



Request for Proposals: Qualified Environmental Professional Services to Perform Brownfield Assessments and Redevelopment Planning

Prepared By:
City of Kannapolis

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Nothing herein is intended to exclude any responsibilities or in any way restrain or restrict competition. On the contrary, all responsible firms/individuals are encouraged to submit responses. The City of Kannapolis reserves the right to waive any informalities, to reject any and/or all proposals, and to accept any proposal which in its opinion may be in the best interest of the city.

**Request for Proposals:
Environmental Engineering Services to Perform Brownfield
Assessments**

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Section A - Overview

1. Introduction

The City of Kannapolis, North Carolina (herein referred to as “the City”) invites interested parties to submit Statements of Qualification (SOQ) to provide environmental and engineering consulting services to the City in support of their Brownfields program. The City is looking for firms with documented experience providing the contaminated site-related consulting services associated with the project.

2. Summary and General Information

The City is the recipient of funding for a Brownfield Multi-purpose grant under the Infrastructure Investment and Jobs Act (IIJA). The City intends to plan, inventory, characterize, assess, conduct cleanup planning, plan and conduct community involvement activities, and remediate potentially contaminated sites within the city. The City seeks a Qualified Environmental Professional to perform a variety of tasks related to the assessment and planning to redevelop potentially contaminated sites.

The target area for this grant is Central Kannapolis, which includes two priority sites - the former Pillowtex Wastewater Treatment Plant and the former Wyrick Property/Villa Mobile Home Park. The remediation of these sites will serve as catalysts for revitalization of the entire target area. Further, the City anticipates conducting twelve (12) Phase I and eight (8) Phase II environmental site assessments, remediating two (2) brownfield sites, holding twenty (20) community meetings, developing three (3) site-specific cleanup plans/Analysis of Brownfield Cleanup Alternatives, developing five (5) overall plans for revitalization, developing two (2) reuse strategies for two (2) priority sites, and submitting twenty (20) quarterly reports. Work conducted under this grant will benefit the residents, business owners, and stakeholders in and near the City. No subawards are included in this assistance agreement.

Assessing the condition and cleanup needs of target sites and other potential candidate properties will aid the redevelopment of this target area in accordance with the City’s Master Plan and bring about a higher use that is more beneficial to the community. The goals of the project are to further evaluate the risks and cleanup needs posed by the two target sites and develop an inventory of other potentially contaminated properties, from which properties will be prioritized and assessed in a streamlined and cost-effective manner, to facilitate the properties’ redevelopment. These goals will be accomplished by site-specific and non-site-specific assessment activities. Non-site-specific tasks include developing and periodically updating the inventory of potentially contaminated properties, target area planning, conducting community engagement planning activities, and preparing outreach materials relevant to the project. Site-specific tasks include performing assessments (12 Phase I and 8 Phase II Environmental Site Assessments), preparing site sampling plans, conducting cleanup/reuse planning, and enrolling appropriate sites in the NC DEQ Brownfields Redevelopment Section (BRS) or other applicable state response program, to determine whether further assessment, cleanup, or no action is required before redevelopment can occur.

This Request for Proposals (RFP) has been issued to determine the eligibility of responding individuals or organizations (“Applicants”) to develop and manage the Project. The RFP and its attached exhibits describe the terms and conditions under which the City will select a contractor (“Contractor”). The City will then enter negotiations with the Contractor to formalize a Contractor Agreement. An executed contract is anticipated by **February 24, 2025**

A mandatory pre-submission conference will be held at 10:00 AM on Tuesday, December 17, 2024. All Applicants must attend.

Proposals are due no later than 10:00 AM on Tuesday, January 14, 2025. See Section C for details regarding submission instructions.

3. Scope of Services

The below tasks describe the work expected to be performed by the contractor. Additional work tasks may be added to the contract that are in line with the general scope of services.

Task 1: Cooperative Agreement Oversight

The contractor will assist the City with a variety of tasks under Task 1, including reporting and record keeping. Examples of work performed under this task may include, but are not limited to:

- preparing quarterly reports,
- preparing semi-annual MBE/WBE reports,
- entering site data into ACRES,
- preparing final reports and grant closeout materials,
- preparing success stories for key sites,
- maintaining grant files,
- maintaining site project files, and
- maintaining financial records.

Task 2: Community Outreach and Planning

The contractor will assist the City with a variety of tasks under Task 2, including establishment of a Brownfields Task Force (BTF), development of marketing materials, implementation of outreach strategy, development of site inventory, development of site prioritization, establishment of eligibility determinations, attendance at public meetings, preparation of community involvement plans, establishment of an information repository, and implementation of public comment periods. Examples of work performed under this task may include, but are not limited to:

- Working with community groups,
- Creating brochures to target property owners and stakeholders,
- Creating FAQ Fact sheets,
- Providing materials to update the City's website,
- Meeting with local community members,
- Attending select city council meetings,
- Publishing program information in local papers,
- Posting notices in community centers,
- Gathering lists of recognized and potential contaminated sites in target areas,
- Developing GIS Mapping data of potentially contaminated sites,
- Convening steering committee meetings to provide necessary information to aid with ranking and prioritization of sites,
- Evaluating site access issues,

- Developing site eligibility information, and
- Preparing community involvement plans.

Task 3: Site Assessment:

The contractor will assist the City with a variety of tasks under Task 3, including Phase I investigations, Phase II preparation and investigations, and cleanup and reuse planning. Examples of work performed under this task may include, but are not limited to:

- Meeting with the City to discuss eligible sites,
- Obtaining access agreements from applicable property owners and performing Phase I investigations,
- Submitting draft Phase I and Phase II reports to BTF,
- Addressing comments on reports,
- Preparing final Phase I and Phase II reports,
- Meeting with BTF members to review Phase I reports and project direction,
- Assist the City with obtaining EPA approval to proceed with Phase II investigations,
- Preparing generic and site-specific QAPP,
- Obtaining EPA/NCDEQ approval on site-specific QAPP,
- Performing all field work according to the QAPP,
- Developing strategic reuse plans,
- Developing cleanup alternatives and remediation plans, and
- Performing public outreach and involvement in cleanup and reuse planning as required.

Task 4: Remediation

The Contractor will assist the City with a variety of tasks under Task 4, including oversight of cleanup activities. Examples of work performed under this task may include, but are not limited to:

- Ensuring site is enrolled in voluntary cleanup program,
- Ensuring compliance with SHPO,
- Preparing Analysis of Brownfields Cleanup Alternatives (ABCA)
- Evaluating outcomes of cleanup activities to incorporate resilient and green remediation principles/techniques into the cleanup plan,
- Preparing decision documents ensuring public comments are incorporated,
- Preparing remedial design and engineering documents,
- Preparing site specific QAPP and Health and Safety plan,
- Providing oversight of cleanup activities,
- Documenting activities on site for compliance with Davis-Bacon,
- Collecting post-cleanup samples,
- Providing post-cleanup documentation.

4. RFP Process

The RFP process consists of three phases: a) Proposals, b) Selection of Contractor, and c) Execution of Required Legal Documents. Deadlines and other important dates are as follows:

RFP Available to Contractors: November 13, 2024

Mandatory Pre-submission Conference: 10 AM on Tuesday, December 17, 2024

Request for Clarifications Deadline: Close of Business on Friday, January 3, 2025

If required, a final addendum will be issued no later than Friday, January 10, 2025
Proposal Due Date: 10 AM on Tuesday, January 14, 2025
Anticipated Award Date: February 24, 2025

a. Proposals

Applicants must submit their Proposals in accordance with the instructions in Section C.

- i. An application must include all information requested in the RFP and demonstrate that the Applicant possesses relevant experience.
- ii. An Applicant's submission of qualifications will be considered as permission for City to make inquiries concerning the Applicant's prior performance as staff deems necessary.

b. Selection of Contractor

An evaluation panel ("Panel") will be assembled to review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.

An Applicant may be rejected at any time if adverse findings are made regarding the Applicant or any of its principals or related entities.

The City further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more Applicants, and/or to terminate negotiations without cause.

c. Execution of Required Legal Documents

Upon selection of the Contractor, the City and the Contractor will negotiate a Contractor Agreement. The terms of the Agreement, after execution, shall govern the relationship between the City and the Contractor. In the event of any variance between the terms of this RFP and the Agreement, the terms of the Agreement will govern.

5. Pre-Submission Conference

A mandatory pre-submission conference will be held at 10:00 AM on Tuesday, December 17 in the Oak Conference Room (Third Floor) of Kannapolis City Hall at 401 Laureate Way, Kannapolis, North Carolina. All Applicants are required to attend this conference in person.

6. Inquiries

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via regular mail or electronic mail, and received no later than close of business on Friday, January 3. Questions received after that time will not receive a response. No interpretations of the RFP will be made orally. All interpretations will be issued by electronic mail to all parties who receive a copy of the RFP. All inquiries shall be addressed to:

Mallory Hodgson, P.E.

Assistant Director of Engineering
City of Kannapolis
401 Laureate Way
Kannapolis, NC 28081
mhodgson@kannapolisnc.gov

Section B – Standard Terms and Conditions

1. Contractor's Agreement

If deemed the most responsive firm to this RFP, the contractor shall enter into an agreement with the City. The contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, shall meet the mandatory compliance requirements of the State of North Carolina as set forth by law.

The Scope of Services is expected to conclude September 30, 2029. The agreement may be terminated at an earlier date upon 60 days written notice by either party. The agreement may be extended or changed upon mutual agreement of both parties.

2. Business Registration

Any firm desiring to be considered must be properly registered with the Office of the Secretary of State. The professionals performing the work and in responsible charge of the work must be registered in the State of North Carolina and must have good ethical and professional standing. It is the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest.

Contractors doing business with the City must provide a W9, completed City Electronic Funds Transfer form, and if applicable, a certificate of insurance.

3. Insurance

Contractor shall obtain insurance to satisfy the requirements of the City of Kannapolis. Insurance requirements will be specified in the Contract Documents.

4. Compensation

The City shall pay the selected Contractor for services rendered in a manner to be described in the Contract Documents. Payment will be made in accordance with the Contract Documents, once executed. The Contractor shall submit an invoice to the City Accounts Payable email (ap@kannapolisnc.gov) on a monthly basis for the work completed in each phase. Invoices must bear the purchase order number to ensure prompt payment. The Contractor's failure to include the correct purchase order number may cause delay in payment. Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, and the amount of fees due to the Contractor. Upon receipt, the City will review the contract, and if correct, authorize payment within thirty (30) days of the invoice submittal. Should a discrepancy arise, the City shall notify the Contractor within sixty (60) days of the invoice submittal.

5. Compliance - Laws

The Contractor and any subcontractor or affiliate must comply with all local, state and federal laws, rules and regulations applicable to any contract for the subject project and to any goods delivered, services rendered, or work performed in accordance with the same.

The Contractor is subject to all cross-cutting requirements, including the Endangered Species Act (ESA), National Historic Preservation Act (NHPA), Davis-Bacon Act, Equal Employment Opportunity requirements, Section 404 of the Clean Water Act (wetlands), Occupational Safety and Health Administration (OSHA) requirements, and all other federal laws that may apply to the project.

6. Causes for Rejection

Submittals pursuant to this Request for Statements of Qualifications may be rejected for any or all of the following reasons:

- a. Applicant is not authorized to do business in the State of North Carolina;
- b. Submission is not responsive to the requirements set forth in this Request for Proposals document;
- c. Submission contains false or misleading statements; or
- d. Any other parameter that the City deems appropriate cause for rejection.

Section C – Instructions for Preparation and Submission of Proposals

1. Form and Content of Submission Documents

Contractors shall submit their Proposals in a sealed package with the following information clearly marked on the outside: name, address, and telephone number of the Applicant; and the title, "Environmental Engineering Services to Perform Brownfield Assessments."

Submit one (1) original and two (2) copies of the SOQ. The submittal shall be no longer than twenty (20) pages in total (including organizational chart, cover page, cover letter, and fee schedule) and shall include the information outlined below. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections:

a. Cover Letter

The first page of the proposal shall be a cover letter identifying the overall project as the "Environmental Engineering Services to Perform Brownfield Assessments." If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

b. Experience and Capacity

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant's ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria in Subsection 2 and include the following:

- History of the firm's experience in providing site assessment and/or remediation services as described herein;
- Contaminated site project experience (Both EPA and private experience);
- Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigations, and experience working with federal and state agencies; and
- Disclosure of any potential conflicts of interest.

c. Assessment Team Description

The SOQ shall include an organization chart and shall identify a lead firm, project manager, and members of the assessment team, including addresses, telephone numbers, fax numbers, and e-mail addresses for each. Resumes for key personnel and an explanation of their anticipated roles as members of the assessment team for the subject project shall be included.

d. Relevant Experiences

The statement shall also describe the Applicant's capabilities in performing the type of work that will be required by this RFP, including the Applicant's experience, capabilities and resources to perform the following:

- Phase 1 Preliminary Assessments
- Surface Geophysical Investigations
- Soil, Groundwater and Waste Sampling
- Groundwater Impact Investigations
- Community Relations
- Remediation Oversight Services

The Applicant shall provide a description of at least three relevant projects demonstrating experience with the services requested. Include the project name, a short description (i.e. location, size, current and prior land uses, environmental investigations conducted etc.), the member's role in the assessment process, entity for which the project was performed, and a contact name and telephone number. Any experience with "inclusive public processes" such as stakeholder involvement and/or visioning, should be noted.

e. Technical Proposal

The Applicant will provide a description of how they intend to perform the services under each task as described in Section A Subsection 3. The applicant should demonstrate a clear understanding of the project and explain its approach for successful delivery of the project.

f. References

The applicant shall include at least three (3) references for similar services/projects that have been provided by your firm and the dates of service. Please include the reference name, company, email address and phone number. Also include a description of the services and key personnel that were involved in the project.

g. Fee Structure

The applicant should include in the proposal an hourly rate sheet for its key personnel and standard rates for environmental services the firm offers. For the purpose of evaluating the proposals and to obtain fair and competitive pricing, the Applicant should provide cost estimates for the scenarios described below. These scenarios are hypothetical in nature and may or may not be tasks assigned to the Contractor by the City in the final scope of work.

Scenario A

Provide a fee estimate for a Phase 1 Environmental Assessment, to be performed to ASTM Standards, for Site A (Parcel ID 56231527510000), which is approximately 8 acres.

Scenario B

Site A requires a Phase 2 assessment. Assume the site has recognizable environmental conditions (RECs) that include BOCs, Petroleum, and Lead. Provide a fee estimate to drill a total of ten (10) 35-foot monitoring wells and sampling for these constituents as well as collection of fifteen (15) soil samples and testing for these constituents. All work should follow ASTM standards.

Scenario C

The city is seeking a community redevelopment plan for Site A. This task will require a minimum of two public input meetings, two review meetings with city staff, and one council presentation. The final deliverable would consist of a technical memorandum and three sample site plan exhibits that incorporate feedback from the public input meetings. Assume the site is ready for redevelopment and the intended use is expected to be a public park. Provide a fee estimate to develop a community redevelopment plan for this site.

h. Forms and Certifications

All forms and certifications cited in the text of this RFP, most of which are provided in the appendices of this document, shall be completed and provided by the Applicant(s) as part of the submission package.

2. Evaluation Criteria

The following table shall be used to evaluate all proposals submitted as part of this RFP:

Evaluation Criteria	Maximum Point Value
Knowledge of regulations, standards, and techniques for contaminated sites characterization and remediation in the State of North Carolina	10
Experience with contaminated site investigations and Phase 1/Phase 2 assessments, including urban, wetland, and riparian sites, especially projects assisted with public funds	20
Demonstrated understanding of the project and its associated tasks.	15
Demonstrated innovative approach to contaminated site cleanup technologies and techniques.	15
Experience with GIS Mapping techniques	5
Demonstrated capacity of the project management team	10
Competitive fee structure and Response to Hypothetical Estimates	25
Maximum Points	100

3. Time and Place for Submitting Responses

Applicants shall submit the complete submission package no later than 10:00 AM on Tuesday, January 14, 2025) to:

Mallory Hodgson, P.E.
Assistant Director of Engineering
City of Kannapolis
401 Laureate Way
Kannapolis, NC 28081
mhodgson@kannapolisnc.gov

Should you have any questions please contact me at 704-920-4222

Submissions will **NOT** be accepted after the above-specified date and time. A submission may be withdrawn prior to the time of receipt of proposals specified herein.