

## **REQUEST FOR QUALIFICATIONS (RFQ) BROWNFIELD-RELATED ENVIRONMENTAL SERVICES**

The Village of Gowanda is soliciting qualifications from firms interested in providing brownfield-related environmental services and project management in conjunction with the award of the EPA's cooperative agreement to the Village of Gowanda for the Brownfield Assessment Program.

The Village of Gowanda has previously engaged in brownfield planning activities under New York State's Brownfield Opportunity Area (BOA) Program. The primary objective of the Village's brownfield strategy is to encourage new business investment through the cleanup and redevelopment of contaminated commercial and industrial properties. Public Engagement Plans were created and implemented through the Step 1 BOA and now continue to be utilized through Step 2 Nomination Study. These plans will be available for the development of the Community Involvement Plan (CIP) as an objective in the EPA Cooperative Agreement. The CIP under this project will include bi-annual public forums to provide updates on the program progress and to solicit comments regarding priority brownfield sites and desired uses. The advisory committee established for the NYS BOA program will continue to be utilized to gather input and disseminate information. Site tours will also be scheduled to solicit potential redevelopment projects the community would like to see.

The Village of Gowanda has a prioritized inventory of over 20 brownfield sites, the redevelopment of which is anticipated to catalyze revitalization of the community. The goals under the Village of Gowanda Cooperative Agreement are to conduct environmental site assessments on high priority brownfield sites in order to advance established revitalization goals. These funded resources to complete the environmental assessment activities are necessary to foster private developer interest in the brownfield sites to further advance development. Funding for this project will provide Phase I and Phase II Environmental Site Assessments to compliment the planning activities identified in the BOA Step I and Step II. This project will also provide community outreach events, Public Meetings, site analysis and visioning tours, community conversations at highly trafficking areas, and the creation of local champions who care deeply about the reuse of potentially contaminated properties.

Cooperative agreement funding from the EPA will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the Village of Gowanda, assisted by the Village Treasurer and the Village Attorney, with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP) that we are seeking in this RFQ. Since the program is federally funded, identified consultants must comply with the provisions of all applicable Federal Regulations i.e., 40 CFR Part 31 and 40 CFR Part 35 Subpart O.

The Village of Gowanda intends to select one consultant to provide technical support on a programmatic level as well as to advance specific brownfield projects. Typical services to be provided under this contract include:

- Site Evaluation/Prioritization
- Strategic/End Use Planning
- Site Assessment/Characterization
- Remedial Analysis/Design/Oversight
- Assistance With Community Outreach
- Insurance Asset Recovery
- General Engineering and Surveying Services
- Grant Award Requirement and Reporting

Scope of services provided under the Village of Gowanda Cooperative Agreement to be provided by a qualified environmental professional will include to inventory, characterize, assess, and conduct cleanup planning and community involvement related to activities for brownfield sites identified in the NYS Brownfield Assessment and itemized tasks identified in the approved workplan:

1. Cooperative Agreement Oversight
2. Development of a Detailed Project Schedule showing Milestones and Time Frames
3. Community Engagement
4. Phase I & II Environmental Site Assessments

A Community Wide Hazardous and Petroleum Assessment Program will target vacant, abandoned, and underutilized sites in identified Brownfield Opportunity Areas throughout the Village to encourage redevelopment by performing site assessments and planning for clean-up. Community outreach is required to involve residents and other stakeholders surrounding the sites by holding community meetings and exchanging information. Brownfields are real property, the expansion, development and reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

Administrative closeout phase for this award will be initiated with the submission of a “final” Federal Financial Report (FFR), in accordance with 2 CFR 200.343.

Work performed under this contract must comply with applicable local, state, and federal regulatory requirements, and other professional practices and standards as necessitated by project conditions and job requirements.

## SUBMITTAL REQUIREMENTS

Proposals must include:

- Statement of Qualifications (SOQ)
- Description of knowledge, experience, and capabilities
- Key project personnel by name and title
- Past experience on similar projects
- Designation of individual directly responsible for all activities of the consultant
- Full disclosure of parent companies, subsidiaries, affiliates, and subcontractors
- Clauses or subclauses indicating compliance with all applicable Federal Regulations

The SOQ shall contain the following sections:

1. CAPABILITIES – Identify overall capabilities of the firm, including major disciplines or areas of practice, staff size, and significant equipment resources. Describe the firm’s specialized capabilities in the area of municipal brownfield program development and implementation.
2. QUALIFICATIONS AND EXPERIENCE – Provide information detailing the firm’s experience in performing brownfield projects under the New York State Bond Act Environmental Restoration Program and the EPA Brownfield Program. Include descriptions of relevant brownfield projects, and provide a reference list of other municipalities for which the firm has furnished brownfield services, including contact persons and phone numbers.
3. ORGANIZATION AND MANAGEMENT – Provide an organizational chart identifying key personnel and subcontractors, describe the qualifications and experience

- of the proposed project manager, and supplement these items with resumes of the proposed project staff. Identify the location of staff to be committed to the project and describe the process to be utilized to manage project assignments. This section should also describe the firm's approach to satisfying typical State and Federal MBE/WBE participation goals.
4. PROFESSIONAL RATE SCHEDULE – Provide a rate schedule identifying hourly rates by title, unit rates for reimbursable expenses (e.g., photocopies, mileage, etc.), and subcontract administration fees, if applicable.
  5. INSURANCE – Provide documentation of firm's insurance coverage.

## SELECTION CRITERIA

The SOQs will be evaluated with respect to the following criteria, which are listed in descending order of importance:

- Specialized experience and technical competence of the firm will be evaluated with respect to demonstrated experience with programmatic and discrete municipal brownfield project assignments compiled within the last five (5) years. Preference will be given to firms demonstrating experience with: projects performed under the New York State and EPA brownfield programs; managing projects funded via a combination of State and Federal brownfield programs; and brownfield projects performed in NYSDEC Region 9. The firm's track record for the preparation of successful brownfield grant applications will also be considered. [25%]
- Past performance on contracts with municipal agencies will be evaluated in terms of quality of work, project management, cost control and compliance with contract requirements and performance schedules as reported by references provided. [20%]
- Qualifications and experience of key members of the proposed project team will be evaluated relative to education, professional registration/certification/licensing, and relevant experience. [15%]
- Professional labor and expense rates will be evaluated with respect to reasonableness. [15%]
- General capabilities of the firm will be assessed with respect to the firm's ability to provide multi-disciplined services in support of brownfield projects. [10%]
- Location of the firm and proposed project team members will be evaluated relative to proximity to the project area and implications with respect to staff accessibility and travel-related expenses. [10%]
- Extent of participation by MBE/WBE firms will be evaluated based upon the firm's strategy for satisfying typical State and Federal goals. [5%]

It is the intention of the Village of Gowanda to select one consultant based solely on this RFQ and the quality of the submittals received. Selected and non-selected firms will be notified in writing. The selected firm should be prepared to begin work immediately upon execution of an agreement.

The respondent shall comply with the relevant terms and conditions of any Federal cooperative agreements under which the work is performed, and said terms and conditions will be made available to the consultant once such an agreement(s) is executed.

Please mail an original Statement of Qualifications (SOQ) and all supporting documentation, accompanied by a cover letter signed by an officer of the respondent, to:

Village of Gowanda  
Traci Hopkins, Treasurer  
27 East Main Street  
Gowanda, NY 14070

In addition, please provide an electronic copy of all documents to [gowandavillageth@gmail.com](mailto:gowandavillageth@gmail.com) or include an electronic file in the mailed document packet.

**Submissions are due by 10:00 a.m. on, Tuesday, September 7<sup>th</sup>.** Submittals received after the submission deadline will not be considered. The following conditions apply to this RFQ:

- The Village of Gowanda reserves the right to reject all submittals that do not comply with these instructions.
- SOQs will not be returned and will become the property of the Village of Gowanda once submitted.
- Any and all expenses associated with the preparation of the SOQs are the responsibility of the respondents and will not be reimbursed by the Village of Gowanda.
- The respondent must verify that they are not debarred from receiving Federal funds.
- The intent is to choose the most highly qualified consultant with which the recipient can negotiate a contract price with is fair and reasonable to all parties.

Any questions regarding this RFQ should be directed to:

Traci Hopkins, Treasurer  
Village of Gowanda  
27 East Main Street  
Gowanda, NY 14070  
(716) 532-3353  
[gowandavillageth@gmail.com](mailto:gowandavillageth@gmail.com)