

**CITY OF BELFAST, MAINE**  
**REQUEST FOR QUALIFICATION STATEMENTS**  
**QUALIFIED ENVIRONMENTAL PROFESSIONAL (QEP) SERVICES**  
**FISCAL YEAR 2016 UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**  
**BROWNFIELDS ASSESSMENT GRANT**

## **1. PURPOSE OF THIS REQUEST**

Earlier this year, the City of Belfast was awarded a \$400,000 Fiscal Year 2016 United States Environmental Protection Agency (EPA) Brownfields Assessment Grant (Community-Wide; \$200,000 for Hazardous Substances; \$200,000 for Petroleum).

The City of Belfast will utilize this funding to continue to implement its comprehensive community-wide Brownfields Assessment Program; specifically, the City will continue to: update its existing brownfields inventory; conduct public outreach, community involvement, and education activities; and characterize, assess, and conduct reuse and cleanup planning related to targeted brownfield sites in Belfast (with a focus on sites located in Belfast's downtown-waterfront district). These activities will assist in the redevelopment of these distressed, blighted, and otherwise underutilized properties. Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfield sites, as defined under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) Section 101 (39).

The City of Belfast now seeks a firm to serve as the Qualified Environmental Professional (QEP) for this new grant. This QEP will work with personnel from the City of Belfast (specifically, the Assistant City Planner, the Belfast Government Television/Belfast Community Television Program Director, the City Attorney, the City Manager, the City Planner, and the Economic Development Director), members of the City's already-established Brownfields Selection Committee, representatives from the Maine Department of Environmental Protection (MEDEP), and representatives from the EPA, to carry out the specific activities of this grant.

The period of performance for this grant is October 1, 2016 to September 30, 2019. This grant contains all financial resources to be used for this project. Approximately \$320,000 out of the total grant amount of \$400,000 is currently allocated for work to be done by the QEP.

## **2. SCOPE OF SERVICES REQUESTED**

The following is the scope of services that the firm chosen as the QEP will be requested to perform. Some of these services will be performed exclusively by the QEP, while others will be performed in conjunction with other individuals and/or entities:

### *Task 1: Cooperative Agreement Oversight*

Specific subtasks to be performed by the QEP (whether exclusively or in conjunction with other individuals and/or entities) under Task 1 include: participating in annual performance evaluations; preparing quarterly reports; preparing Minority-Owned Business Enterprises/Woman-Owned Business Enterprises (MBE/WBE) forms; entering site data into the Assessment, Cleanup and Redevelopment Exchange System (ACRES); preparing final report and grant closeout materials (including preparation of the Federal Financial Report (FFR) form); and maintaining grant files, site project files, and financial records.

### *Task 2: Community Outreach and Engagement*

Specific subtasks to be performed by the QEP (whether exclusively or in conjunction with other individuals and/or entities) under Task 2 include: gathering recognized and potential brownfields (with a particular emphasis on the target area of the downtown-waterfront district) through public outreach; finding additional sites through review of existing EPA and MEDEP environmental databases, historical maps, and conducting windshield surveys; entering sites into a Geographic Information System (GIS) mapping tool; developing additional/updated public outreach deliverables; holding public meetings to promote and discuss the City's Brownfields Assessment program; holding public meetings to discuss results of Phase II environmental site assessments and/or site reuse and cleanup planning activities for specific sites; creating news releases regarding the City's Brownfields Assessment Program; creating public television segments regarding the City's Brownfields Assessment Program;

responding to questions and comments from the community; notifying adjacent landowners and Community Organizations of assessment schedules; and conducting marketing to leverage developer/lender interest in specific sites.

#### *Task 3: Phase I and Phase II Site Assessment Activities*

Specific subtasks to be performed by the QEP (whether exclusively or in conjunction with other individuals and/or entities) under Task 3 include: providing site eligibility information to EPA for review; evaluating site access issues; obtaining EPA and MEDEP approval for environmental site assessments (for both Phase I and Phase II environmental site assessments); conducting planning meetings to discuss approved sites (for both Phase I and Phase II environmental site assessments); obtaining access agreements; performing environmental site assessments (both Phase I and Phase II environmental site assessments); submitting draft reports to project team members (both Phase I and Phase II environmental site assessment reports); for review and comments); submitting final reports to project team members (both Phase I and Phase II environmental site assessment reports); discussing investigation results with property owners, prospective purchasers, and/or developers, and determining next steps (for both Phase I and Phase II environmental site assessments); discussing results with the Brownfields Selection Committee (for both Phase I and Phase II environmental site assessments; this committee authorizes or denies further assessment work); incorporating green and sustainable remediation techniques applicable to Phase II environmental site assessment activities; submitting EPA-approved generic Quality Assurance Project Plans (QAPPs) with updated organizational charts; submitting draft site-specific QAPP addenda to project team members (for review and comments); submitting final site-specific QAPP addenda to project team members; performing field work according to plan; and implementing additional Phase II investigations, as appropriate, to delineate extents of contamination.

#### *Task 4: Site Reuse and Cleanup Planning*

Specific subtasks to be performed by the QEP (whether exclusively or in conjunction with other individuals and/or entities) under Task 4 include: meeting to develop site reuse and cleanup plans for sites; preparing Analyses of Brownfields Cleanup Alternatives (ABCAs), Conceptual Remedial Action Plans (RAPs), and Focused Feasibility Studies; incorporating Green and Sustainable Remediation (GSR) principles/techniques into ABCAs; discussing site reuse and cleanup results with property owners, prospective purchasers, and/or developers; discussing site reuse and cleanup results with Brownfields Selection Committee; and assisting property owners with enrolling sites in MEDEP's Voluntary Response Action Program (VRAP).

### **3. QUALIFICATION STATEMENT FORMAT, EVALUATION FACTORS**

Interested firms are instructed to follow the format by providing a cover letter and responding to each of the six evaluation factors (3.1-3.6) listed below; the percentage weight for each evaluation factor follows. Statements that do not follow this format, or do not contain the requested information, may be considered unresponsive statements and not considered by the City of Belfast. There is a maximum limit of thirty (30) single-sided pages (or fifteen (15) double-sided pages) and a minimum font size of 12 point.

Cover letter: the firm's qualification statement shall be preceded by a cover letter expressing the firm's interest in working with City of Belfast personnel, the Brownfields Selection Committee, representatives from MEDEP, representatives from the EPA, and other potential stakeholders. The firm shall affirm that they and all subconsultants used in this project will meet with all requirements of the EPA Brownfields program and the Cooperative Agreement. This letter should be on your firm's letterhead and signed by an officer of the firm authorized to bind the firm to all comments made in the qualification statement and shall include the name, e-mail address, and phone number of the person(s) to contact who will be authorized to represent your firm. (This cover letter is counted towards the maximum page limit.)

3.1: Experience: the firm will provide a list of its recent (within the last 5 years) and current projects, if any, awarded by a city, another type of governmental unit, or a governmental agency, for any brownfield-related projects. For each project, the firm shall include the following information: project dates; current status of project; outputs, outcomes, and results from the project; services performed; and the name of the governmental unit or agency and their contact information (for reference verification purposes). (This evaluation factor is worth 30% of a firm's qualification statement score.)

3.2: Project approach: the firm will describe the approach to be taken toward completion of each of the 4 tasks outlined above in the scope of services requested and an explanation of any proposed variations to the work program. ***The firm will address each of the 4 tasks separately.*** (This evaluation factor is worth 20% of a firm's qualification statement score.)

3.3: Cost of services: the firm will provide a budget for each of the 4 tasks in table form, which will include the estimated number of hours spent by each employee and their hourly rates, and the estimated number of hours spent by each subcontractor and their fees. The firm will also include a schedule of other costs (personnel and otherwise) that would be expected to be relevant to this grant during its period of performance. The firm will also provide information regarding how costs would be expected to change over the period of performance of the grant. ***No contracts shall be awarded wherein the fee is stated as a percentage of the project cost.*** Approximately \$320,000 has been allocated from this grant for QEP services. (This evaluation factor is worth 15% of a firm's qualification statement score.)

3.4. Local brownfields knowledge: the firm will demonstrate a familiarity with: the City of Belfast and its history in regards to the creation of brownfields, the impacts of brownfields, and the potential to identify additional brownfields for assessment; and with the history and results of the City's Brownfields Assessment Program. (This evaluation factor is worth 10% of a firm's qualification statement score.)

3.5: Capacity: the firm will identify and state its current project workload (both brownfield-related and not) and its capacity to undertake additional projects. Also, the firm will demonstrate that it possesses sufficient insurance coverage in place for the anticipated scope of services, and that it also possesses sufficient financial capacity to successfully and efficiently complete projects. (This evaluation factor is worth 10% of a firm's qualification statement score.)

3.6: Personnel: the firm will identify any and all staff that would be anticipated to be involved to any significant degree in the implementation of this grant during its period of performance, and provide resumes for all of them. The firm will also provide background information for any subcontractors expected to be used in the implementation of this grant during its period of performance. (This evaluation factor is worth 15% of a firm's qualification statement score.)

#### **4. QUESTIONS REGARDING THIS REQUEST**

Any and all questions regarding this request must be directed either via e-mail or writing to the following point-of-contact:

Thomas Kittredge  
Economic Development Director  
City of Belfast  
131 Church Street  
Belfast, Maine 04915  
economicdevelopment@cityofbelfast.org

Questions must be received **by 3:00 p.m. eastern standard time on Monday, November 7<sup>th</sup>, 2016** to be answered. All questions submitted by this deadline will be answered and posted on the City of Belfast's website at [www.cityofbelfast.org/brownfields-qep](http://www.cityofbelfast.org/brownfields-qep) **by 3:00 p.m. eastern standard time on Friday, November 11<sup>th</sup>, 2016.**

## 5. SUBMISSION DEADLINE AND REQUIREMENTS

Firms who wish to have their qualification statements considered must follow these submission requirements:

- 1) the firm will submit six (6) bound paper copies of their qualification statement;
- 2) the firm will also submit one (1) electronic copy of the identical qualification statement, as a single Adobe Acrobat (.pdf) file on a flash drive;
- 3) the firm will submit both the paper and electronic copies of their qualification statement in a single envelope that is sealed and clearly marked “City of Belfast – Brownfields Assessment Grant – QEP Services”;
- 4) the firm will either hand-deliver or mail this envelope such that it is received **by 3:00 p.m. eastern standard time on Monday, November 28<sup>th</sup>, 2016**; and
- 5) the firm will see that this envelope is delivered to the following address/point-of-contact by the aforementioned deadline:

Thomas Kittredge  
Economic Development Director  
City of Belfast  
131 Church Street  
Belfast, Maine 04915

(The office of the Economic Development Director is located on the top floor of Belfast City Hall at 131 Church Street, Belfast.)

All submissions will become the property of the City of Belfast and no materials will be returned. The City of Belfast reserves the right to accept or reject any or all proposals, and further reserves the right to waive any defect or informality in any proposal, should it be in the best interest of the City of Belfast. While the cost of a firm’s services is an evaluation factor, the City of Belfast is not required to select the lowest-cost firm. The City of Belfast is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request. It is expressly understood and agreed that the submission of a qualification statement does not require or obligate the City of Belfast to pursue an agreement or contract with any firm.

## 6. EVALUATION PROCESS

Following the receipt of the qualification statements, a City-appointed review committee shall evaluate the statements and recommend a firm to hire as the Qualified Environmental Professional to the Belfast City Council. The committee, at its discretion, may decide to conduct interviews (to be scheduled at a later date) of one or more firms prior to providing a recommendation to the Belfast City Council. Final authority to hire a firm as the Qualified Environmental Professional and authorization to execute a contract with that firm rests solely with the Belfast City Council.

## 7. SUPPORTING DOCUMENTS AND ADDITIONAL INFORMATION

Firms considering responding to this request may find the following documents and information to be helpful and informative, in preparation of a qualification statement and for an interview, if selected:

7.1: Original grant application (with supporting documents).

7.2: EPA-approved workplan and task-specific budgets.

7.3: Required federal forms: SF-424 (application for federal assistance); SF-424A (budget information – non-construction programs); SF-424B (assurances – non-construction programs); 6600-6 (certification regarding lobbying); SF-LLL (disclosure of lobbying activities); 4700-4 (preaward compliance review report), and 5700-54 (key contacts).

*(All of these above documents, along with the Request for Qualification Statements itself, are available for download at [www.cityofbelfast.org/brownfields-qep](http://www.cityofbelfast.org/brownfields-qep) (see under “Related Documents”) or may be requested to be e-mailed by contacting Thomas Kittredge, Economic Development Director, City of Belfast, via e-mail at [economicdevelopment@cityofbelfast.org](mailto:economicdevelopment@cityofbelfast.org).)*

7.4: Information regarding the City of Belfast’s Brownfields Assessment Program can be found at [www.cityofbelfast.org/brownfields](http://www.cityofbelfast.org/brownfields) and previously produced environmental assessment reports can be found at [www.cityofbelfast.org/brownfields-assessments](http://www.cityofbelfast.org/brownfields-assessments).