



REQUEST FOR QUALIFICATIONS

OFFICIAL NOTICE #17-2016 FOR ENVIRONMENTAL & ENGINEERING SERVICES AS RELATED TO BROWNFIELD INITIATIVES FOR RACINE, WISCONSIN

INTRODUCTION

The Racine Redevelopment Authority invites interested parties to submit Statements of Qualification (SOQ) to provide environmental and engineering consulting services to the Redevelopment Authority (RDA) in support of its Brownfields program. The RDA is looking for qualified environmental consulting firms with documented experience in writing grant applications and providing the brownfields-related consulting services associated with projects funded by, but not limited to, U.S. Environmental Protection Agency (EPA) grants, WI Economic Development Corporation (WEDC) grants and WI Department of Natural Resources (WDNR) grants.

The contract will be an agreement in which consultants work on an as-needed basis, and the RDA will not guarantee the selected consultant a minimum number of environmental service projects per year, or throughout the term of the contract. The number of the environmental services projects will be based on individual needs of RDA, available funding, and the fact that certain developers may prefer to conduct their own environmental investigations. Any environmental service, for which the RDA joins with another governmental unit or private party, may at the RDA's sole discretion, be determined to be outside the scope of this umbrella contract.

The term of the contract for grant writing and for environmental engineering consulting services will be effective for a period of three years. The selected firm's contract will be

extended to cover the remaining life of the grants that are under their purveyance at the end of the initial three year term.

Disadvantaged business, minority business, and or women owned business enterprises are encouraged to apply.

SCOPE OF SERVICES

Activities of the consultant may include, but are not limited to:

1. Grant Writing Services:

Identify and assist the RDA in writing grant applications for available federal, state and/or other brownfields grants. This may include, but not limited to, Assessment Grants and Clean Up Grants. Typical tasks include the collection of data required for the grant applications, meeting with existing community groups, and taking the lead role in writing grant applications.

2. Property Identification and Inventory:

Refine and keep current a database of potential brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize identified properties for assessment and clean up.

3. Site Characterization and Assessment Activities:

Conduct Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of cleanup plans. Included in this task is development of the following plans. All documents will be required to be prepared in accordance with applicable state, federal regulatory guidelines and industry standards including the ASTM and All Appropriate Inquiry (AAI) standards.

- Generic Quality Assurance Project Plans (QAPP)
- Site specific QAPPs
- Health and Safety Plans (HASP)
- Phase I and Phase II ESA site investigation reports, Remedial Action plan, Remedial Action Options Report, and ABCA reports

4. Outreach:

Provide support for public involvement and community outreach activities. These activities should be designed to make sure that community concerns are considered and addressed in the grant application and assessment, planning and execution of the project. This may include but not limited to:

- Involve stakeholders in site selection activities
- Develop and implement effective methods of communicating information about the Brownfield program to the public (website, information sheets etc
- Communicate with prospective private landowners and other key parties to encourage participation in the program
- Attendance at stakeholder meetings and other meetings or events related to activities.

5. Site Development and Planning:

Complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA's), site remediation Work Plans, etc.

6. Cleanup and Remediation Activities:

Complete cleanup and remediation of selected Brownfield properties in accordance with the WDNR requirements and/or EPA requirements. Activities may include the preparation of a Quality Assurance Project Plans (QAPP) and Health and Safety Plans (HASP), securing all approvals and permits, completing confirmation sampling activities, monitoring activities, developing bid documentation, asbestos and lead based abatement activities, coordinating and overseeing site remediation activities, and/or completing the site remediation activities.

7. Grant Administration:

Provide comprehensive grant administration activities to include, but not necessarily be limited to; preparing quarterly reports; preparing reimbursement requests; preparing minority and women owned business Utilization Reports (MBE/WBE); acting as a liaison between the RDA and applicable regulatory agencies (primarily EPA, WEDC and WDNR); coordinating and participate in kickoff and weekly meetings with the RDA and Racine County Economic Development Corporation (RCEDC) staff; entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES); and completing the final report for grant close out.

8. Other Brownfield Related Duties:

Conducting/completing other duties that may be required for a successful program but that have not been anticipated in this RFQ.

SELECTION CRITERIA

Responses will be evaluated on a 100 point scale based on the following criteria:

- Experience and capacity (40 Points)
- Proposed methodology (25 Points)
- References (15 Points)
- Fee Schedule (20 Points)

RESPONSE DEADLINE & PROJECT TIMELINE

Firms interested in providing a "Statement of Qualifications" for the Grant Writing and Brownfield Environmental & Engineering Services must respond by 10:00 AM Central Time on November 4, 2016.

All questions related to the RFQ must be directed to Kathryn Kasper prior to end of day on October 24, 2016. Questions from respondents will not be entertained after that date. All questions must be submitted via email to : kathryn.kasper@cityofracine.org

Statement of Qualifications (one original copy and one pdf version on a flash drive) should be mailed in a sealed container, clearly marked on the exterior “Official Notice #17-2016” to:

Kathryn Kasper
City of Racine Purchasing Department
730 Washington Avenue
Racine, WI 53403
Office (262)636-9143 - Fax (262)636-9100
Direct E-mail:

It is intended that the firm will be selected in November and the RDA will develop a scope of work with specific deliverables in the following weeks and have a contract executed with the selected vendor soon thereafter. Proposals received after the deadline will not be considered.

STATEMENT OF QUALIFICATIONS

The submittal shall be no longer than 12 pages (including organizational chart) and shall include the information outlined in the three points below. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

1. Experience and Capacity

The SOQ shall include a summary of the following:

- History of the firm’s experience providing brownfields services as described herein
- Brownfields grant application and administration experience/capacity
- Brownfields project experience (EPA, WDNR and private brownfields experience)
- Description of the firm’s organizational structure and the names and experience of key individuals including professional registrations and experience working with the USEPA and WDNR
- Disclosure of any potential conflicts of interest
- SAMS.gov current registrant

2. Proposed Methodology

The SOQ shall include an organization chart and a description of firm’s approach and how the firm will complete the scope of services described herein. Include a description of the relevant services provided by your firm.

3. Fee Schedule

The RFQ shall include a Fee Schedule indicating broad job classification likely to be

used by the Consultant and the Consultant's proposed all-inclusive corresponding hourly rates. Listings shall be provided for the prime consultant(s), as well as for each sub-consultant. Rates shall be flat billing rates and shall include all overhead, profit, benefits, etc. (no other multipliers or labor costs will be allowed or accepted).

4. References

The SOQ shall include at least three (3) references for similar services/projects that have been provided by your firm and the dates of service. Please include the reference name, company, email address and phone number. Also include a description of the services and key personnel that were involved in the project.

SPECIAL NOTES

RDA shall not be liable for any costs incurred by respondents to this RFQ or for any costs associated with discussions required for clarification of items relating to this RFQ.

RDA reserves the right to revise or amend the RFQ in response to a need for further clarification, specification and/or requirement changes including new opening date prior to the due date. Such revisions and amendments, if any, will be announced by an addendum or addenda to the RFQ. Copies of any such addenda will be furnished to all known RFQ holders. Failure to acknowledge an amendment may result in rejection of the Statement of Qualifications.

The RDA reserves the right to reject any and all proposals. The RDA reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the RDA may negotiate a contract with the next highest scoring proposer.

Some or all of the work performed under the contract may be subject to federal/and or state contractual and crosscutting provisions. The RDA hereby notifies the respondents that a successful award may be contingent upon the agreement and ability of the selected respondent to comply with these required contractual provisions, including, but not limited to minimum wage rates (e.g. Davis-Bacon Act), and DBE utilization.

Respondents are specifically directed not to contact any RDA members or City of Racine staff for meetings, conferences or technical discussions that are related to this RFQ. Unauthorized contact of any such personnel will be cause for rejection of the proposal.

INSURANCE & INDEMNIFICATION

The Contractor shall not commence work on contract until proof of insurance required has been provided to the applicable department before the contract or purchase order is considered for approval by the RDA.

It is hereby agreed and understood that the insurance required by the RDA is primary coverage and that any insurance or self-insurance maintained by the RDA, its elected and appointed officials, officers, employees, or authorized representatives or volunteers, and each of them, will not contribute to a loss. All insurance shall be in full force prior to commencing work and remain in force until the entire job is completed and the length of time that is specified, if any, in the Contractor listed below whichever is longer.

1. PROFESSIONAL LIABILITY

A. Limits

- (1) \$1,000,000 each claim
- (2) \$1,000,000 annual aggregate

B. Must continue coverage for 2 years after final acceptance for service/job.

2. GENERAL LIABILITY COVERAGE

A. Commercial General Liability

- (1) \$1,000,000 each occurrence limit
- (2) \$1,000,000 personal liability and advertising injury
- (3) \$2,000,000 general aggregate
- (4) \$2,000,000 products - completed operations aggregate

B. Claims made form of coverage is not acceptable.

C. Insurance must include:

- (1) Premises and Operations Liability
- (2) Contractual Liability
- (3) Personal Injury
- (4) Explosion, collapse and underground coverage
- (5) Products/Completed Operations must be carried for 2 years after acceptance of completed work
- (6) The general aggregate must apply separately to this project/location

3. BUSINESS AUTOMOBILE COVERAGE

A. \$1,000,000 combined single limit for Bodily Injury and Property Damage each accident

B. Must cover liability for Symbol #1 - "Any Auto" - including Owned, Non-Owned, and Hired Automobile Liability.

4. WORKERS COMPENSATION AND EMPLOYERS LIABILITY – As required by Wisconsin State Statute or any Workers Compensation Statutes of a different state.

A. Must carry coverage for Statutory Workers Compensation, and an Employers Liability limit of:

- (1) \$100,000 Each Accident
- (2) \$500,000 Disease Policy Limit
- (3) \$100,000 Disease - Each Employee

5. UMBRELLA LIABILITY – If exposure exists, provide coverage at least as broad as the underlying Commercial General Liability, Watercraft Liability (if required), Automobile Liability and Employers Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000.

6. ADDITIONAL PROVISIONS

A. Primary and Non-contributory requirement - all insurance must be primary and noncontributory to any insurance or self-insurance carried by City of Racine.

B. Acceptability of Insurers - Insurance is to be placed with insurers that have an A. M. Best rating of no less than A- and a Financial Size Category of no less than Class VII, and who are authorized as an admitted insurance company in the state of Wisconsin.

C. Additional Insured Requirements - The following must be named as additional insureds on the General Liability and Business Automobile liability coverage arising out of project work:

The City of Racine, its elected and appointed officials, officers, employees, authorized representatives, and volunteers.

On the Commercial General liability Policy, the additional insured coverage must be ISO form CG 20 10 0704 and also include Products - Completed Operations additional insured coverage per ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 year after acceptance of work. This does not apply to Workers Compensation Policies.

D. Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by the City of Racine.

E. Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with the City of Racine a certificate of insurance (Accord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. In addition form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or their equivalent.

7. CONTRACTORS POLLUTION LIABILITY with minimum limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate insuring onsite and offsite work and covering bodily injury and property damage from pollution conditions arising from the work or operations of Supplier or its subcontractors endorsed to cover RDA as additional insureds.

PROPOSER'S CERTIFICATION

I hereby certify that all statements herein are made in behalf of:

Name of Corporation, Partnership or Person submitting proposal

a corporation organized and existing under the laws of the State of:

a partnership consisting of:_____

an individual trading as:_____

of the City of _____ State of _____

that I have examined and carefully prepared this proposal from the plans and specifications and have checked the same in detail before submitting this proposal; that I have full authority to make such statements and submit this proposal in its (their) behalf, and that said statements are true and correct

SIGNATURE:_____

TITLE:_____

Sworn and subscribed to before me

this _____ day of _____ 20_____.

(Notary or other officer authorized to administer oaths)

SEAL:

My commission expires _____

INSTRUCTION TO PROPOSERS

The specifications shall be held to include the Advertisement, Instructions to Proposers, Manufacturer's Qualifications, General Conditions, Proposal, Contract and Specifications.

All proposals shall be made out as directed in the specifications and shall be on the Standard Proposal form if furnished by the RDA. Any bid not on this form will not be accepted. Failure to comply with these requirements may result in rejection of bidder's proposal. **Bids will be placed in a sealed envelope and marked with the words "OFFICIAL NOTICE #17-2016" Please return this entire bid package with your bid.**

Proposals are to be State and Federal Tax Exempt. A tax exemption certificate will be furnished to the successful bidder. No proposal may be withdrawn after the time for opening bids.

Payment for the work will be in cash upon completion and acceptance of the work unless otherwise specified. If monthly payments are made, they will be made as set forth in the contract.

The RDA reserves the right to reject any or all bids or to accept any bid considered most advantageous to the RDA. It also reserves the right to waive any informality in bids received whenever such waiver is in the best interest of the RDA.

The accompanying proposal includes the furnishing of all materials, labor and equipment required by the attached specifications, which I have carefully examined, and I hereby certify that the statements made herein are true and correct.

The undersigned represents that the prices in the accompanying proposal are neither directly or indirectly the result of an agreement with any other bidder.

COMPANY: _____

ADDRESS: _____

CITY, STATE: _____

SIGNATURE: _____

PRINTED NAME: _____