



Request for Proposals

Professional Environmental Consultant Services for work related to the assessment, remediation, and redevelopment of various brownfield sites located within the City.

The Community Development Authority (CDA) of the City of West Allis and the City of West Allis is requesting proposals from professional environmental consultant services firms interested in providing services related to the assessment, remediation, and redevelopment of brownfield sites located throughout the City. Work responsibilities will be associated with the U.S. Environmental Protection Agency assessment, clean-up, and revolving loan fund programs as well as other state brownfield grant or loan programs.

All proposals must be submitted before 4:30 p.m., Thursday, April 26, 2012

Published: April 5, 2012

April 12, 2012



City of West Allis Request for Proposal

Project Background

The City of West Allis (City) and the Community Development Authority of the City of West Allis (CDA) are seeking proposals from environmental consulting firms interested in providing services related to the assessment, remediation and redevelopment of Brownfield Sites located within the City. This work may include services to be performed under US Environmental Protection Agency Assessment, Cleanup and/or Revolving Loan Fund Grants and/or State of Wisconsin Brownfield Grants. The work will be performed on properties owned by the City or CDA, privately-owned tax-delinquent properties (for which the City has obtained legal access), including properties that may be considered for acquisition.

The Environmental Services contract will be an umbrella contract in which consultants work on an as-needed basis and does not guarantee the selected consultants a minimum number of environmental service projects throughout the life of the contract. The number will be determined by the specific needs of the City/CDA, the specific project for which the work will be conducted, available funding. Any environmental service for which the City/CDA joins with another public or private entity may, at the City/CDA's discretion, be determined to be outside the scope of this umbrella contract. The contract will be effective for a period of three years, with the option of extending the contract for two additional one-year periods upon mutual consent of the City/CDA and the selected consultants. The total estimated dollar value of the contract is \$1,500,000 over the initial three year period. The total value of the contract will be distributed among multiple consulting firms chosen on a per project basis and distribution may not be equal among the consulting firms receiving an award as part of the RFP. We anticipate contracting with two to three consulting firms for these services.

Scope of Services

All activities conducted under this contract must comply with the regulatory requirements and guidelines of the Wisconsin Department of Natural Resources, Wisconsin Department of Safety and Professional Services, Department of Housing and Urban Development, the Occupational Safety and Health Administration, the US Environmental Protection Agency and other applicable regulatory agencies, as appropriate. Anticipated project tasks may include conducting Phase I and II Environmental Site Assessments, developing a Quality Assurance Project Plan (QAPP), conducting Site Investigations, planning, designing and implementing remedial actions, assisting the City/CDA in grant reporting

requirements and assisting the City/CDA in community involvement activities. These tasks are described below.

The following activities may be conducted under this contract:

1. Phase I Environmental Site Assessments (ESA): Phase I ESAs will be conducted for due diligence prior to acquisition of properties. The Phase I ESAs must be conducted in accordance with the most recent applicable ASTM standard and in accordance with the All Appropriate Inquiry requirements. At the City/CDA's request, Phase I ESAs may be required to include regulatory file reviews and/or recommendations.
2. Quality Assurance Project Plans (QAPP): Prior to commencement of on-site sampling associated with a Phase II ESA, Site Investigation or Pre-demolition Facility Assessment, for which an EPA grant is used to fund the project, a QAPP must be prepared and approved by the EPA. This task will include a pre-QAPP conference call with the City and EPA.
3. Phase II Environmental Site Assessments and NR 716 Site Investigations: The Phase II ESA/Site Investigation activities may include work plan preparation, health and safety plan preparation, magnetometer surveys, UST assessments, soil boring and groundwater monitoring well installation, surveying, soil and groundwater sampling and analysis, air and soil vapor sampling, public health risk assessments and report preparation and submission. Phase II ESAs and Site Investigations must be conducted in accordance with the applicable NR 700 requirements and care must be taken to use the most cost effective means to conduct the investigation.
4. Pre-demolition Facility Assessments: Pre-demolition Facility Assessments will entail inspecting both the interior and exterior of a property for asbestos, potential hazardous wastes and stored hazardous materials, and supplying the City/CDA with a written report indicating the presence of asbestos and/or other hazardous materials, they type, location and accurate square and/or linear footage. The site assessment will include, when requested by the City, testing painted concrete and masonry surfaces for the presence of lead-based paint and providing a written report summarizing quantity, location and accurate square footages. Cost estimates for removing confirmed asbestos containing material, lead-impacted areas and/or other hazardous materials may also be requested by the City/CDA.
5. Asbestos and Lead-Based Paint Abatement: Asbestos and lead-based paint abatement activities may include abatement planning, execution, and monitoring for demolition or rehabilitation projects.
6. Remediation Activities: Remediation Activities may include identification and assessment of remedial options; cost estimating; removal and management of AST and UST tanks and piping systems; developing and utilizing innovative remediation technologies, including sustainable remediation technologies; handling and disposal of contaminated soil and/or groundwater; preparation of remedial action plans; preparation of contractor bid documents; and oversight of remedial construction activities.
7. Geotechnical Services: Geotechnical services may include geologic soil evaluations, slope analysis, foundation analysis and design and providing input on appropriate redevelopment issues, as requested.
8. Storm Water Management: Storm water management activities may include preparation of storm water management plans, storm water permitting and storm water design for redevelopment/remodeling projects.

9. Community Involvement: The City/CDA may request technical expertise to prepare informational materials and/or provide technical presentations to inform and involve community residents of the environmental assessment, investigation, potential remedial actions and/or potential health risks to the community associated with City Brownfield sites.
10. EPA/WDNR Grant Management Assistance: The City/CDA may request assistance with management and reporting related to State or Federal Grants. This may include preparation of quarterly progress reports; input of project-specific data on EPA's Assessment, Cleanup and Redevelopment Exchange System (ACRES) website; completion or input on completing Disadvantaged Business Enterprise reports; and assistance as requested to comply with specific grant requirements.
11. Ongoing Project Requirements: Provide monthly invoices and project progress reports. Invoices should be prepared in a manner this is satisfactory to the City and the EPA. Project progress reports should summarize the activities completed during the invoicing period; the activities anticipated for the following invoicing period; compliance in meeting MBE/WBE goals; and a summary of the project budget to date. Electronic submittal of invoices is preferred. Backup on expenses, subcontractor bidding and subcontractor invoices should be maintained by the Consultant and be available on request.

Proposal Requirements

1. Statement of Interest: In one page or less, indicate your company's interest in providing a proposal to the City for the above described work.
2. Firm Qualifications: In two pages or less, provide a summary of the firm's history and organizational structure. Include a summary of the number and technical expertise of local staff available to work on this project.
3. Brownfield Experience: Demonstrate the experience and qualifications of your firm, with emphasis on Wisconsin-based projects and staff proposed to support this contract, to perform the services described above (maximum 12 pages). Include:
 - a. Examples of specific projects related to the services described above must be included in this section.
 - b. Identify experience in combining environmental and site development engineering services.
 - c. Provide examples of remediation technologies your firm has implemented on Brownfields sites.
 - d. Summarize your firm's experience working with state and federal regulatory agencies and experience working with PECFA, DERF and VPLE programs.

4. References: Provide three references for similar projects (name, title, address, telephone, dates of service).
5. Project Team: Describe your project team in 4 pages or less. Identify project team members and specific responsibilities for this project. Identify any subcontractors that will be used under this contract, the type of services that they will provide, and an estimate of percentage of the work that is to be completed by subcontractors. Indicate your intent to use disadvantaged businesses, particularly minority-owned business and women-owned business enterprises, whenever possible, in accordance with 40 CFR 31.36(e). Resumes of key personnel may be provided as an attachment to the RFP (limit of 10 total pages).
6. Project Schedule: Provide a proposed schedule to complete each of the above described project tasks. Indicate your firm's standard delivery times to complete a Phase I ESA, Phase II ESA, QAPP, Site Investigation and Remedial Action Plans (limit of 2 pages).
7. Project Fees: **Under a separate cover**, please Include an estimate of the cost range for typical Phase I and Phase II ESAs and QAPP preparation (through EPA approval), based on the consultant's prior experience. For work performed on a time and materials basis, an hourly billing rate sheet which includes all personnel anticipated to be involved on the project must be provided.

EVALUATION CRITERIA AND SELECTION PROCESS:

Proposals will be reviewed and scored by City of West Allis Department of Development staff. The following evaluation criteria **for the selection of the consultant**:

- 1) Experience in brownfield redevelopment including remediation, demolition, reporting, etc. (40) points
- 2) Describe the team involved in the application process. (20) points
- 3) Experience in U.S. EPA grant reporting and meeting program requirements. (20) points
- 4) Demonstrate effective delivery times for reports and plans. (10) points
- 5) Knowledge of program parameters, obligations, and guidelines. (10) points

SUBMITTAL FORMAT:

Proposals may be emailed, mailed (postmarked) or delivered (stamped) no later than 4:30 p.m. on Thursday, April 26, 2012 to the City of West Allis, Purchasing Department, 7525 West Greenfield Avenue, West Allis, WI 53214.

The proposal should be labeled as “**Professional Consultant – Environmental Services**” and should contain the following elements:

- Four bound copies of the proposal including:
 - a one page summary of the proposal which if necessary, may be used to describe your proposal to the Authority and the Common Council
 - one electronic copy
- Project Fee schedule enclosed separately.

CONTACT INFORMATION:

It is anticipated that a recommendation regarding the selection of a consultant for the site will be completed by the Community Development Authority and the City of West Allis by Tuesday, May 5, 2012.

QUESTIONS REGARDING THIS PROPOSAL MAY BE DIRECTED TO:

Primary Contact:

Patrick Schloss
Community Development Manager
Department of Development
City of West Allis
7525 West Greenfield Avenue
West Allis, WI 53214
Phone: 414-302-8468
Fax: 414-302-8401
pschloss@westalliswi.gov

Secondary Contact:

John F. Stibal
Director, Department of Development
Department of Development
City of West Allis
7525 West Greenfield Avenue
West Allis, WI 53214
Phone: 414-302-8462
Fax: 414-302-8401
jstibal@westalliswi.gov

Additional Information:

The City of West Allis and the Community Development Authority reserve the right to reject any and all proposals for any reason at their sole discretion and to negotiate the terms and conditions of the eventual contract with the consultant awarded the project.

Thank you for your consideration and interest in West Allis

Proposal Rating Sheet

Rater ___ Combined Scores

RFP 1162

Environmental Consulting Services

	1	2	3	4	5	6	7	8	9	10	11	
	<i>Firm Name</i>											
	Symbiont	Sigma	SCS BT Squared	Saga Environmental and Engineering Inc.	KSA	Kapur and Associates	Graef	ATC	Arcadis	Ayres Associates	AECOM	Possible Points
1. Experience in brownfield redevelopment including remediation, demolition, reporting, etc. (40 pts)	40	40	35	30	35	30	40	32	40	40	40	40
2. Describe the team involved in the application process (20) pts.	18	19	14	12	14	12	15	14	20	19	19	20
3. Experience in U.S. EPA grant reporting and meeting program requirements. (20) pts.	20	20	10	9	9	10	16	12	20	20	20	20
4. Demonstrate effective delivery times for reports and plans. (10) pts	10	10	10	8	9	8	10	9	10	10	10	10
5. Knowledge of program parameters, obligations, and guidelines. (10) pts.	10	10	9	5	5	5	8	5	10	9	10	10
TOTAL (Rater #1)	98	99	78	64	72	65	89	72	100	98	99	100
TOTAL (Rater #2)	90	93	61	61	72	78	83	63	97	89	97	100
TOTAL (Average)	94	96	70	62.5	72	72	86	68	99	94	98	100

Remarks:

MBE/WBE Participation was encouraged

Does the proposal show effort (yes or no)

Selected Consultants

27-Apr-12