



**REQUEST FOR PROPOSALS**

(REVISED 12/5/2018)

ENVIRONMENTAL ASSESSMENT SERVICES AT  
Derby Main Street South Project Area  
Derby, CT 06418

**ENVIRONMENTAL ASSESSMENT SERVICES**

**PROPOSAL DEADLINE**

SUBMITTALS MUST BE RECEIVED BY:  
Tuesday, January 8, 2018  
2pm

**MANDATORY SITE WALK:** 2pm Tuesday, December 11

**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

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**INCLUDED IN THIS PACKAGE**

- I. RFP Solicitation
  - a. Intent
  - b. Background
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- II. RBP Project Proposal Form
- III. RBP Sample Evaluation Matrix

## NVCOG Request for Proposals: Derby Main Street South Assessment Project Area

### **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 multiple properties in the Derby Main Street South project area through a CT Department of Economic and Community Development grant.

### **Background**

NVCOG received a request from the City of Derby to assess sites south of Main Street within the Derby Central Design District. NVCOG was awarded a DECD Assessment grant in support of the City of Derby's active \$5 million urban act grant. Both grants are intended to facilitate remediation and development within the project area. The urban act grant will specifically fund the design and engineering of road infrastructure in the area. Work conducted under both grants must be closely coordinated with the active Rt. 34 reconstruction project. Construction of Rt. 34 is scheduled to begin Spring 2019.

The project must be conducted in accordance with all terms of the assistance agreement executed by NVCOG and DECD. The first phase of the proposed assessment will focus on two parcels within the project area, described in brief below.

#### 90 Main Street, Derby

90 Main Street is a 1.19 acre site. It is improved by an approximate 28,000 square foot, one story, concrete block vacant building formerly occupied by LifeTouch National School Studios. Public utilities servicing the Site include public water and sanitary sewer provided by the City of Derby and electricity provided by Eversource. The building is heated by natural gas. A 2009 Phase II ESA documented seven (7) areas of concern, including a crawl space beneath the break room formerly used as a mechanics pit; a partial basement used by Lifetouch for chemical mixing and storage; sitewide soil and groundwater impacts related to 100 years of industrial history; three underground storage tanks; a freight elevator, an electric transformer room; and a loading dock with hydraulic dock leveler.<sup>1</sup>

In response to project area planning activities conducted by DPZ Partners through a DECD planning grant, the City has received interest from multiple parties for the construction of new mixed-use commercial and residential structures on-site. No significant releases were detected in the 2009 survey, however, the Phase II report was conducted on behalf of a private party and the City of Derby cannot rely on its results alone to make informed decisions regarding the site's future. NVCOG will assist the City by overseeing completion of Phase I, Phase II, and hazardous building materials surveys.

#### 2 Factory Street

2 Factory Street is a 1.67 acre site located at the terminus of Factory Street. The site is improved by an approximate 8,000 square-foot, one-story, concrete, steel-framed, slab-on-grade, garage building and associated paved/dirt scrap metal storage yard. An office is located at the northeastern corner

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<sup>1</sup> Information from Phase II ESA; 90 Main Street, Derby; GO Environmental (February 11, 2009)

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of the building. A loading dock and garage bay are located at the northwestern and southwestern corners of the building. Public utilities servicing the site include public water and sanitary sewer provided by the City of Derby and electricity provided by Eversource. The building is heated by oil stored in a 500-gallon aboveground storage tank. The 2009 Phase I identified eight (8) recognized environmental conditions, including a 1,000 gallon gasoline underground storage tank and dispenser on-site that was removed for which no closure documentation was identified; the filling of the site with unknown materials; the reported former use as a City dump; the current and historic use as a scrap metal yard; exterior storage of drums of waste oil; documented presence of impacted soil and ground water around the perimeter; and the presence of numerous properties by the federal and state environmental database at locations presumed upgradient. The site appears to be an establishment based on the generation of 456 gallons of flammable waste in October 1988.<sup>2</sup>

The City has received interest in the site for development of a parking structure complementary to the mixed-use development proposed at 90 Main Street. A Phase II survey, hazardous building materials survey, and updated Phase I is necessary for the City to understand project feasibility.

Previous reports available for review are listed below:

- I. 2 Factory Street, Derby (Jacob's Metal)\*
  - a. Phase I ESA, BL Companies (August, 2009)
- II. 90 Main Street, Derby (Former Lifetouch Property)\*
  - a. Phase I ESA, Advanced Environmental Redevelopment, LLC (October, 2007)
  - b. Phase I ESA, BL Companies (August, 2009)
  - c. Phase II ESA, GO Environmental (February, 2009)
- III. 4-8 Caroline Street, Derby (Former Derby Garden Center)
  - a. Phase I ESA, HRP (May, 2015)
  - b. Soil Excavation Summary, HRP (October, 2015)
- IV. Area-wide (Derby Downtown Revitalization Zone)\*
  - a. Phase I ESA, BL Companies (March, 2000)
  - b. Phase II/Phase III ESA, BL Companies (October, 2000)
  - c. Preliminary Remedial Action Plan, BL Companies (October, 2000)

\*Reports directly relevant to the current scope of work requested. Additional information may be provided as the project progresses.

Link to associated documents available through NVCOG:

<https://nvcogct.syncedtool.com/shares/folder/8e4dfafb3f833c/>

The project area is located in a GB water area. NVCOG will request the City of Derby provide all available utility information prior to project kick-off.

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<sup>2</sup> Information from Phase I ESA; 2 Factory Street, Derby; BL Companies (August, 2009)

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### Scope of Services

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. NVCOG may request additional area-wide services as the project progresses. Upon negotiation and execution of a final contract with the selected firm, NVCOG will oversee project work. The first phase of the assessment work will be site assessment at 90 Main Street and 2 Factory Street. NVCOG will coordinate with current site owners in order to ensure the firm has access to conduct environmental survey activities. Staff will review invoicing monthly and will issue payments upon confirmation of milestones fulfilled, samples delivered, and hours completed. Draft reports will be issued on a per site basis to be reviewed by the City and DECD staff prior to finalization. NVCOG may coordinate with CT DEEP as appropriate in order to ensure assessment activities are conducted based on feasible conceptual site models compatible with entry into a voluntary remediation program and redevelopment.

### Requested Tasks:

- I. Phase I ESA at 90 Main Street, Derby (users include City of Derby and CT Brownfield Land Bank, Inc.)
- II. Phase II ESA with remedial cost estimates at 90 Main Street, Derby
- III. Hazardous Building Materials Survey with remedial cost estimates at 90 Main Street, Derby
- IV. Phase I ESA at 2 Factory Street, Derby (users include City of Derby and CT Brownfield Land Bank, Inc.)
- V. Phase II ESA with remedial cost estimates at 2 Factory Street, Derby
- VI. Hazardous Building Materials Survey with remedial cost estimates at 2 Factory Street, Derby
- VII. Advice and recommendations for entry into State remediation programs

At this time, the local road network design and redevelopment proposals have not been finalized. Future activities will be informed both by private proposals received by the City of Derby and by engineering and design work to be completed under the City of Derby's Urban Act Grant. The NVCOG may request environmental survey activities within the proposed infrastructure footprint. Such work will be aligned directly with planned construction of the local road network and utility infrastructure within the project area. The contractor will additionally be expected to offer guidance on the overall redevelopment strategy, including different area-wide fill scenarios. NVCOG will ask the selected firm to submit a proposed scope of work, budget, and schedule at each point additional work needs have been fully defined.

### **Deliverables**

- i. Provide invoices based on fulfillment of milestones established by the approved project schedule, delineated by task, including percent completed
- ii. Draft Phase I report at 90 Main Street, Derby to be finalized upon approval from NVCOG and City of Derby
- iii. Draft Phase II report with remedial cost estimates at 90 Main Street, Derby to be finalized upon approval from NVCOG and City of Derby
- iv. Draft Hazardous Building Materials (HBM) Report with remedial cost estimates at 90 Main Street, Derby

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- v. Draft Phase I report at 2 Factory Street, Derby to be finalized upon approval from NVCOG and City of Derby
- vi. Draft Phase II report at 2 Factory Street, Derby to be finalized upon approval from NVCOG and City of Derby
- vii. Draft HBM Report with remedial cost estimates at 2 Factory Street, Derby
- viii. One (1) digital copy and two (2) hard copies each of all reports in final form, provided to NVCOG

**Proposal Requirements**

Proposal will be accepted in digital format at [mcolucci@nvcogct.org](mailto:mcolucci@nvcogct.org) through 2pm Tuesday, January 8. Any responses received after the advertised closing date and time may 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 RBP Project Proposal form request attached. (Name of Firm) declares all work detailed in this letter and within the included RBP Project Proposal 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 six (6) total pages excluding the cover letter and fee proposal (items 1 and 3). The project selection committee will conduct a review of all proposals received with firm names redacted. 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 a minimum 11pt font with minimum 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.
- 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.
  - a. Include description of the firm's approach to soil and groundwater sampling
  - b. Include a clearly identifiable section indicating key constituents of concern. You may choose to utilize block text or a table. Members of the review committee are well versed in sampling methods and sample types – missing mention of key constituents will be noted.

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- 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 RBP Project Proposal form. A total of two (2) forms will be required – one (1) form each for 2 Factory Street and 90 Main Street, respectively. Please note the form has been simplified for the purpose of the Request for Proposals only. The selected firm will be required to submit a complete RBP Project Oversight form, including a specific number of proposed samples, prior to execution of a contract. Payment will be processed based on fulfillment of the finalized proposal – NVCOG will pay only for samples and work products delivered.

### Questions

General inquiries concerning the Request for Proposals must be made by email to Max Tanguay-Colucci at mcolucci@nvcogct.org. All questions must be received by 2pm Thursday, December 20. NVCOG is not bound by verbal responses. NVCOG staff will transmit all questions received and answers provided as addenda to this RFP weekly through Friday, December 21.

### **Site Walk**

A mandatory site walk has been scheduled for 2pm Tuesday, December 11. NVCOG staff will meet all participants at 90 Main Street, Derby and will lead participants through accessible areas of both sites.

### **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.

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**Procurement Schedule\***

<b>RFP Release Date</b>	Monday, November 26
<b>Mandatory Site Walk</b>	2pm Tuesday, December 11
<b>RFP Questions Answered Through</b>	2pm Thursday, December 20
<b>Answers Posted</b>	Weekly through Friday, December 21
<b>Submittals Due</b>	2pm Tuesday, January 8
<b>Proposal Evaluation</b>	Week of January 6
<b>Selection/Notification of Successful Firm</b>	Week of January 13
<b>Negotiation and Execution of Agreement</b>	Week of January 13
<b>Proposed Project Start Date</b>	ASAP

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