



## **Request for Qualifications Professional Consulting Services 2022 Brownfields Community Wide Assessment Project**

The City of Camden, South Carolina invites interested parties to submit Statements of Qualification (SOQ) for a four (4) year contract to provide environmental and engineering consulting services to the City of Camden in support of its recently awarded 2022 Community-wide Brownfields Assessment program. The City is looking for firms with documented experience providing brownfields grant-related consulting services. The City's project allocates \$458,000 for consulting services. The City may elect to extend the contract beyond the four (4) year period of the assessment project.

### **Scope of Work**

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

- Project Management and Reporting
  - Manage budget to ensure successful completion of project goals
  - Identify, develop and refine a database of potential brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
  - Site Characterization and Assessment activities including Conducting Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of clean-up plans. Included in this task is development of the following plans:
    - Generic and site specific Quality Assurance Project Plans (QAPP);
    - Health and Safety Plans (HASP); and
    - Phase I and Phase II ESA site investigation reports
- Community Involvement Assistance: 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 assessment, planning and execution of the project. This may include, but not necessarily be limited to:
  - Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in the brownfields project;
  - Conducting and/or participating in public meetings and hearings to solicit community interest and provide educational information;
  - Developing and implementing effective methods of communicating information about the brownfields program to the public; and
  - Communicating with prospective private landowners and other key parties to encourage participation in the program.
- Clean-up and Development /Re-development Planning: Complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions/workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the South Carolina Department of Health and Environmental Control (SCDHEC).

- **Grant Administration Support:** Provide support for grant administration activities to include, but not necessarily be limited to: assisting with the preparation of monthly and quarterly reports; acting as a liaison between the City and applicable regulatory agencies (primarily EPA and SCDHEC); participating in kick-off and weekly/monthly meetings; entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES); and assisting with the completion of final reports for grant close-out.
- **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.

### **Response Format / Evaluation Criteria**

The Statement of Qualifications (SOQ) submittal shall be no longer than 10 pages (including organizational chart and rate sheet) and shall include the information outlined below. The City will utilize a selection committee to review and evaluate all responses to this RFQ. Each response will be evaluated based on the selection criteria outlined in this RFQ. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

- **Experience and Capacity**
  - History of the firm’s experience providing brownfields services as described herein, including both public and private brownfields experience;
  - Description of the firm’s organizational structure and the names and experience of key individuals including professional registrations, site investigation and experience working with the USEPA and SCDHEC; and
  - Organization chart and a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Please include hourly Rates for Engineers, Technicians and Specialists and other staff potentially involved.
  - Disclosure of any potential conflicts of interest
  - Other Information relevant to why the firm should be selected.

- **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.

### **Selection Criteria**

Responses will be evaluated on the following criteria: The City will select a consultant based on history and experience of the firm, qualifications of key staff assigned to the project, project approach, and previous experience with EPA grants, specifically Brownfield Assessment Grants. The selection committee will evaluate and rank all submitted statements of qualification using the criteria below.

- Firm Description and Experience (40%)** - Provide a description of the firm, including legal name, business structure, location of parent firm and branches, total number of employees, organizational chart, history, and financial stability. Describe the firm’s successful experience in managing EPA Grants, specifically EPA Brownfield Assessment Grants, innovative techniques for more efficient and effective site investigations, cleanup and redevelopment planning, and public involvement. Experience working with EPA Region 4, SCDHEC, and cities similar to Camden will be strongly considered.
- Key Staff Assigned to the Project (25%)** - Identify specific personnel to be assigned to the project, and current capacity to serve the project. Key personnel identified must be the primary staff to work on the project and represent most of the billable hours. Provide up to three, two-page resumes for key

personnel to be assigned to the project. Indicate similar projects completed by the respective team members, including project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals must be used to perform work as required. Please indicate if any team member or key personnel will be a subconsultant or subcontractor. Please provide a standard rate sheet for categories of positions to be utilized. Personnel with experience working with EPA Region 4, SCDHEC, and municipalities similar to the City will be strongly considered.

- C. **Project Approach (30%)** - Describe the technical approach to be used to complete the items identified in the Scope of Work, including a detailed project time schedule showing key milestones such as reporting, deliverables, meetings, etc. While cost is not the determining factor, it should be noted that the majority of funds should be used for actual inventory, assessment, and planning.
- D. **MBE, WBE, and Small Business Participation (5%)** - Describe the firm's plan, if any, to utilize MBE's, WBE's, and small businesses in executing the project. Provide information and documentation as to whether the firm or any proposed subconsultant or subcontractor is MBE, WBE, small business, or is a small business located in a rural area in accordance with EPA requirements pertaining to Brownfields Assessment Cooperative Agreement with the EPA.

The City reserves the right to award this opportunity based on the initial Statement of Qualifications response to RFQ without oral presentations; however, oral presentations to the City may be requested. Based on review of the submitted SOQs, the City team intends to select a firm to negotiate a contract for the proposed scope of work.

### **Submittal Requirements**

SOQ responses to this RFQ will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. The City reserves the right to reject and / or honor any and all submittals.

- Submit all questions regarding this solicitation via email to Susan Sale at [ssale@camdensc.org](mailto:ssale@camdensc.org) by December 10, 2022.
- Responses to this RFQ must be sealed and include one (1) original and two (2) copies and must be clearly marked on the outside mailing envelope: "*City of Camden SOQ 2022 Brownfield Assessment Project*".
- The qualification statements must be received by 2:00 P.M. on Tuesday, December 20, 2022.

#### **Physical Address:**

The City of Camden, 1000 Lyttleton Street, Camden, SC 29020

#### **Mailing Address:**

City of Camden, P.O. Box 7002, Camden, SC 29021

### **Proposed Timeline**

- November 18, 2022 – Formal Announcement date for RFQ
- December 20, 2022 – Deadline for proposal submittals
- January 3 – 6, 2023 - On-site presentations (if necessary)
- January 20, 2023 – Select and award QEP contract by January 20.