

**UNITED STATES OF AMERICA
ENVIRONMENTAL PROTECTION AGENCY
2016 COMMUNITY-WIDE BROWNFILEDS ASSESSMENT GRANT
AMOUNT: \$370,000**

**REQUEST FOR PROPOSALS
ENVIRONMENTAL ENGINEERING SERVICES
ASSOCIATION OF BAY AREA GOVERNMENTS**

**MADE PUBLIC ON:
January 23, 2017**

BROWNFIELDS COMMUNITY WIDE COALITION ASSESSMENT GRANT REQUEST FOR PROPOSALS

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PROPOSAL CERTIFICATION FORM

REQUEST FOR PROPOSALS – ENVIRONMENTAL ENGINEERING SERVICES

ASSOCIATION OF BAY AREA GOVERNMENTS

US EPA 2016 COMMUNITY WIDE BROWNFIELDS ASSESSMENT GRANT PROJECT

Issue Date:	January 23, 2017
Issuing Agent:	Association of Bay Area Governments 375 Beale Street, Suite 700 San Francisco, CA 94105
Proposal Due Date:	February 28, 2017 at 5:00 p.m.
Proposal Directed to:	JoAnna Bullock, Senior Grant Administrator 375 Beale Street, Suite 700 San Francisco, CA 94105 joannab@abag.ca.gov
Number of Proposal Copies:	One (1) hard copy and one (1) electronic copy

By signature hereto, the proponent certifies that all representations and certifications in its proposal are complete and accurate as required.

Name of Firm:	
Address of Firm:	
Contact Name:	
Signature:	
Title:	
Date:	
Phone Number:	
Email Address:	
Federal Employee ID Number (if applicable)	

II. REQUEST FOR PROPOSAL

The Association of Bay Area Governments (ABAG) has been awarded a \$550,000 Brownfields Community-Wide Coalition Assessment Grant from the United States Environmental Protection Agency (US EPA) for assessment of contaminated or potentially contaminated properties along the International Boulevard/East 14th Street/Mission Boulevard corridor.

ABAG is seeking professional services from qualified and experienced Environmental Engineering Services Consultants to prepare a Quality Assurance Project Plan (QAPP) and Sampling and Analysis Plans (SAPS), assist with reporting requirements, conduct Phase I and Phase II environmental site assessments (ESAs) and develop Analyses of Brownfield Cleanup Alternatives (ABCA), as needed.

SUBMISSION DEADLINE

All proposals must be received by 5:00 p.m Pacific Daylight Savings Time February 28, 2017 after which time no further proposals will be accepted. The date of a bidder's conference will be held Friday, February 10, 2017, 10:00 am at 375 Beale Street, Conference Room 6102, San Francisco, CA. All proposals must be in a sealed envelope identifying the item as 2016 BROWNFIELDS COMMUNITY-WIDE COALITION ASSESSMENT GRANT. All submittals must include a FEE SCHEDULE.

CONTACT INFORMATION

For further information or any questions regarding this RFP please contact:

JoAnna Bullock

Senior Grants Administrator and Planner

Association of Bay Governments

375 Beale Street, Suite 700

San Francisco, CA 94105

415 820-7968

joannb@abag.ca.gov

III. GENERAL CONSULTANT REQUIREMENTS

In addition to any information specified in this Request for Proposal (RFP), the Consultant(s) will be expected to:

- Act as project manager for the tasks identified to ensure timely completion of the work
- Coordinate with ABAG and East Bay Coalition project managers to ensure timely delivery of milestones in accordance with the RFP
- Assume responsibility for research, data gathering, and reporting.

IV. BACKGROUND

The USEPA grant awarded to ABAG will fund an estimated 20 Phase I and four Phase II ESAs of suspected brownfields sites, implementing an integrated regional and local strategy for environmental, social and economic sustainability.

In 2013, Bay Area elected officials adopted Plan Bay Area—a blueprint for growth and transportation investment that achieves the State of California’s GHG emissions reduction target for the region. The foundation of Plan Bay Area’s sustainable growth strategy is a network of Priority Development Areas (PDAs)—transit-rich places planned by cities for mixed-income housing, commercial development, and local services. The PDAs that make up the target area are expected to add 44,000 new housing units and 58,000 new jobs by 2040. Land use plans recently adopted by coalition members for these PDAs set the stage for implementation by identifying opportunity sites for a mix of housing, employment, local services, and public spaces to create dense walkable communities. These sites are typically vacant, large enough for significant redevelopment that fulfills a community vision, and in need of assessment to evaluate the presence of contaminants.

The target area is located in the cities of Oakland, San Leandro and Hayward as well as the Ashland and Cherryland Census Designated Places in unincorporated Alameda County, within the East Bay of the San Francisco Bay Area. Together with the ABAG (the coalition lead), these jurisdictions make up the East Bay Area Coalition.

The coalition’s proposal focuses on a 15 mile corridor of downtowns and mixed-use neighborhoods that have been identified by coalition members as PDAs which support the Bay Area’s regional vision for an equitable, low carbon future. The corridor is defined by the East Bay’s historic main street—known as International Boulevard in Oakland, East 14th Street in San Leandro, and Mission Boulevard in unincorporated Alameda County and Hayward—and five adjacent Bay Area Rapid Transit (BART) stations. It served as a primary road and streetcar route through the East Bay from its urbanization in the 19th century until the completion of Interstates 880 and 580 in the late 1950s and continues to be a critical link between Oakland

and Hayward. To complement BART, the region's first Bus Rapid Transit (BRT) route will begin service in the corridor in 2017.

Historically, the corridor was an employment center with abundant industrial and commercial businesses. Major corporations including Magnavox, General Electric and Montgomery Ward operated large scale divisions beginning in the 1920s through the mid-1970s, many of which are known or suspected brownfields.

Today the corridor is characterized by vacant lots, abandoned industrial facilities, gas stations, and dilapidated structures occupied by auto-repair shops, liquor stores, nail salons, and storefront churches. Environmental contamination continues to pose an obstacle to community health and economic development.

V. GOALS AND OBJECTIVES

The overall redevelopment goal of the project is to identify potentially contaminated sites along the East Bay Corridor and conduct environmental assessments of the sites. The information from these assessments will provide an additional level of certainty required for public and private investment and allow projects that implement community priority to move ahead.

Specific goals of the project include advancing land reuse consistent with PDA Plans that recommend land uses serving the existing community. These uses include parks, affordable housing, economic opportunity that generates job creation, and reduction of blight. In addition, specific goals of land reuse consistent with local plans include provision of easements for new pedestrian and bicycle connections, improving opportunities for active transportation, increasing greenspace which consequently reduce vehicle emissions. To achieve these specific goals, the funds from the EPA Brownfield grant will be used to advance land reuse through assessments and reuse plans.

ABAG and the East Bay Coalition partners plan to use the Brownfields Community Wide Coalition Assessment grant funds to:

- Conduct approximately 20 Phase I Environmental Site Assessments
- Conduct approximately four Phase I ESAs
- Conduct Analyses of Brownfield Cleanup Alternatives (ABCA) as needed
- Provide additional environmental assessment services including estimates of remediation costs, as needed.

VI. SCOPE OF WORK

Task 1 - Conduct Phase I Activities

a. Task Description

Phase I Assessments:

All Phase I environmental assessments will comply with EPA's All Appropriate Inquiries (AAI) Final Rule (American Society of Testing and Materials ((ASTM) ASTM E1527-13) and include a historical records search to determine ownership of a site, previous usage, and possible sources of contamination. Phase I assessments will also include a site visit, interviews, and in some cases, limited sampling and analysis.

Under this task, Phase I ESAs will be performed for an estimated twenty (20) sites. The Phase I ESAs will comply with the All Appropriate Inquiries (AAI) rule promulgated under 40 CFR 312, Standard Practice for Environmental Site Assessment. Site eligibility analysis will be conducted and approved by EPA. Participants will complete consent for entry and provide site access. The selected qualified consultant(s) will perform the work and prepare draft and final reports. Final reports will support further action, including the need for Phase II ESAs.

Inventorying brownfield properties will help determine properties that impinge on redevelopment opportunities because of constraints caused by contamination. A qualified consultant will assist ABAG and East Bay Coalition partners prepare and submit candidate site information including Property Profile Forms to EPA for site eligibility approval.

Task Activities:

- *Coordinate with ABAG and East Bay Coalition*
- *Submit Work Order for each site identified and approved by ABAG and East Bay Coalition*
- *Perform Phase I ESAs*
- *Completion of Property Profile Forms and [AAI Checklist for Assessment Grant Recipients](#) for each Phase I completed under this grant*
- *Prepare Phase I ESA reports*

b. Deliverables:

- *Phase I (AAI) reports*
- *Updated AAI reports*
- *[AAI Checklist for Assessment Grant Recipients](#)*
- *[Property Profile forms](#)*

Task 2 - Conduct Phase II Activities

a. Task Description

Site Investigations (Phase II):

All American Society of Testing and Materials (ASTM E 1903-11) Phase II environmental assessments will include an investigation that includes sampling performed at the sites to confirm the location and identity of environmental hazards. The investigation may include a report of recommendations for cleanup alternatives. ABAG will provide EPA with a copy of the contractor's Unanticipated Discovery Plan. Also, ABAG will set aside a portion of the Phase II budget to conduct one or more, Analysis of Brownfields Cleanup Alternatives (ABCA). If the Phase II analysis shows remediation is necessary, an ABCA, and associated community involvement, will be needed for cleanup.

Phase II Assessments:

Based on Phase I recommendations, the selected qualified consultants will conduct Phase II Site ESAs for an estimated four sites to evaluate potential contamination.

Preparation of the Quality Assurance Project Plan and Sampling and Analysis Plans in accordance with EPA templates and to be approved by EPA prior to the start of field sampling

Task Activities:

- *Perform Phase II sampling and analysis.*
- *Coordinate with sub-contractors*
- *Prepare QAPP and SAPs*
- *Prepare Phase II reports*
- *Review work products*

b. Deliverables

- *ASTM Phase II reports*
- *QAPP and SAPs*
- *Remediation cost estimates, if needed*
- *Unanticipated Discovery Plan*

Task 3 – Reporting Activities

a. Task description

The consultant will be responsible for inputting site assessment data into the USEPA Assessment, Cleanup & Redevelopment Exchange System (ACRES) database. This database will be updated quarterly.

b. Deliverables

- *Completed ACRES Quarterly Reports*

VII. SCHEDULE

The project start date will be the date that the agreement between ABAG and the consultant is fully executed and conditions prior to starting the work (insurance, business license, etc.) are met. The projected completion date of this grant project is September 30, 2019.

VIII. CONSULTANT QUALIFICATIONS & BACKGROUND

Consultant must provide the following information about their company so that ABAG and the East Bay Coalition partners can evaluate the Consultant's ability to support commitments set in the response to the RFP. ABAG, at its discretion, may require a Consultant to provide additional documentation to support and/or clarify requested information.

The Consultant should describe the company's background including:

- Prior experience with US EPA Brownfields Assessment Grant administration/experience.
- How long the company has been in business
- A brief description of the company, including past history, present status, future plans, etc.
- Note any parent/subsidiary relationships
- Note any name changes/acquisitions
- Company size and organization
- Total number of employees. Number of full-time and part-time employees; Number of technical staff and certifications
- A detailed resume and contact information for the Project Manager and any other employees who will be involved in the project
- Provide work samples that best reflects your work and relevancy to this project
- Provide a history of your firm
- Describe your experience with conducting brownfields and environmental services for government agencies
- Provide background and experience levels of those employees that will be assigned to this project

IX. PROJECT UNDERSTANDING

Each consultant shall submit a brief narrative illustrating their understanding of the above project. This narrative should include a description of their experience with work to be performed, including evaluation of cost alternatives and regulatory agency coordination. Work will not begin until an agreement is approved by ABAG and all appropriate signatures have been obtained.

X. SUBMITTAL REQUIREMENTS

PROPOSAL FORMAT AND CONTENT

The proposal will also provide the following information: name, title address, and telephone number of the individual with authority to bind the company and designated contact person during the proposal evaluation period. The proposal shall be signed by an official authorized to execute the Consultant.

Proposal shall be submitted in a sealed envelope. The envelope shall contain the proposed work to be completed by the Consultant. This envelope shall be clearly marked with the name and address of the business in the upper left hand corner and in the lower left hand corner marked "2016 BROWNFIELDS COMMUNITY WIDE COALITION ASSESSMENT GRANT". The lower right hand corner of the envelope is to be marked as "PROPOSAL". All proposals must be submitted in hard copy to ABAG. Included with hardcopy should be an electronic copy in PDF format on disk or flash drive.

Sealed proposals will be accepted until the time given within this document at the location stipulated in this document. Any proposals not received by that time at that location will be removed from consideration. Any proposal which does not conform to the requirements in their entirety will be removed from consideration.

PROPOSAL CERTIFICATION FORM

The prospective Consultant's proposal shall include an executed Proposal Certification Form. The Proposal Certification Form is located at the start of this RFP (page3).

FEE SCHEDULE

Each applicant must provide a comprehensive fee schedule for all personnel which may be used in the course of the work. Fee schedule shall be itemized and provide a table with the hourly rate of each team member. Please include line items for all anticipated reimbursable expenses.

XI. CRITERIAL FOR EVALUATION OF PROPOSALS

OVERVIEW

Proposals will be evaluated and based according to the outline below. The Consultants with the highest ranked best and most qualified proposal will be selected by ABAG and the East Bay Coalition partners.

EVALUATION OF THE CONSULTANT’S QUALIFICATIONS, TEAM, SCOPE, SCHEDULE OF CHARGES

Each proposal will be evaluated in the following areas:

- Understanding:
 - Project Understanding
 - Scope of Work
- Qualifications:
 - Firm, Team, Individual Experience
 - Experience
 - Methodology
- Completeness of Qualification Submittal

The selected Consultant shall be required to enter into a written contract with ABAG on a form approved by ABAG legal counsel. An example of the approved form “Contract for Services” is attached to this RFP (Exhibit A). The Consultant will be subject to the Terms and Conditions of the grant that are also attached (Exhibit B).

Any executed agreement for services by and between ABAG and the Consultant requires formal ABAG Executive Board approval. This RFP and the selected Consultant proposal, or any part thereof, may be incorporated into and made part of the final contract.

The successful Consultant, and any Sub-Consultant, shall obtain all appropriate business licenses on or before their commencement of the work on the project.

XII. SELECTION COMMITTEE PROCESS

EVALUATION/SELECTION PROCESS

Proposals will be evaluated and ranked according the outline below. The Consultants with the best and most qualified proposal will be selected by ABAG and East Bay Coalition project managers.

All proposals that are submitted within the appropriate timeframe will be evaluated by ABAG and the East Bay Coalition project managers. Depending on the number of proposals submitted, the ABAG and the East Bay Coalition project managers, at their discretion, may decide to interview all applicants or chose the best qualified based upon the contents of their proposal.

The selected Consultant shall be required to enter into a written agreement with ABAG in a form approved by ABAG Executive Board. This RFP and the selected Consultant proposal, or any part thereof, may be incorporated into and made part of the final agreement.

The following is a tentative procedure of how the selection process will occur.

Selection Process

- 1) US EPA 2016 BROWNFIELDS COMMUNITY WIDE COALITION ASSESSMENT GRANT RFP opened to the public January 23, 2017.
- 2) Bidders Conference will be held on Friday, February 10, 2017, 10:00 am at 375 Beale Street, Room 6102, San Francisco, CA.
- 3) US EPA 2016 BROWNFIELDS COMMUNITY WIDE COALITION ASSESSMENT GRANT RFP closed to the public on February 28, 2017. ABAG staff will review proposals to ensure proposals submitted non-on-time will be eliminated from the selection process.
- 4) East Bay Coalition project managers will be provided copies of proposals and will evaluate them based upon criteria set forth in the Request for Proposal.
- 5) Depending on how many proposals are received, ABAG and East Bay Coalition project managers may ask Consultants to provide a formal presentation.
- 6) After presentations by the Consultants, the reviewers will discuss proposals and evaluations.
- 7) ABAG and East Bay Coalition project managers will select a Consultant.
- 8) When approved by ABAG Executive Board, the Consultant will commence work.

XIII. OTHER REQUIREMENTS

Prior to commencing work, the selected consultant will obtain all necessary business licenses and insurance coverage and furnish copies of certificates to ABAG.