

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENVIRONMENTAL SERVICES

The City of Sioux Falls, South Dakota, (City) is accepting proposals from qualified firms for the following professional environmental services.

US Environmental Protection Agency Community-Wide Brownfields Assessment Grants

PURPOSE

The City, through this Request for Proposals (RFP), is seeking a qualified environmental consultant firm to provide project management, environmental inventory and assessment, and public information and outreach related to a United States Environmental Protection Agency (EPA) Community-Wide Assessment Grants for Brownfields awarded to the City in August 2015 as part of the U.S. EPA Brownfields Grant Competition for Fiscal Year 2015 (FY 2015). The City is seeking qualified firms to assist in implementation of this and possible future related brownfields grants.

The purpose of the U.S. EPA brownfields assessment grant is to conduct Phase I and Phase II environmental site assessments (ESAs) at brownfield sites located within the City of Sioux Falls. The objectives of the City may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on the future availability of funding. The successful consultant will bring experience and insight to a partnership with the City to refine and implement these grants and explore other grants and brownfields initiatives as funds become available.

BACKGROUND

The City of Sioux Falls is located in southeast South Dakota with a population of 166,700 and a land area of 75 square miles. The City has a rich history of manufacturing and agricultural development dating back to the late-1800s.

The City was awarded a US EPA Brownfield Community Assessment Grant for both Hazardous Substances and Petroleum in August 2015. Funding provided by this grant will extend for a three-year grant period and will be used to conduct an inventory of brownfield sites, as well as complete environmental assessment activities at identified brownfields located in Sioux Falls.

SCOPE OF SERVICES

1. The Scope of work will generally follow the Brownfield Assessment Work Plan submitted to EPA by the City. A summary of work is as follows, but is not limited to:

- A. Brownfields Inventory:** Selected consultant will conduct an inventory of potential sites and develop a list for screening. Sites will be screened and a list of at least 16 sites will be developed. Sites will be prioritized for Phase I investigation. Sites will be inventoried.
- B. Phase I ESAs:** Coordinate with the City and property owners to obtain access agreements. Conduct Phase I ESA's for approved sites. Prepare draft Phase I ESA reports. Prepare final Phase I ESA reports based on review comments. Complete All Appropriate Inquiry (AAI) Checklists. Update ACRES database.
- C. Phase II ESAs:** Meet with Brownfields Advisory Committee to review Phase I ESA results. Obtain approval for Phase II ESAs. Incorporate green and sustainable remediation (GSR) when feasible/applicable. Prepare Quality Assurance Project Plan (QAPP). Develop site Health and Safety Plans (HASP). Submit Sampling and Analysis Plan (SAP) to the City and EPA for approval. Perform Phase II ESA's. Prepare draft Phase I ESA reports. Prepare final Phase I ESA reports based on review comments. Perform cleanup and reuse planning. Update ACRES database.
- D. Community Outreach:** Work with the City to develop a Brownfields Advisory Committee. Develop marketing materials including a brochure and information for the City's website. Perform public outreach including meetings with local community organizations, public meetings, and solicit comments from the public.
- E. Project Management:** Consultant will submit monthly progress reports containing short summaries of progress for all phases of work, data, and findings along with any other required data for quarterly and annual reporting to EPA. Consultant will submit monthly billing with costs tracked by grant (petroleum or hazardous materials) and task with backup documentation.
- F. Schedule:** The consultant should assume a notice to proceed in January 15, 2016.
- The consultant will propose a schedule they feel best represents their level of effort available for this project.
- G. Funding:** This project will be funded using 100% EPA grant funds.

RESOURCE INFORMATION POSTED TO THE WEBSITE

Brownfield Assessment Work Plan
City Application for Community-Wide Assessment Grants

MBE/WBE UTILIZATION REQUIREMENTS

In accordance with EPA's Program for utilization of Small (SBE), Minority (MBE), and Women's Business Enterprises (WBE), the consultant must ensure that the six affirmative steps are followed in extending subcontracting opportunities to qualified MBE/WBE firms (see 40 CFR 35.6580(a)). The following goals for MBE/WBE participating have been established for this project:

	MBE	WBE
Personal Services	1.0%	3.0%
Equipment	0.0%	5.0%
Supplies:	1.0%	6.0%
Construction	1.0%	4.0%

EPA requires that bidders/proposers under federally funded contracts or subcontracts for supplies, construction, equipment and/or services include solicitation efforts to organizations owned or controlled by socially and economically disadvantaged individuals and women. To evaluate compliance with the Fair Share policy, the consultant needs to demonstrate compliance with the six affirmative steps:

- 1) Include qualified SBEs, MBEs, and WBEs on solicitation lists
- 2) Assure the SBEs, MBEs, and WBEs are solicited whenever they are potential sources
- 3) Divide total requirements, when economically feasible, into small tasks or quantities to permit maximum participation of SBEs, MBEs, and WBEs
- 4) Establish delivery schedules, where the requirements of the work permit, which will encourage participation by SBEs, MBEs, and WBEs
- 5) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency, U.S. Department of Commerce, as appropriate
- 6) If work is awarded from the prime contractor to a subcontractor, the subcontractor is required to take the affirmative steps outlined above

FIRMS INTERESTED IN PROVIDING TECHNICAL ENGINEERING SERVICES ARE REQUESTED TO SUBMIT THE FOLLOWING INFORMATION.

- Name of Project Manager and other team members to be assigned to this project. Please address contingency plans should one of these employees be unavailable during the design phase.
- The firm's approach to the project and experience in each of the scope features required that are listed above.

- The firm's approach to the public involvement.
- A proposed schedule for the project.
- Documentation of MBE/WBE utilization efforts.

Professional liability insurance will be required upon selection.

Format

A. Content

Responding individuals and firms must submit a detailed proposal including the following:

1. **Cover Letter** – Include the name of a contact person, address, phone number, and e-mail address.
2. **Technical Approach** – A detailed work plan that addresses all elements of the project, describes the consultant's proposed approach and understanding to each task, and justifies the methodology employed.
3. **Project Schedule, Estimate of Staff Hours, and Sealed Cost Estimate** – A breakdown of estimated hours per task and per team member. A cost estimate shall also be submitted in a separate sealed envelope.
4. **Public Involvement** – A description of the methods and tools the consultant plans to use to engage the public. Examples of successful public involvement from past projects can also be submitted.
5. **Project Organization and Staffing** – A list of project personnel including role in the project, an organizational chart and resumes detailing the project personnel's work on related projects. Also include name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract. Note: Upon negotiation of the final contract, any changes in personnel by the consultant must receive prior approval by the Project Manager.
6. **References** – A list of similar designs and project descriptions undertaken by the firm (preferably project personnel) with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.

B. Signature Requirements

Proposals must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures or teams submitting proposals, although

permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team. All sub consultants must be listed in the proposal.

C. Rejection Rights

The City retains the right to reject all proposals and re-solicit if deemed to be in their best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement by January 15, 2016.

Please furnish **four** copies of the proposals and **one** electronic copy, in PDF format with book marks, to Mr. Joshua Peterson, PE, Office of Public Works-Engineering, 224 West Ninth Street, Sioux Falls, SD 57117-7402 by 2:00 p.m. Central Time, **December 11, 2015**. Submittals received after the stated time will be returned unopened and will not be considered.

All proposals received by the City will be **confidential**.

All Questions regarding this proposal are required to be submitted by email or phone to Mr. Joshua Peterson at jpeterson@siouxfalls.org or 367-8616. Emails and voicemail will be checked daily for questions and will be answered within 24 hours (working day) and posted to the City's website on the Request for Proposals web page. Deadline for questions is 2:00 pm Central Time, November 27, 2015.

EVALUATION OF PROPOSAL SCHEDULE

A consultant selection team comprised of Sioux Falls Public Works shall review the proposals and select the firm they feel will supply the City the best and most complete project.

The evaluation of proposal shall proceed on the following schedule:

November 13, 2015	Request for Proposal posted on website
November 27, 2015	Deadline for Questions
December 11, 2015	Proposals received at City Hall
December 18, 2015	Consultant selection and agreement negotiations Proceed
January 15, 2016	Notice to Proceed