



**REQUEST FOR QUALIFICATIONS:  
ENVIRONMENTAL SERVICES**

**PROPOSAL DEADLINE**  
SUBMITTALS MUST BE RECEIVED BY:  
2pm Tuesday, July 9, 2019

**SUBMIT QUALIFICATIONS TO:**

BY MAIL \*STAPLED OR CLIPPED, NO SPIRAL BOUND\*

Lauren Rizzo  
Naugatuck Valley Council of Governments  
49 Leavenworth Street, Third Floor  
Waterbury, CT 06702

AND BY EMAIL \*SINGLE PDF SUBMISSION\*

[lrizzo@nvcogct.org](mailto:lrizzo@nvcogct.org)

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**INCLUDED IN THIS PACKAGE**

- I. RFQ Solicitation
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## NVCOG Request for Qualifications: Environmental Services

### Intent

The Naugatuck Valley Council of Governments (NVCOG) intends to create a short list of professional environmental teams able to prepare Phase I and Phase II environmental site assessments, Remedial Action Plans, hazardous building material assessments and to provide related planning services on an as-needed basis. The short list will be utilized for as long as the Regional Brownfields Partnership Executive Board deems for a period not to exceed four (4) years. Qualifications accepted through this RFQ will be reviewed by a Regional Brownfields Partnership (RBP) project selection committee, made-up of the RBP Executive Board and appointed municipal representatives. Project work will be defined in future Requests for Proposals, to be released to the short list only. The short list of teams selected may also be utilized by RBP member towns at their own discretion in accordance with local procurement policies. The teams must provide expertise in implementing U.S. EPA and CT DECD funded environmental assessment projects and demonstrate familiarity with Connecticut liability relief and cleanup programs. Utilization of the short list shall not be limited to specific funding sources.

### Background

The Regional Brownfields Partnership (RBP) is a network of 27 municipalities eligible for funding and technical assistance through NVCOG:

- Ansonia
- Beacon Falls
- Berlin
- Bethlehem
- Bristol
- Burlington
- Cheshire
- Derby
- Middlebury
- Naugatuck
- New Britain
- Newtown
- Oxford
- Plainville
- Plymouth
- Prospect
- Seymour
- Shelton
- Southbury
- Southington
- Thomaston
- Torrington
- Waterbury
- Watertown
- Winsted
- Wolcott
- Woodbury

The RBP Executive Committee and NVCOG staff implement and oversee brownfields programs available to RBP municipal members. NVCOG will conduct environmental assessment and remediation activities in participating communities as funding allows and will continue to seek additional grants through the U.S. EPA and Connecticut Department of Economic and Community Development (DECD) throughout the period.

The ultimate project goal for each brownfield project conducted through NVCOG is to gather the environmental information necessary to complete cleanup and realize reuse of a site if feasible.

### Potential Scope of Services

Firms selected for the shortlist will be asked to respond to Request for Proposals issued by NVCOG or by municipalities choosing to utilize the shortlist. Review of proposals issued by NVCOG will be conducted by a project selection committee composed of the RBP Executive Board and municipal members of the associated municipality appointed by their chief elected officials. When utilizing the RBP short list at their own discretion, member municipalities may choose to utilize an RBP Project

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Selection Committee or may choose to organize their own review committee in accordance with local procurement policies. The scope of services conducted at each site will be defined in the proposals solicited and will be agreed upon after selection of the winning bidder has been made, subject to review by CT DEEP, CT DECD, and EPA depending on site context.

Work conducted under this contract involves close coordination with NVCOG staff, municipal leaders and staff, CT DEEP, and US EPA. Approval of documents or processes by CT DEEP and US EPA may be required at various stages in the assessment process.

### Phase I Environmental Site Assessments

Teams retained to conduct Phase I environmental site assessments will do so in accordance with the most current All Appropriate Inquiry standards. Additionally, the Phase I assessment shall include an accurate geographic location of the site (per US EPA latitude/longitude data standards), tax map parcel identifiers, and zip code. The team will submit the draft Phase I report to NVCOG for review prior to finalization. Reports will be submitted in hard and/or digital copies, as specified in the agreed upon scope of work.

### Phase II Site Investigations

Teams retained to conduct Phase II site investigations will do so in accordance with applicable federal and state guidelines. Phase II work may include but is not limited to:

- Submit Quality Assurance Project Plan (QAPP) specific to site or with site specific addendum for EPA funded projects
- Obtain all required permits, clearances, and authorizations for site investigation activities.
- Conduct appropriate environmental assessment activities consistent with the approved QAPP (if applicable) including but not limited to geophysical surveys, soil and sediment testing, surface water and groundwater testing, air quality testing, etc.
- Identify and recommend remediation strategies and/or additional assessment necessary; provide assessment and/or cleanup cost estimates
- Submit draft Phase II reports for review
- Address comments; finalize and distribute Phase II reports as specified by NVCOG
- Reports will include an estimated cost of remediation
- Reports will be responsive to all CT DEEP site characterization requirements

### Hazardous Building Material Assessments

These assessments will use the bid form and may include any additional items the LEP deems appropriate. It will be important to determine the presence or absence of PCBs in caulk, mastic, roof materials, capacitors and elsewhere. An estimated cost of abatement is required.

### Remedial Action Plans and Remediation and Redevelopment Implementation

Teams may be retained to develop conceptual or full remedial action plans if a site is deemed feasible for redevelopment. Additional work related to cleanup and redevelopment may be included or added to any scope of work if approved by US EPA and CT DEEP. This includes but is not limited to development of an Analysis of Brownfield Cleanup Alternatives, preparation of Remedial Action Plans

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and Community Relations Plans, preparation of remediation Quality Assurance Project Plans, management of a voluntary remediation program, oversight of site cleanup, implementation of Environmental Land Use Restrictions (ELURs), post-removal confirmatory sampling, and long term monitoring,

### Additional Services

Teams may be retained to conduct Phase III site assessments; management of Significant Environmental Hazard notifications, and development of liability relief program applications and the management thereof. NVCOG may also seek planning services related to brownfield reuse and redevelopment including but not limited to preparation of opportunities and challenges analyses, market studies, infrastructure analyses, and development of a brownfield inventory. Planning expertise (including but not limited to land-use planning, transportation planning, and economic development) is not a required as part of this Request for Qualifications but may be part of future Requests for Proposals. Firms without planning expertise are encouraged to partner or subcontract with another firm at the time of the Request for Proposals.

### **Proposal Requirements**

Sealed qualifications, in accordance with the format prescribed below, will be received at the Naugatuck Valley Council of Governments located at 49 Leavenworth Street, Waterbury, CT 06702 until 2:00pm EDT, July 9. Any responses received after the advertised closing date and time shall be rejected. Firms are required to provide one five (5) hard copies of their submittal package, including all supporting documentation. Submittals must be stapled or clipped. Please do not send spiral bound packages. Firms must also submit one (1) PDF package via email.

### Format

The full package must be printed double sided and should not exceed twelve (12) total sheets of paper (including Appendices).\*

\*Qualification will be evaluated based on the quality of their content. Please include only as much as is needed to respond fully to each criterion.

**Cover Letter:** A letter signed by an officer of the firm addressed to:

Rick Dunne, Executive Director, Naugatuck Valley Council of Governments, 49  
Leavenworth Street, Third Floor, Waterbury, CT 06702.

**1. Contact Information:** The name, address, and contact person of the firm submitting the proposal. Please include telephone numbers as well as email addresses.

**2. Project Organization and Staff:** The name(s), business address, phone number, and email address of the primary firm and individuals proposed to participate in all tasks identified in the scope of work. The principal and project manager should be identified along with the roles of other significant project participants. The LEP license number should be noted. If your firm is a certified Disadvantaged Business Enterprise in the State of Connecticut, please state affirmatively.

**3. Subcontractors:** Identify all subcontractors expected to be involved in tasks outlined in the scope of services. Provide the name, phone number, and business address of each firm.

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Demonstrate engagement of Disadvantaged Business Enterprises or document effort to engage Disadvantaged Business Enterprises.

**4. Experience:** Please provide a minimum of three examples of project experience with valid references. Name of the project, address, brief description, project period, project cost delineated by major tasks (i.e. Phase I report, Phase II report, liability relief program, etc.), project team members, and valid reference contact information shall be included. Any references provided may be contacted. The highest ranking firms will demonstrate real experience with the following:

- EPA funded assessment projects and successful fulfillment of associated requirements
- Management of state cleanup and liability relief programs
- Assessment projects completed for municipal clients
- Experience with each stage of the brownfields process (assessment, reuse planning, remediation)
- Projects completed in a timely and cost effective manner or demonstrate ability to handle complex issues effectively
- Projects that successfully brought together local, state, and federal partners

**Appendix A:** Staff Resumes – Include proposed team members’ resumes

**Appendix B:** Documentation of Insurance Coverage

\*PLEASE DO NOT SUBMIT BUDGET OR FEE PROPOSALS AT THIS TIME. NVCOG RESERVES THE RIGHT TO REJECT ANY PROPOSAL CONTAINING A BUDGET OR FEE PROPOSAL.\*

### Questions

General inquiries concerning the Request for Qualifications must be made to [abogen@nvcogct.org](mailto:abogen@nvcogct.org).

Questions must be received by 2:00pm Thursday, June 27. NVCOG is not bound by verbal responses. NVCOG staff will transmit all questions received and answers provided as addenda each Friday through Friday, June 28.

### Selection Criteria

Submissions will be reviewed by a committee of the Regional Brownfield Partnership Executive members and municipal representatives. Selection criteria will include:

- Demonstrated ability to work successfully with municipal partners
- Strength, Effectiveness, and Value of Selected Project Examples
- Project Team Experience and References
- Demonstrated familiarity with region’s environmental concerns
- Demonstrated ability to apply sound survey methods applicable to potential reuse strategies
- Participation of DBE subcontractors, or good faith efforts to procure DBE subcontractors

Based upon the evaluation of the qualifications submitted, NVCOG may elect to conduct an interview process with selected firms. A preliminary sample evaluation matrix is attached.

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**Disadvantaged Business Enterprise Policies**

NVCOG encourages DBE firms to submit qualifications. All firms will be evaluated based on the same criteria. If there is a particular task outlined in this Request for Qualifications that may pose a challenge to your firm, NVCOG encourages partnership with other firms. Please reach out to NVCOG early if you have a specific question or concern.

NVCOG staff will review the State of Connecticut’s DBE directory and make note of all submittals received from DBE firms and/or firms that intend to utilize DBE subcontractors. NVCOG is able to offer technical assistance to firms eligible and seeking DBE certification in that State of Connecticut that have not yet completed the process.

NVCOG encourages all firms to consider subcontractors from the state of Connecticut’s DBE Directory, located at: [http://www.biznet.ct.gov/dot\\_dbe/dbesearch.aspx](http://www.biznet.ct.gov/dot_dbe/dbesearch.aspx).

**Procurement Schedule\***

<b>RFQ Release Date</b>	Thursday, June 6, 2019
<b>RFQ Questions due to NVCOG</b>	Thursday, June 27, 2019
<b>Answers Posted</b>	Weekly each Friday through 6/29
<b>Qualifications Due</b>	2pm Tuesday, July 9
<b>Evaluation</b>	Weeks of July 7 - 14
<b>Selection/Notification of Successful Firms</b>	To be announced

\*NVCOG reserves the right to amend or to cancel this RFQ.

**REGIONAL BROWNFIELDS PARTNERSHIP OF WEST CENTRAL CONNECTICUT**  
 ENVIRONMENTAL SERVICES EVALUATION FORM (RFQ)

Date of Review:

Reviewer:

Ranking Scale: 0-16

**Questions 1 -5**

- 0-1: Unaddressed/Poor
- 2: Sufficient
- 3: Excellent

**Question 6 (DBE Contractors)**

- 0: Not a DBE Firm, has no DBE subs, and does not document efforts
- 1: Is a DBE Firm, has DBE subs, or documents efforts to retain a certified firm

<b>CRITERIA</b>	<b>FIRM 1</b>	<b>FIRM 2</b>	<b>FIRM 3</b>	<b>FIRM 4</b>	<b>FIRM 5</b>	<b>FIRM 6</b>
1. Demonstrated ability to work successfully with municipal partners (0-3)						
2. Strength, Effectiveness, and Value of Selected Project Examples (0-3)						
3. Project Team Experience and References						
4. Demonstrated Familiarity with Region's Environmental Concerns (0-3)						
5. Demonstrated Ability to Apply Sound Survey Methods Applicable to Potential Reuse Strategies (0-3)						
6. DBE Firm/Participation of DBE subs, or good faith efforts to procure DBE subcontractors (0-1)						
<b>TOTAL POINTS</b>						