

Overview of RPC Brownfield RFQ

Brownfield Environmental Services
 Brownfield Coalition Grant 2018 -2021 (BF Envir Serv 2018)
 Coalition Members: RPC (Lead), Port of New Orleans & LDEQ
 Hazardous & Petroleum Sites

Thursday, March 7, 2019
 Regional Transportation Management Center
 10 Veterans Blvd., New Orleans, LA

Question Cards

Please write all questions on the cards provided.

This helps with making sure all the questions are included in the Q&A document after the meeting.



Regional Planning Commission

- Council of Government, Regional Planning Commission & Metropolitan Planning Organization for Southeast Louisiana
- Board is made up of Elected Officials, Transportation Agency Representatives and Citizen Members
- Supported by Professional Staff



Brownfield Redevelopment Program

Brownfield Program Director: Alison Maulhardt

- Works with Site Applicant, EPA & LDEQ to facilitate site assessment, cleanup and redevelopment of Brownfield Sites
- Oversees Consultants – Substantial Involvement
- Focus on EPA Grant Requirements & Redevelopment Funding Requirements
- Part of the Grant Funding goes towards Grant Management/ Oversight Costs

Brownfield Redevelopment Program

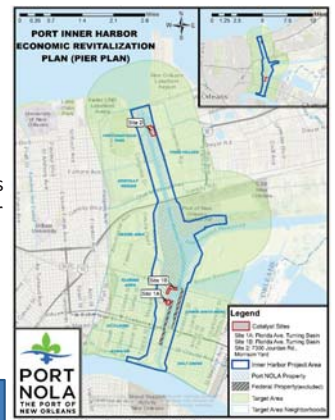
- Started in late 1990s
- Funded through Competitive Grants from EPA
 - New Coalition Assessment Grant funding 2018-2021:
 - Assessment of Hazardous & Petroleum Sites Assessment of Petroleum Sites
- Only Assessment & Cleanup Planning
- Previously, grants could cover all of RPC's region; now EPA requires funding proposals focus on a specific Target Area



Brownfield Redevelopment Program

Partnering with Port of New Orleans' Brownfield Area-Wide Planning Grant

- Focused on the Inner Harbor Navigational Canal & 1-mile radius
- Specific sites not yet selected
 - Four sites are already enrolled in RPC's Brownfield Program for Phase I under previous funding
 - Add'l sites likely to be added
- Mixed of Industrial/ Maritime Sites & Neighborhood Commercial sites



Not important to show sites in the target area in your RFQ Response – Important to show sites in Louisiana

Consultant Contract

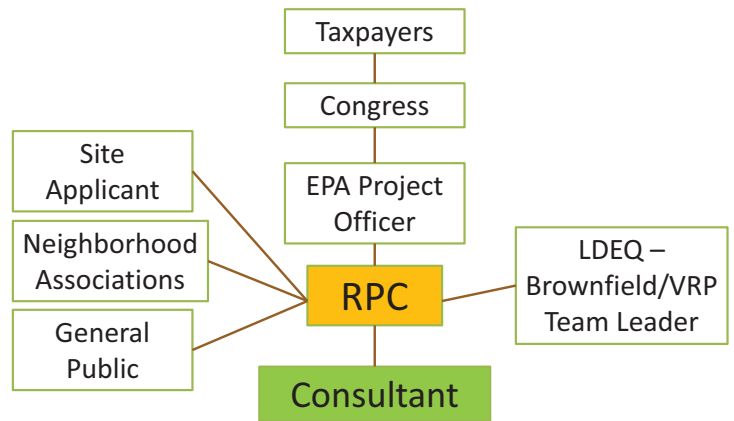


- RPC will select up to 3 consultants under this grant funding to have on retainer
 - Projects to be assigned by the Brownfield Program Manager based on factor such as current work load, experience with similar sites, and cost estimates
- Expended on a project-by-project basis
 - Lump sum for Phase I ESAs
 - Time & Materials for Phase II ESAs & Cleanup Plans
- Anticipated Consultant Selection Date: April/9/2019*
- Contract period matches grant – through Sept. 30, 2021 or until funds are expended
- Projects may include:
 - Phase I & II ESAs
 - Cleanup Plans
 - Cleanup Documents for EPA funding

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Who's Your Client?



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RPC Oversight



Brownfield Program Director reviews and comments on **all** deliverables

- Ensure they meet grant requirements
- Facilitate regulatory review – catch mistakes/ omissions early
- Ensure the document is understandable to the applicant/ the public



Consultant is still responsible for the technical content and findings

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What are We Looking For?



- Experience with Phase I & IIs that meet the current ASTM standards
 - Experience with LDEQ Management Options
 - Experience with LDEQ RECAP & VRP
- Worked with LDEQ on Redevelopment Projects
- Experience with EPA-Funded Projects
 - Quality Assurance Project Officer & Project Plans
 - Checking EPA's Misc. Boxes

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What are We Looking For?



- Experience with EPA Brownfield Projects
 - AAI: All Appropriate Inquiries
 - Address Vapor Intrusion
 - QAPPs: Quality Assurance Project Plans
 - ABCA: Analysis of Brownfield Cleanup Alternatives
 - CRP: Community Relations Plan



- Read Scope of Work for Minimum Personnel Requirements (Section 12.5)
 - QA Officer separate from Project Manager

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What are We Looking For?



Effective Communication

- Communicate clearly to various types of stakeholders
- Reports are well organized with tabs/ bookmarks
 - *If your RFQ is not well organized, it doesn't give the impression that your reports will be well organized*
 - Does it include all the required information?
 - Is the information easy to find?



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Are Your Operations Compatible with RPC?



- ✓ Do you have the staff necessary to conduct the investigations with substantial RPC involvement?
- ✓ Is your firm familiar with LDEQ and EPA requirements?
- ✓ Do you have a time tracking system to provide detailed backup?
 - ❖ Employee Name, Date, # of Hours, Description of Work
- ✓ Do you have the staff necessary to generate the invoices with backup documentation and complete RPC's Progress Report form?
 - ❖ Deliverables/ Interim Deliverables to show work is being done

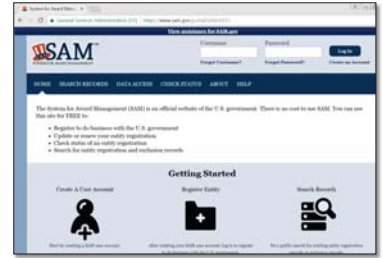
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Requirements



- **Must** be registered, active and in good standing on www.SAM.gov
 - Annual update required
 - Check to make sure you're registered, **ACTIVE** and **Publically Visible** before submitting
 - Includes Prime and Subs
 - No fee to register or to update your registration
- DBEs must be registered through the Louisiana Unified Certification Program: www.laucp.org/ucp/ or SBA



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RFQ Response Submittals



- Use RPC Brownfield RFQ Response Form & Fee Estimate Forms provided
 - Posted on RPC website: www.norpc.org
 - Available by emailing mwoodruff@norpc.org
- Sample EPA QAPP
- Sample Phase I ESA report in LA

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RFQ Response Submittals



Fee Estimates:

- Looking to see if fees are within reason
- Selection is based on qualifications – not lowest bid
 - If a consultant has lower costs but doesn't have the requisite experience, the overall cost to the project may be higher if it includes additional RPC oversight time



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RFQ Response Submittals



- Be sure to review the SOW which includes directions on what information should be included where on the forms
- RPC only uses the information provided on the form

Exception: Past Performance

Proven ability to perform quality work as a contractor for RPC or another client, on time and on budget, on previous comparable projects. RPC may contact former clients to discuss performance.

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RPC Consultant Selection Process



- Review Committee:
 - RPC Brownfield Program Director
 - Representative from the Port of New Orleans
 - Representative from LDEQ
 - Additional Qualified Candidates per the RPC Executive Director
- Scoring is based on qualifications
- Committee scores each submission based on standard criteria
- Committee makes recommendation to the RPC Board
- RPC Board selects the Consultants
 - Currently, the selection is scheduled for 4/9/2019
 - Will be posted in the "Contracts Awarded" Section on RPC's website by the Friday after the Commission meeting:
www.norpc.org/requests_for_proposals.html



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Selection Criteria



Criteria	Scoring Range	Weight	Possible Points
1. Experience			
(a) Firm's demonstrated experience in performing like or comparable work.	0 - 4	3	12
(b) Demonstrated experience of key staff in performing like or comparable work.	0 - 4	3	12
2. Past Performance			
Proven ability to perform quality work as a contractor for RPC or another client, on time and on budget, on previous comparable projects. RPC may contact former clients to discuss performance.	0 - 4	5	20
3. Current Work Load			
Assessment of the ability of firm to undertake and successfully complete the RPC work required in a timely and professional manner in addition to the other work in process of the firm.	0 - 4	3	12
4. Firm Size Relative to Magnitude of Work			
Assessment of the firm's capability to successfully complete, in a timely and professional manner, all work required in view of the level of staffing and assets of the firm relative to the level of staffing and assets required to do all work required.	0 - 4	3	12

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Selection Criteria



Criteria	Scoring Range	Weight	Possible Points
5. Responsiveness to Work Scope			
Assessment of the consultant's proposal to complete the tasks described in the work scope, demonstrating an ability to achieve the objectives of the scope within a realistic work schedule.	0 - 8	4	32
6. Appropriateness of Proposed Budget			
Reasonableness of the proposed budget given RPC's own cost analysis, and determination as to whether the proposed budget realistic given the proposed work scope.	0 - 5	2	10
7. Other			
One point if a women owned business. One point if a minority owned business.	0-2	1	2
Total Possible Points:			112

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Q&A



- Questions on the Scope of Work?
- Questions on the RFQ Response Form or Fee Estimate?
- Questions on the Selection Process?
- General Questions?



Questions after this meeting are to be sent **in writing** to Maggie Woodruff: mwoodruff@norpc.org to comply with RPC's Consultant Selection Process. Alison can't answer any questions directly.

All questions and responses will be posted on the RPC's website: www.norpc.org/requests_for_proposals.html

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Deadline for Questions: March 15, 2019

Deadline for RPC to Respond: March 22, 2019



**Submission Deadline:
12:00p (Noon)
Friday, March 29, 2019**
No late submittals will be accepted

DON'T MISS THE DEADLINE!

RPC Board Selects consultant: April. 9, 2019

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