



REQUEST FOR PROPOSALS

ENVIRONMENTAL ASSESSMENT SERVICES AT
161 Massirio Drive
Berlin, CT 06037

ENVIRONMENTAL ASSESSMENT (Phase I and Phase II)

PROPOSAL DEADLINE

SUBMITTALS MUST BE RECEIVED BY:
Tuesday, March 19
2pm

MANDATORY SITE WALK: 10am Wednesday, February 27

SUBMIT PROPOSALS TO:

Max Tanguay-Colucci
mcolucci@nvcogct.org

Addressed to:

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

INCLUDED IN THIS PACKAGE

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Intent

The Naugatuck Valley Council of Governments (NVCOG) intends to hire an LEP firm through the Regional Brownfields Partnership (RBP) short list. The firm selected will provide environmental assessment services at 161 Massirio Drive, Berlin through an EPA funded assessment grant.

Background

NVCOG received a request from the Town of Berlin to assess the site at 161 Massirio Drive, Berlin. The Town of Berlin intends to support property transfer in order to keep an existing business in Town. Funding for the project will be provided by EPA through its FY2016 brownfields assessment grant program awarded to NVCOG. The project must be conducted in accordance with all terms of the assistance agreement executed by NVCOG and EPA. EPA funded projects require additional and specific tasks as outlined in the Scope of Services.

There are no environmental assessment reports currently available.

An automotive repair and auto-body shop has operated on-site for over thirty-five years. NVCOG is aware the site is likely an establishment as defined by the Transfer Act. NVCOG has not located any other pertinent environmental records on-file.

Link to associated documents available through NVCOG:

<https://nvcogct.synctool.com/shares/folder/7dd359f687c5e4/>

The site is located in a GB water quality area. NVCOG does not have information regarding utility locations on site but will request from the Town of Berlin all utility records available.

Scope of Services

NVCOG is seeking proposals for the following scope of services:

- I. Phase II Environmental Site Assessment and report with estimated costs of remediation
- II. Phase I Environmental Site Assessment

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 necessary 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, including percent completed
- ii. Completed and EPA-Approved Quality Assurance Project Plan (QAPP)
- iii. Draft Phase II Report with estimated costs of remediation, provided to NVCOG and to Town of Berlin prior to finalization
- iv. Draft Phase I Report provided to NVCOG and to Town of Berlin prior to finalization
- v. Two (2) bound copies and one (1) digital copy of the final Phase I and Phase II reports provided to NVCOG

Proposal Requirements

Proposal will be accepted in digital format at mcolucci@nvcogct.org through 2pm Tuesday, March 19. Any responses received after the advertised closing date and time shall be rejected.

Format

The full submittal shall include three separate sections described below:

1. Cover Letter. One (1) page letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal and specifying the names of those in the project team. Include the following language:

(Name of Firm) has completed the NVCOG Project Oversight request attached. (Name of Firm) declares all work detailed in this letter and within the included NVCOG Project Oversight Form is accurate and appropriate.

Address to:

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

2. Proposal: The proposal must not exceed four (4) total pages excluding the cover letter and fee proposal (items 1 and 3). The project selection committee will conduct a blind review of all proposals received. Use of firm name, LEP name, firm logo, or any other identifying markers must be reserved to the cover letter. Any reference made to the firm or LEP in the proposal is prohibited and will be redacted should any marker be present within the submittal. All firms must utilize Arial 11 point font for body text with 1.15 line spacing and space after each paragraph. Include the following sections:

- a) **Project Team**: Describe the project team's *experience* (without using names) with similar projects or tasks. Do not make reference to any specific sites that may identify the firm.
- b) **Scope of Work**: Provide a fully developed scope of work which includes all tasks required to complete the work as outlined in the Scope of Services.
- c) **Project Schedule**: Proposed project schedule in accordance with basic requirements of this RFP. Include major tasks and approximate timeline required to complete the Scope of Services included herein.

6. Fee Proposal. All firms must complete the included bid proposal form (RBP Project Oversight Form Sheets 1-4). 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.

Questions

General inquiries concerning the Request for Proposals must be made by email to Max Tanguay-Colucci at mcolucci@nvcogct.org. Questions must be received by Thursday, February 28. NVCOG is

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not bound by verbal responses. NVCOG staff will transmit all questions received and answers provided as addenda to this RFP weekly through Friday, March 8.

Site Walk

A mandatory site walk has been scheduled for 10am Wednesday, February 27. NVCOG staff will allow participants to observe accessible areas of the site.

Selection Criteria

Submissions will be reviewed by a project selection committee composed of the Regional Brownfield Partnership Executive Committee and municipal representatives as appointed by the municipal chief elected official. 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:

- a) Proposed sampling type and number appears appropriate and complete
- b) Beyond sampling plan, proposed approach is appropriate to site context (including but not limited to number of GW monitoring wells, type of rig proposed for drilling, and GPR)
- c) Proposal provides logical and complete justification for approach based on planned reuse, state and federal regulations, or other
- d) Proposed project schedule is efficient and demonstrates complete understanding of project needs including funder admin requirements (EPA, DECD, or otherwise) (0-3)
- e) Project team demonstrates exceptional past performance and current ability to carry-out all tasks in a timely and effective manner
- f) Fee proposal is complete and clearly demonstrates value offered within a reasonable range
- g) DBE Firm/Participation of DBE subs, or good faith efforts to procure DBE subcontractors

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	Wednesday, February 13
Mandatory Site Walk	10am Wednesday, February 27
RFP Questions Answered Through	2pm Thursday, March 7
Answers Posted	Weekly through Friday, March 8
Submittals Due	2pm Tuesday, March 19
Proposal Evaluation	Week of March 19
Selection/Notification of Successful Firm	Week of March 17
Negotiation and Execution of Agreement	Week of March 24

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