverage as specified in DAS contract 12PSX0097.

Questions

General inquiries concerning the Request for Proposals must be made by email to Arthur Bogen at abogen@nvcogct.org, with Max Tanguay-Colucci at mcolucci@nvcogct.org cc'd.

Questions must be received by 2:00pm Monday, June 6. NVCOG is not bound by verbal responses. NVCOG staff will transmit all questions received and answers provided as addenda to this RFP by 2:00pm Tuesday, June 7.

Site Walk

A mandatory site walk has been scheduled for Thursday, June 2 at 10:00am. NVCOG staff will lead participants through accessible areas of the site.

Selection Criteria

Submissions will be reviewed by a committee of the Regional Brownfield Partnership Executive members and municipal representatives. NVCOG seeks to hire the respondent whom the selection committee deems able to provide the most effective environmental assessment services at the most reasonable cost. Selection criteria will include:

- Overall cost of services and cost effectiveness of the proposal
- A clear approach to assessment with well-defined needs
- Demonstrated ability to work successfully with municipal partners
- Demonstrated familiarity with the project site and background

NVCOG Request for Proposals: 100 Railroad Ave. Beacon Falls

- Demonstrated ability to apply sound survey methods applicable to potential reuse strategies

Based upon the evaluation of the proposals submitted, NVCOG may elect to conduct an interview process with selected firms. A preliminary sample evaluation matrix is attached.

Procurement Schedule*

RFP Release Date:	May 18, 2016
Mandatory Site Walk:	June 2, 2016
RFP Questions due to NVCOG:	June 6, 2016
Answers Posted:	June 7, 2016
Proposals Due:	June 15, 2016 at 2pm EST
Proposal Evaluation and Interviews (if applicable):	Weeks of June 13, 2016 and June 20, 2016
Selection/Notification of Successful Firm:	Late-June 2016

*NVCOG reserves the right to amend or to cancel this RFP.