

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING SERVICES TO SUPPORT THE BARBOURVILLE EPA BROWNFIELD MULTIPURPOSE GRANT

November/December 2024

City of Barbourville

Street address:

196 Daniel Boone Drive
Barbourville, Kentucky 40906

Mailing Address:

P.O. Box 1300
Barbourville, Kentucky 40906

GENERAL SPECIFICATIONS

The City of Barbourville (hereafter, “City”) was recently awarded a \$1,000,000 Brownfields Multipurpose Grant from the US Environmental Protection Agency (EPA) to help encourage development and reuse of properties in the City. The City is hereby soliciting written Statements of Qualification (SOQs) from professional environmental consulting firms interested in contracting with the City of Barbourville to conduct the environmental assessments, guide project cleanups, and assist with other related activities associated with Brownfield redevelopment. The contract will be for five (5) years.

The City of Barbourville reserves the right to accept any or all conditions or to choose the proposer considered to be in their best interest.

**NO SOQ WILL BE CONSIDERED IF RECEIVED
AFTER THE DATE AND TIME SPECIFIED.**

**PLEASE NOTE THE RFQ TITLE AND SUBMISSION DATE
ON THE OUTSIDE OF YOUR RETURN ENVELOPE.**

INSTRUCTIONS TO PROPOSERS

- 1) Proposals must be enclosed in a sealed plain envelope, with the RFQ title and submission date written on the outside and must be received by the City of Barbourville at either the street address of 196 Daniel Boone Drive, Barbourville, KY, 40906, or the mailing address of P.O. Box 1300, Barbourville, KY, 40906 **by December 12, 2024**. “Received” indicates that it is physical in the offices of the City of Barbourville, not in a mailbox by that time.
- 2) The specifications and scope of work in this RFQ represent the minimum performance requirements. Proposals submitted shall not be subject to correction or alteration after the RFQ has been filed, opened, and publicly read.
- 3) The proposer agrees that the City of Barbourville reserves the right to reject any or all proposals, or to accept the part of the SOQ considered to be in the best interests of the District.
- 4) Specifications and the scope of work referred to are the minimum; therefore, unless otherwise indicated by the proposer, the City will assume a submitted proposal includes the agreement to meet or exceed all city-provided specifications.

A. PROJECT DESCRIPTION

To bolster the City’s economic development toolbox, the City of Barbourville applied for a \$1,000,000 Brownfields Multipurpose Grant from the U.S. Environmental Protection Agency (EPA). The Multipurpose Grant’s initial focus area is the downtown area of Barbourville.

The City knows anecdotally about several Brownfield sites in our community which contribute to the deteriorating aesthetics, high poverty, and overall uncertainty plaguing this area. The redevelopment of these properties will help to address environmental justice concerns, provide increased marketability for incoming industries, and will help rejuvenate the distressed communities into viable economic hubs. In 2024, EPA staff notified the City that the Multipurpose Grant application was selected for funding. Thus, the City is looking for an Environmental Consultant that can assist with several of the programmatic activities during the grant period. The grant award is for five years but the contract with the Environmental Consultant will last only until the grant funds have been expended, all reports, assessments, and cleanups completed, tasks detailed herein completed, and the grant closed out. This may or may not be a full five years.

Based on the work program submitted to EPA, the selected firm will assist with the following activities:

- Assist with the preparation of a Brownfield site inventory and prioritization list.
- Conduct Phase I and Phase II Environmental Site Assessments (ESAs) in accordance to EPA standards and the established workplan, if applicable.
- Develop a sequential numbering system for the Site-Specific Quality Assurance Project Plans (SSQAPPs) Addendum and any follow-up SSQAPP Addenda for additional work at the sites.
- Complete Analysis of Brownfield Clean Up Alternatives (ABCAs) for identified sites, including any Institutional Controls as requested by the state, if applicable.
- Assist the City with seeking, selecting, and overseeing contractors to perform cleanup activities in accordance with the ABCAs.
- Assist City staff with the completion of reports to EPA including, but not limited to, quarterly progress reports, disadvantaged business enterprise report, performance reports, and updates to the ACRES database.
- Attend community meetings and engagement events as requested by the City of Barbourville.

The City of Barbourville has budgeted a total of **approximately \$300,000** to complete all of these activities. Respondents to this Request for Qualifications (RFQ) must be prepared to meet all federal requirements for work funded by an EPA Brownfields Grant. Consultants who utilize Minority and Woman Owned Business Enterprises (MBE/WBE), Small Businesses and/or Small Businesses in rural areas for their subcontracting needs are also strongly encouraged to apply. In order for a Respondent to be considered for the contract award, the Respondent must have an office and personnel located in Kentucky. All services shall be performed in accordance with the Scope of Services outlined in Section B and as set forth in the contract to be negotiated. The items listed in Task 4 of the Scope of Services and Tasks outlined in Section B are representative of the services and items that may be required of the Consultant but are not meant to comprise an exclusive list of services and items that may be required of the Consultant.

B. SCOPE OF WORK

This scope of work mostly focuses on management services associated with the technical component of implementing the grant program. The qualified firm selected for this contract will be expected to complete Phase I and Phase II ESAs and serve as the City of Barbourville's agent with the subcontractors and relevant agencies to ensure compliance with U.S. EPA and Kentucky Department of Environmental Protection (KDEP) requirement and the City's objectives. The selected Consultant will assist with the following tasks:

Task 1- Project Management and Reporting

The selected Consultant will serve as technical liaison between the City, KDEP, EPA, and subcontractors to include the negotiation on the City of Barbourville's behalf with KDEP and EPA regarding assessment and clean up requirements. The Consultant will also develop and maintain a project budget, as approved by the City, to ensure completion of project goals as outlined in the grant. The Consultant will also assist the City with the preparation of all necessary reporting forms to EPA, including quarterly, semi-annual, and close-out reports; financial reimbursement forms; annual projections; MBE/WBE forms; and all other required forms to ensure compliance with EPA standards and regulations. Finally, the Consultant will provide assistance with grant writing for future EPA Brownfield grants.

Task 2 - Community Involvement/Engagement:

The selected Consultant will assist with community outreach activities as directed by the City of Barbourville throughout the project period. These activities may include, but are not limited to, the preparation of "plain-language" fact sheets and other marketing materials for the required Information Repository; attendance at workshops, stakeholder meetings, general community meetings, and steering committee meetings; preparation of project reports suitable for distribution to the community at large; and assistance in community-wide charrettes for selected properties.

Task 3 – Brownfield Site Identification and Assessments

The Consultant will work with the City's staff and the community to identify potential Brownfield properties through a community-wide windshield survey, as well as meetings with various stakeholder groups to prioritize eligible properties utilizing a Geographic Information System (GIS) database and established criteria. The database will contain detailed information such as the following: inclusion in community development plans, transportation services, water sources, surrounding businesses, population demographics, housing, infrastructure, zoning and land use, and economic, social, and environmental factors. Additionally, the Consultant will prepare a written summary of potential Brownfield sites, with specification of known hazardous substance and/or petroleum issues, as well as plans and implementation of cleanup sites. The Consultant is expected to complete three Phase I assessments and two Phase II assessments including property profile forms as needed for designated sites. All assessments will follow EPA and ASTM International standards, requirements, and all state and federal procurements policies. This includes performing Ground Penetrating Radar (GPR) surveys as needed and appropriate. The Consultant will prepare quality management and safety plans as required under the grant and according to EPA requirements, which may include, but not limited to, generic and site-specific

Quality Assurance Project Plans (QAPPs) and Health & Safety Plans (HASPs). The Consultant will also complete any additional surveys as may be required by the grant including, but not limited to, Threatened and Endangered Species Surveys in compliance with the Endangered Species Act (ESA), and Historical and Cultural Resource Surveys in compliance with the National Historic Preservation Act (NHPA) of properties designated for Phase II Environmental Site Assessments.

Task 4 – Clean Up Planning

The Consultant will develop a plan to clean up and redevelop sites chosen for assessment, including implementation strategies and resources based on input from the BAC, site-specific redevelopers, EPA, and KDEP. The information obtained from community outreach and Phase I and II ESAs will be used to evaluate the potential level of effort necessary to clean up selected sites and the associated costs. As part of this process, the Consultant will develop three (3) Analyses of Brownfields Clean up Alternatives that include information on the clean-up effectiveness, the ability of the interested party to implement each alternative, the cost of each proposed clean up alternative and an analysis of the reasonableness of the various clean up alternatives considered, including the one chosen. In some cases, the Consultant will have to develop Institutional Controls to help minimize the potential for human exposure to contamination or to protect the integrity of a remedy.

Task 5 – Clean Up Implementation

The Consultant will work closely with the City’s staff to select a subcontractor to implement the cleanup method identified in the Analyses of Brownfields Cleanup Alternatives as the most appropriate, effective, and fiscally responsible. The Consultant and the City’s staff will work together to oversee the cleanup projects to ensure they are completed expeditiously, fully, and with the least amount of collateral damage to the area, within the identified budget. The Consultant will assist the City in prioritizing the cleanup projects. The Consultant will ensure that all permits, permissions, and safety standards are obtained/applied, and all required reports are completed and submitted.

C. DELIVERABLES

The selected Consultant must demonstrate the ability to deliver the following items in a timely manner:

- 1) Quality Assurance Project Plans
- 2) Ground Penetrating Radar Surveys
- 3) Phase I and Phase II Environmental Assessment reports
- 4) Asbestos Containing Materials Surveys
- 5) Quarterly and Semi-annual Reports for submittal to the City of Barbourville
- 6) Health and Safety Plans
- 7) Property Profile Form
- 8) Environmental Site Assessment Reports
- 9) Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports
- 10) Clean up and Redevelopment Plans

- 11) Cleanup project guidance for subcontractor implementing cleanup
- 12) Monthly reports to the City updating status of any cleanup projects ongoing
- 13) Close-Out Report

D. CITY OF BARBOURVILLE RESPONSIBILITIES

The City of Barbourville will be responsible for contract administration, procurement, and payments, and will oversee the activities of the chosen firm. This includes having biweekly meetings with the Consultant to discuss progress. The City will be closely involved in the community outreach and engagement process for the grant, including the development of the Community Engagement Plan. The City will also lead the development of the “eligible reuse activities” reports for all priority sites, the selection of properties for cleanup, and determination of whether consultants and subcontractors are adhering to identified goals and timelines.

E. SELECTION PROCESS AND SCHEDULE

The City of Barbourville will select a Consultant based on the history and experience of the firm; qualifications of key staff assigned to the project; project approach, and cost. Submitted proposals should be of sufficient detail to allow evaluation and comparison with other competing proposals. Proposals should demonstrate knowledge and understanding of the objectives and goals of current redevelopment and revitalization plans for the City of Barbourville. NOTE: Qualifying firms must be registered to do business in Kentucky and have an excellent working knowledge of ASTM Phase I and Phase II Environmental Site Assessment requirements, as well as EPA requirements and regulations generally and for cleanup projects. Responses to this Request for Qualifications (RFQ) shall include the following sections. All proposals will be evaluated by a committee consisting of the City of Barbourville mayor, selected council members, and staff. Committee members will review the proposals individually and collectively to determine total points and then rank them accordingly.

The following selection criteria will be used to evaluate and rank the statements of qualification on a scale of 100 points:

1. Firm Description and Experience – 40 points

Provide a description of company including legal name, business structure, location of parent firm and branches, total number of employees, and history (5 pts). Describe the firm's specific expertise with Brownfield Site Evaluations utilizing innovative and creative assessment technologies for more efficient and more effective site investigations; cleanup and redevelopment planning; cleanup design and implementation; and public involvement (35 pts). Describe examples of previous similar projects completed by the firm within the past five (10) years. Summarize the scope of work, the budget, and the timeframe of the similar projects and provide client contact information (5 pts).

2. Key Staff Assigned to the Project – 10 points

Identify specific personnel (name and title) who will be assigned to the project including their hourly billing rate. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project (20 pts)

3. Project Approach – 20 points

Describe the technical approach that will 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. (It is recognized that this schedule may change due to specific site circumstances).

4. Cost – 25 points

Cost should reflect high quality work while aligning with current market costs. It should include any administrative fees, justification of expenses, markup, and any other factors involved in determining cost. Please include per-hour cost. If there are differing rates for different positions/staff and/or different tasks, please elucidate.

5. Other – 5 points

Describe the firm's plan, if any, to utilize disadvantaged, minority-owned, woman-owned, and small business enterprises in executing the project. If the firm will not be utilizing such business enterprises, please express why. A firm can earn full points even if they are not utilizing the described businesses, given the clarity and logic of their reason(s) why.

Responses to this RFQ will be evaluated based on the Consultant's response to all relevant criteria stated in the RFQ. The City of Barbourville has the right to reject and/or honor any and all proposals. The winning firm must affirm that they will comply with the following:

- The provisions of all applicable Federal Regulations including 40 CFR Part 31 and 40 CFR Part 35 Subpart 0.
- Title VI and VII, as enacted as part of the Civil Rights Act of 1964. The Consultant and its subcontractors must not violate Title VI or Title VII and not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take an affirmative action to ensure that applicants for employment are employed, and that employees are treated fairly during employment, without regard to race, color, religion, sex, and national origin.
- The Consultant and its subcontractors must be an Equal Employment Opportunity Employer pursuant of 24 CFR Part 130 regulations and Executive Order 11246.
- The Consultant and its subcontractors must comply with all State, Federal and Local laws and regulations, and are responsible for determining what those laws and regulations are.
- The Consultant and subcontractors working contractually with the City of Barbourville are required to use the E-Verify Program and/or Federal Work Authorization Program. The successful firm is anticipated to be selected within 30 days of the SOQ submittal date followed by budget negotiation. A contract should be executed within 30 days of the completion of the negotiation process.

F. OTHER CONSIDERATIONS

1. Subcontracting

Consultant shall not assign, sublet, or transfer any obligations, rights, or interests (including without limitation, moneys that may become due or moneys that are due) under any contract with the City of Barbourville, without the prior written consent of the City. The City of Barbourville may grant or withhold consent in its sole and absolute discretion. Unless specifically stated to the contrary in any written consent to an assignment, sublet or transfer, no assignment, sublet or transfer will release or discharge the Consultant from any duty or responsibility under its contract with the City of Barbourville. It is also contemplated that the continuing contract will have additional provisions restricting Consultant's ability to assign, sublet or transfer, regarding Task Assignments.

2. Indemnification and Hold Harmless

It is contemplated that in the contract to be executed with the Consultant, the Consultant shall agree to indemnify, defend, save, and hold harmless the City of Barbourville, its board members, and employees from all claims, damages, demands, liabilities, and suits of any nature (and including but not limited to reasonable attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial, and appellate proceedings and post judgment proceedings in arbitration, bankruptcy, and other administrative and judicial proceedings and whether suit be brought or not) arising out of, because of, or due to the extent caused by any negligent act, error, omission, default under the contract with the City of Barbourville, or negligence or other wrongdoing or other wrongful conduct, of the Consultant, its subcontractors, agents, or employees. The specific indemnification shall be set forth in the contract with the City of Barbourville and may differ from the foregoing.

3. Insurance

The Consultant selected under this RFQ shall continuously maintain at their expense during the life of any contract with the City of Barbourville: Comprehensive General Liability insurance, Workers' Compensation/Employer's Liability Insurance, Automobile Liability Insurance, Professional Liability Insurance, Environmental Impairment (Pollution) Insurance, and other insurance as may be required by the City of Barbourville. Such insurance shall be maintained with such companies, with such coverages (including various required endorsements), and such amounts and subject to such other terms and conditions as shall be set forth in the continuing contract between the City of Barbourville and the Consultant.

4. Contract

The selected Consultant will be expected to execute a contract with the City of Barbourville for professional services and other items, in such form as may be required by the City of Barbourville.

5. Lobbying

The Consultant must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying and submit required certification and disclosure forms accordingly.

6. Non-Discrimination

The selected Consultant and the City of Barbourville agree that no person shall, on the grounds of race, color, creed, religion, sex, national origin, political affiliation, age, marital

status, family status, pregnancy, sexual orientation, or gender identity be excluded from the benefit of, or be subject to, any form of discrimination under any activity carried out by the performance of duties under the City of Barbourville's Brownfields program.

F. Submittal Deadline and Requirements Submission Deadline:

All responses to this RFQ must be received in the offices of the City of Barbourville (hand delivered: 196 Daniel Boone Drive, Barbourville, KY 40906; mailing address: P.O. Box 1300, Barbourville, KY 40906) no later than 4 p.m., **December 12, 2024**. Responses received after that date and time will not be accepted.

Submittal Requirements:

Respondents to this RFQ are required to furnish one (1) signed original and five (5) copies of their qualification statements to the City of Barbourville Mayor's office with the following:

- I. Clearly articulated Letter of Interest – two-page limit. The letter should include project approach, show an understanding of the Brownfields Program, and explain the firm's experience working in eastern Kentucky area, especially Knox and adjacent counties.
- II. Provide the firm's legal name, business structure, location of parent firm and branches, and total number of employees.
- III. A team organizational chart indicating the specific role of each team member in the project and key personnel assigned to the project. Also, if any team member or key personnel will be a subconsultant or subcontractor, this shall be clearly indicated in the submittal of this RFQ.
- IV. Resumes of key individuals assigned. Provide a maximum of three (3) resumes for the personnel assigned as liaisons to the City of Barbourville. Each resume shall not exceed two pages in length. Resumes should include identification of similar projects completed by the respective staff person, including the project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Kentucky Professional Geologist, Professional Engineer, Certified Well Driller, etc.) must be used to perform work, as required.
- V. Provide five (5) verifiable references of redevelopment projects or other construction projects completed in the last five (5) years. Provide on-time and on-budget performance data, and a brief description of the work performed for that client. Any experience related to brownfields assessment, clean up planning, redevelopment or remediation projects will be considered as relevant.

- VI. Provide information and documentation as to whether the firm or any proposed subconsultant or subcontractor is an MBE or WBE in accordance with EPA requirements pertaining to Brownfields Assessment and Clean Up Cooperative Agreements with EPA.
- VII. Provide statement of evidence of financial stability via an audit, R&E/Profit Loss Statement, or similar materials.
- VIII. Cost Proposals should be submitted in a sealed envelope. The proposal should be organized and bound in the same order that the information is requested in this RFQ. Responders should not submit standard marketing materials. Submittals should be concise and should not contain any unnecessary attachments, enclosures, or exhibits. The response text and graphics must be duplex (two-sided) printed. Cover materials must also be recyclable.

All responses to this RFQ are to be submitted to:

If mailed via USPS or delivery service: Mayor David Thompson, City of Barbourville, P.O. Box 1300, Barbourville, KY 40906.

If hand delivered: Mayor David Thompson, City of Barbourville, 196 Daniel Boone Drive, Barbourville, KY 40906.

SOQ packets may be submitted by hand delivery, U.S. Mail, or overnight delivery service at the appropriate address listed above; however, the City of Barbourville shall not be responsible for delays in delivery by any delivery service or postal service. Responses will not be accepted by facsimile or e-mail. Packets should be marked “Request for Qualifications – Brownfields Program” and include the RFQ title. Proposals will be opened by City of Barbourville staff and will not be made public until after the award. This RFQ and any resulting contract shall be governed by and construed according to the laws of the State of Kentucky, including KRS Chapter 45A. All questions regarding this RFQ shall be submitted in writing via e-mail to Corey Moren by November 18, 2024, at 5 p.m. All questions and responses will be posted on the City of Barbourville website by 12 noon, November 25, 2024. Except as provided above, all prospective proposers are hereby prohibited from contacting the City of Barbourville mayor, city council, or employees in any respect during the bid process, as well as management, employees, or board members of the Cumberland Valley Area Development District as project administrators for this project. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.