



Regional Planning Commission (RPC) Brownfield Redevelopment Program Request for Qualifications (RFQ)

Project Title: Brownfield Environmental Services: 2022-2026
RPC Project No.: BF Envir Serv 2022

Site Location: Sites to be determined; sites will be located anywhere within RPC's Brownfield Redevelopment Program area (Jefferson, Orleans, Plaquemines, St. Bernard, St. Tammany and Tangipahoa Parishes) with a focus on St. Bernard Parish.

RFQ Submission Deadline:

Qualification statements are to be identified by RPC Project Title and Project Number and arrive no later than **12:00 Noon Central Time on Friday, November 4, 2022** by hand or by mail only, and addressed as follows:

Ms. Maggie Woodruff
Regional Planning Commission
10 Veterans Blvd.
New Orleans, LA 70124
Email: mwoodruff@norpc.org

Additional information on the submission package is included below. Responses that do not include all the requested information will be automatically withdrawn from consideration. It is the responsibility of the responder to confirm that the submission packet was received by RPC before the RFQ response deadline.

1.0 Introduction

A Brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. As part of its commitment to sustainability and the utilization of existing infrastructure, through grants from the US Environmental Protection Agency's (EPA's) Brownfield and Land Revitalization Program, the Regional Planning Commission (RPC) facilitates the redevelopment of Brownfield sites in our member parishes by providing environmental assessments, cleanup plans and technical assistance. To accomplish this mission, RPC is soliciting qualification statements from experienced, qualified environmental firms to perform environmental assessments and prepare cleanup plans under the RPC's Brownfield Redevelopment Program. Under this RFQ, RPC seeks to establish a "continuing contract" with one (1) qualified environmental firm to conduct environmental activities at Brownfield sites under RPC's FY2022-2026 Brownfield Assessment Grant.

Brownfield sites are enrolled into RPC's Brownfield Redevelopment Program by a Site Applicant, which can be the site owner, a person or organization interested in redeveloping the site, or a municipality interested in preparing the site for redevelopment. References in the RFQ to the Site Applicant reflect this person/entity.

The successful Consultant will be responsible for completing the work described in Section 5. RPC is soliciting qualifications from firms with experience in:

- Conducting Phase I environmental site assessments (ESAs) in Louisiana according to EPA’s All Appropriate Inquiry (AAI) standard and current ASTM standards;
- Conducting Phase II ESAs according to the most current version of ASTM that also meet the requirements of Louisiana Department of Environmental Quality’s (LDEQ’s) Risk Evaluation/ Corrective Action Program (RECAP) and Voluntary Remediation Program (VRP);
- Preparing EPA-compliant Quality Assurance Project Plans (QAPPs) as required for projects funded by EPA that involve data collection; and
- Developing cleanup plans and EPA-related documents for Brownfield sites with LDEQ oversight under both LDEQ RECAP and VRP.

The total number of assessments/ cleanup plans will depend on:

- The total number and size of sites enrolled in RPC’s Brownfield Redevelopment Program under RPC’s FY2022-2026 Brownfield Assessment Grant;
- The level of assessment those sites require; and
- The total funding available as the grant progresses.

The selected firm will be required to review official documents of the RPC Brownfield Redevelopment Program, including RPC’s applicable Brownfield grant agreement with EPA including the terms and conditions and approved Quality Management Plan, to ensure work performed meets EPA requirements.

A notice to proceed will be issued for each assessment/cleanup plan under the contracts awarded from this RFQ with the specific site location, site contact and a copy of the site access agreement. A separate notice to proceed may be issued for general consulting services related to reviewing site conditions and information and for attending project meetings for potential Brownfield sites not yet enrolled in RPC’s Brownfield Program.

2.0 Schedule of Events

Item	Anticipated Schedule
Deadline to receive written inquiries	October 21, 2022
Deadline for RPC to respond to written inquires	October 28th, 2022
RFQ Response Deadline	12:00pm (Noon) Friday, November 4th
RPC Board selects Consultant (as part of monthly RPC meeting)	Tuesday, December 13, 2022
Contract Initiated	Within 30 days of consultant selection

Note: All times are Central Time. RPC reserves the right to deviate from these dates. Any deviation in the RFQ response deadline will be issued in an addendum.

3.0 Contract Time Frame

The contract project period is expected to commence approximately thirty days from the date of consultant selection (depending on when the contract between the selected Consultant and RPC is finalized). Work will commence as sites are enrolled in RPC’s Brownfield Redevelopment Program. The contract will expire with the closeout of RPC’s 2022-2026 Brownfield Assessment Coalition Grant;

expected to be Sept. 30, 2026) or when the contractual budget for the grant is expended, whichever is sooner. Notices to proceed will be issued during the contract time frame as eligible projects are enrolled in RPC's Brownfield Program and approved by EPA for Brownfield funding.

4.0 Budget

The total contract amount will be negotiated per assessment based on the type of assessment, the investigation work plan and the Consultant's fee schedule. The total amount awarded to the consultant selected under this funding will not exceed \$347,000.

Work orders will be issued during the contract time frame as eligible projects are enrolled in RPC's Brownfield Program and approved by EPA for Brownfield funding. Services will commence with the issuance of a work order/ notice to proceed by the Regional Planning Commission, authorizing the Consultant to incur charges and naming the RPC Project Coordinator. Prior to RPC issuing a notice to proceed for each project, the selected Consultant will furnish a cost estimate for the proposed scope of work. Phase I environmental site assessments will be billed on a lump sum basis. Phase II ESAs and Cleanup Plans will be billed on a time and materials basis.

5.0 Work Description

The selected Consultant shall provide the methods and resources (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, transportation, meals, lodging, the resources of an LDEQ-accredited laboratory, and subcontractors) necessary to perform the tasks described in the Statement of Work including environmental assessment and cleanup planning for sites enrolled in RPC's Brownfield Redevelopment Program.

5.1 Target Area

Although the work may be performed at any site in RPC's Brownfield Redevelopment Program area (Jefferson, Orleans, Plaquemines, St. Bernard, St. Tammany and Tangipahoa Parishes), the target area for the grant funding is St. Bernard Parish.

5.2 Most Current Standards

All work will be performed to meet the most current applicable EPA requirements and ASTM standards at the time the work is conducted.

5.3 Commencement Conference

A Commencement Meeting shall be held between the selected Consultant's key personnel and RPC's Brownfield Coordinator to discuss the services to be performed and answer any questions regarding the contract. In addition, a Project Commencement Meeting will be held for each project with the selected Consultant, RPC's Project Officer and the appropriate project contacts. The meetings shall be held at the RPC's Offices, a location near or at the site, or by phone.

5.4 Scope of Work to be Performed

The Scope of Work to be performed by the selected Consultant may include any of the activities described below and will be determined by the specific notices to proceed issued under the contract awarded as a result of this RFQ. The information below is provided as a general overview of services. The exact scope will be determined on a site-by-site basis and included in each notice to proceed.

5.4.1 Phase I Environmental Site Assessments/ All Appropriate Inquiries

The selected Consultant shall conduct Phase I ESAs which comply with EPA's **All Appropriate Inquiries (AAI) Final Rule** identified in 40 CFR Part 312, November 1, 2005, and the most recent ASTM Standard, *Standard Practice for Environmental Site Assessments, Phase I Environmental Site Assessment Process*. Each Phase I ESA must be a stand-alone document that meets all the requirements for an Innocent Landowner and/or Bona Fide Prospective Purchaser liability defense (as applicable to the project and Site Applicant) under EPA's AAI standards.

The selected Consultant shall provide an EDR[®] report (or approved equivalent). Aerial photographs and Sanborn maps will be provided in a format as to allow RPC to zoom in on the site and the surrounding parcels to ascertain relevant information (e.g. high resolutions electronic copies of the documents).

The selected Consultant will also be responsible for the items listed as "User's Responsibilities" in the ASTM standard, specifically:

- Title and Judicial Records for Environmental Liens and Activity and Use Limitations (AULs); and
- Commonly Known or Reasonably Ascertainable Information (beyond what is provided by the Site Applicant).

5.4.2 Phase II Environmental Assessments

Phase II ESAs will meet the requirements for an LDEQ RECAP investigation and generally follow the most current ASTM standards. In addition, at the discretion of RPC and the Site Applicant, some sites may be entered into LDEQ's VRP. Firms submitting qualification statements should be familiar and demonstrate experience with both processes. For each Phase II ESA the selected Consultant will perform the following tasks:

- Task 1: Investigation Work Plan Preparation
- Task 2: Quality Assurance Project Plan and Site-Specific Health and Safety Plan
- Task 3: Investigation Implementation & Report Preparation

5.4.3 Remedial Action Plan/Cleanup Plans

- Prepare a Remedial Action Plan (RAP) and a cost estimate for the remediation. If the site is enrolled in the VRP, prepare the VRP application, including developing the list of adjacent landowners, and LDEQ cost waiver form if applicable. The RAP will include scaled diagrams designating the areas to be treated, the locations and types of treatment equipment to be used and an estimate of cleanup cost options based on future uses and redevelopment plans.
- If Brownfield or other EPA funding is paying for the cleanup (in whole or in part), prepare a remediation QAPP for any data collection related to the remediation/ mitigation and an Analysis of Brownfield Cleanup Alternatives (ABCA). The ABCA must meet EPA's requirements and include:
 - i. Information about the site and contamination issues (e.g., exposure pathways, identification of contaminant sources, etc.), cleanup standards, applicable laws, alternatives considered, and the proposed cleanup.
 - ii. An analysis of the effectiveness, implementability, reasonableness and the cost of each proposed cleanup alternative (including no action) as well as the resilience of each alternative to address potential adverse impacts caused by extreme weather events.
 - iii. A recommended option and rationale based on the analysis.

5.4.4 General Environmental Consulting Services

The selected Consultant may be asked to perform general tasks to assist others in the assessment and/or redevelopment of a Brownfield site within RPC's Brownfield Program's region such as:

- Prepare presentations and/or participate in meetings with stakeholders.
- Perform windshield surveys and/or desktop evaluations of specific properties or defined areas of multiple properties.
- Review existing environmental documents and prepare summaries and recommendations.

5.4.5 Attend Public Meetings

The selected Consultant shall attend public meetings as directed by RPC to answer questions from the community and local officials regarding assessments and cleanup planning activities performed under the contract awarded from this RFQ. Payment will be made under the applicable Notice to Proceed on an hourly basis in accordance with Fee Schedule negotiated between RPC and the selected Consultant in the contract.

6.0 Personnel

6.1 Substitutions

Respondents certify by act of submitting an RFQ response that if selected, the personnel listed in the RFQ response will be the personnel that will work on any Notices to Proceed issued under the contract as applicable. Any substitution of personnel shall meet or exceed the requirements stated herein. RPC has the option to cancel the contract and award the contract to another firm that responded to their RFQ should significant changes to personnel occur.

6.2 Minimum Qualifications and Responsibilities of the Selected Consultant's Personnel

The selected Consultant shall provide qualified personnel to accomplish the required tasks. Personnel shall have relevant experience in planning and performing site assessments and the development of remediation action plans. Education and experience requirements shall include, but are not limited to:

- The Project Manager should have a Bachelor's degree in an applicable field and a minimum of five years of professional experience in environmental site assessments;
- Scientists should have a Bachelor's degree in the field of their expertise and a minimum of three years' experience which includes work related to site assessments, sampling procedures, analytical methodologies, and/or remediation options.

6.3 Labor Category Responsibilities

Labor Category Title	Responsibilities
Project Director/ Contract Manager	Oversee implementation of the project, ensure that all RPC and EPA requirements are met, manage contract-related documents, prepare cost estimates for notices to proceed.
Project Manager	Manage projects, prepare cost estimates for notices to proceed, administer the contract, prepare and review reports, field work as approved, and other tasks as assigned. May be the same as the Project Director/ Contract Manager.

Labor Category Title	Responsibilities
Quality Assurance Project Officer	Prepare QAPPs and QA reports. Responsible independent review of all project activities and deliverables and supporting the resolution of any identified QA issues. Has authority to suspend project activities if quality requirements are not being met.
Scientist (Chemist, Biologist, Geologist, Engineer etc.)	Conduct and oversee field work, identify and evaluate analytical data, prepare reports, review and evaluate QA documents and processes.
Technician	Review project data, prepare reports under supervision, provide technical consultation and support including CADD, surveying, asbestos and lead-based paint inspections, and field work. Technician activities may be performed by a subcontractor approved by RPC, in accordance with the rate provided in the contract.
AutoCAD Designer/ Drafter/ Graphics Designer	Prepare CADD drawings, site maps, plans, and other project related graphics.
Administrative/Clerical Support	Prepare invoices, assist with procurement, prepare reports under supervision, support the Project Manager, and other paraprofessional and general office duties.

6.4 Disadvantaged Business Enterprises (DBEs), Woman Business Enterprises (WBEs) and Minority Business Enterprises (MBEs)

RPC strongly encourages the participation of Disadvantaged Business Enterprises (DBEs) including Woman Business Enterprises (WBEs) and Minority Business Enterprises (MBEs) in all of its projects. Prospective Consultants are strongly encouraged to make positive efforts to utilize DBE, WBE and MBE subcontractors for a portion of this project. At a minimum, in Section 15 of the RFQ Response Form, respondents to this RFQ must provide a discussion of the efforts undertaken by their firm to solicit such participation of DBE, WBE and MBE subcontractors in accordance with EPA’s Good Faith Efforts (see Section 6.4.1 below).

In Boxes 7 and 9 on the RFQ Response Form, note if the firm (Box 7) or any subconsultants (Box 9; including laboratories and/or drilling companies) are certified DBEs, WBEs or MBEs and/or if the prime intends on utilizing EPA Environmental Workforce Development and Job Training students or recent graduates. To qualify as a DBE under this RFQ, DBEs including WBEs and MBEs need to be certified through the Louisiana Unified Certification Program (<http://www8.dotd.la.gov/UCP/UCPSearch.aspx>) or U.S. Small Business Administration. If planning on utilizing EPA Environmental Workforce Development and Job Training students or recent graduates, include a letter documenting the agreement from the training program or a signed agreement between the Prime and the training program. *Please note that it often takes significant time to procure a signed agreement; responses that included a signed agreement/ contract are preferred to demonstrate that the workforce program would be available to work on projects as soon as the contract between the Prime and RPC is executed.*

DBE participation or EPA Environmental Workforce Development and Job Training is not a requirement **but is strongly encouraged by RPC** and is considered during the scoring process. The option to use EPA Environmental Workforce Development and Job Training students or recent graduates would provide equal weight as WBE/MBE involvement for scoring purposes.

6.4.1 EPA Good Faith Efforts

Good faith efforts are activities by prime consultant to increase WBE/MBE awareness of procurement opportunities through race/gender neutral efforts. EPA offers the following examples to assist prime consultants in carrying out the good faith efforts:

(1) Ensure WBE/MBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.

(a) Maintain and update a listing of qualified WBE/MBEs that can be solicited for construction, equipment, services and/or supplies.

(b) Provide listings to all interested parties who request copies of bidding or proposing documents.

(c) Contact appropriate sources within your geographic area and state to identify qualified WBE/MBEs for placement on your WBE/MBE business listings.

(d) Utilize other WBE/MBE listings such as those of the state's minority business office, the Small Business Administration (SBA), Minority Business Development Agency (MBDA) of the Department of Commerce, EPA Office of Small and Disadvantaged Business Utilization (OSDBU), the Department of Transportation (DOT), and local municipal agencies (e.g. City of New Orleans Office of Supplier Diversity). DBEs certified through Louisiana Unified Certification Program can be found at: www8.dotd.louisiana.gov/UCP/Home.aspx.

(e) Have state environment agency personnel review solicitation lists.

(2) Make information of forthcoming opportunities available to DBEs and arrange time for contracts and establish delivery schedules, where requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

(a) Develop realistic delivery schedules which may provide for greater WBE/MBE participation.

(b) Advertise through the minority media in order to facilitate WBE/MBE utilization. Such advertisements may include, but are not limited to, contracting and subcontracting opportunities, hiring and employment, or any other matter related to the project.

(c) Advertise in general circulation publications, trade publications, state agency publications and women- and minority-business focused media concerning contracting opportunities on your projects. Maintain a list of women- and/or minority-business focused publications that may be utilized to solicit WBE/MBEs.

(3) Consider in the contracting process whether firms competing for large contracts could subcontract with WBE/MBEs.

(a) Perform an analysis to identify portions of work that can be divided and performed by qualified WBE/MBEs.

(b) Scrutinize the elements of the total project to develop economical units of work that are within the bonding range of WBE/MBEs.

(c) Conduct meetings, conferences, and follow-ups with WBE/MBE associations and minority media to inform these groups of opportunities to provide construction, equipment, services and supplies.

(4) Encourage contracting with a consortium of WBE/MBEs when a contract is too large for one of these firms to handle individually.

(a) Notify WBE/MBEs of future procurement opportunities so they may establish bidding solicitations and procurement plans.

(b) Provide WBE/MBE trade organizations with succinct summaries of solicitations.

(c) Provide interested WBE/MBEs with adequate information about plans, specifications, timing and other requirements of the proposed projects.

(5) Use the services and assistance of the SBA and the MBDA.

(a) Use the services of outreach programs sponsored by the MBDA and/or the SBA to recruit bona fide firms for placement on DBE bidders list to assist these firms in the development of bid packages.

(b) Seek out Minority Business Development Centers (MBDCs) to assist in identifying WBE/MBEs for potential work opportunities on projects.

7.0 PROJECT MANAGEMENT

The selected Consultant shall provide efficient management throughout the term of the contract to ensure the successful completion of assigned projects. The duties and responsibilities for project management shall continue throughout the term of the contract. The resources and methodology for project management activities shall be the responsibility of the selected Consultant.

The selected Consultant shall assign a Project Director as listed in the selected Consultant's RFQ response to represent the selected Consultant's organization and manage projects. The selected Consultant's Project Director shall be responsible for project monitoring and compliance, and for keeping RPC informed of the project status through regular monitoring reports and informal communication.

8.0 Health and Safety

The selected Consultant is responsible for the health and safety of its employees and subcontractors during the performance of all activities required by this contract. The selected Consultant shall maintain and comply with a Health and Safety Plan (HASP) consistent with Section 104(f) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended, EPA Order 1440.3 and all Occupational Safety and Health Administration requirements, all applicable federal, state and local laws regulations, ordinances, and codes used in planning and implementing site health and safety. In the event of conflict between any of these requirements, the more stringent requirement shall be followed. The HASP shall be made available for RPC review upon request.

9.0 Project Specific Laws and Regulations

The selected Consultant shall possess and maintain throughout the contract term a Louisiana State Contractors License (prime) and a Louisiana Water Well Driller's License (prime or sub). The following Contractors License classification or sub-classifications are acceptable:

- Hazardous Materials,
- Hazardous Materials Cleanup and Removal,
- Hazardous Materials Site Remediation, or
- Hazardous Waste Treatment or Removal

The selected Consultant and/or subcontractor assigned to perform tasks related to monitoring wells shall perform all work in accordance with the "Handbook for Construction of Geotechnical Boreholes and Groundwater Monitoring Systems" prepared by the LaDOTD and LDEQ, December, 2000, referred to in this document as the "LaDOTD/LDEQ Handbook".

10.0 Invoicing

Invoices shall be submitted on a monthly basis when work is being performed on open Notices to Proceed. Each invoice will be accompanied by a completed Monitoring Report (form to be provided by RPC) and appropriate back-up documentation.

Phase I ESAs shall be invoiced on a lump sum basis. Phase II ESAs and Cleanup Plans shall be billed on a time and materials basis with backup documentation.

11.0 Contractor Registration

Only Firms registered on the Federal government's System for Award Management website (www.SAM.gov; formerly the Central Contractor Registry) and are not suspended or debarred from receiving Federal funding will be considered. This includes prime consultants and subcontractors, including drillers and laboratories. Please note: there is **no fee** to register on www.SAM.gov.

By signing and submitting a response to this RFQ, the Respondent certifies its firm, any subcontractors, and principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. A list of parties who have been suspended or debarred can be viewed via the internet at www.SAM.gov. If a response is submitted and the company, their subconsultants, or their principals are found to be suspended or debarred per www.SAM.gov, or not registered on www.SAM.gov, that RFQ response will automatically be withdrawn from consideration. This provision does not obligate RPC to check www.SAM.gov or alleviate the RFQ Respondent from their obligation to certify their qualifications as stated in this section. RPC reserves the right to send an inquiry for clarification to any consultant, subcontractor or principal found to be suspended or disbarred by the GSA per www.SAM.gov.

Respondents are encouraged to check www.SAM.gov through a public search (as opposed to being logged in) to ensure their information is viewable by the general public (which includes RPC). Registration on www.SAM.gov can take some time and involves multiple steps; respondents are encouraged to make sure they and all subcontractors are registered on the site as soon as possible to allow time for the registration process if necessary.

12.0 Qualification Statement/ RFQ Response Requirements

12.1 **What to Submit**

Firms interested in being considered for the contract described in this RFQ shall submit their qualifications on the forms provided by RPC in the following formats (all are required):

- **Electronic Copy** to be provided on a CD or thumb drive:
 - 1) A **single** PDF file with the completed RPC Brownfield RFQ Response Form with all applicable appendices and attachments;
 - 2) The RPC Brownfield Fee Estimate Excel Workbook **with all four (4) tabs completed**;
 - 3) A PDF file of a recent Phase I ESA report compiled by personnel who would work on projects under this RFQ as specified in the resume section of the RFQ response for a site located in Louisiana (reports that include appropriate PDF bookmarks as specified in this RFQ are preferred); **AND**

- 4) A PDF file of a Quality Assurance Project Plan (QAPP) in accordance with EPA's **QAPP Guidance** compiled by personnel that would work on projects under this RFQ as specified in the resume section of the RFQ response.

Firms that submit CDs/ thumb drives with additional files or with multiple files other than specified above will have their submittals withdrawn from consideration.

▪ **Hard Copy:**

- **One** hard (paper) copy of the RFQ submittal package which includes:
 - RPC Brownfield RFQ Response Form with applicable appendices.
 - All four (4) Fee Estimate Excel Spreadsheets:
 - A- Labor Categories
 - B – Analytical
 - C – Coring and Monitoring Wells
 - D – Equipment
- **One** hard (paper) copy of the sample Phase I ESA as specified above (does not need to include copies of EDMS records or the full EDR Report or similar).
- **One** hard (paper) copy of the sample QAPP as specified above.

Please note RPC's purpose in requesting an example Phase I ESA is to review the readability of the document and its conformance with EPA's All Appropriate Inquiry and ASTM standards. Submitting a Phase I assessment that is within the target areas is of no importance to the review.

Forms for the above are posted on RPC's website (www.norpc.org/requests_for_proposals.html) or available by contacting Maggie Woodruff at: mwoodruff@norpc.org.

Submittals that do not meet the above criteria will be withdrawn from consideration. **RPC is not responsible for blank/ unreadable CDs/ thumb drives.** Firms are encouraged to submit early and confirm that RPC received the response and is able to open the documents with sufficient time to resubmit by the submittal deadline if necessary.

12.2 When and Where to Submit

Qualification statements are to be identified by RPC Project Title and Project Numbers and arrive no later than **12:00 noon Central Time on Friday, November 4, 2022**, by hand or by mail addressed as follows:

Ms. Maggie Woodruff
Regional Planning Commission
10 Veterans Blvd.
New Orleans, LA 70124
Telephone: (504) 483-8502

All submittals are final as of the deadline for this RFQ; no submittal changes will be allowed after the RFQ deadline.

12.3 Verification of Submittal

RPC does not automatically provide verification of the date and time submittals are received. If firms desire such verification, they are instructed to email Maggie Woodruff prior to the deadline to verify the packet was received (if mailed or sent by 3rd party carrier) or bring a copy of the cover letter or other form when the packet is hand delivered for signature at the front desk. It is the firm's responsibility to

confirm receipt with sufficient time to resubmit if necessary. RPC will only confirm that the packet has been received, not that it was completed correctly or completely. All submissions are due by the deadline noted in this RFQ.

12.4 Submission Requirements

Submissions that do not include all of the following will be considered a non-response and will be automatically withdrawn from consideration:

- RPC Brownfield Program RFQ Response Form fully completed which includes:
 - The name of the firm's **Environmental Professional** with documentation that verifies they meet EPA's AAI definition of an Environmental Professional; indicate their name under the Staffing Plan (Box 10) and Minimum Personnel Requirements (Box 11) with their experience that verifies they meet the AAI definition of an Environmental Professional in the resume section (Box 12).
 - The name of the designated **Quality Assurance Officer** who is separate from the personnel executing the project/ collecting data; indicate their name under the Staffing Plan (Box 10) and Minimum Personnel Requirements (Box 11) with their experience in developing EPA QAPPs in the resume section (Box 12). Documentation of attendance at an EPA Quality Assurance training preferred.
 - Minimum Personnel Requirements as specified in Section 12.5 of the RFQ.
 - Documentation of LELAP Certification for the laboratory who would conduct analysis of samples collected as described in this RFQ.
- Fee Estimate per the Excel file provided by RPC.

12.5 Minimum Personnel Requirements

The Minimum Personnel Requirements shall be addressed in Box 11 of the RFQ Response Form and include:

- Project Manager with relevant environmental assessment work experience (stated in their resume in Box 12), especially related to Brownfield projects and LDEQ RECAP and VRP projects.
- Environmental Professional that meets the definition per EPA's AAI with relevant degree(s)/ work experience stated in their resume in Box 12, (may be the same as the Project Manager but if so, this should be indicated in Box 11)
- Quality Assurance Project Officer familiar with **EPA's** Quality Assurance requirements. **Failure to include a Quality Assurance Project Officer will result in automatic disqualification and your RFQ response will not be considered.** Per EPA's requirements, the Quality Assurance Officer cannot be the same person as the Project Manager and must be separate from the personnel collecting data as part of the project. Responses that do not indicate a QA Officer who is separate from the data collecting unit will be withdrawn from consideration. Responses that include a QA Project Officer who has attended EPA's QA training and includes the applicable certificates and/or demonstrate thorough knowledge of EPA's QA requirements in their sample QAPP will be scored more favorably. The resume of the Quality Assurance Officer should indicate experience with **EPA's** Quality Assurance Program.
- As some of the projects may include lead and/or asbestos surveys and/or UST removal, note LDEQ-certified lead inspector(s), LDEQ-Certified asbestos inspector(s) and UST worker(s) with certification numbers in Box 11 (either in-house or sub-consultants) and related work experience (Box 12). If using a subconsultant, it is adequate to include the firm's name and experience and include a resume for the FIRM along with the name of at least one of their personnel that has the applicable certification and their certification number. It is not necessary to attach copies of

applicable certificates as long as the certification number is provided. RPC reserves the right to check LDEQ's certification database to ensure compliance.

- LELAP-accredited Laboratory: State the name of the Laboratory and include a copy of their LELAP accreditation certificate. No resume is required in Box 12 for the laboratory.
- Driller Company: State the name of the drilling company and applicable certification numbers in Box 11.

Please note that these are the minimum requirements to be included in order to be considered for this contract. In addition to the resumes of those listed under the Minimum Personnel Requirements, Respondents are to include all staff who would work on projects under this contract in Box 12 of the RFQ Response Form.

12.6 Resumes

Resume information provided in Box 12 of the RFQ Response Form shall be **concise** and **relate directly** to the scope of work. Please note that this scope of work is for environmental assessments and cleanup planning under RPC's Brownfield Program. Experience and qualifications relevant to the proposed project should note applicable dates and the role of the person in the project. A list of projects that do not note the person's specific role and responsibilities in executing the project will not be scored favorably. The resumes should include information on the person's involvement in each project that demonstrates clear familiarity with the scope of work listed in this RFQ is preferred.

For LDEQ-certified lead/ asbestos inspectors and/or UST workers: include the applicable information in Box 12 of the RFQ Response Form including their applicable certification numbers in 12e. If using a subconsultant, it is adequate to include the firm's name and experience with the resume of at least of their personnel that meets the applicable requirement.

Include resumes for Drillers by FIRM as follows:

- a. Name of Prime Contact, Title
- b. Name of firm by which employed full time and office location
- c. Years of experience - Indicate the years the firm has been in business under "With this Firm"
- d. Education: Degree(s) / Years / Specialization – Indicate the applicable specializations of the firm
- e. Active Registration/ License – Indicate any applicable firm registrations/ licenses (e.g. Contractor license, Asbestos, etc.) in the applicable areas
- f. Project Roles/Responsibilities (Brief Description) – Describe the role of drillers and what aspects of the work they will be performing (e.g. if they are only drillers or if they also have the appropriate personnel to collect samples)
- g. Experience and qualifications relevant to the proposed project – Include the firm's relevant experience, with experience with Brownfield or EPA-funded projects preferred.

Resumes for laboratories are not required. Instead, attach verification of their LELAP certification to the response.

12.7 Database Compilation Companies

For purposes of the RFQ response, database reporting/ compilation companies (e.g. EDR) do not constitute subconsultants. It is not necessary to include information on such a company under the staffing plan or include a resume from said company in the RFQ response.

12.8 Additional Information

Only information provided in the required forms will be considered during the RFQ submission review process. Additional information provided in ancillary documents (e.g. a cover letter) will not be included in the review and scoring process. RPC may contact Owners/Agencies listed in Box 13 of the response form to solicit information on the firm's performance.

12.9 Cost of Preparation

RPC is not liable for any costs incurred by prospective Consultants prior to issuance of or entering into a Contract. Costs associated with developing the RFQ response and any other expenses incurred by the prospective Consultant in responding to this RFQ are entirely the responsibility of the prospective Consultant and shall not be reimbursed in any manner by RPC.

13.0 RFQ Clarifications Prior to Submittal

Requests for clarification of this RFQ shall be directed in writing to:

- Maggie Woodruff, RPC Contract Administrator: mwoodruff@norpc.org

Only **written** requests for clarification received via email by the question deadline as specified in Section 2 of this RFQ will receive a response. Any requests for clarification received via phone, in person or by any other means other than specified above will not receive a response.

Requests for clarification and the related responses as well as any updates to the RFQ will be posted on the RPC's website under "Working with RPC", the "Request for Proposals" page: www.norpc.org/requests_for_proposals.html. RPC is not obligated to issue a notice when requests for clarification and the related responses are posted; it is the responsibility of the potential respondents to check for this information.

14.0 Amendments to the RFQ

If necessary, RPC reserves the right to amend this RFQ during the response time. If a substantial amendment is made within 5 days of the submission deadline, RPC may extend the deadline to allow for a minimum of 5 days from when the amendment is posted to the submission deadline. RFQ amendments will be posted on the RPC's website: www.norpc.org/requests_for_proposals.html. RPC will also send out a notification via email to those who have asked to be included on RPC's Brownfield Program RFQ notification list. To receive an email if and when RFQ amendments are posted, send your company's contact information to atatar@norpc.org and indicate in the email you would like to be placed on the Brownfield RFQ notification list. Firms already on RPC's Brownfield Program RFQ notification list will receive amendment notifications automatically.

15.0 Selection Process

RPC reviews each RFQ response for completeness and adherence to the required submission information. Any submissions that do not meet all the criteria required for review as specified in this RFQ are withdrawn from further consideration. The selection committee, comprised of RPC's Brownfield Coordinator and a minimum of two (2) RPC staff members or other qualified parties, then reviews the RFQ submittals and scores them in accordance with RPC's scoring criteria. The selection committee then makes a recommendation to the Regional Planning Commission Board. No information on the results of the

consultant selection process will be provided to RFQ Respondents prior to the selection at the RPC meeting.

RPC consultant selections are posted to the RPC website following each RPC meeting (www.norpc.org/requests_for_proposals.html - links to Contracts Awarded by meeting are on the right side of the page). RPC will contact the successful firm after the selection to start the contract process. Firms that submit responses to this RFQ and are not chosen will not be contacted directly either via email or any other manner. Firms are encouraged to check the RPC website the Friday following the RPC Board meeting noted in Section 2.0.

In accordance with RPC's standard RFQ criteria ranking (see attached), the significant evaluation factors used in selecting a firm include:

- Experience, both firm and individual
- Past performance on related projects;
- Current work load;
- Firm size relative to the magnitude of the work; and
- Responsiveness to the work scope.

Costs submitted with the RFQ response on the Fee Estimate Spreadsheets will be reviewed to ensure they are reasonable for the work being performed within the State of Louisiana. While the majority of points will be awarded based on qualifications, Fee Estimates that vary significantly from reasonable costs for similar environmental services in Louisiana will receive lower scores under the Experience criteria.

RFQ responses shall be evaluated based solely on the information provided in the response with the exception of the prior work conducted for RPC and/or similar work performed. RPC reserves the right to contact any of the contacts listed in the RFQ response related to past performance of similar work for feedback related to the ranking criteria.

If the Respondent has not worked for RPC's Brownfield Program previously, RPC may contact the Owners/ Project Managers listed in the RFQ response in the "Firm's most relevant project experience" section (Box 13 of the RFQ Response Form) for their input and recommendation. This information will then be factored into the score for "Past Performance." Please note that due to the additional requirements of projects funding through EPA, environmental assessments conducted using EPA Brownfield funding are preferred and will be scored more favorably.

Failure to submit all of the information required on the RPC Brownfield RFQ Response Form for the prime and each subconsultant will constitute a non-response and the response will be withdrawn. Failure to submit the information in both hard copy and on a CD/thumb drive as specified in Section 12 of this RFQ will constitute a non-response and the RFQ response will be withdrawn.

16.0 Contract Negotiations

If for any reason a Consultant selected by the RPC Board in response to this RFQ does not agree to a contract, does not meet RPC's Consultant requirements, or is otherwise unable to perform the services described in this RFQ, that RFQ response shall be rejected and RPC may negotiate with the next most responsive Consultant as approved by the RPC Board. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation shall also allow price reductions. The final contract form shall be reviewed and executed by both RPC and the selected Consultant prior to issuance of a notice to proceed.

17.0 Insurance Requirements

The selected Contractor(s) will be required to maintain the following insurance coverage for the duration of their contract:

- Worker's Compensation Insurance: At least \$1,000,000 per occurrence when work is to be over water and involves maritime exposures; otherwise this limit shall be no less than \$500,000 per occurrence.
- Commercial General Liability Insurance with a Combined Single Limit of at least \$500,000 per occurrence for bodily injury and property damage
- Business Automobile Liability Insurance with a Combined Single Limit of \$500,000 per occurrence for bodily injury and property damage, unless otherwise indicated.
- Professional Liability Insurance in the sum of at least \$1,000,000.