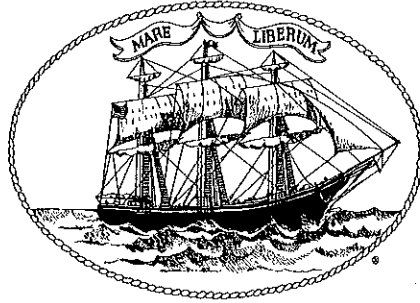


**CITY OF NEW LONDON  
BROWNFIELD PROGRAM  
REQUEST FOR QUALIFICATIONS**



**SEEKING AN ENVIRONMENTAL CONSULTANT  
FOR SITE ASSESSMENT AND REMEDIATION PLANNING SERVICES**

**Sealed proposals must be received at the Purchasing Office by:**

**Date: May 13, 2015  
Time: 2:00 PM  
Place: Purchasing Agent  
Finance Department  
13 Masonic Street  
New London, CT 06320**

**REQUEST FOR QUALIFICATIONS**  
**SEEKING ENVIRONMENTAL CONSULTANTS TO PERFORM**  
**SITE ASSESSMENT/REMEDATION PLANNING**

The City of New London is seeking to develop a short list of Connecticut Licensed Qualified Environmental Professionals and/or qualified firms to implement environmental assessments and other related work on various brownfield properties in the City of New London. Qualification Statements accepted in response to this RFQ will be evaluated through a selection process. Respondents deemed qualified by the City of New London will be entitled to receive a Request for Proposals (RFP) if one is issued. Please note that the Respondents Qualification Statements issued pursuant to this RFQ may be deemed Proposals hereunder and become a basis for negotiation of a Contract agreement with the City of New London. The City of New London reserves the right to enter negotiations with any and all Respondents.

The goal of the Brownfield Program is to ensure appropriate and sustainable assessments, cleanup and redevelopment of brownfields in our community.

This work will be funded by a US Environmental Protection Agency (USEPA) Hazardous Substances Assessment Grant and the State of Connecticut Department of Economic and Community Development (DECD) Municipal Brownfield Assessment and Inventory Program, and other sources as they may become available.

Qualified firms or individuals will be required to work in a team atmosphere and adhere to an agreed-upon time and fee schedule. The consultant must have all appropriate approvals, qualifications, and licenses required by the State of Connecticut to complete the work scope of this project.

Interested individuals or firms are invited to submit a proposal describing their qualifications, outlining their approach to this task, and defining the scope of their services as outlined in this Request for Qualifications. Joint ventures will be allowed. The lead project manager must be a State of Connecticut Licensed Qualified Environmental Professional.

**Background**

Like many other older and larger cities, virtually all available parcels for development in New London are brownfields, making assessment and cleanup a part of every economic development activity. Despite its small size (5.67 square miles), rich history, and waterfront, the City of New London has the demographic characteristics, and many of the associated problems of larger urban areas. As a waterfront community with many low lying areas, extensive, historically deep-filled areas exist across the city. As these areas were located along the water, they were developed with heavy industrial and commercial uses that contributed further contamination to the industrial fill.

The City of New London will build upon the Brownfields inventory and assessment process, and Community Outreach Program developed during the FY2009 Grant period, and conduct environmental assessments of selected properties with the goal of remediation plan development for key parcels. The assessment program will consider and embrace the concepts and goals of community and economic

development planning documents and recent outreach feedback, and will continue to engage the public and key municipal officials in the process.

In the summer of 2014, the City of New London received two grants totaling \$400,000. A community wide Hazardous Substances Assessment grant funded by USEPA for \$200,000 and a site specific Municipal Brownfield Assessment and Inventory Program Grant from DECD for another \$200,000. These grants will provide funds to conduct environmental assessments and cleanup planning needed to prepare known and undetermined site(s) for remediation.

### **Project Management**

The City's Office of Development & Planning (ODP), is responsible for managing all aspects of these grants including contract and financial oversight and will coordinate access to sites for assessment and investigation as needed.

Organizations that will be invited to participate in the planning and implementation of this project include the Renaissance City Development Corporation (RCDA); Ledge Light Health District; Community Partnerships, a health initiative of Lawrence & Memorial Hospital; the Southeastern Connecticut Council of Governments; and F.R.E.S.H. New London (Food: Resources, Education, Security, Health), an organization that works with youth to bring community health and natural resource conservation to the forefront. Neighborhood workshops will be scheduled to allow for participation by stakeholders such as the organizations listed above and the general public. Representatives from Connecticut Department of Economic and Community Development (DECD), Department of Energy and Environmental Protection (DEEP), and EPA will be invited to meetings/neighborhood workshops.

### **Project Description/ Overview**

The EPA grant is a "community wide" Assessment Grant that will select sites determined to be the highest priority based on a community outreach program. The site selection process will look at its readiness potential for redevelopment in terms of location, infrastructure, and environmental threats present. The City, its partners, and the community will look at parcels with adequate street access, underground infrastructure and storm drainage, its proximity to public transportation and other development work in the area. The visibility of the parcels and the extent of infrastructure will be assessed to determine the marketability for private development.

The DECD grant is site specific with one of the identified sites in the application/award process having already had assessment and remediation planning completed so another site with positive development potential has been targeted for replacement. The second site is a mostly vacant industrial mill on Garfield Ave. that had a Phase I completed in 2012. The Phase one will have to be updated but the recommendation was to perform a subsurface investigation and complete a lead and asbestos survey.

### **Community Outreach, Site Selection, Assessments, and Remedial Action Plans**

Public education and involvement are critical to the success of the City of New London's Brownfield Program. Community workshops/ meetings will be developed to gain feedback from and to inform the community of this project and how it will affect adjacent neighborhoods as well as the City as a whole. These meetings may focus on educating concerned neighbors, municipal officials, and others about brownfield topics and Recognized Environmental Conditions, confirmed contamination, and/or remediation plans at sites.

The consultant will be required to assist in the preparation of the agenda and outreach materials for the meetings and will also be required to make a presentation to participants, answer relevant questions, and work with City staff to address concerns brought up by residents and other stakeholders, as appropriate.

The selected Environmental Contractor will develop and determine eligibility criteria to ensure that sites are eligible for funding, complete Phase I and Phase II assessments, and develop Remedial Action Plans (RAP) based on the known and planned reuse scenarios of each of the selected sites. The RAP's will provide remediation alternatives and costs to meet Analysis of Brownfields Clean-up Alternatives (ABCA) requirements to facilitate future cleanup, and to provide the developers/owners adequate decision making information. All site assessment and remedial planning will be consistent with the Connecticut Department of Energy and Environmental Protection Remediation Standard Regulation and therefore, the requirements of the State Voluntary Remediation Program. The reports will be conducted in accordance with the latest ASTM (ASTM E1527-13) and AAI standards.

While the City of New London will take an active role in managing all aspects of its brownfield program the consultant, is expected to meet any and all reporting requirements related to this project including quarterly reporting and ACRES input to the EPA and DECD, as well as any other oversight agency. The City of New London will provide support for completing reports, as appropriate.

The proposal should describe the procedures and approach used by the consultant for communication to the public including examples of how they conduct public meetings and how they make technical information understandable to lay persons. Consultants should also demonstrate a working knowledge of historic preservation issues as they relate to brownfield activities and site redevelopment.

The consultant's availability, knowledge of the specific issues that require investigation, experience with task elements, personnel assigned to the task (looking at both the staffing levels and qualifications) and average hourly billing rates will be taken into consideration when evaluating proposals.

Work associated with this project will commence as soon as possible after awarding the contract and must be completed by June 15, 2017. A project timeline should be included with the proposal and be based on the table below.

## Schedule/Task Breakdown

| Work Element                                    | Specific Tasks                                                                                                                                                  |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Program Development                             | Information to local officials, stakeholders, and media*                                                                                                        |
| Community Participation*                        | At least one initial public meeting<br>Attend city council meetings as needed<br>Mid-project public meetings<br>At least one final public meeting               |
| Site Selection*                                 | Establish process and criteria for site selection*<br>Evaluate and rank sites*                                                                                  |
| Quality Assurance Plan                          | Develop Assessment Protocol<br>Submit Draft QAPP<br>Submit Final QAPP                                                                                           |
| Phase I Assessments<br>- Estimate of 5-7 sites  | Review documentation, records, plans, and other relevant information<br>Site visits<br>Phase I Assessment Report                                                |
| Phase II Assessments<br>- Estimate of 3-5 sites | Additional research and site visits<br>Soil/water/building sampling and testing<br>Geophysical testing if necessary<br>Final Report production/review/revision  |
| Cleanup Planning                                | Create plans for remediation including cost estimates<br>Institutional and engineering controls are in place<br>Deed restrictions are filed on the land records |

\* Denotes that work will be conducted in collaboration with City Staff

## **General Terms and Conditions**

The consultant shall comply with all federal, state, and local laws and regulations as applicable. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Program and the State of Connecticut Department of Economic and Community Development. Applicants are advised to review all applicable federal and state regulations prior to submitting a proposal. The consultant will be held to the specific terms and conditions of the grants.

The City of New London reserves the right to reject any or all proposals, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of the City of New London.

Reports and materials developed by the consultant will be considered public information and may not be copyrighted. The consultant will assume sole responsibility for the complete project as required. The City of New London will consider only one firm as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of the project.

Applicants who intend to subcontract one or more elements of the project to other firms shall identify those work elements as well as the subcontractor(s). Subcontractors may not be substituted, nor any portions of the contract assigned to other parties after contract award, without prior written approval by the City of New London.

Proof of insurance will be required prior to contracts being issued for work. The firm must be able to demonstrate proof of coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate, motor vehicle liability coverage of \$1 million combined single limit, proof of Workers Compensation coverage per State of Connecticut, and professional errors and omissions coverage of \$1 million. The CITY requires that these aggregate limits be maintained by the firm as required. It is the responsibility of the firm or his representative to notify the CITY if ever or whenever claims reduce the General Aggregate below \$1,000,000.

Signed Certificates of Non-Collusion and Tax Compliance, and Declaration of MBE/WBE participation will also be required prior to contract signing.

## **Equal Opportunity**

All consultants and any sub consultants must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

Consideration of all consultants, which includes equal opportunity for minority business enterprises (MBE) and women business enterprises (WBE), will be made in the consultant selection process. Consultants are required to include the applicable MBE/WBE objectives in bid documents and to require all prime contractors do the same for subcontracts. The City of New London, as a Cooperative Agreement Recipient through the EPA and DECD, will exercise appropriate measures to ensure good faith efforts are made during consultant selection.

## **Proposal Format**

Responses to this RFQ should consist of:

1. A cover letter expressing the firm's interest in working with the City of New London
2. Identification of the project manager and/or principal staff (including any subcontractors) that will provide the requested services. Resumes of the principal project manager and assistant project manager as well as the primary staff who will conduct the work.
3. The approach to be taken toward completion of the project and an explanation of any proposed variations to the work program.
4. Documentation of relevant experience.
5. Please provide names and contact information for at least three professional references. Include brief statement of relevant work performed for each reference.
6. Knowledge of and experience working in New London and/or Southeastern Connecticut, if applicable. If it is not applicable, please state this.
7. Any other information illustrating the respondents' qualifications for performing the work outlined in this RFQ.
8. Average hourly billing rates and expense schedule.
9. List any actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed. Responses should explain if/why the firm, its agents or employees are/are not at fault in these cases and what steps have been taken to avoid repetition of these actions/litigations.

## **Submittal and Selection Process**

Qualification Statements from interested consultants must be received at the Purchasing Office by May 13, 2015 at 2:00 PM. The Purchasing Office is located at 13 Masonic Street, New London, CT 06320. Late proposals will not be accepted.

City Staff and a representative committee will be responsible for screening proposals and making final recommendations. In the first step, the selection committee will review written proposals and select consultants for the interview process. In the second step, the selection committee will meet with 3-5 consultants, conduct interviews, and select a pool of 3 firms they feel are most capable of implementing the activities outlined in this RFQ. The City may issue a single Request for Proposal (RFP) or two separate RFP's for each of the grants to the three prequalified consultants. If deemed in the best interest of the City of New London the City reserves the right to forego any RFP and enter negotiations with any or all of the prequalified consultants to implement either or both of the grants.

The Mayor, using the committee evaluations and recommendations, will make recommendations to the City Council. City Council will make the final decision regarding the selection of a consultant(s).

The criteria used in evaluation of the proposals will include:

1. Clarity of the proposal, understanding of the project objectives, and responsiveness to the RFQ.
2. The respondent's experience and qualifications to perform environmental site assessment work and community outreach efforts.

3. The extent to which the proposed costs and indicated time commitment are reasonable for the project.
4. The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the City of New London and other interested parties.
5. Experience in New London/Southeast Connecticut.
6. Additional criteria, such the ability to relay complex information to citizens in a publicly friendly manner, may be used to evaluate consultants during the interview process.

The selection committee will review written proposals and select consultants for the interview process. In the second step, the selection committee will meet with 4-8 consultants, conduct interviews, and select a pool of 3-5 firms that are capable of implementing the activities outlined in this RFQ.

The finalists *may* be required to make a 30-45 minute presentation for the selection committee.

Please submit three (3) copies of your proposal to:

**Purchasing Agent  
Finance Department  
13 Masonic Street  
New London, CT 06320    by 2:00pm on May 13, 2015**

The Purchasing Agent, Alicia Smith's contact phone # is (860) 447-5215

Questions concerning this Request for Qualifications must be submitted *in writing* to:

Tom Bombria, Community Development Coordinator  
City of New London, Office of Development & Planning  
181 State Street, 2<sup>nd</sup> Floor  
New London, CT 06320  
(860) 437-6346  
(860) 437-4467 (fax)  
[tbombria@ci.new-london.ct.us](mailto:tbombria@ci.new-london.ct.us)

Questions may be delivered, mailed, or e-mailed. Written responses will be mailed or e-mailed to all bidders on record as having received the Request for Qualifications.