

REQUEST FOR QUALIFICATIONS

CITY OF NEW BERN

BROWNFIELDS ASSESSMENT PROJECT

INTRODUCTION

The City of New Bern has been awarded a \$400,000 Brownfields Assessment Grant from the U.S. Environmental Protection Agency (EPA) to assess both petroleum and hazardous waste sites.

The City of New Bern is seeking professional services from qualified and experienced environmental consultants to assist with management and execution of this grant. Consultants who are Minority, Women, Small Businesses and/or Small Businesses in rural areas are strongly encouraged to apply. Consultants who utilize Minority, Women, Small Businesses and/or Small Businesses in rural areas are strongly encouraged to apply.

Grant funds will be used to involve the community in the decision making process, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, and to conduct cleanup and redevelopment planning of assessed brownfield properties. It is anticipated that there will be ten (10) Phase I and three (3) Phase II ESAs under the Hazardous Substances grant and ten (10) phase I and five (5) Phase II ESAs under the Petroleum grant.

Brownfields are defined as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant or contaminant.

COMMUNITY BACKGROUND

Founded in 1710, the City of New Bern is the second oldest city in North Carolina. It served as the colonial capital and, following the American Revolution, as the state's first capital. The city abounds with historical traditions and distinctive cultural charm. It contains over 150 historical landmarks, many dating back to the 18th century.

Sitting at the confluence of the Neuse and Trent Rivers, New Bern is only 35 miles from the Atlantic Ocean. This strategic location led to the City's being a major port and trading center. Much of the river front was dedicated to use by the lumber industry. By 1916, New Bern had 16 lumber mills and a thriving pitch and turpentine trade. Other exports included tobacco, cotton, and other agricultural products.

During the mid-twentieth century, many of the lumber and shipping industries closed down and the once bustling downtown area was largely abandoned. Over the past twenty years, residents, business owners and the City have worked together to successfully revitalize the downtown area which included development of the *New Bern Urban Design Plan*.

The City of New Bern contains three (3) nationally designated historic districts, two of which are located on or adjacent to the river fronts. The Downtown Historic District is also a locally designated district and fronts on both the Trent and Neuse Rivers. The locally designated Riverside Historic District is located adjacent to the Neuse River. These two districts are separated by only one-quarter mile.

The Brownfields Assessment Grants will target potential properties throughout the city, but will focus primarily on New Bern's Five Points and Riverstation areas, and Broad Street corridor. The Five Points area lies just to the west of the Downtown Historic District along the Broad Street corridor. Riverstation lies between the Downtown Historic District and the Riverside Historic District and fronts on the Neuse River.

Although the Downtown Historic District is now thriving, redevelopment of the Five Points and Riverstation areas has not been as successful. Working with residents and business owners of the Five Points, Broad Street and Riverstation areas, the City of

New Bern developed the *Urban Design Plan 2000* which addresses redevelopment of these areas.

Five Points was once a vibrant commercial area where people of all racial and economic classes met to do business. In the mid 1950s, Broad Street was widened to become US-70 Business and the process of decline began. Increased commercial and residential development in New Bern's growing suburbs, such as development of the mall in the late 1970s, resulted in more people and businesses leaving the city's core. This exodus left buildings that either fell vacant or were torn down.

The Riverstation area was once home to a vibrant working waterfront and modest residences. The area was devastated by the Great Fire of 1922. Much of the formerly residential land remains vacant, while most of the former industries have moved to other locations. The Coastal Lumber facility closed a few years ago and the property remains vacant. Other properties that remain vacant include an old fertilizer plant, ice plant and several railroad properties.

The Community-Wide Petroleum and Hazardous Substances grants will allow the City of New Bern to address health, welfare, and environmental risks to the community associated with the brownfield sites. Specifically, this EPA grant will be a critical step in protecting city residents from potential hazards stemming from the former use of these properties as lumber mills, fertilizer plants, gas/service stations and dry cleaners. Assessment and cleanup of the sites is also critical to encouraging economic development which will benefit the entire City of New Bern. Grant funds will be used for (1) Community Outreach, (2) Site prioritization and Assessment, and (3) a site cleanup plan or Analysis of Brownfields Cleanup Alternatives (ABCA).

SCOPE OF WORK

The City of New Bern is seeking professional environmental consulting services from qualified firms or individuals to manage and/or perform the following professional services:

- Manage all grant activities to ensure compliance with EPA requirements while achieving the City's objectives.

- Serve as technical liaison between the City, the North Carolina Department of Environment and Natural Resources (NCDENR), the US EPA, and any subcontractors.
- Negotiate assessment requirements on the City's behalf with NCDENR and EPA.
- Communicate progress regularly to the City, NCDENR and EPA.
- Develop a Public Involvement Plan to lead project outreach activities.
- Perform Public Involvement activities throughout the three-year project as directed by the City, such as drafting community notices, facilitating community meetings, participating in neighborhood association and Brownfields Steering Committee meetings, developing a project specific website, preparing outreach materials, etc.
- Assist in coordination of a project kick-off meeting for the Brownfields Steering Committee, relevant City staff, elected officials, and NC DENR and EPA staff.
- Complete a City-wide inventory and prioritization of potential Brownfield sites.
- Assist with negotiating with property owners to access their sites for purposes assessment purposes.
- Prepare Property Profile Forms for designated sites for assessment activity and be familiar with entering site data into the EPA's Assessment Cleanup and Redevelopment Exchange System (ACRES).
- Complete approximately ten (10) Petroleum Phase I ESAs and approximately ten (10) Hazardous Substance Phase I ESAs at designated sites. Testing must meet all standards, requirements and procurement policies as defined by the City and EPA under this grant, including the American Society for Testing and Materials (ASTM) standard E 1527-05 and the EPA's All Appropriate Inquiries (AAI) rule.
- Complete any additional surveys as may be required by the grant, including, but not limited to, Threatened and Endangered Species Survey in compliance with the Endangered Species Act (ESA), a Historical and Cultural Resource Survey in compliance with the National Historic Preservation Act (NHPA), and a Wetlands Survey in compliance with the Clean Water Act, Section 404, at properties designated for Phase II Environmental Site Assessments (ESAs), for properties designated for Phase II ESAs.

- Prepare a generic Quality Assurance Project Plan (QAPP) based upon the new guidance issued by EPA Region 4 for sites that require Phase II ESAs.
- Prepare Site-specific QAPP Addenda and Health and Safety Plans (HASPs) according to EPA requirements for each site undergoing a Phase II ESA.
- Complete approximately five (5) Petroleum and three (3) Hazardous Substance Phase II ESAs at designated sites according to the site-specific QAPP, EPA, NCDENR and ASTM standard E-1903-97.
- Assist with preparing and negotiating Voluntary Cleanup Contracts/Brownfield Agreements with NCDENR as needed.
- Develop integrated cleanup and redevelopment plans in the form of an Analysis of Brownfields Cleanup Analysis (ABCA) for sites designated by the City using risk-based corrective action. The ABCA will include a description of the assessment findings, appropriate methods of clean-up, possible redevelopment uses, and necessary steps to achieve re-use. The plans, with all required components, will be submitted to the City and NC DENR as required
- Assist in preparation of all necessary reporting forms to be submitted by the City to EPA, including monthly, quarterly, and closeout reports, financial reimbursement forms, and MBE/WBE forms.

SCHEDULE

The estimated project start date is anticipated to be August 1, 2009. Estimated time for the completion of the project is 3 years, although the City wishes to complete the project ahead of this timeframe.

The City will execute a contract with the selected consultant after official award by the City of New Bern Board of Aldermen and official notification of the grant award is received from the US EPA.

PROJECT DELIVERABLES

The selected consultant will deliver the following reports/plans/other items to the City as part of this project:

- Monthly Reports
- Public Involvement Plan
- Brownfields website
- Website and all literature identified in Public Involvement Plan
- Completed Site Inventory and Ranking
- Quarterly Reports for submittal to EPA
- Property Profile Form
- Generic Quality Assurance Project Plan
- Site Specific QAPP Addenda
- Environmental Health and Safety Plans
- Phase I and II Environmental Site Assessment Reports
- Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports
- Integrated Cleanup and Redevelopment Plan or ABCA
- Close-out Report
- All other reports or information required by US EPA and/or North Carolina Department of Environment and Natural Resources

CITY RESPONSIBILITIES

The City of New Bern will establish a project steering committee consisting of City staff, representatives from the City Board of Aldermen, Craven County Health Department, Chamber of Commerce, Board of Realtors, neighborhood groups, and other interested parties. This steering committee will provide advisement throughout the process and also serve as liaisons to the various community stakeholder groups.

The City will be responsible for contract administration, procurement and payments, and will oversee the activities of the chosen consulting firm. The City will assist in

facilitating the community outreach and involvement conducted by the consultant throughout the assessment process.

CONSULTANT SELECTION

The City of New Bern will select a consultant based on the history of the firm; qualifications of the key staff assigned to the project redevelopment and revitalization plans in the City, technical approach, and previous experience with EPA grants, specifically Brownfields Assessment grants. Submitted proposals should be of sufficient detail to allow evaluation and comparison with other competing proposals. Proposals should demonstrate knowledge and understanding of the objectives of the goals of current redevelopment and revitalization plans in the City of New Bern.

Qualifying firms must demonstrate experience in managing EPA Brownfields Assessment Projects within North Carolina and EPA Region 4 and have an excellent working knowledge of ASTM Phase I and Phase II ESA requirements, as well as EPA requirements and regulations.

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

A. History and experience of the firm (20 points)

Describe the firm's history, the qualifications of the principals and specific expertise as it relates to the management of EPA grants, streamlined Brownfield Site Evaluations utilizing innovative and creative assessment technologies for more efficient and more effective site investigations, Cleanup and Redevelopment Planning, and Public Involvement.

B. Key Staff Assigned to the Project (25 points)

Identify specific personnel (name and title) who will be assigned to the project, including their hourly billing rate. Personnel identified in the proposal must be the principal staff who will work on the project and represent the majority of the hours billed to the project. Consultants must provide a project organizational chart and resumes for the project manager and the lead technical staff members. Resumes shall not exceed 3 pages in length and should include identification of similar projects completed by the respective staff person. Include the project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g.,

Professional Geologist, Professional Engineer, Certified Well Driller, etc.) must be used to perform work as required.

C. Technical approach (20 points)

Describe the technical approach that will be used to complete the tasks described 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.

D. Previous Projects (35 points)

Describe samples of previous similar projects completed by the firm within the past 24 months. Summarize the scope of work, budget, timeframe, and provide client contact information.

E. Other (3 Bonus Points)

Describe the firm's plan, if any, to utilize disadvantaged, minority-owned, woman-owned, and small business enterprises in executing the project.

Responses to this RFQ will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. The City reserves the right to reject and/or honor any and all proposals. Proposals will be evaluated by a committee consisting of key City of New Bern staff. Committee members will review the proposals individually and collectively to determine total points and rank them accordingly. After reviewing submittals, the City may elect to interview the top four qualified firms.

It is the policy of the City of New Bern to prohibit discrimination against any person or business in pursuit of business opportunities on the basis of race, color, sex, religion, national origin, or geographic location and to conduct its contracting and purchasing programs so as to prevent such discrimination.

It is anticipated that the successful consultant will be selected within 30 days of the RFQ submittal time. The contract will be awarded by the City of New Bern Board of Aldermen prior to contract execution. The project must be completed by the end of July, 2012.

The successful firm must affirm that they will comply with the following:

- The selected firm is obligated to perform all work in accordance with applicable Federal, State and local laws, regulations, policies, and guidelines.
- The provisions of all applicable Federal Regulations , i.e., 40 CFR Part 35 Subpart O.
- Title VI and VII, as enacted as part of the Civil Rights Act of 1964. The consultant and its subcontractors must not violate Title VI or Title VII and not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to race, color, religion, sex, or national origin.
- The consultant and its subcontractors must be Equal Opportunity Employers pursuant to 24 CFR 130 regulations and Executive Order 11246.
- The consultant and its subcontractors must comply with all Federal, State and Local laws and regulations.
- The Consultant and subcontractors working contractually with the City of New Bern are required to use the E-Verify program and/or Federal Work Authorization Program.

SUBMITTAL INFORMATION

Please submit all questions regarding this solicitation to Sue Steinhauser in writing by **Friday, September 4, 2009** at the mailing address, fax number, or email address listed below:

Sue Steinhauser, Brownfields Project Manager

City of New Bern

Planning and Inspections Department
P.O. Box 1129
New Bern, North Carolina 28563-1129
Fax: (252) 636-2146
cdcord@newbern-nc.org

Three (3) hard copies (one original and two copies) of the response to this RFQ must be received by the Brownfields Project Manager at the address listed below no later than 3:00 p.m. Thursday, September 17, 2009.

Sue Steinhauser, Brownfields Project Manager
City of New Bern
Planning and Inspections Department
248 Craven Street, Third Floor
New Bern, North Carolina 28560
Phone (252) 639-7586

Cost proposal envelopes should be clearly labeled and indicate the following:

SEALED PROPOSAL

“City of New Bern Brownfields Assessment Project RFQ.”