



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
METROHARTFORD BROWNFIELDS REVOLVING LOAN FUND
LICENSED ENVIRONMENTAL PROFESSIONAL (LEP) SERVICES**

Issue Date: January 29, 2018

Response Date/Time: February 20, 2018, 3:00 p.m., E.T.

**Response Location: Capitol Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106**

CAPITOL REGION COUNCIL OF GOVERNMENTS

REQUEST FOR QUALIFICATIONS (RFQ) METROHARTFORD BROWNFIELDS REVOLVING LOAN FUND LISCENSED ENVIRONMENTAL PROFESSIONAL (LEP) SERVICES

I. INTRODUCTION

The Capitol Region Council of Governments (CRCOG) is the largest of Connecticut's nine regional planning organizations. We are established under the Connecticut General Statutes as a voluntary association of municipal governments currently serving 38 Metro Hartford municipalities. CRCOG is dedicated to expanding the concept of voluntary cooperation among its member municipalities as the means to successfully respond to many of the region's pressing governmental and public challenges.

CRCOG is soliciting responses from qualified and experienced environmental firms to serve on a Brownfields On-Call List to provide oversight of site remediation projects funded by subgrants and loans issued by the MetroHartford Brownfields Program. It is CRCOG's intent to select up to three qualified consulting firms for this list. This project is funded by a U.S. Environmental Protection Agency (EPA) Revolving Loan Fund Grant, and is subject to the terms and conditions of that program.

Respondents should have experience in planning for and overseeing the environmental remediation of brownfields sites, and carrying out the relevant tasks outlined in the included Scope of Service summaries. Knowledge of and experience with the U.S. EPA Revolving Loan Fund Program and its related terms and conditions will be one of several selection criteria. Selected contractors will appear on the Brownfields On-Call List from the time of selection through September 30, 2019, provided the firm/team does not undergo any material changes that could affect its ability to serve the CRCOG and/or its member municipalities. If mutually agreed upon by CRCOG and the contractor, CRCOG reserves the right to extend their term on the Brownfields On-Call List.

The contractors selected for the Brownfields On-Call List will be retained by CRCOG on an on-call basis. CRCOG and its member municipalities make no guarantee of assignments associated with this RFQ.

II. BACKGROUND ON METROHARTFORD BROWNFIELDS REVOLVING LOAN FUND PROGRAM

CRCOG has established a MetroHartford Brownfields Revolving Loan Fund (RLF) Program utilizing a \$950,000 grant from the U.S. EPA. CRCOG is seeking qualified and experienced environmental firms to serve on a Brownfields On-Call List to provide oversight of site remediation projects funded by subgrants and loans issued by the RLF Program. CRCOG estimates that it will be issuing funding to 3-4 projects under this program. The first program awards are expected to be made in March 2018. A brochure providing further information on the MetroHartford Brownfields RLF Program is posted on the RFQ page. Selection and placement

on the Brownfields On-Call List does not guarantee the selected firm(s) a fixed amount of work or remittance.

The MetroHartford Brownfields Program was begun in 2004 with funding by the U.S. EPA, to carry out the environmental assessment of Capitol Region sites contaminated by hazardous substances and/or petroleum products. The project was expanded to include a Revolving Loan Fund component in 2015. More information on the MetroHartford Brownfields Program can be found on the CRCOG website at <http://crcog.org/2016/05/27/metrohartford-brownfields-program/>.

EPA Cooperative Agreement funding will be used to cover the costs of activities that directly support remediation of selected brownfields sites, which have been determined to be eligible for program participation by the U.S. EPA and/or the Connecticut Department of Energy and Environmental Protection (DEEP). The overall coordination of the cooperative agreement will be carried out by the CRCOG Director of Policy and Planning assisted by the CRCOG Finance Director and other Policy Development and Planning staff, with technical assistance and oversight to be performed by environmental, legal and financial contractors retained by CRCOG. The remediation projects and CRCOG's oversight of them will be carried out in accordance with the terms and conditions of the EPA Cooperative Agreement, which are posted on the RFQ page.

III. SCOPE OF SERVICES

The Licensed Environmental Professional (LEP) will provide as-needed coordination, direction and oversight of MetroHartford Brownfields Revolving Loan Fund (RLF) activity, as may be agreed to at project sites that will be funded through CRCOG's MetroHartford Brownfields Revolving Loan Fund Program. The CRCOG will depend on the LEP to assist in ensuring that remediation projects comply with all applicable state and federal requirements. These requirements may include but are not limited to applicable state and federal environmental regulations, funding source-specific obligations relative to task eligibility, record-keeping, reporting and Davis Bacon wage rate compliance assurance.

Services needed related to this program *may* include, but are not limited to:

Task I. Review of Analysis of Brownfield Clean-up Alternatives (ABCA), Remediation Plans, Quality Assurance Project Plans, Health & Safety Plans, Community Relations Plans, and Davis Bacon Wage Documentation

1. Review and comment on the Analysis of Brownfield Cleanup Alternatives Documents (ABCAs) prepared by Loan/Subgrant recipients and provide written comments identifying any concerns or deficiencies or confirming that the ABCAs are satisfactory according to federal requirements.
2. Review and comment on the Remediation Plans prepared by Loan/Subgrant recipients or their contractors and provide written comments identifying any concerns or deficiencies or confirming that the Remediation Plans meet all state and federal requirements. This activity may include: review of State-required remedial and engineering documents and provision of written comments per the CT Voluntary Compliance Program; input on strategies for remediation and redevelopment; and conducting periodic site visits during implementation of clean-up projects to verify compliance with approved work plan.

3. Review and comment on the Quality Assurance Project Plans prepared by Loan/Subgrant recipients or their contractors and provide written comments identifying any concerns or deficiencies or confirming that the Quality Assurance Project Plans meet all state and federal requirements.
4. Review and comment on the Health and Safety Plans prepared by Loan/Subgrant recipients or their contractors and provide written comments identifying any concerns or deficiencies or confirming that the Quality Assurance Project Plans meet all state and federal requirements.
5. Review and comment on the Community Relations Plans prepared by Loan/Subgrant recipients or their contractors and provide written comments identifying any concerns or deficiencies or confirming that the Community Relations Plans meet all federal requirements.
6. Review of documentation provided by Loan/Subgrant recipients or their contractors confirming compliance with the Davis Bacon Act.

Task II. Review Progress Reports and Requests for Loan Drawdowns Submitted by Applicant

1. The consultant selected will review and sign off on requests by Loan/Subgrant recipients for loan or subgrant drawdowns with accompanying documentation of what activities have been completed. The purpose of this task is to confirm completion of approved clean-up activities on-site for which funding is being requested. It is anticipated that drawdown requests to the EPA will be made only to reimburse costs already incurred for approved activities. CRCOG and the EPA project officer will also sign off on requests for subgrant/loan drawdowns.

Task III. Review the Clean-up Completion Report and Submit Required Report to EPA

1. At the completion of clean-up, the consultant selected will review and comment on any Clean-up Completion Report and documentation prepared by Loan/Subgrant recipients and provide written comments identifying any concerns or deficiencies or confirming that the Clean-up Completion Report is satisfactory according to federal and state requirements.
2. Submit copy of closeout documentation and state approval letter to EPA.

Task IV. Other RLF Tasks

1. Assist with site eligibility reviews per EPA and CT DEEP requirements.
2. Provide advice about compliance with All Appropriate Inquiry Rules.
3. Provide input on any special conditions that may be advisable in subgrant and loan agreements, and key milestones in remediation that may form a basis for release of subgrant/loan payments.
4. Assist CRCOG in ACRES reporting.
5. Provide general technical assistance to CRCOG in implementing the RLF Program.
6. Attend Brownfields Working Group Meetings and other meetings, as needed.
7. Other tasks as may be assigned in support of the MetroHartford Brownfields RLF Program.

IV. PREPARING A RESPONSE

By submitting a response, respondents represent that they have thoroughly examined and are familiar with the Scope of Service summary outlined in this RFQ, and are capable of performing the work to achieve the objectives for the Brownfields On-Call List.

CRITICAL DATES

Questions Deadline: February 8, 2018 at 11:00 a.m. E.T.

RFQ Response Deadline: February 20, 2018 at 3:00 p.m. E.T.

MINIMUM REQUIREMENTS

1. The firm/team shall demonstrate sufficient staff resources, with appropriate qualifications/accreditations, either in-house or through sub-contractors that would be available to assist CRCOG with limited notice.
2. The firm/team shall have demonstrated experience providing licensed environmental professional services on brownfields remediation projects within the past five (5) years.
3. The firm/team shall have knowledge of and experience with the U.S. EPA Revolving Loan Fund Program and its related terms and conditions.

COMPLETENESS AND FORMAT OF RESPONSE

Respondents are asked to organize their responses in the order requested, in accordance with the following format:

1. **Introduction.** Provide a description of your firm/team, experience in the industry, number of years providing licensed environmental professional services on brownfields remediation projects, including those funded by the U.S. Environmental Protection Agency, primary client type, and a summary of the LEP services offered. Include company name(s) and address(es). For the firm/team, provide the name, title, phone number, and email of the desired contact person during the RFQ process.
2. **Recent Clients and References.** Provide a list of similar assignments or work products, starting with municipal clients and followed by other clients (regional, state, federal, private, etc.) completed over the past 5 years. Provide at least five (5) clients and their contact information. Please include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate your firm's role in each project (i.e. remedial planning, design of remedial actions, project oversight and inspection, etc.) and each project's cost and date of completion.
3. **Service Description.** Provide a detailed description of each of the services your company/team offers that could support the scope of work for the Brownfields RLF On-Call services, along with related marketing materials. Include any roles of sub-

subcontractor team members (if any) and describe the level of previous working relationship.

4. **Implementation Details.** Provide an outline of your implementation approach and timetable. Indicate how long it may take to perform envisioned scope tasks, and any thoughts your firm may have on those tasks and/or efficient delivery of remediation projects. Please also include the names, qualifications, and experience of the project manager and key personnel to be assigned to the project.
5. **Fee Schedule.** Please include firm's current fee schedule for positions likely to be assigned to this project.
6. **Attachments.** Please include completed and signed Attachments A, B, C, and D.

Sealed responses must be received no later than **3:00 p.m. E.T. on Tuesday, February 20, 2018.** Responses should be addressed to Ms. Mary Ellen Kowalewski, Director of Policy and Planning, and delivered to the Capitol Region Council of Governments, located at 241 Main Street, 4th Floor, Hartford, CT 06106. **Any responses received after this date and time will not be considered.**

Please provide six (6) copies of your response. All submissions should be clearly marked "*MetroHartford Brownfields Revolving Loan Fund Licensed Environmental Professional Services.*"

V. TERMS AND CONDITIONS

Questions

General questions should be directed to Mary Ellen Kowalewski, Director of Policy and Planning at the:

Capitol Region Council of Governments
241 Main Street, 4th Floor
Hartford, CT 06106
Fax: (860) 724-1274
E-mail address: mkowalewski@crcog.org

However, **no oral interpretations shall be made to** any respondent as to the meaning of any of the documents. Every request for an interpretation shall be made in writing, addressed and forwarded either to the address above, **faxed to (860) 724-1274 or emailed to mkowalewski@crcog.org.** **To receive consideration, such questions must be received by February 8, 2018 by 11:00 a.m. E.T.**

CRCOG staff will arrange as addenda, which shall be made a part of this Request for Qualifications and any resulting contracts, including all questions received as above provided and the decisions regarding each. At least three (3) days prior to the receipt of bids, CRCOG staff will post a copy of any addenda to CRCOG's website, located at: <http://crcog.org/rfprfq/>

It shall be the responsibility of each respondent to determine whether any addenda have been issued and if so, to download copies directly from the agency's website.

MetroHartford Brownfields RLF Grant Funding

The MetroHartford Brownfields RLF program is dependent on funding from the U.S. Department of Environmental Protection. All work referenced in this RFQ is contingent on receipt by CRCOG of previously awarded EPA grant funds.

Freedom of Information

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of CRCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

Incurred Costs

This request for qualifications does not commit the CRCOG or any of its Municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither the CRCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

Severability

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

Work Products

All work products prepared by the contractor shall be submitted to the contracting entity (CRCOG) for review and approval. Resulting work products of the Contractor pursuant to this solicitation shall be provided in both print and digital format and shall become the property of CRCOG.

No such approval shall in any way be construed to relieve the contractor of responsibility for technical adequacy or operate as a waiver of any of Municipality or CRCOG rights. The contractor shall remain liable according to applicable laws and practices for all damages to the CRCOG caused by the contractor's negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

Oral Presentation

Respondents who submit a response to this RFQ may be required to give an oral presentation to the CRCOG. This provides an opportunity for the respondent to clarify or elaborate on the response. These are fact-finding and explanation sessions only and do not include negotiation. CRCOG will schedule the time and location of these presentations. Oral presentations are an option of the CRCOG and may or may not be conducted.

Subcontracting

Contractors may team as they deem necessary to respond to this RFQ. In their response, the prime contractor and all subcontractors should be clearly identified along with the responsibilities of each. The successful respondents may utilize the services of specialty,

currently unidentified subcontractors on those unforeseen portions of the work that under normal practices are performed by specialty firms. In this event, the contractor shall obtain and make available fee proposals from qualified sub-contractors for those services.

The successful respondent shall not award any portion of the work to a firm that is not on the selected project team without **prior written approval** of CRCOG. The acceptance of any and all subcontractors shall reside with CRCOG, and their decision shall be final. The successful respondent shall be fully responsible for the performance, finished products, acts, and omissions of his subcontractors and persons directly or indirectly employed thereby.

Compliance with Local, State, and Federal Law

The successful respondent shall comply with any additional terms and conditions required by CRCOG not contained herein. All delivery of services shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

Assigning/Transferring of Agreement

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from CRCOG.

Acceptance or Rejection by the Capitol Region Council of Governments

CRCOG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of the CRCOG. Respondents whose responses are not accepted shall be notified in writing.

Amending or Canceling Request

CRCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

Waiver of Informalities

CRCOG reserves the right to accept or reject any and all responses to this Request for Qualifications, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

Collusion

By submitting, the contractor implicitly states: that his/her response has not been made in connection with any other competing firm submitting a separate response to this RFQ; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ before its issuance, and that no employee of CRCOG either directly or indirectly assisted in the contractor's response preparation.

Termination

CRCOG may terminate a contractor's status on the on-call list due to cause, default or negligence on the part of the contractor; or if the contractor fails, in the opinion of CRCOG or its member municipalities, to meet the general terms and conditions of any resulting contract or to

provide a level of service that is deemed to be in the best interest of the CRCOG or its member municipalities.

Ethics

The conduct of any contractor shall be subject to the CRCOG Ethics Policy (found online at: <http://crcog.org/rfprfq/>).

Affirmative Action

The entities participating in this RFQ are equal opportunity employers and require an affirmative action policy from all contractors as a condition of doing business with CRCOG or its member municipalities, as per Federal Order 11246. By responding to this RFQ, all contractors agree to this condition of doing business with CRCOG or its member municipalities and should they choose to audit for compliance, the contractor agrees to cooperate fully.

Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)

It is the policy of CRCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit. Award of this contract will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all respondents/offerors, including those who qualify as a DBE or SBE. Contracts will not be subject to DBE or SBE requirements.

Issued Purchase Order Required Before Work

No delivery of services shall start without a written contract/work task issued by CRCOG in accordance with their own policies and procedures. Such work tasks will contain the Detailed Scope of Work, Reimbursement Provisions, individual CRCOG required information, and other important data.

Billing

Invoices for payment shall be submitted to CRCOG according to the terms set forth in each contract/work task. It is understood and agreed by the contractor that CRCOG shall have no liability whatsoever to the contractor for any work to be performed under a contract/work task issued by a member municipality to the contractor.

Insurance

Selected contractors shall at their own expense and cost, obtain and keep in force, insurance during the duration of any contracted work tasks. Insurance coverage shall cover the contractor, all of its agents, employees, subcontractors and providers of services, in the amount specified by the contracting entity (CRCOG). Each contract's requirements may include, but may not be limited to, insurance for Errors and Omissions, General Liability and Property Damage, Worker's Compensation, and Auto Liability and Property Damage.

VI. EVALUATION AND AWARD

Responses shall be evaluated by CRCOG after the response deadline. All information will remain confidential until contractor selections are finalized and the contract is established.

Selection for the Brownfields RLF On-Call List shall be made of multiple respondents deemed to be fully qualified and best suited among those submitting responses for the scope of services in the response format requested in this Request for Qualifications. Successful candidates will be included on the Brownfields RLF On-Call list for selection and contracting with CRCOG. After selections are made for the on-call list, fee schedules will be established for each firm. These fee schedules should be utilized in determining compensation for all work performed directly related to this RFQ, including for any estimating of lump sum task proposals.

Evaluation Criteria:

1. Accuracy, overall quality, thoroughness, and responsiveness to the requirements as summarized herein.
2. Experience and ability to provide licensed environmental professional services on brownfields remediation projects.
3. Knowledge of and experience with the U.S. EPA Revolving Loan Fund Program and its related terms and conditions.
4. The qualifications and experience of the firm, the designated project manager and other key personnel to be assigned to work tasks.
5. Demonstrated ability to respond to requests for assistance in a timely manner;
6. Performance on similar work efforts.
7. Overall approach to providing the contractor services requested.

Selection Process:

1. An Evaluation Committee will evaluate all responses received for completeness and the respondent's ability to meet all requirements outlined in this RFQ.
2. Additional technical information may be requested from any respondent prior to, during, or after interviews (if conducted) for clarification purposes, however, provided information will in no way revise original submitted responses.
3. After reviews of responses, the Evaluation Committee may decide to interview some or all respondents.
4. Based on results of the review of the Statements of Qualifications, interviews (if conducted), and other provided supplemental information, the Evaluation Committee will select the respondent(s) to appear on the MetroHartford Brownfields RLF On-Call List. The Evaluation Committee shall determine in its sole discretion which respondents are fully qualified, or that one respondent is clearly more highly qualified than the others under consideration, and select the respondent(s) to appear on the list. The selected on-call contractors will be informed in writing.

ATTACHMENT A

RESPONSE PAGE

**Capitol Region Council of
Governments
REQUEST FOR
QUALIFICATIONS**

**DATE ADVERTISED:
January 29, 2018**

**DATE / TIME DUE: February 20, 2018
3:00 p.m. E.T.**

NAME OF PROPOSAL

**MetroHartford Brownfields Revolving Loan Fund
Licensed Environmental Professional (LEP) Services**

Type or Print Name of Individual

Doing Business as (Trade Name)

Signature of Individual

Street Address

Title

City, State, Zip Code

Date

Telephone Number / Fax Number

E-mail Address/Website

SS # or TIN#

ATTACHMENT B

CAPITOL REGION COUNCIL OF GOVERNMENTS

NON-COLLUSION STATEMENT

The company responding to this Request for Qualifications certifies that it is being submitted without any collusion, communication or agreement as to any matter relating to it with any other respondent or competitor. We understand that this response must be signed by an authorized agent of our company to constitute a valid response.

Date: _____

Name of Company: _____

Name and Title of Agent: _____

By (SIGNATURE): _____

Address: _____

Telephone Number: _____

ATTACHMENT C

CAPITOL REGION COUNCIL OF GOVERNMENTS

**EQUAL EMPLOYMENT OPPORTUNITY AND MINORITY/FEMALE
BUSINESS ENTERPRISE CERTIFICATION FORM**

The undersigned certifies that _____ is an
(Name of Company)

Equal Opportunity Employer and is in compliance with federal and State rules and regulations pertaining to Equal Employment Opportunity and Affirmative Action.

(Respondent's Signature)

IF APPLICABLE:

The undersigned also certifies that _____
(Name of Company)

is a Minority/Female Business Enterprise and is in compliance with federal and state rules and regulations pertaining to Minority/Female Business Enterprise designations.

(Respondent's Signature)

_____ (Today's Date)

ATTACHMENT D

Organizational Conflict of Interest Statement

Each entity that enters into a contract with the Capitol Region Council of Governments (CRCOG) is required, prior to entering into such contract, to inform CRCOG of any real or apparent Organizational Conflict of Interest (OCI).

An OCI exists when any of the following circumstances arise:

1. Lack of Impartiality or Impaired Objectivity. When the CONSULTANT (*proposer, bidder, etc*) is unable, or potentially unable, to provide impartial and objective assistance or advice to CRCOG due to other activities, relationships, contracts, or circumstances.
2. Unequal Access to Information. The CONSULTANT has an unfair competitive advantage through obtaining access to nonpublic information during the performance of an earlier contract.
3. Biased Ground Rules. During the conduct of an earlier procurement, the CONSULTANT has established the ground rules for a future procurement by developing specifications, evaluation factors, or similar documents.

Organizational Conflicts of Interest Prohibition and Non-Conflict Certification

The CONSULTANT warrants that, to the best of his/her/its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances, which could give rise to organizational conflicts of interest. The proposer agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to CRCOG, which must include a description of the action, which the CONSULTANT has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, CRCOG may, at its discretion, cancel the contract award. In the event the CONSULTANT was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to CRCOG, CRCOG may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime consultant, and the terms "contract" and "CONSULTANT" modified appropriately to preserve CRCOG's rights.

Organizational Conflict of Interest - Proposer's Signature and Certification

The undersigned on behalf of the CONSULTANT hereby certifies that the information contained in this certification is accurate, complete, and current.

Signature and date

Title of Request for Qualifications

Typed or Printed Name

Title

Company Name and Address