

# Request for Qualifications

Energize-ECI Regional Planning District, Inc.



Documents due to Energize-ECI Regional Planning District, Inc.

Tuesday, August 23, 2011

No later than 12:00 Noon EDST

Mail or deliver documents to:

Pam Price  
Energize-ECI Regional Planning District, Inc.  
345 S. High Street, Second Floor  
Muncie, IN 47305  
Or  
P. O. Box 1912  
Muncie, IN 47308-1912

## **Introduction**

This is a Request for Qualifications (RFQ) issued by the Energize-ECI Regional Planning District (EECIRPD), Inc. The intent of this RFQ is to request technical qualifications from environmental consulting firms (Respondents) interested in providing environmental assessment services to EECIRPD with the needs outlined in the RFQ. EECIRPD plans to qualify a single Respondent that meets the threshold and selection criteria outlined in this RFQ.

The RFQ is open to all parties capable and qualified to meet the objectives and requirements described in this document.

Upon receipt, all RFQ submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the EECIRPD will assess each Respondent's qualifications based upon the selection criteria. Responses that meet the threshold and selection criteria set forth below will be evaluated to satisfy EECIRPD's expectation of conducting assessment work.

Once the selection committee has reviewed all Respondent proposals, three to five respondents may be selected to make presentations to the selection committee. The selected Respondent will then be invited to provide cost estimate to perform the assessment work identified by the EECIRPD.

## **Background**

EECIRPD has received a grant from the Environmental Protection Agency for assessment of sites affected by petroleum and/or hazardous materials in Blackford, Delaware, Grant and Jay counties. While some potential sites have been identified, part of the process with the successful Respondent will be to hold public meetings in all four counties to identify other potential sites. Our overall goal is to identify potential petroleum/hazardous material sites, have assessments performed, and then seek funding for clean up to return the properties to permitted uses.

EECIRPD anticipates the selected consultant will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with EECIRPD, the ECI Brownfields Coalition, the EPA and the Indiana Brownfields Coalition to finalize the list of sites to be assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments on the selected parcels to determine the scope and extent of contamination of each site.
- Develop costs-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.

## **Scope of Work**

The proposed scope of work under this RFQ consists of providing:

- Twenty-two Phase I ESAs
- Fourteen Phase II ESAs
- Six cleanup plans
- Twelve public meetings and a minimum of ten one-on-one meetings with municipalities/townships and community organizations

For full details, please review the attached Plan of Work

## Terms, Conditions and Exceptions

- a. This RFQ is not an invitation to bid nor is it a request for proposals under the procurement provision of the Indiana Code.
- b. EECIRPD does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be construed as a legal offer.
- c. EECIRPD reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of EECIRPD to do so.
- d. EECIRPD reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQ, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as EECIRPD deems necessary.
- e. Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. EECIRPD hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between EECIRPD and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal (Davis-Bacon) wage rates.
- f. In the event the Respondents selected do not enter into the required agreement with EECIRPD to carry out the purposes described in this RFQ, EECIRPD may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- g. In no event shall any obligation of any kind be enforceable against EECIRPD unless a written agreement has been entered into.
- h. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- i. EECIRPD will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.

## Responses

On or before 12noon EDST on Tuesday, August 23, 2011, Respondents should submit one original written response, five (5) paper copies, and one (1) electronic copy in PDF format to:

Pam Price, Program Development Coordinator  
Energize-ECI Regional Planning District

P. O. Box 1912  
Muncie, IN 47308-1912

or

345 South High Street,  
Second Floor  
Muncie, IN 47305

Sealed qualifications must be postmarked no later than Monday, August 22, 2011. Responses not received by the deadline WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce

waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

Please note the following:

- a. EECIRPD will not be held responsible for qualification envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Facsimile qualifications will NOT be considered unless otherwise authorized.
- b. For ease of evaluation, the qualifications should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.
- c. An individual or individuals legally authorized to bind the Respondent must sign the cover letter.
- d. Any questions regarding this RFQ must be submitted in an e-mail to Pam Price at [pprice@eecirpd.org](mailto:pprice@eecirpd.org) no later than 4:00PM, Wednesday, August 10, 2011. Questions received after that time may not be responded to, depending upon the circumstances. A timely response to all e-mail questions will be provided to the Respondent and if appropriate, all firms who received the RFQ.
- e. Other than as provided above, inquiries pertaining to the RFQ are NOT to be directed to any other staff member of EECIRPD. Any such action MAY disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.
- f. Respondent shall certify that to the best of its knowledge, all information provided herein is accurate and complete. Any misrepresentation by a Respondent shall be treated as fraudulent concealment from EECIRPD of the true facts relating to the qualification.
- g. Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQ, may be rejected.
- h. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. Qualification will not be made where a conflict of interest exists. EECIRPD will determine whether a conflict of interest exists and whether it may reflect negatively on EECIRPD's selection of a Respondent. EECIRPD reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- i. Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which your firm is or was involved during the past five years.

## Selection Process

On August 24, 2011, EECIRPD will announce the Respondents that have been qualified. The listing will be posted on our website: <http://energize-ecirpd.org>. EECIRPD reserves the right to modify that date and/or forego, without cause, the selection process.

EECIRPD will review all of the responses in the following manner:

- a. Each response will be evaluated on the basis of the threshold eligibility and selection criteria listed below.
- b. EECIRPD reserves the right to conduct interviews of any Respondent it deems necessary as a part of its evaluation of responses. Based on the results of that evaluation, the response(s) determined to be most advantageous to EECIRPD taking into account all of the evaluation criteria, may be selected by EECIRPD.

## Project Timetable

August 5, 2011	RFQ materials mailed to potential Respondents
August 23, 2011	Respondents' materials due back to EECIRPD
August 24, 2011	Qualified Respondents list posted on EECIRPD website
August 25, 2011	Respondents' materials provided to Selection Committee for individual evaluation
September 7, 2011	Selection Committee evaluations returned to EECIRPD for compilation
September 13, 2011	Finalists contacted to schedule presentations
September 20, 2011	Finalists presentations to Selection Committee
September 21, 2011	Finalists notified of final selection

## Criteria

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQ. Threshold eligibility requirements include the following:

- a. Respondent has at least one (1) full-time Indiana licensed professional geologist in good standing.
- b. Respondent has at least one (1) full-time Indiana professional engineer in good standing.
- c. Respondent has a minimum of ten (10) years' geological experience.
- d. Respondent has a minimum of ten (10) years' professional engineering experience.
- e. Respondent must have previously completed EPA Quality Assurance Project Plans for a minimum of three (3) projects.
- f. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- g. Respondent must have demonstrated experience in conducting a minimum of ten (10) public meetings soliciting input regarding potential brownfields assessment sites.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

## **RFQ Response Contents:**

Each Respondent must include the following materials:

- a. Letter of Transmittal not to exceed one page, signed by an individual(s) authorized to bind the prospective consultant contractually. The transmittal letter should include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.
- b. Statement describing the respondent's general understanding of the scope of work and the key issues associated with performing the required services. The statement must include respondent's familiarity with the project and describe unusual conditions or problems prospective respondent believes may be encountered.
- c. A project task list with a timeline and description of each task.
- d. A written, detailed description of your approach to the scope of work, including the tasks described in the attached Work Plan. EECIRPD is seeking creative, proven approaches to address the following:
  - a. Ability to meet all applicable state and federal regulations governing environmental site assessments.
  - b. Methodologies to perform site assessments and confirmatory sampling.
  - c. Technologies or testing methods utilized to assess specific types of contamination.
  - d. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services.
- e. A Plan of Services describing the specific method for completing the Work Plan within the established grant period; the Plan must include a detailed description of the tasks to be performed by the Respondent, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments and other information deemed necessary to demonstrate the Respondents' ability to complete the Work Plan on time. The Plan of Services must explain how the firm provides quality control in each step.
- f. Provide a description of the history, experience and qualifications of individuals/firms and any proposed subcontractors to perform the Work Plan.
- g. Summarize experience in conducting assessment, remediation and project closure work under IDEM's Risk Integrated System of Closure (RISC).
- h. Please estimate the number of Indiana site closures obtained by the Respondent in the past three (3) years. Examples of site closures should include documented Site Status Letters, Comfort Letters, No Further Action Letters, Certificate of Completion determinations issued by IDEM involving hazardous substances and/or petroleum contamination and leaking UST closures.
- i. Narrative discussion on the health and safety practices/programs of the Respondent, including a description of the Respondent's Occupational Safety and Health Administration safety record for the last three years.
- j. Resumes of all principals assigned to the project.
- k. List of other similar projects undertaken.
- l. References for three (3) similar projects. Please make specific reference to experience with EPA Brownfields grant-funded projects.

## **Evaluation Process**

Respondents that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below.

- A. Brownfields Site Assessment Project Expertise and Experience
- B. Quality of Written Proposal
- C. Respondent's References and Experience e
- D. Response to Scope of Services
- E. Ability to Handle Multiple Simultaneous Projects and Meet EECIRPD's Brownfields Assessment Grant Deadlines