

# Erie County Industrial Development Authority

## Notice of Request for Proposals

### Erie County Industrial Development Authority RFP for Brownfield Services

**ERIE COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY**  
**REQUEST FOR PROPOSALS**  
**Professional Environmental Consulting Services**  
**RFP Release Date: November 22, 2022**  
**Proposals Due Date: December 16, 2022**

## 1. GENERAL INFORMATION

### **1.1 Purpose of this Request for Proposal**

The Erie County Industrial Development Authority (ECIDA), through this Request for Proposal (RFP), is seeking a qualified environmental consulting firm to provide assistance with the recently awarded United States Environmental Protection Agency (U.S. EPA) Brownfields Assessment Grant for implementation of Phase I and II Environmental Assessment, Asbestos Inspections, cleanup and redevelopment planning, community outreach, and other components of the EPA Brownfields Assessment Grant for which funding is secured. This solicitation is being issued to comply with Federal procurement standards outlined in CFR §200.317 - CFR §200.326 that are applicable to hiring of consulting firms to assist communities with grants awarded.

### **1.2 Background Information**

The ECIDA's objective of their U.S. EPA brownfields program is to promote redevelopment of brownfield properties located in and near Erie County, Pennsylvania. The ECIDA may expand their objectives under this contract at a later date to include cleanup of individual sites targeted for assessment, dependent upon future availability of funding. The successful consultant will bring experience and insight to the ECIDA to obtain and implement this brownfields assessment grant and explore other funding and brownfields initiatives as funds become available.

### **1.3 Type of Contract and Contract Term**

The ECIDA will award a contract to one full-service qualified environmental consulting firm to implement this U.S. EPA brownfields grant funds in support of their brownfield program. The estimated contract term will take place over the EPA's anticipated project and budgeted period from October 1, 2022 through September 30, 2025. The contract term may be extended thereafter at the option of the ECIDA.

## 2. TECHNICAL SPECIFICATIONS

### 2.1 Activities Required Under this Request for Proposals

This RFP is to solicit for a qualified environmental consultant who is expected to provide a wide range of environmental services to the ECIDA. The scope of work to be performed under this contract by the consultant at a minimum is expected to include:

- Assist the ECIDA with budget management tracking of grant funds.
- Assist the ECIDA with quarterly and annual EPA reporting requirements.
- Provide grant programmatic and regulatory support as required.
- Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
- Provide tools and support in creating a brownfields property inventory including prioritization of properties.
- Preparation of a written Generic Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA requirements.
- Preparation of Site-specific QAPP Addendum for each property where a Phase II ESA will be performed.
- Perform and complete Phase I and Phase II environmental site assessments (ESAs), site investigations, remedial planning and other environmental requirements under applicable Pennsylvania environmental regulations and ASTM standards.
- Perform other eligible assessment activities including, but not limited to, asbestos surveys, mold surveys, lead paint surveys, and wetlands and natural resource surveys.
- Attend meetings with the ECIDA and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Participate in and coordinate community outreach and public engagement activities as requested.
- Identification and assistance in writing grant applications for EPA grants, including, but not limited to, U.S. EPA Brownfields Assessment and Cleanup Grants.
- Prepare Grant Close-out Report(s).

### 2.2 Minimum Requirements

Responses will be evaluated per the requirements specified in Section 3.3 Qualifications. Qualified respondents will also meet the following requirements of this Request for Qualifications.

- Firm will have at least one (1) full-time Pennsylvania licensed professional geologist in good standing or at least one (1) full-time Pennsylvania professional engineer in good standing.
- Firm will have at least one (1) full time employee with Pennsylvania Asbestos Certification.
- Proposed Qualified Environmental Profession has a minimum of ten (10) years' experience working with United States and Pennsylvania environmental regulations.
- Firm must have demonstrated experience in implementing a minimum of five (5) EPA funded brownfields grant programs in Pennsylvania.

### **2.3 Project Budget**

The total budget for the EPA brownfields assessment grant is \$500,000. The ECIDA and the successful consultant will develop a project specific scope of services to fulfill the project requirements of the brownfield grant funds. The budget for any future related grants executed under this contract will be negotiated with the consultant if and when such funding becomes available. It will be the ECIDA's option to utilize this contract for future brownfields grants beyond the initial U.S. EPA assessment grant application and implementation projects.

## **3. RESPONSE REQUIREMENTS**

### **3.1 General Expectations**

Consultants are asked to submit concise qualifications describing their experience within the EPA brownfield program as well as their ability to manage and implement these types of grant funded projects. The response should include a clear outline of how the firm would help the ECIDA to implement their brownfields program and highlight their experience and successes managing such EPA Brownfields Assessment grants.

### **3.2 General Process**

The ECIDA will review and evaluate qualifications with the following criteria in mind: expertise related to relevant project components; firm and staff experience related to brownfields redevelopment; project approach; ability to facilitate public outreach activities; grant writing experience and demonstrated ability to provide comprehensive environmental services. The ECIDA reserves the right to accept or reject responses on any basis it deems appropriate.

### **3.3 Qualifications**

Responses should be prepared on standard size 8 1/2 x 11-inch paper. Standard advertising brochures should not be included in the response. The response shall include at a minimum the following information in the order presented below. Qualifications will be evaluated based on a 100 Point Scale as follows:

#### **SECTION A Qualifications and Prior Experience**

**0-30 pts.**

This section shall include the firm's name, areas of expertise, size, number of office locations, and business address of the office responsible for this contract. The name, address, and telephone number of a contact person responsible for their submittal shall be included. In addition, the following information shall be provided:

- General description of firm's history providing U.S. EPA brownfields services including grant writing and other related redevelopment funding and incentives.
- Project experience in implementing the requirements of U.S. EPA grant funded projects including programmatic requirements.
- Description of firm's familiarity and experience with the U.S. EPA's Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- Experience of the firm in completing Phase I and Phase II ESAs.

- o Specifically, a general description of firm's ability to perform up to twenty (20) Phase I and nine (9) Phase II ESAs.
- General description of the firm's services including experience for this contract in providing additional eligible assessment services including but not limited to: asbestos surveys, mold surveys, lead paint surveys, and wetlands and natural resource surveys.
- Summary of experience conducting community involvement and engagement activities related to brownfields programs.
- Ability to perform environmental inventories utilizing GIS in conjunction with U.S. EPA brownfields grants. Knowledge and experience pertaining to U.S. EPA and Pennsylvania DEP regulations shall be demonstrated.

**SECTION B Proposed Methodology** **0-25pts.**

- A detailed outline of the firm's approach to completing the tasks required of EPA brownfield grants funded projects.
- Supply examples of relevant experience from past similar projects.

**SECTION C Local Experience and Knowledge** **0-20pts.**

- Demonstrate local knowledge of the ECIDA's region and understanding of redevelopment planning and goals.

**SECTION D Capabilities** **0-15pts.**

- Clear understanding and capability to complete scope of work.

**SECTION E References** **0-10pts.**

- Project summary of relevant brownfield experience and contact information for at least three (3) recent (may be current projects and/or projects completed within the past four (4) years) client references with name, email address, and phone number for each.

**3.4 Terms and Conditions**

The process of selecting organizations to provide consultation services for the ECIDA's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in CFR §200.317 - §200.326 for the implementation portion of this proposal and subsequent successful grant applications.

The ECIDA reserves the right to accept or reject all proposals or portions thereof without stated cause. The ECIDA reserves the right to waive any non-conformities in any proposal in its sole discretion. The ECIDA reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the ECIDA in its sole discretion.

Upon selection of a finalist, the ECIDA by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the ECIDA, for any reason, is unable to reach a final agreement with this finalist; the ECIDA then reserves the right to reject such

finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The ECIDA may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The ECIDA reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be emailed to [tsumner@ecrda.net](mailto:tsumner@ecrda.net) and a response shall be provided within three (3) business days.

The ECIDA reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the ECIDA. The ECIDA reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

### **3.5 Public Information**

Information supplied by the Proposer to the ECIDA is subject to the Pennsylvania's Right-to-Know Law. Under Pennsylvania law, a local agency may not deny a requester access to a public record due to the intended use of the public record by the requester unless otherwise provided by law, 65 P.S. § 67.302. Information and materials received by the ECIDA in connection with all Proposers' response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first.

### **3.6 Proposal Time Schedule**

The timeline for completion of this request for proposals is outlined below.

November 22, 2022: Formal announcement date for RFP.

December 16, 2022: Deadline for submittal of proposals.

December 23, 2022: Notification of award.

December 30, 2022: Award of contract by ECIDA.

### **3.7 Notification of Award**

The ECIDA plans to select a consultant by December 23, 2022. Should either party fail to execute a contract within 30 days of notification of award, the ECIDA reserves the right to rescind the award and select services from another interested firm.

### **3.8 Number of Proposals to Submit; Deadline, and Mail, Email**

**Three (3) original paper copies and one (1) digital (PDF) copy** of the proposal must be submitted to ECIDA by **3 PM EDT on December 16, 2022**, as set forth below:

The mailing address is:

Erie County Industrial Development Authority  
Attn: Ti Sumner, Brownfield Project and Grant Manager  
1314 Griswold Plaza  
Erie, PA 16501-1740  
(814) 480-0337  
Email: [tsumner@ecrda.net](mailto:tsumner@ecrda.net)

### **3.9 Late Proposals**

Proposals received after the deadline will not be considered.

## **4. VENDOR REQUIREMENTS**

### **4.1 Contracting with Disadvantaged Business Enterprises**

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The ECIDA will ensure, to the fullest extent possible, that at least the U.S. EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists;
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business to be solicited and/or participate;
- Consultants are encouraged to procure goods and services from disadvantaged businesses.

### **4.2 Equal Employment Opportunity**

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the ECIDA, the Proposer shall furnish a written affirmative action plan.

### **4.3 Insurance Requirements**

Prior to award, the successful bidder will be required to furnish evidence of insurance as follows:

Comprehensive General Liability: Limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage including premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and contractual liability endorsement.

Business Auto Liability: Covering any auto with minimum limits of \$1,000,000 per occurrence with combined single limit for bodily injury and property damage. This shall include owned vehicles, hired and non-owner vehicles and employee non-ownership.

Professional Liability and Errors and Omissions: The Consultant shall carry Professional Liability Insurance with a coverage minimum of \$1,000,000 per occurrence.

Workers' Compensation: The Consultant shall carry Workers' Compensation coverage to apply for all employees for statutory limits and shall include employer's liability with a limit of \$1,000,000 each accident, \$1,000,000 disease policy limits, \$1,000,000 disease limit each employee.

All policies shall provide a 30-day notice of cancellation or modification of coverages. Prior to commencement of work, the proper insurance certificates shall be provided to and approved by the Southwest Pennsylvania Regional Planning Council.

#### **4.4 Independent Contractor; Conflict of Interest**

No director, officer, employee, agent, contractor, or subcontractor of the contractor shall be deemed to be an agent, servant and/or employee of ECIDA.

The contractor agrees that it will comply and will require all its directors, officers, employees, agents, contractors, or subcontractors, to comply with all applicable laws, rule, regulations, codes and other requirements relating to the consulting agreement contemplated under this RFP, and the performance thereof, including but not limited to all conflict of interest and ethics laws, rule, regulations, codes and other requirements.

ECIDA reserves the right to accept or reject any or all proposals without any stated cause. Furthermore, ECIDA reserves the right to terminate, restructure, or amend the stated process at any time. If no proposals are satisfactory ECIDA has the right to re-issue or cancel the RFP.

For questions or more information, contact Ti Sumner, Brownfield Project and Grant Manager, at (814) 480-0337, or by email at [tsumner@ecrda.net](mailto:tsumner@ecrda.net).