Request for Qualifications

EPA Brownfield Grant – QEP Procurement

Site Location – YMCA Building at 480 South 3rd Street

City of Clinton, Iowa

Due Date – 8/16/2022 – before 2:00 P.M.

INTRODUCTION

City of Clinton, Iowa (hereafter referred to as the City) is soliciting competitive proposals from professional qualified environmental professional consultants (QEP) with experience in implementing EPA Brownfield Grants. The consultant will be expected to coordinate, direct, and oversee the brownfield assessment activities as described below at the former Clinton YMCA building. The work must meet all federal requirements for work funded by an EPA Brownfield Grant.

The RFP is open and fair to all QEPs capable and qualified to meet the procurement requirements for grantees, objectives, and requirements described in this document. Qualified organizations are encouraged to respond, and include availability to minority/disadvantaged businesses.

A general overview of the Scope of Work is provided in the following pages. The Scope of Work will be finalized with the selected QEP, and will then be submitted with the contract for approval by the City council.

PROJECT BACKGROUND

The original portion of the former YMCA was constructed in 1906. The pool addition area was completed in 1960. The site was utilized as a YMCA until May of 2010. From 2010 to 2020 the property was utilized by the Victory Center to provide transitional rental housing to men in the community. In August of 2020, the City became the owner of the site after the property became a County-held tax certificate due to non-payment of property taxes.

The site has not been updated or properly cared for over the last decade and is currently a blighted property in the City's downtown. The building will need a good deal of upgrades to be functional and find new use. The site is currently contaminated with hazardous substances (asbestos, lead-based paint and mold) which make it unsuitable for redevelopment without remediation.
The City of Clinton is working with ECIA through the Brownfield revolving loan fund program for cleanup of contaminants on the former YMCA building at 480 South 3rd Street in Clinton. The building contains multiple hazardous materials such as lead, mold, and asbestos, as has been identified by Terracon Consultants. Terracon is in the process of drafting a remediation plan, which will become available once a QEP is procured.

The City of Clinton needs to hire a QEP to oversee and administer the remediation of hazardous substances from the building in accordance with the Terracon cleanup plan and EPA RLF Brownfields requirements. The QEP must represent the city’s interests on the project, and ensure conformance with the plan, including all safety precautions, regulatory oversight, community outreach, and reporting. The project scope and necessary QEP qualifications are listed below.

**PROJECT SCOPE**

The selected QEP Consultant will perform the following task related to remediation of hazardous substances at the YMCA in Clinton.

1. Site Specific Quality Assurance Project Plan (Draft and Oversee)
2. Health and Safety Plan (Draft and Oversee)
3. Brownfield Project Oversight including but not limited to collect air samples in accordance with the plan
4. Inspection and Documentation during remediation (reporting) & provide final clearance report
5. Administration of the Cleanup plan
6. Community Involvement and Outreach

Please describe in detail how you would approach each of the above tasks related to the remediation at the project site.

Additional attachments and site investigation reports are available at the City of Clinton website at the following address:

http://www.cityofclintoniowa.us/departments/Administration/former_ymca_brownfields_cleanu p.php

**QUALIFICATIONS**

The proposal will include descriptions of roles for key personnel expected to work on this project, and their resumes. We are looking for QEP with expertise and experience in the following areas.

1. Managing and performing Environmental Site Assessments
2. Experience in remediation of hazardous substances and health risks associated with such activities
3. Familiarity with the Brownfield program including experience on similar projects
4. Performing and overseeing site remediation similar to this project
5. Work with EPA and other regulatory agencies
6. Providing community outreach
7. Drafting SSQAPP and HASP for similar projects
8. OSHA certifications
9. Asbestos, Lead, and Mold inspections

**SUBMISSION INFORMATION**

- The city will accept qualifications-based proposals by August 16, 2022 before 2:00 P.M.
- All proposals must contain the following information and generally organized as stated below:
  1. Title Page
  2. Firm History
  3. DBE Status
  4. Project Team Description
  5. Firm Qualifications
  6. Project Experience
  7. References

**PROOF OF INSURANCE**

The Contractor and all Subcontractors shall carry for this work the following minimum insurance policies:

**General Liability**

$1,000,000 Combined single limit
$1,000,000 Each occurrence
$1,000,000 Aggregate

**SELECTION INFORMATION**

The Selection Committee will evaluate proposals on their ability to address the evaluation criteria. The point value of each evaluation criterion is indicated below, adding up to a total of 100 points.

- **Technical Qualities and Past Experience – 30 Points (30%)**

  This category allows the selection committee to determine if there are certain technical qualities or understanding of the project that make one consulting firm stand out over another firm. This may include but is not limited to: the detail of their work, reputation from other agencies the firm has worked with, experience working with subcontractors or subconsultants and the success of previous projects.
• **Key Staff and Experience– 30 Points (30%)**

This category refers to the quality and similarity of the consultant’s previous projects to this project. In addition, technical ability and specialized expertise of the consultant’s staff or sub consultants is also a factor for this category. Demonstrate abilities to address development and coordination issues quickly and efficiently with all parties. Show examples of addressing critical issues on other projects.

• **Knowledge of Federal Regulations and Brownfield Program – 30 Points (30%)**

Points will be awarded for coordination abilities with EPA and familiarity with Brownfield Program.

DBE Participation – 10 Points (10%)

The Selection Team will consider the Project Team’s willingness and ability to demonstrate a good faith effort to use Disadvantaged Business Enterprises whenever possible. The City of Clinton encourages DBE participation either from the QEP or subcontractor.

**PROPOSAL REQUIREMENTS**

The proposal must be submitted as a single electronic PDF and be formatted to print on 8.5” x 11” pages. The proposal must be limited to 25 single-sided pages. All pages will be counted including: proposal covers, cover letter, dividers, appendices, etc. The maximum size limit of a proposal is **7.5 megabytes**.

The electronic proposal must be submitted via email to jasoncraft@cityofclintoniowa.us by 2:00 pm on **August 16, 2022**.

Any technical questions or questions regarding this RFP shall be submitted via email to jasoncraft@cityofclintoniowa.us. Any questions about this RFP must be received by noon on **August 11, 2022**.

**Any proposal not complying with all requirements stated in the RFP may not be accepted.**

**PUBLIC RECORDS LAW**

The City of Clinton will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying. The City of Clinton’s release of records is governed by Iowa Code Chapter 22 and 761 IAC Chapter 4. Consultants are encouraged to familiarize themselves with these laws before submitting a proposal.