

REQUEST FOR PROPOSALS FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

Upon receiving a Brownfields Assessment Grant from the U.S. Environmental Protection Agency, WV Region 4 Planning & Development Council (Region 4 PDC) is seeking an environmental consulting firm to provide professional and technical services necessary to undertake environmental assessments and other related activities. The majority of work will occur in the Greenbrier and Meadow River watersheds of West Virginia, which includes Fayette and Greenbrier counties within West Virginia. Some assessments may occur in the counties of Nicholas, Pocahontas, or Webster counties as well as the project scope will include all counties within Region 4 PDC (Fayette, Greenbrier, Nicholas, Pocahontas and Webster). The selected environmental consulting firm will update site inventory and site prioritization of previously selected brownfield sites, perform an agreed upon number of Phase I and Phase II Environmental Site Assessments in accordance with U.S. Environmental Protection Agency standards, undertake site characterizations in accordance with EPA Brownfield Standards, produce Remedial Action Plans and/or Site Reuse Plans, conduct community outreach, and generate final reports compiling all data with conclusions and recommendations for site clean-up. This project is funded with \$300,000 in federal funds through the United States Environmental Protection Agency, which is 100% of the total project cost; the majority of funding will be used for environmental services.

Scope of Services:

Task 1: Update Site Inventory & Site Prioritization – A comprehensive site inventory will need to be compiled. This inventory will be updated, with additional sites of interest and site prioritization efforts conducted throughout the project. Site eligibility and prioritization will be established, followed by the perceived or known need to address environmental and related health and safety issues; existing infrastructure conditions, potential site redevelopment, and job creation associated with each site will also be examined. Site prioritization will be conducted using a previously developed scoring system that accounts for factors including infrastructure conditions, zoning status, and local community characteristics (residential, mixed-use, commercial, industrial, etc.). Task Outputs include an up to date site inventory.

Task 2: Environmental Site Assessment Activities – Selected sites will be subject to Phase I and/or Phase II Environmental Site Assessments (ESA's), conducted by a contracted qualified environmental professional. Phase I ESA's will be conducted using EPA's All Appropriate Inquiry Rule (40 CFR Part 312) and ASTM E1527-13 "Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process." Phase II ESA's will be conducted using ASTM E1903-11 "Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process." For each Phase II ESA conducted, a Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP) will be compiled. Task Outputs include up to 10 Phase I ESA's, up to 5 Phase II ESA's, including 5 SAP's and 5 HASP's, and associated ACRES reporting.

Task 3: Site Reuse & Remedial Planning – Completed Phase II ESA's will be used to develop Remedial Action Plans on sites where remedial actions are warranted for future site redevelopment to occur. Each Remedial Action Plan will evaluate the site for human health and ecological risk factors, future reuse plans, specific contaminants of concern, and site remediation alternatives. Task Outputs will include up to 5 Remedial Action and/or Site Reuse Plans.

Task 4: Community Outreach – Through previous and on-going efforts in compiling a site inventory, numerous businesses and property owners, site developers, and community partners have been engaged throughout the Region 4 PDC boundary, identifying priority sites and discussing strategies to move these sites toward future development. An informational brochure outlining project details will be developed and distributed throughout the Region 4 PDC boundary. Community-based site inventory and prioritization meetings will occur quarterly throughout the project and will be held at various locations throughout the Region 4 PDC area to ensure maximum local community participation. Task Outputs include 12 community meetings. Procurement of said services shall be made in accordance with section 5G of the West Virginia State Code. All consulting firms interested in being considered for this project must submit five (5) copies and one (1) electronic copy of their proposal detailing technical expertise, qualifications, and related prior experience. Proposals must be submitted by 4:00 p.m. on Friday, September 10th, 2021 to the following address: John Tuggle, Executive Director, Region 4 Planning & Development Council 885 Broad Street, Suite 100, Summersville, WV 26651. Electronic copies may be sent to asmarr@reg4wv.org. The sealed envelope containing the proposals must be enclosed in another envelope with the consulting firm and project name highlighted on the outside of the outer envelope and must allow for sufficient time for mailing to reach the above referenced address prior to the scheduled closing time for the receipt of proposals. Responses not post marked and/or received by 4:00 p.m. on the due date will not be considered. Should there be any questions, please contact John Tuggle at 304-872-4970, jtuggle@reg4wv.org or Amanda Smarr at (304) 872-4970, asmarr@reg4wv.org.

Proposal Content: 1. Firm name, address, phone number, email. 2. A list of key staff members who will play significant roles in the project, including the Project Manager, and resumes listing the background and qualifications of those persons. 3. A general description of the techniques, approaches, and methods to be used in the firm's proposed project approach. 4. A representative listing of projects similar to the proposed project performed by the firm. 5. At least two references with contact information from organizations that have used the firm's services for similar projects. 6. A list of the firm's present workload relative to capacity and availability to provide the requested services. 7. If applicable, a list of significant subconsultants, their current prequalification categories and DBE status, and the percentage of work to be performed by each. 8. The location of the primary office where most of the work will be performed. The goal of the competitive process is to objectively select the firm which will provide the highest quality of service at a realistic fee. Accordingly, qualifications and experience will be weighed heavily. A committee of representatives as determined by Region 4 PDC shall evaluate the statements of qualifications and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired service. Interviews with each firm selected shall be conducted and the committee shall conduct discussions to evaluate the presented information. The committee shall then rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for said services. Should the committee be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified professional firm, the committee shall undertake negotiations with the third most qualified professional firm. Should the committee be unable to negotiate a satisfactory contract with any of the professional firms in order of their competence and qualifications, it shall continue negotiations in accordance with these procedures until an agreement is reached. All work shall be performed in accordance with the

regulations issued by the federal funding source (United States Environmental Protection Agency) and the State of West Virginia pertaining thereto. The selected firm will be required, if applicable, to comply with Title VI of the Civil Rights Act of 1964, President's Executive Order 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement, Access to Records provisions, and the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. The selected firm must also fully comply with the Minority/Women-Owned Business Enterprise and Affirmative Action requirements. If a portion of the project is subcontracted, then "positive efforts" must be made to subcontract to Minority/Women-Owned Businesses. This shall be done in compliance with the six (6) affirmative steps as outlined in 40 CFR 33.240. Region 4 PDC will afford full opportunity to minority business enterprises to respond to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the awarding of this contract. Attention is directed to the fact that Region 4 PDC will not enter into an agreement for consulting services for this project unless, in Region 4 PDC's opinion, funding is imminent or actually received which is sufficient to complete the project. If sufficient funding is received or anticipated, this contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to Region 4 PDC, price and other factors considered. Region 4 PDC will conduct negotiations on an individual project basis following the hierarchy of rankings as determined during the selection process. However, Region 4 PDC reserves the right to accept or reject any and all proposals.

John Tuggle, Executive Director Region 4 Planning & Development Council
885 Broad Street, Suite 100,
Summersville, WV 26651