

Brownfield RFQ Meeting Q&A

Brownfield Environmental Services Hazardous & Petroleum Sites

Brownfield Coalition Grant 2018 -2021 (BF Envir Serv 2018)

Coalition Members: RPC (Lead), Port of New Orleans & LDEQ

Thursday, March 7, 2019

Regional Transportation Management Center

10 Veterans Blvd., New Orleans, LA

- 1)** If EPA QA Training was done many years ago, is it ok to cite it but not include documentation?

EPA Quality Assurance (QA) Training does not expire. Documentation of EPA QA Training is recommended and preferred to be included if available but it is not required.

- 2)** Does the prime have to be a licensed Louisiana contractor? And does that license have to be in Hazardous materials?

Yes, per Section 9.0 of the RFQ, the prime is required to maintain a Louisiana State Contractors License throughout the contract term. The license can be for any of the classifications/ sub-classifications listed in Section 9.0 of the RFQ.

- 3)** Does the prime have to be a contractor licensed in Louisiana?

Yes. See Section 9.0 of the RFQ.

- 4)** Is there a time frame for project examples?

Projects examples should represent the firm's best work. Recent examples are preferred. Older examples that do not account for most recent standards and regulations are not preferred.

- 5)** Page 17 of the RFQ uses the term "Project Director", is that the same as "Project Manager" on page 21 or are there different roles/responsibilities? If different what are they?

The Project Director and the Project Manager can be the same person or can be two different people depending on the firm. See Section 6.3 on page 14 for job responsibilities.

- 6)** How will work be distributed between firms, particularly if a firm brings a current client as a prospective purchaser (i.e. brings the site to RPC to enroll in the Brownfield Program under this funding)?

Projects will be assigned by the Brownfield Program Manager based on factors such as current work load, and experience with similar sites. Prospective purchasers associated with a firm and/or the firm's past experience with the site will be taken into account with these other factors.

- 7)** Will the sign in sheet be made available?

The sign in sheet will be made available online. Attendees of the meeting were given an opportunity to take a picture of the sign in sheet if documentation was needed.

- 8)** Do we need to provide resumes for the laboratory technicians who will be performing the lab tests?

No. See Section 12.6, page 21 of the RFQ:

LELAP-accredited Laboratory: State the name of the Laboratory and include a copy of their LELAP accreditation certificate. No resume is required in Box 12 for the laboratory.

- 9)** For the Labor categories (minimum personnel requirements). Can you have one person fulfill two roles? For example, can one person be the project manager and the scientist.

One person can be the scientist and the project manager. One person can fulfill two roles with the exception of the Quality Assurance Officer who cannot be the project manager or involved in/ oversee any of the data collection activities. A resume is required for every person listed and accounted for in the organizational chart and in the Minimum Personnel Requirements section unless specifically stated in the RFQ. We recommend that the firm list enough people appropriate to the expected work load described in the scope of work section of the RFQ.

- 10)** May I bid on a project as the prime and also partner as a DBE with another firm?

Yes, a firm can submit as a prime and also be the sub for another submittal. Submittals will be given credit for meeting the DBE goal for both prime and sub DBE's; However all subs should be appropriate and necessary to the work described in the scope of work section of the RFQ and their role should be clearly defined in the submittal.

- 11)** Does everyone on the organization chart need a resume?

Yes everyone listed on the contract needs a resume unless otherwise specified in the RFQ (e.g. see question #8).

- 12)** Is QA Training required? Is documentation of QA Training Required?

EPA Quality assurance (QA) training is not required but is strongly recommended for the submittal to be competitive. Documentation is recommended and preferred but not required if it is not available. If the consultant does not have a QA officer who has attended EPA's QA training, the sample QAPP included in the firm's submittal will be reviewed more closely to determine if the firm has a solid understanding of EPA QA requirements for Brownfield projects.

- 13)** Please provide a better description of what "other activities" mentioned on page 11 of the RFQ might entail?

Other Activities refers to any unforeseen Brownfields related assessment and cleanup planning work that is not explicitly described in the RFQ such as work that might be required should standards or regulations related to brownfield remediation change, attendance/ presentations at outreach events, etc.

- 14)** Can you have too many people fulfilling one labor category.

People listed under the contract should be reasonable and appropriate to the workload. Each person should include a resume and should be accounted for in the organizational chart and minimum personnel requirements. Only include personnel that would actually work under this contract.

- 15)** We are registered to take the QA class in April. Will you consider our firm's proposal with a pending QA certification?

If your QA person is registered to attend the EPA Region 6 QA training in April please provide documentation of the registration for the event in your submittal. If the consultant does not have a QA officer who has attended EPA's QA training, the sample QAPP included in the firm's submittal will be reviewed more closely to determine if the firm has a solid understanding of EPA QA requirements for Brownfield projects.

- 16)** Will you choose one consultant for hazardous sites and one for petroleum sites?

No. Projects will be assigned by the Brownfield Program Manager based on factors such as current work load and experience with similar sites.