

REQUEST FOR PROPOSALS
BROWNFIELD PROGRAM
REQUEST FOR PROPOSALS Due at 4:00 PM, May 1, 2024
FY 2023-2027

The City of Adrian, Georgia is seeking environmental consultants to implement and oversee our recently-awarded Brownfield Assessment Grant. Proposals can be submitted to:

City of Adrian
Attn: Mayor Wynola Smith
P.O. Box 265
Adrian, GA 31002

Proposals can be submitted via email to Mayor Wynola Smith at mayorwynolasmith@gmail.com. Questions must be submitted two weeks (14 days) prior to the submission deadline by email directly to Mayor Wynola Smith. Responses to questions will be provided to bidders, if requested by email.

The solicitation for proposals is being conducted to fulfill state/federal funding agency procurement requirements. The City of Adrian is an Equal Opportunity Employer and encourages responses from all qualified firms. Large, small, and disadvantaged firms, including but not limited to Women-Owned Businesses and Minority-Owned Businesses are encouraged to apply.

LEGAL ADVERTISEMENT

REQUEST FOR PROPOSALS

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**BROWNFIELD PROGRAM
REQUEST FOR PROPOSALS
FY 2023-2027**

Due at 4:00 PM on May 1, 2024

The City of Adrian is seeking proposals from Qualified Environmental Professionals as defined by the All Appropriate Inquiry final rule, Section 312.10. The Project includes performing Phase I and Phase II environmental site assessments (ESAs); creating quality assurance project plans (QAPPs); generating analyses for brownfield cleanup alternatives (ABCAs), state Brownfield Applications, and lead/asbestos reports; and executing community meetings in the City of Adrian. These outputs are more particularly described in the RFP.

The Owner reserves the right to waive any informalities and to reject any and all proposals.

This project is made possible through a USEPA Brownfield Assessment Grant. Proposers are encouraged to demonstrate best efforts to utilize Minority and Women-Owned Business Enterprises (M/WBE). The City of Adrian is an Equal Opportunity Employer and encourages responses from all qualified firms. Large, small, and disadvantaged firms, including but not limited to Women-Owned Businesses and Minority-Owned Businesses are encouraged to apply.

CONTACT AND INQUIRIES

Questions must be submitted two weeks (14 days) prior to the submission deadline by email directly to Mayor Wynola Smith at mayorwynolasmith@gmail.com. Responses to questions will be provided to bidders, if requested by email.

RESPONSE CHECKLIST (this page must be completed and signed):

In order for the City of Adrian to conduct a uniform review process of all proposals, proposals must be submitted in the format set forth below. Failure to follow this format may be cause for rejection of a proposal because adherence to this format is critical for City of Adrian's evaluation process.

Please check each item indicating your compliance:

_____ RESPONSE CHECKLIST (this page must be completed)

_____ PROPOSAL AS OUTLINED IN SECTION III

_____ Experience

_____ Organization and Management

_____ Cost Schedule

_____ References

_____ Insurance

COMPANY	TELEPHONE NUMBER
ADDRESS	EMAIL ADDRESS
AUTHORIZED REPRESENTATIVE (PRINT)	TITLE
AUTHORIZED SIGNATURE	DATE
FEDERAL ID NO.	

PURPOSE & INTENT

The City of Adrian, Georgia invites interested parties to submit proposals to provide environmental and engineering consulting service as part of a Brownfield Assessment grant awarded by the United States Environmental Protection Agency (EPA).

Respondents should have the ability to plan for and oversee the environmental assessment and investigation of brownfields sites and carrying out the relevant tasks outlined in the RFP in compliance with EPA Programmatic Requirements for Brownfields Grants and Georgia state regulations. The selected firm will begin work immediately.

RFP TIMELINE

The following timeline has been established for this RFP process:

RFQ Schedule and Timeline	Date
RFP Submitted/Available	Wednesday, March 13, 2024
Deadline for Questions	Wednesday, April 10, 2024
Final Responses to Questions Issued	Tuesday, April 23, 2024
Proposal Submission Deadline	Wednesday, May 1, 2024
Selection of Contractors	Thursday June 20, 2024

I. INTRODUCTION

The City of Adrian invites interested parties to submit proposals to provide environmental, engineering, and industrial hygiene consulting service – including administrative, reporting, and technical support – as part of a Brownfield Assessment Grant awarded by the EPA. Work will take place over an approximately four (4) year period from July 2023 to September 2027.

The areas of interest in the grant are areas that have been identified to possibly contain gases and/or chemicals that are harmful to the citizens as well as the environment. The plan is to rid the areas of the pollutants and clean up the areas to ensure the safety and bettered health of citizens through improved environmental quality. During this four year period, the City hopes to gain the assistance from environmentally-aware personnel (e.g. consulting firms) that can aid in the long-term goal of making the city a safer and healthier place to live. The grant fits into the City's broad spectrum of plans for the area as the first step is to assess and investigate the types of pollutants located in the city, particularly in its brownfield sites.

We are seeking the work of Qualified Environmental Professional (QEP) firms with the ability to conduct and provide Phase I Environmental Site Assessments (ESAs), Phase II ESAs, Quality Assurance Project Plans (QAPPs), Analysis for Brownfield Cleanup Alternatives (ABCAs), State Brownfield Applications, Lead/Asbestos Reports, and Community Meetings. To meet all requested areas, firms are encouraged to enlist subcontractors and build full-service teams, if needed.

II. SCOPE OF WORK

The City of Adrian was awarded a \$500,000 EPA Brownfields Assessment Grant-\$488,500 is set aside for contractual costs. Activities of the QEP may include but are not limited to:

- Determination of CERCLA S 104(k) eligibility and compliance with applicable requirements under Federal and State laws, as required by CERCLA.
- Ten (10) Phase I Environmental Site Assessments
- Five (5) Phase II Environmental Site Assessments

- One (1) Generic Quality Assurance Project Plan
- Five (5) Site-Specific Quality Assurance Project Plans
- Five (5) State Brownfield Applications
- Three-to-five (3-5) Lead/Asbestos Reports
- Two-to-four (2-4) Community Meetings
- Ensuring that all activities funded by the City of Adrian comply with Federal and State program regulations
- Coordinating with City's Project Team, Owners, USEPA, Georgia Department of Natural Resources, and Georgia Environmental Protection Division in all aspects of the cleanup project and close-out process

III. PROPOSAL FORMAT

The proposal shall include the information outlined below. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

1. EXPERIENCE:

Include a summary of the following:

- Any history of the firm's experience providing each of the brownfield services listed in Section II

2. ORGANIZATION AND MANAGEMENT:

- Description of the firm's proposed project organizational structure and the names and experience of key individuals who will be performing the specific services requested
- Identify the location of staff to be committed to the project
- Identify any potential subcontractors

This section should also describe the contractor's approach to satisfying the City of Adrian's goals for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) for the procurement of Equipment, Supplies, and Service (10%)

3. COST SCHEDULE:

- Provide standard billing rates for administrative, planning, and environmental services. Include subcontractor administration fees/markup percentages and any travel costs. These rates will be considered during the selection process.

4. REFERENCES:

List up to three (3) references for similar services/projects that have been provided by your firm. Please include a description of the services, dates of service, and a list of the key personnel that were involved in the project. Please include a contact person, organization, email address and phone number

5. INSURANCE:

List types and limits of the Contractor's insurance. (Refer to Appendix A for City of Adrian requirements)

IV. GENERAL TERMS AND CONDITIONS

1. Contractors must possess the ability to perform successfully under the terms and conditions of this proposed procurement.
2. Each submittal should be double sided and be as concise as possible (not to exceed 20 pages).
3. Each proposal should be accompanied by a cover letter signed by an officer empowered by the contractor to sign such material and thereby commit the contractor to the obligations contained in the proposal.
4. The contractor agrees that upon submittal, the proposal, including all prices, may not be withdrawn, modified or cancelled for a period of sixty (60) days following the proposal deadline.
5. The City of Adrian does not make payment upon selection of contractors or issuance of a contract or purchase order. Purchase Orders will be issued to the selected contractor(s). Payments are tied to work completed to the satisfaction of the City and approved by the USEPA project officer(s).
6. To the extent permitted by law, contractors may request in writing non-disclosure of confidential data. Such data shall accompany the proposal, be clearly identified, and shall be placed in an envelope clearly marked, "Confidential Data" and submitted with the proposal. Any request to keep the entire proposal confidential cannot be honored. Proposals become public information at the time of the opening.
7. The City will assume no responsibility for oral instructions or interpretation. Any questions regarding this request that may change the specifications in this document must be received in writing. Inquiries must identify the RFP by title and due date. Any alterations, interlineations or erasure of the RFP must be initialed by the signer of the SOP, guaranteeing authenticity.
8. The City may, at any time, by written notification to all contractors, change any portion of the RFP described and detailed herein. These changes will be communicated in the form of Addenda. Addenda will be available and communicated through email by the City of Adrian staff. Copies of Addenda will be made available for inspection at the City and the related web sites. No Addenda will be issued later than forty-eight (48) hours prior to the date and time for the receipt of offers, except an Addenda withdrawing the RFP or Addenda for postponement of the SOP due date/time.

Contractors shall ascertain prior to submitting their proposal they have received all Addenda issued and they acknowledge receipt of Addenda by the return of the signed Addenda form with the SOP response. All addenda issued shall become part of the agreement.

The City reserves the right to decline to respond to any questions if, in the City's assessment, the information cannot be obtained and shared with all potential proposers in a timely manner.

9. **Reserved Rights:** This RFP does not constitute an offer to buy on the part of the City of Adrian. Acceptance of any obligations on the part of the City may only be done by a formal written agreement. Any information contained herein does not commit the City to a contract or to pay any costs incurred in the preparation of a response. Nothing contained herein shall be construed as guaranteeing any term, condition, or other item, including any specified purchase volume.

All responses to this RFP will become the property of the City. Contractors' response to this RFP may be included in whole, in part or by reference in the final contracts which may result from this RFP.

The City reserves the right to award a contract to any proposing party even if the criteria described in the RFP are met; and to close the process prior to the stated deadline. No obligation on the part of the City will be incurred until the contractor has signed a contract satisfactory to and accepted by the City.

The City expressly reserves the right to withdraw this RFP or reject any and all SOPs in whole or in part. The City reserves the right to request financial and other business-related information about the contractor.

All responses to this RFP will become the property of the City. Contractors' response to this RFP may be included in whole, in part or by reference in the final contracts which may result from this RFP.

The City reserves the right not to award a contract to any proposing party even if the criteria described in the RFP are met; and to close the process prior to the stated deadline. No obligation on the part of the City will be incurred until the contractor has signed a contract satisfactory to and accepted by the City.

The City expressly reserves the right to withdraw this RFP or reject any and all SOPs in whole or in part. The City reserves the right to request financial and other business-related information about the contractor.

10. Conflict of Interest: The successful contractor will be required to warrant by the time of contract authorization that such contract signing has not been solicited or secured, directly or indirectly, in a manner contrary to the laws of the State of Georgia. And, that said laws have not, and will not be violated as they relate to the procurement or performance of this contract by any conduct, including the paying or giving of any fee, commission, gift, gratuity or consideration of any kind, directly or indirectly, to any public officer or the City of Adrian staff.
11. Proposals that do not conform to the instructions contained in this document, and/or which do not address all questions and/or requirements as specified may be eliminated from consideration. However, the City reserves the right to accept such a SOP if it is determined to be in the City's best interest.
12. The City reserves the right to reject any late or incomplete submissions, and all SOPs for whatever reason.
13. It is the intention of the City to select up to three contractors based solely on this RFP and on the quality of the proposals received. All contractors will be notified in writing of the decisions.

V. EVALUATION CRITERIA

The proposals will be reviewed, evaluated, and awarded based on the following criteria.

Criteria	Maximum Points
Experience with the requested services including previous experience on brownfields project work..	25
Qualifications and experience of key personnel who will be assigned to the project relative to education, professional certifications and licenses, and relevant experience.	25
Past performance on contracts with a preference on municipal and non-profit entities (including the City) will be evaluated in terms of quality of work, project management, cost control, and project schedule as reported by references provided	10
Professional labor and expense rates will be evaluated with respect to reasonableness and value in terms of work quality provided for the price	25
Amount of funding minimized on travel to the City of Adrian for grant work.	10
Extent of participation of MBE/WBE firms by the contractor in an effort to comply with EPA's defined goals for this project-higher utilization will result in higher	5
TOTAL MAXIMUM SCORE	100