

# **REQUEST FOR QUALIFICATIONS**

## **City of Dillon Brownfields Assessment Project**

### **Introduction**

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

The City of Dillon is seeking professional services from qualified and experienced consultants to assist with management and execution of this grant.

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.

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.

### **Background**

The City of Dillon, founded in 1888, is located in a rural area of northeast South Carolina. During the mid-1900s, the economy in Dillon, along with many small communities throughout South Carolina, transitioned from agriculture to manufacturing. With the decline of US-based manufacturing over the past few decades, Dillon's economy has suffered from stagnate economic growth and job losses. The closing of two major textile manufacturing facilities in the past several years has pushed regional unemployment above state averages. In addition to these former textile facilities, the identified a number of former gas stations with potential petroleum contamination.

Despite these disadvantages, the City is working collaboratively with the South Carolina Department of Commerce to expand economic development opportunities. The City is located on I-95 and will be a few miles from to the junction of I-95 and the future I-73 which will provide access to Myrtle Beach – the heart of South Carolina's robust tourism industry. State and local plans are being implemented to highlight Dillon's historic district and tap into these sources of tourism revenue.

Unfortunately, the presence of abandoned and underutilized brownfield properties throughout the community present a significant barrier to our future economic development. These properties blight the City's neighborhoods and represent potential environment hazards for local residents. Turning these properties into viable commercial and residential sites and greenspace will help the City mitigate these potential environmental impacts while creating jobs and growing the local economy.

This Community-Wide Petroleum and Hazardous Brownfields Assessment Grant will allow the City to address health, welfare, and environmental risks to the community associated with these brownfields 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 textile facilities, dry cleaners, and gas/service stations. Grant funds will be used for the following three (3) tasks as part of this project: Community Outreach, Site Inventory and Assessment, and Cleanup/Redevelopment Planning.

### **Scope of Work**

The City is seeking professional 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 South Carolina Department of Health and Environmental Control (SCDHEC), and EPA.
- Negotiate assessment requirements on the City's behalf with SCDHEC and EPA.
- Communicate progress regularly to the City, SCDHEC, and EPA.
- Develop Public Involvement Plan to lead project outreach activities.....
- Perform Public Involvement activities as directed by the City, such as drafting community notices, facilitating community meetings, attending neighborhood association meetings, developing a project specific website, preparing outreach materials, etc.
- Prepare Property Profile Forms for designated sites for assessment activity and be familiar in entering site data into the EPA's Assessment Cleanup and Redevelopment Exchange System (ACRES.)
- Complete Phase I Environmental Site Assessments at designated sites according to the American Society for Testing and Materials (ASTM) standard E 1527-05 and the EPA's All Appropriate Inquiries rule.
- Complete an 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.
- Prepare a Generic Quality Assurance Project Plans (QAPP) based upon the new guidance issued by EPA Region 4 for sites that require Phase II Environmental Site Assessments.
- Prepare Site-specific QAPP Addendums and Health & Safety Plans (HASP) according to EPA requirements for each site undergoing a Phase II Environmental Site Assessment.
- Complete Phase II Environmental Site Assessments at designated sites according to the site-specific QAPP, EPA, SCDHEC and ASTM Standard E-1903-97.
- Assist with preparing and negotiating Voluntary Cleanup Contracts/Brownfield Agreements with SCDHEC as needed.
- Conduct site-specific risk assessments as needed for designated sites where Phase II Environmental Site Assessments have been completed.
- Develop integrated cleanup and redevelopment plans in the form of an Analysis of Brownfields Cleanup Analysis as needed for designated sites using risk-based corrective action.
- Prepare monthly reports documenting activities and prepare quarterly reports to be submitted to EPA.

- Prepare all necessary reporting forms to be submitted to EPA on behalf of the City, including the financial reimbursement forms, the MBE/WBE forms, etc.
- Complete and distribute a final close-out report summarizing all grant activities.

The consultant will need to have a good working knowledge of ASTM Phase I and Phase II Environmental Site Assessment requirements and EPA's All Appropriate Inquiries rule requirements and regulations.

### **Schedule**

The estimated project start date is anticipated to be August 1, 2009. Estimated time for the completion of the project is 3 years.

The City will execute a contract with the selected consultant upon official notification from US EPA of grant award.

### **Projective Deliverables**

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

- Monthly Reports
- Public Involvement Plan
- Quarterly Reports
- Property Profile Form
- Generic Quality Assurance Project Plan
- Site Specific QAPP Addendum
- Environmental Health and Safety Plan
- Phase I & II Environmental Site Assessment Reports
- Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports and Wetlands Survey
- Cleanup and Redevelopment Plan
- Close-out Report

### **Consultant Selection**

The City will select a consultant based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area, knowledge of the objectives and goals of current redevelopment and revitalization plans in the City, technical approach, and standard billing rates.

Qualifying firms must demonstrate experience in managing EPA Brownfields Assessment Projects within South Carolina and EPA Region 4.

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

- A. **Consultant's Qualifications and Capabilities (35 points):**  
Describe the qualifications and capabilities of the consultant as they relate to managing EPA grants and EPA Brownfield projects, authoring grant applications and securing additional grant funding, and managing and complying with Federal contracts.

**B. Past Project Experience (25 points):**

Include project summaries of relevant EPA Brownfield projects completed in South Carolina and EPA Region 4. Summarize the scope of work, and provide client contact information.

**C. Key Staff Assigned to the Project (15 points):**

Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. 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, SC Certified Lab, Certified Well Driller, etc.) must be used to perform work as required.

**D. Technical Approach (15 points):**

Describe the Technical Approach that will be used to complete the tasks described in this RFQ. Address the firm's qualifications and experience with completing the specific EPA requirements and processes.

**E. Standard Billing Rates (10 points):**

The total budget for this award has been determined to be \$375,000. The specific scope of environmental assessment activities is currently undefined. Therefore, provide hourly rates for all personnel assigned to the project. The scope and costs of each environmental assessment will be negotiated with the selected consultant after award based upon the hourly labor rates provided.

**Proposal Information**

Responses to this RFQ will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. Proposals will be evaluated and scored utilizing the above points for each of the five required sections. The City has the right to reject and/or honor any and all proposals.

Three (3) copies of the proposal must be received by 4:00 pm on July 14, 2009. Responses to this RFQ must include one (1) original and two (2) copies and must be clearly marked on the outside mailing envelope:  
"City of Dillon Brownfield Assessment Project"

Proposals must be sent to the following address:

**Mail**

Maggie Riales  
Revitalization Coordinator  
Post Office Drawer 431  
Dillon, South Carolina 29536

**Hand Deliver/Express Delivery**

City County Complex  
Finance Department  
401 West Main Street  
Dillon, South Carolina 29536  
(843) 774-0040

Submit all questions regarding this solicitation to Ms. Maggie Riales in writing by Friday, July 3, 2009.