

**REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL SERVICES**

**CITY OF MOBILE**

**EPA BROWNFIELDS ASSESSMENT GRANT – AFRICATOWN PROJECT**

**City of Mobile Project No. 2020-3005-09**

**1.0 INTRODUCTION**

The City of Mobile is soliciting qualifications from professional engineering firms or individuals to provide project management and environmental consulting services for the EPA Brownfields Assessment Grant – Africatown Project. The project includes conducting environmental site assessments and assisting with community engagement within the historic Africatown Community and the City of Mobile. A final report will present a summary of the brownfield inventory in tabular form including the results of ESAs, and a summary of outputs and outcomes.

**2.0 DESCRIPTION OF PROJECT**

EPA has selected the City of Mobile for a Brownfields Assessment Grant within the boundaries of the historic Africatown Community. This project will be implemented by the City of Mobile, pursuant to a sub award agreement between the Environmental Protection Agency (EPA) and the City of Mobile. The Community-wide grant funds will be used to conduct seven (7) Phase I, and seven (7) Phase II Environmental Site Assessments (ESAs). In addition, the project will develop six (6) Analysis of Brownfields Cleanup Alternatives (ABCA). Grant funds will also be used to conduct community meetings and other community engagement activities, as well as develop and distribute outreach materials to the community. Overall, funds will be used to implement the project(s) identified in the grant proposal submitted in the Fiscal Year (FY) 2020 competition for Brownfields assessment grants. The project and budget period will be from October 1, 2020 to June 30, 2023.

The City has selected three (3) priority sites, based on community input. The three (3) priority sites are the Pekin Manufacturing site, Clotilda’s Landing-Atlas Wrecking Company, and Lewis Landing-Truck Repair, in the target areas. Properties were ranked based on factors such as the impact the property’s redevelopment would have on the surrounding properties, the extent of contamination, the property’s location, and the clean-up/redevelopment cost. Additional properties will be identified based on community involvement as part of the grant for future investigation as sites.

**3.0 SCOPE OF WORK & DELIVERABLES:**

The scope of work is anticipated to include, but not be limited to, the following tasks:

*Task 1 - Grant Management*

Project management and environmental consulting services associated with the technical aspects of a Brownfields grant program.

The qualified consultant selected for this contract, will be expected to complete the work, directly or indirectly, including Phase I and Phase II ESAs, and to serve as the City’s agent with the subconsultant, and relevant agencies, when authorized to do so on the City’s behalf.

1. Regulatory compliance and correspondence.
2. Serve as technical liaison between the City, ADEM, EPA, and subconsultants, including technical support for the negotiation on the City’s behalf with ADEM and EPA for assessment and clean-up.
3. Develop and maintain project budget, as approved by the City, to ensure completion of project goals as outlined in the EPA Africatown Brownfields grant work plan.
4. Assist in coordination of a project kick-off meeting between the Brownfields Advisory Committee (BAC), City staff, as well as EPA and state partners, etc. Alternative platforms may be utilized, in lieu of face to face meetings, and are anticipated to include but not be limited to teleconference or videoconference, as necessary.

*Task 2 - Community Outreach*

The selected Consultant will assist in Community Outreach activities as directed by the City throughout the three-year project. Outreach activities are anticipated to include, but are not limited to:

1. Attendance at elected official workshops, stakeholder meetings, general community meetings, and steering committee meetings.
2. Assist in the preparation of materials to support the City’s Communications department in completing this task.

3. Assist in the development of materials such as fact sheets, newsletters, and other marketing materials for the required Information Repository, as outlined in the EPA Africatown Brownfields grant work plan.

4. Utilize teleconferencing and videoconferencing to ensure effective communications in reaching targeted groups within the Africatown Community and the community at-large.

*Task 3 - Property Assessments*

The selected Consultant will work with city staff, the community and BAC to identify potential Brownfield properties and prioritize eligible properties.

1. A Geographic Information System (GIS) database of potential properties will be developed.
2. The GIS database will contain detailed information, provided by the City’s GIS department, such as the following:
	1. transportation services,
	2. water sources,
	3. surrounding businesses,
	4. population demographics
	5. housing,
	6. infrastructure,
	7. zoning and land use
	8. economic,
	9. social, and
	10. environmental factors.

A written summary of potential Brownfield sites is required, specifically including known hazardous substances and/or petroleum issues.

*Task 4 - Project Planning*

The Consultant will complete seven (7) Phase I assessments and seven (7) Phase II assessments, including property profile forms, as needed for designated sites. All assessments will follow EPA and American Society for Testing and Materials (ASTM) standards/requirements.

The following additional responsibilities are associated with this task:

1. This task includes completing a Generic QAPP and seven SSQAPP Addenda. The Generic QAPP serves as the main document throughout the grant that capture how and why the project will be conducted and assures the quality of the data for making environmental decisions.
2. Prepare all quality and safety plans as required under the grant and according to EPA requirements, which may include, but not be limited to, Quality Assurance Management Plans (QAMP), Quality Assurance Project Plans (QAPP), and Health & Safety Plans (HASP).
3. Once EPA has agreed that the site meets site-specific eligibility and has approved the SSQAPP Addendum for a particular site, Phase II ESA activities can begin. This task includes completing seven Phase II ESAs. Information from the Phase II ESAs will be uploaded to the EPA ACRES database.
4. The City of Mobile complies with Federal cross-cutting requirements; the Consultant’s work will also comply with these requirements. These requirements include but are not limited to OSHA Worker Health & Safety Standard 29 CFR 1910.120; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333) the Anti-Kickback Act (40 USC § 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

*Task 5 – Site-Specific Clean Up Planning*

This task will involve the development of a preliminary plan to cleanup and specific sites needed. This task will be conducted by the Consultant utilizing input from the BAC, site-specific redevelopers, the EPA, and ADEM. An ABCA briefly summarizes information about the site and contamination issues, cleanup standards, applicable laws, cleanup alternatives considered, and the proposed cleanup. It will include information on the cleanup effectiveness, the ability of the grantee to implement each alternative, the cost of each proposed cleanup alternative and an analysis of the reasonableness of the various cleanup alternatives considered including the one chosen. The information obtained from community outreach and Phase I and II ESAs will be used to evaluate the potential level of effort necessary to clean up selected sites and the associated costs. The ABCA may include the preliminary evaluation of the site for potential entry into the ADEM Voluntary Cleanup Program (VCP). Mobile has budgeted for six (6) ABCAs. The documents will be reviewed by ADEM Redevelopment Section personnel prior to EPA submittal.

*Task 6 – Project Reporting*

Assist in preparation of all necessary reporting forms to be submitted by the City to EPA, including monthly, quarterly, and close-out reports, financial reimbursement forms, MBE/WBE forms, and all other required forms ensuring compliance.

**Deliverables**

The selected consultant must demonstrate an ability to deliver the following items in a timely manner.

1. Quality Assurance Management Plan (QAMP)
2. Monthly reports
3. Quarterly Reports for submittal to EPA and ADEM by the City of Mobile Office of Grants Management
4. ARRA required reports
5. Phase I assessment
6. Phase II assessment
7. ABCAs
8. Property Profile Form
9. Threatened and Endangered Species Survey
10. and Historical and Cultural Resource Survey
11. Risk Assessment Reports
12. Close-Out Report

**The Final Performance Report will include**:

1. A table listing all of the sites assessed during the grant in tabular form, results of ESAs, ABCAs, the deliverables associated with each site, activities conducted at the site, a summary of outputs and outcomes, any lessons learned and the funding expended at each site;
2. A list of any other deliverables; and
3. Site photographs.

**4.0 PROPOSAL REQUIREMENTS:**

Firms interested in performing the work will be considered based on a written response to the Request for Qualifications (RFQ). Please limit this section to no more than 10 pages. All proposals should be organized in the following manner:

1. **Cover Letter**

The Statement of Interest must include a cover letter accompanying the Statement and acknowledging receipt of any issued amendments to the RFQ. The letter should be addressed to:

**BROWNFIELDS GRANT REVIEW TEAM**

CITY OF MOBILE OFFICE OF GRANTS MANAGEMENT

**205 Government Street, 4th Floor, Mobile, AL 36644**

1. The letter should indicate a primary contact for the Statement and that person's title, address, phone number, and email address.
2. The letter should introduce the Respondent’s project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team, and include relevant professional certifications for each.
3. The letter should include a general statement of prior relevant experience and proposed approach for this project.
4. The letter should include a statement that the Project Team is adequately staffed and will execute the Project in a timely manner.
5. **Project Approach & Methodology**

Describe the Technical Approach that will be used to complete the items identified in the Scope of Work including a detailed project time schedule showing key milestones such as reporting, deliverables, meetings, etc. (It is recognized that this schedule may change due to specific site circumstances.) A sealed cost proposal should also be submitted with the proposal. While cost is not the determining factor in selection of the qualified consultant, it should be noted that a concentration of funds should be used for actual inventory, assessment, and planning rather than administration.

1. **Experience and Background**

Firms interested in performing the work will be considered based on a written response to the RFQ. All applicants must submit their qualifications and list any prior experience with projects similar in nature and scope to the above services being requested. The following information must be submitted in written form:

* 1. Statement of registration of the firm.
	2. Statement of the names, and duties of the individuals that will be involved in this project (when performing professional services) and their experience.
	3. Statement of qualifications of individuals who will perform professional work.
	4. Statement as to professional standing including any pending controversies. If none exists, such a statement should be made.
	5. Statement of experience in the fields that the proposed services are requested and work of a similar nature which the proposed staff for requested services was in responsible charge, including a description of the work, the client for whom it was performed, the location of the work, and dates of performance. Provide proposed staff names and specific experience.
	6. Statement of experience within the local jurisdiction and knowledge of local standards and specifications.
	7. Statement of experience with conducting community engagement and outreach for this type of project. Please include specific examples of successful community engagement.
	8. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
	9. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their experience.
	10. Statement as to whether or not the firm is operating on a sound fiscal basis.
	11. Statement of where the work will actually be accomplished.
1. **Project Team / Level of Participation**

The Statement of interest shall provide the following information so that it can be clearly understood by the Evaluation Team and City personnel.

1. Identify Key Project Team members with responsibility for leading main project tasks, including the percentage of time each is expected to commit through the duration of the planning process.
2. Identify Key Project Teams members that qualify as a Disadvantaged Business Enterprise (DBE), including the percentage of time each is expected to commit through the duration of the planning process.
3. Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability and decision-making hierarchy.

**5.0 SUBMITTAL OF PROPOSALS:**

Questions concerning this Request for Qualifications should be directed to: **Brownfields Grant Team** at **brownfields@cityofmobile.org**. Responses will be received until **3pm CST on 9/23/2020**.

**Please limit narrative to 10 pages. Please submit three (3) copies to:**

**BROWNFIELDS SUBMISSION**

CITY OF MOBILE OFFICE OF GRANTS MANAGEMENT

**205 Government Street, 4th Floor, Mobile, AL 36644**

**NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.**

Any items submitted as part of a response to this RFQ shall become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may be required to clarify any portions of the proposal.

The following is a tentative schedule for the selection process. The schedule is subject to change.

|  |  |
| --- | --- |
| 08/30/2020 | Request for Qualifications advertised THREE TIMES  |
| 09/10/2020 | Q&A Meeting with prospective applicants |
| 9/14/2020 | Final questions must be submitted via email before **5pm CST** |
| 9/16/2020 | Addendum with responses to questions and Q&A meeting minutes emailed to attendees  |
| 9/23/20209/30/202010/08-09/2020 | Proposals submitted by candidate firms by **3pm CST**.Short list selected and interview requests sent, if City deems appropriate. Those not selected will be notified. Short list interviews |
| 10/15/2020 | Selection |
| 11/03/2020  | Target date for contract approval by City Council |
| 11/17/2020 | Target date for notice to proceed |

**PLEASE NOTE: Presentations may be required and conducted in conjunction with this Request for Qualifications.**

**6.0 OTHER CONDITIONS**

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
2. The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
3. Furnish proof of Insurance as follows:
4. General Liability Insurance each in the minimum amount of:
	* 1. Bodily Injury - $1,000,000 each person / $1,000,000 each occurrence, and
		2. Property Damage - $1,000,000 per occurrence, or
		3. Combined single limit - $1,000,000
5. Automobile Liability Insurance each in the minimum amount of:
	* 1. Bodily Injury - $1,000,000 each person / $1,000,000 each occurrence, and
		2. Property Damage - $1,000,000 each occurrence, or
		3. Combined single limit - $1,000,000
6. Excess/Umbrella and Employer’s Liability Insurance in the minimum amount of:
	* 1. Combined single limit - $1,000,000 each occurrence for bodily injury and/or property damage
		2. Workmen’s Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
		3. Professional Liability Insurance in the minimum amount of: $1,000,000.

4. Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm’s or individual’s enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.

5*. Waiver of Subrogation* - All policies of insurance shall be endorsed to waive rights of subrogation in favor of the City of Mobile.

6*. Additional Insured* - All policies of insurance, except those referenced under item 4.d, shall be endorsed to name the City of Mobile as an Additional Insured

7*. Primary Insurance* - All policies of insurance, except those referenced under item 4.d, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by the City of Mobile.

8*. Certificates of Insurance* - Prior to commencement of the work, consultant shall deliver to the City of Mobile certificates of insurance certifying the existence and limits of the insurance coverages, noting applicable endorsements, described above and shall deliver same and renewals thereof to the City of Mobile. The certificates shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.

9*. Project Funding* - Costs for this project will be paid for with Environmental Protection Agency (EPA). Selected consultant will be required to comply with all applicable federal, state, and local laws. All procurement actions will be conducted in a manner consistent with all applicable federal, state and local requirements including, but not limited to, provisions of 2 C.F.R. Part 200.

10. EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE REQUIREMENT

a. Bid awardee (or “consultant”) shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all consultants performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subconsultants they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.

b. During the performance of this contract, the bid awardee agrees as follows:

i. The consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

ii. The consultant will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

iii. The consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the consultant's legal duty to furnish information.

iv. The consultant will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the consultant's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

v. The consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

vi. The consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

vii. In the event of the consultant's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

viii. The consultant will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subconsultant or vendor. The consultant will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

11. All respondents will be required to certify that they are not on the Federal list of debarred, suspended, or voluntarily excluded consultants and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected consultant will also have to provide evidence of required insurance, a City of Mobile business license, and enrollment in the E-Verify program.

**7.0 MISCELLANEOUS**

1. RFQ is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. The City of Mobile will (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.

3. In the event that a mutually agreeable contract cannot be negotiated between the selected consultant and the City, the City reserves the right to select an alternate consultant.

4. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.)

**8.0 Evaluation and Anticipated Schedule**

Submittals received will be fully reviewed by an evaluation team and responses will be considered in the following categories:

1. **Cover Letter / Comprehensive Project Team (5 %)**
2. Completeness of information on proposed project team.
3. Conciseness and ingenuity of the statement of approach.
4. Timeliness of approach.
5. **Project Approach & Methodology (20%)**
6. Strategy for addressing identifying, researching, and documenting Brownfields sites.
7. Demonstration of methods for communication and soliciting community engagement, comments and suggestions during project development.
8. Strategy for completing the work in a timely manner.
9. **Experience and Background (65%)**
10. Diversity of expertise of key team members.
11. Years of experience in undertaking similar brownfields research and documentation efforts by key team members.
12. Demonstrated team experience engaging diverse, historic communities and their residents.
13. Demonstrated team experience in completing projects of the scale and complexity envisioned, from project conception through completion and assessment, on budget and on schedule.
14. Provision of at least two references.
15. **Project Team / Level of Participation (10%)**
16. Roles, availability and time allocation of key Project Team members are clearly defined and reasonable, including DBEs.
17. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

**9.0 QUESTIONS AND CONTACT**

A Q&A meeting will be hosted by project managers and appropriate City staff on **09/10/2020**. The Brownfields Project Manager and City of Mobile Project Delivery Team will answer additional questions about the RFQ beyond the Q&A meeting until **5pm on 9/14/2020**. An addendum including answers and Q&A meeting minutes will be provided to all attendees on **9/16/2020** via email. All interested firms should reply an acknowledgement to the email within 24 hours.

Questions must be emailed to **brownfields@cityofmobile.org**.