



**PIEDMONT TRIAD
REGIONAL COUNCIL**

**PIEDMONT TRIAD REGIONAL COUNCIL
REQUEST FOR QUALIFICATIONS
FOR ENVIRONMENTAL CONSULTING
SERVICES FOR BROWNFIELDS**

Response Due Date: September 19, 2022

General Information

Document Type: Request for Qualifications
Posted Date: Wednesday, August 24, 2022
Response Due Date: Monday, September 19, 2022
Contract Maximum: Varies
Contract Period: Up to Maximum Allowed Depending on Performance

Office Address and Point of Contact

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Piedmont Triad Regional Council – Request for Qualifications

Request for Qualifications

PTRC is requesting statements of qualifications from experienced environmental consultants to perform a range of services for *Clean-Up Management and Redevelopment Planning* and *Brownfield Assessments to prepare for Clean-Up* and other associated brownfield assessment and clean-up activities needed when accessing an EPA funded Brownfields RLF.

Background & Description

The Piedmont Triad Regional Council (PTRC) through its Regional Development Corporation has been awarded a \$1,000,000 EPA Brownfield *Piedmont Triangle Revolving Loan Fund (RLF)* to commence after October 1, 2022. The geography of the RLF includes the Piedmont Triad Regional Council, Triangle J Council of Governments and the West Piedmont Planning District Commission which includes the following counties and municipalities within them: Alamance County, NC; Caswell County, NC; Chatham County, NC, Davidson County, NC; Davie County, NC; Durham County, NC; Forsyth County, NC; Guilford County, NC; Johnston County, NC; Lee County, NC; Montgomery County, NC; Moore County, NC; Orange County, NC; Randolph County, NC; Rockingham County, NC; Stokes County, NC; Surry County, NC; Wake County, NC; Yadkin County, NC; Franklin County, VA; Henry County, VA; Patrick County, VA and Pittsylvania County, VA.

The collective vision of the coalition is to improve the overall quality of life in the region through development of an on-going, sustainable *Piedmont Triangle RLF Coalition*. Similar goals in the three (3) CEDS in the greater region speak to stimulating the local economy through strategic investments and redevelopment of abandoned brownfield sites. The *Piedmont Triangle RLF Coalition* will support redevelopment of properties all across a region consisting of old mill towns and growing urban areas. The program will pursue strategic investments in key catalyst sites initially (see below marketing brochure) to stimulate the redevelopment of brownfield properties as well as additional locations nearby, increasing tax base, creating jobs, and providing greater housing and transportation choices in communities throughout the greater region.

Since 2011, PTRC has been building an inventory of brownfield sites throughout its 12-county service area. The West Piedmont Planning District Commission and Triangle J Council of Governments have additional inventories of sites existing or in process. The large area will provide for ample potential for clean ups of brownfields sites and the long term viability of the RLF. Some clean ups will require further assessment which may be paid for by the landowner directly or through loan funds depending on resources available.

Scope of Services

PTRC is seeking one or more qualified firms to retain, on an as needed basis, to perform professional services in the project area to accomplish the following work activities and products, in all likelihood not all of the following activities will be needed at any one time:

- Assistance in the following RLF Coalition Activities
 - Assist RLF Coalition and the Brownfield Advisory Committee (BAC) in reviewing, ranking and recommending sites to be cleaned up based upon environmental contamination risks.
 - Consult with prospective public and private landowners, realtors and developers to encourage and facilitate active participation in the program relating to technical aspects of environmental remediation.

- Help identify possible projects and facilitate redevelopment opportunities through cooperative work efforts with potential developers, investors, property owners, Coalition members, community leaders and the RLF Coalition Project Team to encourage redevelopment and reuse of targeted priority assessment sites.
- Phase I Environmental Site Assessments according to the American Society for Testing Materials (ASTM) standard E 1527-05 and the EPA's All Appropriate Inquiries rule;
- Property Profile Forms for assessment activity using ACRES;
- Threatened and Endangered Species Surveys to comply with Endangered Species Act standards;
- Generic and site-specific Quality Assurance Project Plans (QAPP); Health & Safety Plans (HASP) and Site-Specific Sampling & Analytical Work Plans (SAP) in accordance with EPA requirements. Sampling/analysis work plans must be approved by the Project Manager before starting any sampling activities;
- Phase II Environmental Site Assessments according to a site-specific QAPP, EPA, State, ASTM Standard E-1903-97 and the approved work plan, including drilling and sampling activities as needed to evaluate the presence and extent of RECs;
- Final reports on field sampling activities and analytical results with conclusions on recommendations for remedial alternatives;
- Quarterly reports documenting activities in a format agreed upon by the Project Manager;
- Technical consultation to the Project Team in the preparation and submission of all necessary reporting forms to be submitted to the EPA (e.g. ACRES);
- Site-specific risk assessments as needed where a Phase II ESA has been completed;
- Analysis of Brownfields Cleanup Alternatives (ABCA) Plans;
- Integrated Cleanup and Redevelopment Plans as needed;
- Assistance with preparing and negotiating Voluntary Cleanup Contracts &/or Brownfield Agreements with the State Brownfield Program as needed;
- Working through cleanup activities on project site
- Final project close-out reports;
- Coordination with the Project Manager, coalition members and selected firms to ensure fulfillment of EPA & State regulations and the PTRC Brownfield Coalition Work Plan;
- Assist with writing and data collection for applications as needed.
- Assist interested coalition partners with supplemental funding available, to conduct targeted market analysis and/or community visioning or strategic planning workshops to generate site-specific redevelopment and reuse plans as needed or desired.

Schedule: The schedule will be agreed upon with the Project Manager on a case-by-case basis.

RFQ Submittal Procedures

- **Submissions:** Copies of the qualification statements should be submitted through email in PDF format to jday@ptrc.org, and if desired one hard copy to the PTRC by 4:00 pm on the due date by hand, certified mail, or private carrier to:

Attn: Qualification Statements for Environmental Services
 Jesse Day, Regional Planning Director
 Piedmont Triad Regional Council
 1398 Carrollton Crossing Drive
 Kernersville, North Carolina 27284

- Interviews: Some respondents may be invited for an interview to clarify the content of their qualifications statement.
- Inquiries: Please submit any RFQ questions via e-mail to Jesse Day jday@ptrc.org, other contact outside of the RFQ submittal requirements or questions is discouraged.

Minimum Qualifications

All interested firms must address and meet the following minimum qualifications:

- Registered to do business in the State of North Carolina and Virginia including all team member firms and sub-contractors.
- Assigned personnel with at least five (5) cumulative years of experience working on EPA Brownfield Projects and Grants within EPA Region 3 or 4 at hazardous and petroleum sites including experience with organizing community involvement, conducting Phase I/Phase II ESAs, preparation of Quality Management Plans, Quality Assurance Project Plans, Work Plans, Health and Safety Plans, preparing Remedial/Corrective Action (Clean Up) Plans, ACRES reporting and Clean Up activities.
- Assigned personnel with at least five (5) cumulative years of experience, working in, or with city, county or local governments, addressing or involved with community outreach efforts related to brownfields and/or economic redevelopment issues.
- At least five (5) cumulative years of environmental consulting experience working in the State of North Carolina and/or Virginia and at least one professionally registered environmental geologist and one professionally registered engineer in the State of North Carolina and Virginia on staff.

Qualification Statements

Responses to this Request for Qualifications (RFQ) shall include the following:

- Experience and Capabilities: Describe the experience and capabilities of implementing Environmental Services as outlined in the scope of services. Include services associated with EPA Brownfield projects, listing all EPA Brownfield Grant Communities which your agency has assisted. Include project summaries of relevant EPA Brownfield projects completed in EPA Region 3 and/or 4 and NC/VA Brownfields sites where your firm has worked and whether they have been recorded. Summarize the scope of work and provide client contact information.
- Key Staff Assigned to the Project: Provide an organizational chart identifying personnel assigned to the project, including their roles and anticipated level of involvement. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Resumes shall not exceed 3 pages in length. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g. Professional Geologist, Professional Engineer, Certified Laboratory, Certified Well Driller, etc.) must be used to perform work as required
- Technical Approach: Describe the technical approach that will be used to complete the tasks described in this RFQ, including knowledge, experience and capabilities to perform streamlined site evaluations utilizing innovative and creative assessment technologies for more efficient and more effective investigations, if possible. Innovative methods and procedures must be justified by anticipated time and cost savings and provisions to ensure data quality. Use of cost- and time-saving equipment and methods is encouraged if a high quality of data and results is maintained.
- Background Information of the Company: Full disclosure regarding the company status, and status of parent companies, subsidiaries, affiliates and subcontractors as potential responsible parties, including but not limited to:
 - Business background

- Legal name of business
- Age of the business
- Names, addresses and position of all persons having a financial interest in the company
- State of formation
- Number of employees
- Licenses and certifications as called for in the below section
- **Resources:** Indicate professional resources that will be dedicated to the project (information technologies, etc.) and indicated availability. If resources are not available, indicate how resources would be acquired or contracted for. Specify subcontractor's (if any) qualifications in a similar manner.
- **Professional Practice (Limited to the Project Team, all employees, assigned to this project):**
 - Has your firm ever been cited by any authority for unscrupulous practice?
 - Does your firm have any past or present suits with any current or former customer? Explain as necessary
 - Has your firm including parent company, subsidiaries, affiliates and subcontractors ever been or are currently disbarred from receiving Federal funds?
- **Required Attachment:** Provide originals or photocopies of the following (or provide explanation, as applicable, if any attachment is absent):
 - Any licenses from the State of North Carolina relevant to the execution of this project;
 - Any certification indicating that staff assigned to this project is equipped to carry out the provisions of this proposal;
 - Three (3) references from clients for which the firm has provided similar services;
- **Other:** Provide any other information that may be useful to the RFQ advisory committee in reviewing this proposal.

Consultant Selection

The PTRDC will establish and facilitate a Selection Committee for the evaluation of qualifications submitted by firms responding to the RFQ. The proposals will be evaluated and ranked based on the **Selection Criteria** outlined below. The PTRC may ask the top ranked firm(s) to attend a presentation and/or interview opportunity as part of the evaluation process. At the conclusion of the evaluation process firms will be ranked in priority order with the highest ranking firm or firms being selected to negotiate a contract with PTRC. If PTRC elects to negotiate a contract with a selected firm or firms, the PTRDC reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of the PTRC.

The selected firm shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability at the following minimum levels:

General Liability Insurance:	\$1,000,000
Comprehensive General Liability:	\$1,000,000
Bodily Injury & Property Damage:	\$ 500,000
Personal Injury:	\$ 500,000
Auto Liability:	\$ 500,000
Workmen's Compensation:	As Required by State Law

The selected firm or firms shall provide written proof of contractual liability insurance, comprehensive general liability insurance, workers compensation insurance, pollution coverage insurance and professional liability insurance for Directors and Officers for errors and omissions. The selected firm is

encouraged to employ Minority Business Enterprise/Women's Business Enterprise companies (MBE/WBE) whenever possible. This selected contractor(s) shall have a goal of 10% MBE/WBE utilization.

Selection Criteria

The PTRDC and coalition partners will evaluate the qualifications based upon the following factors:

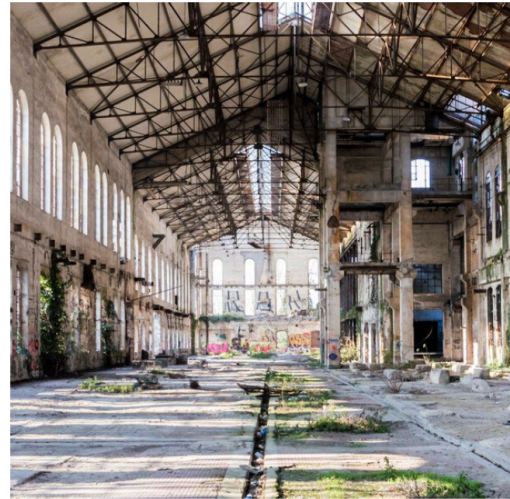
- 30 points - Qualifications, Experience and Capabilities;
- 25 points - Technical approach and ability to complete the stated RFQ requirements;
- 20 points - Capacity of firm to perform the work;
- 20 points - References and demonstrated capability to accomplish similar scope of services;
- 5 points - Certified Minority Business Enterprise/Women's Business Enterprise companies (MBA/WBE) General or sub-contractor.

PTRC Rights Reserved

- The PTRC reserves the right, in its sole discretion, to reject any or all submissions, reissue a subsequent RFQ, terminate, restructure or amend this procurement process at any time.
- This RFQ is not a bid. Evaluation criteria contained herein shall be used in evaluating qualifications of interested firms for selection.
- The PTRC may contact any consultant after receiving its submittal to seek clarification on any portion thereof.
- The PTRC reserves the right to request additional information from any consultant if the PTRC deems such information necessary to further evaluate the consultant's qualifications.
- The PTRC reserves the right to select several consultants to perform tasks under the brownfields contract.
- The PTRC reserves the right to retain and continue funding consultants selected as a result of this RFQ without further solicitation of services, if additional funding becomes available in the future.
- All RFQ material submitted to the PTRC becomes the property of the PTRC and will not be returned to the vendor.

PIEDMONT TRIANGLE

BROWNFIELDS REVOLVING LOAN FUND



Loan Fund Key Points

- \$750,000 Loan Pool (initially)
- \$125,000 Grant Pool
- 20% Equity Injection Req.
- Estimated Start Date: October 2022
- Borrower can be Public/Private/Non-Profit
- Min. loans of \$35,000, Max. depends on loan funds available

ABOUT THE PROGRAM

With a high concentration of brownfield sites throughout the RLF Coalition’s area, the PTRC, WPPDC, and TJCOG are focusing cleanup efforts in areas that pose the most risk to human health and the environment, while having the greatest potential for redevelopment. Borrowers must not be responsible for

the site contamination. Limited grant pool only available for public and non-profit entities. Site cannot be federally-owned or subject of state/federal investigation and enforcement. Visit www.ptrc.org/brownfields for up to date information, application materials and prospectus.



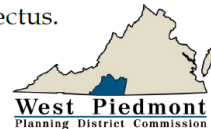
PIEDMONT TRIAD
REGIONAL COUNCIL

Contact: Jesse Day, Regional
Planning Director
336 904-0300
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TRIANGLE J
COUNCIL OF GOVERNMENTS

Contact: Lindsay Whitson
Community and Economic
Development Program
Manager
919-558-9319
lwhitson@tjcog.org



West Piedmont
Planning District Commission

Contact: Kristie Eberly
Regional Program Director
276-638-3987
keberly@wppdc.org