



Scope of Work



Regional Planning Commission (RPC) Brownfield Redevelopment Program Request for Qualifications (RFQ)

Project Title: Brownfield Environmental Services – Petroleum Sites 2017-2020

RPC Project No.: BF Envir Serv 2017-Pet

Site Location: Sites to be determined; sites will be located anywhere within RPC's Brownfield Redevelopment Program area (Jefferson, Orleans, Plaquemines, St. Bernard, St. Tammany and Tangipahoa Parishes) with a focus on the corridor generally within a 1-mile radius of the Inner Harbor Navigational Canal in New Orleans

Non-Mandatory RFQ Overview Meeting:

RPC will hold a meeting on **Thursday, November 16, 2017, at 2:00pm Central Time** in the Regional Transportation Management Center Conference Room, 10 Veterans Boulevard, New Orleans, LA 70124, to review the contents of this Scope of Work (SOW) and answer questions related to this Request for Qualifications (RFQ). This meeting is not mandatory but it is highly recommended that firms interested in responding to this RFQ attend. The PowerPoint presentation from the meeting along with the questions asked and related responses will be posted on RPC's website within 5 working days of the meeting. A full transcript of the meeting will not be provided.

RFQ Submission Deadline:

Qualification statements are to be identified by RPC Project Title and Project Number and arrive no later than **12:00 Noon Central Time on Friday, December 8, 2017**, by hand or by mail addressed as follows:

Ms. Maggie Woodruff
Regional Planning Commission
10 Veterans Blvd.
New Orleans, LA 70124
Telephone: 504-483-8502

Additional information on the submission package is included below. Responses that do not include all the requested information will be automatically withdrawn from consideration. It is the responsibility of the responder to confirm that the completed submission packet was received by RPC before the RFQ response deadline.

1.0 Introduction

A Brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. As part of its commitment to sustainability and the utilization of existing infrastructure, through grants from the US Environmental Protection Agency's (EPA's) Brownfield and Land Revitalization Program, the Regional Planning Commission (RPC) facilitates the redevelopment of Brownfield sites in our member parishes by providing environmental assessments, cleanup plans and technical assistance. To accomplish this mission, RPC is soliciting qualification statements from experienced, qualified environmental firms to perform

environmental assessments and prepare cleanup plans under the RPC's Brownfield Redevelopment Program. Under this RFQ, one (1) Consultant will be selected to conduct environmental activities at sites with the presence or potential presence of Petroleum contamination under for RPC's Brownfield Community Wide Assessment Grant.

Brownfield sites are enrolled into RPC's Brownfield Redevelopment Program by a Site Applicant, which can be the site owner, a person or organization interested in redeveloping the site, or a municipality interested in preparing the site for redevelopment. References in the Scope of Work to the Site Applicant reflect this person/entity.

The successful Consultant will be responsible for completing the work described in Section 5. RPC is soliciting qualifications from firms with experience in:

- Conducting Phase I environmental site assessments (ESAs) in Louisiana according to EPA's All Appropriate Inquiry (AAI) standard and ASTM E1527-13;
- Conducting Phase II ESAs according to the most current version of ASTM E1903 that also meet the requirements of Louisiana Department of Environmental Quality's (LDEQ's) Risk Evaluation/Corrective Action Program (RECAP) and Voluntary Remediation Program (VRP);
- Preparing EPA-compliant Quality Assurance Project Plans (QAPPs) as required for projects that involve data collection funded by EPA; and
- Developing cleanup plans and EPA-related documents for Brownfield sites with LDEQ oversight under both LDEQ RECAP and VRP.

The total number of assessments/ cleanup plans will depend on:

- The total number and size of Petroleum sites enrolled in RPC's Brownfield Redevelopment Program under RPC's Brownfield Assessment Grant 2017-2020;
- The level of assessment those sites require; and
- The total funding available as the grant progresses.

The successful firm will be required to review official documents of the RPC Brownfield Redevelopment Program, including RPC's applicable Brownfield grant agreement with EPA including the terms and conditions and approved Quality Management Plan, to ensure work performed meets EPA requirements.

A notice to proceed will be issued for each assessment/ cleanup plan under the contract awarded from this RFQ with the specific site location, site contact and a copy of the site access agreement. A separate notice to proceed may be issued for general consulting services related to reviewing site conditions and information and for attending project meetings for potential Brownfield sites not yet enrolled in RPC's Brownfield Program.

2.0 Schedule of Events

Item	Anticipated Schedule
Non-Mandatory RFQ Overview Meeting	November 16, 2017, 2:00pm
Deadline to receive written inquiries	November 22, 2017
Deadline for RPC to respond to written inquiries	December 1, 2017
RFQ Response Deadline	12:00pm (Noon) Friday, December 8, 2017
RPC Board selects Consultant (as part of monthly RPC meeting)	Tuesday, January 9, 2018
Contract Initiated	Within two weeks of consultant selection

Note: All times are Central Time. RPC reserves the right to deviate from these dates. Any deviation in the RFQ response deadline will be issued in an addendum.

3.0 Contract Time Frame

The contract project period is expected to commence approximately two weeks from the date of consultant selection (depending on when the contract between the selected Consultant and RPC is finalized). Work will commence as sites with the presence or potential presence of petroleum contamination are enrolled in RPC's Brownfield Redevelopment Program. The contract will expire with the closeout of RPC's 2017-2020 Brownfield Assessment Grant (EPA Assistance ID No. BF-01F37701; expected to be Sept. 30, 2020) or when the contractual budget for that grant is expended, whichever is sooner. Notices to proceed will be issued during the contract time frame as eligible projects are enrolled in RPC's Brownfield Program and approved by EPA for Brownfield funding.

4.0 Budget

The total contract amount will not exceed \$95,000.00 and will be negotiated per assessment based on the type of assessment, the investigation work plan and the successful Consultant's negotiated fee schedule.

Work orders will be issued during the contract time frame as eligible projects are enrolled in RPC's Brownfield Program and approved by EPA for Brownfield funding. Services will commence with the issuance of a work order/ notice to proceed by the Regional Planning Commission, authorizing the Consultant to incur charges and naming the RPC Project Coordinator. Prior to RPC issuing a notice to proceed for each project, the selected Consultant will furnish a cost estimate for the proposed scope of work. Phase I environmental site assessments will be billed on a lump sum basis. Phase II ESAs and Cleanup Plans will be billed on a time and materials basis.

5.0 Work Description

The selected Consultant shall provide the methods and resources (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, transportation, meals, lodging, the resources of an LDEQ-accredited laboratory, and subcontractors) necessary to perform the tasks described in the Statement of Work including environmental assessment and cleanup planning for sites enrolled in RPC's Brownfield Redevelopment Program.

5.1 Target Area

Although the work may be performed at any site in RPC's Brownfield Redevelopment Program area (Jefferson, Orleans, Plaquemines, St. Bernard, St. Tammany and Tangipahoa Parishes), the target area for the grant funding is the area within an approximate 1-mile radius of the Inner Harbor Navigational Canal. The work may include coordinating with the Port of New Orleans (Port NOLA) and/ or the City of New Orleans in coordination with Port NOLA's Brownfield Area-Wide Assessment Grant [also referred to as the Port Inner Harbor Economic Revitalization Plan (PIER Plan)].

5.2 Most Current Standards

All work will be performed to meet the most current applicable EPA requirements and ASTM standards at the time the work is conducted.

5.3 Commencement Conference

A Commencement Meeting shall be held between the selected Consultant's key personnel and RPC's Brownfield Program Director to discuss the services to be performed and answer any questions regarding the contract. In addition, a Project Commencement Meeting will be held for each project with the selected Consultant, RPC's Brownfield Program Director and the appropriate project contacts. The meetings shall be held at the RPC's Offices, a location near or at the site, or by phone.

5.4 Scope of Work to be Performed

The Scope of Work to be performed by the selected Consultant may include any of the activities described below and will be determined by the specific notices to proceed issued under the contract awarded as a result of this RFQ. The information below is provided as a general overview of services. The exact scope will be determined on a site-by-site basis and included in each notice to proceed.

5.4.1 Phase I Environmental Site Assessments/ All Appropriate Inquiries

The selected Consultant shall conduct Phase I ESAs which comply with EPA's **All Appropriate Inquiries Final Rule** identified in 40 CFR Part 312, November 1, 2005, and ASTM Standard E1527-13, *Standard Practice for Environmental Site Assessments, Phase I Environmental Site Assessment Process*. Each Phase I ESA must be a stand-alone document that meets all the requirements for an Innocent Landowner and/or Bona Fide Prospective Purchaser (as applicable to the project and Site Applicant) liability defense under EPA's AAI standards.

The reason for the performance of the Phase I Environmental Site Assessment (refer to Section 6.7 of the ASTM Standard and 40 CFR§312.1 of AAI) is:

- a. To facilitate the acquisition of the subject property by an innocent landowner, contiguous property owner, or bona-fide prospective purchaser, as defined by Public Law (PL) 107-118;
- b. To serve as AAI as defined by PL 107-118;
- c. To define potential sources or the potential presence of any hazardous substance, pollutant, or contaminant that may complicate the expansion, redevelopment, or reuse of the subject site; and
- d. To define any continuing or threatened future releases of hazardous substances at the subject site.

The Phase I ESA report will follow the Recommended Table of Contents provided by RPC. Phase I ESAs shall include, but are not limited to, the following, to the extent necessary to achieve the objectives and performance factors:

- Interviews with past and present owners, operators, and occupants as well as, in the case of abandoned properties, occupants or owners or neighboring or nearby properties from which is appears possible to have observed uses of or releases at such abandoned properties.
- Interviews with Report "Users" (per ASTM 1527-13) including both RPC and the Site Applicant.
- Reviews of historical sources of information.
- Searches for recorded environmental liens.
- Review of Federal, State, Tribal and local government records. In addition to the minimum requirements of ASTM E1527-13 and AAI, the Government Records Review shall include a review of LDEQ's Electronic Data Management System (EDMS) to attempt to identify if an Agency Interest (AI) identification number (or numbers) has been assigned to any part of the subject property. The use of wild card searches in the AI Lookup module is strongly encouraged; the methods performed and the results of the research (screen shots) shall be discussed and included in the

final report. If an AI number(s) exists, the records shall be briefly reviewed as part of the Government Records Review and findings discussed in the final report.

- Visual inspections of the facility and adjoining properties.
- The relationship of the purchase price to the value of the property, if the property were not contaminated.
- An evaluation of vapor migrations per ASTM E2600-15.
- Commonly known or reasonably ascertainable information about the property.
- The degree of obviousness of the presence or likely presence of contamination at the property, and the ability to detect the contamination by appropriate investigation.
- If recognized environmental concerns are identified, specific recommendations for additional assessment activities and a cost estimate for those activities, including location and number of borings, monitoring wells, and other samples to be collected with proposed analytical methods. This may be provided as an appendix to the report that includes, at a minimum, an annotated map with a table that provides the proposed analytical methods for each sample location and the justification/basis for the location and method.
- Comment on the necessity of further research into any of the listed Non-Scope Considerations to adequately assess the business risks associated with acquisition and development of the subject property. The discussion of business risks shall include a comment, as appropriate, on the measures that may be required by a future owner to prevent or limit human, environmental, or natural resource exposure to known or suspected substances, pollutants, or contaminants.
- Review of the Louisiana Department of Transportation and Development (LaDOTD) registered water well database within a one-mile radius of the subject site. A discussion of the findings should include discrepancies in accuracy of state records (regulatory data review) of sites with environmental investigations as identified by registered monitoring or recovery wells and a discussion of the use of groundwater in the area of the site, as evidenced by the registered wells and their designated use.
- In addition to the minimum requirements of ASTM E1527-13 and AAI, the final report must include a review and general discussion of the general hydrology, specifically as it may relate to on-site and off-site migration of suspected impacts.

The selected Consultant shall provide an EDR[®] report (or approved equivalent) as well as the link to the EDR LightBox file (or equivalent). Reports may be required at the following levels of information depending on the information provided by the requester:

- Level 1 Package (EDR[®] Basic Package or equivalent)
- Level 2 Package (EDR[®] Standard Package or equivalent)
- Level 3 Package (EDR[®] Premium Package or equivalent)

The selected Consultant will also be responsible for the items listed as “User’s Responsibilities” in the ASTM E1527-13 standard, specifically:

- Title and Judicial Records for Environmental Liens and Activity and Use Limitations (AULs); and
- Commonly Known or Reasonably Ascertainable Information (beyond what is provided by the Site Applicant).

The Site Applicant requesting the Phase I ESA will be responsible for providing:

- Specialized Knowledge;
- Reason for Significantly Lower Purchase Price;
- Commonly Known or Reasonably Ascertainable Information;
- Owner, Property Manager, and Occupant Information; and

- Reason for Performing Phase I ESA.

The minimum search distances defined in ASTM E1527-13 and AAI must consider the size of the subject property and ensure that the distances searched are measured from the limits of the subject property.

The requirements for supporting documentation (ASTM E1527-13, Section 8.1.9) should be interpreted as to include copies of all relevant information sources as Attachments or Appendices to the final report, e.g. regulatory records documentation; environmental database report; site map/plan; vicinity maps; site photographs; historical source documentation (building department records, local street records, chain of title documents, property tax records, zoning/land use records, aerial photos, fire insurance maps, USGS topographical maps); and interview documentation. Geospatial records (i.e. maps or aerial photographs) shall include an annotation, hand drawn is acceptable, to identify the approximate boundaries and location of the site on each map or aerial photograph.

The reliance upon third party information (ASTM E1527-13 Section 7.5.2.1) should be interpreted as requiring the Environmental Professional to verify (to the extent reasonably ascertainable) the actual locations of sites identified during the regulatory records review (ASTM E1527-13 Sections 8.2.1 & 8.2.2). Supporting regulatory data should be corrected on the regulatory database reports (i.e. radius maps) to show accurate locations of adjacent plotted sites.

Per EPA requirements for Phase I ESA performed using funding from EPA's Brownfield and Land Revitalization Program, the Phase I ESA Report will include (see [EPA All Appropriate Inquiries: Reporting Requirements - Checklist for Assessment Grant Recipients](#) for more information):

- An **opinion** as to whether inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in or to the subject property.
- An **identification of "significant" data gaps** (as defined in Section 312.10 of AAI Final Rule and Section 12.7 of ASTM E1527-13), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the Environmental Professional to identify conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in or to the subject property.
- **Qualifications and signature** of the Environmental Professional(s) per AAI.
- An opinion regarding **additional appropriate investigation**, if warranted based on the results of the Phase I ESA.

Upon receipt and review of all relevant information (as determined by the Environmental Professional) and prior to the submission of the draft report, the Environmental Professional shall verbally discuss the findings in person or via teleconference with RPC.

The selected Consultant shall submit a Draft Phase I ESA Report to RPC Brownfield staff for review and comment. The selected Consultant shall finalize the Phase I ESA Report in accordance with comments received and ASTM E1527-13. The report will be signed by an Environmental Professional that meets EPA's definition per AAI. A minimum of two (2) hard copies and one electronic copy (one PDF of the entire report from cover to cover **with appropriate PDF bookmarks for text sections and each appendix**) of the Phase I ESA Report will be submitted to the RPC (actual number will be indicated in writing by RPC when the report is finalized).

Time Frame for Phase I ESAs: Meet with RPC and site contacts within 2 weeks of notice to proceed. Submit draft report within 4 weeks of initial meeting. Respond to RPC comments within 10 working days.

Deliverables: Hard and electronic copies of the Phase I ESA Report and site photographs as separate files in JPG or equivalent format

This task is complete when RPC and EPA approve the Phase I ESA report and RPC receives the deliverables as stated above.

5.4.2 Phase II ESAs

Phase II ESAs will meet the requirements for an LDEQ RECAP investigation and generally follow ASTM Standard E1903-11: *Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process*. In addition, at the discretion of RPC and the Site Applicant, some sites may be entered into LDEQ's VRP. Firms submitting qualification statements should be familiar and demonstrate experience with both processes. For each Phase II ESA the selected Consultant will perform the following tasks:

Task 1: Investigation Work Plan Preparation

- Review and interpret relevant and existing data/reports, including any Phase I environmental site assessments for the property.
- Perform site reconnaissance by inspecting the site, preparing sketches, maps and photographs, verifying potential sampling locations and conducting interviews.
- Upon completion of the review of existing reports and site reconnaissance, if not already prepared, submit a proposed sampling strategy including, at a minimum, the proposed location and number of borings, monitoring wells, and other samples to be collected with proposed analytical methods. This may be provided informally for review and should include, at a minimum, an annotated map (clear hand markings showing sampling locations on a site map are adequate) with a table that provides the proposed analytical methods for each sample location and the justification/basis for the location and method.
- Meet with RPC's Brownfield Redevelopment Program Director, the site contact and Site Applicant to review site boundaries and the goals of the project. At this meeting, the selected Consultant will present a draft proposed sampling plan for the Phase II environmental site assessment for both a traditional RECAP investigation and a VRP investigation. At this meeting or shortly thereafter, RPC and the Site Applicant will determine if the site will be a traditional RECAP investigation or a VRP investigation.
- Based on the initial meeting, prepare an investigation work plan which details soil and groundwater samples to be collected to determine if contamination is present at the site and if so, the nature and extent of contamination. **This will include collecting sufficient data to classify the groundwater and determine groundwater flow direction, and placing the wells below first encountered groundwater to ensure adequate recovery.** If the site is entered into LDEQ's VRP, this task will also include preparation of the VRP investigation application and Cost Waiver form (if applicable) for Site Applicant's signature. The selected Consultant will be responsible for addressing all RPC and LDEQ comments. The work plan will clearly state:
 - Site history
 - Detailed Sampling Plan including:
 - Proposed field activities and sampling rationale;

- Sample locations, including depth of borings, sampling intervals and selection process for samples to be analyzed by the laboratory;
 - Sampling procedures;
 - Parameters to be analyzed; and
 - Disposal of investigation derived wastes (IDW).
- Anticipated schedule for executing the Phase II ESA
- Prepare detailed cost estimate to execute the Phase II investigation as outlined in the work plan. The cost estimate will include estimates for comparing the data to LDEQ Limiting Screening Standards as well as evaluating the data under LDEQ Management Option (MO)-1 and MO-2.

Timeframe: Review materials and perform site reconnaissance within 3 weeks of receiving the notice to proceed; Meet with RPC and site contacts within 4 weeks of receiving notice to proceed; submit draft work plan to RPC within 2 weeks of meeting; respond to RPC comments within 2 weeks. This task may be incorporated with the preparation of the Quality Assurance Project Plan.

Deliverables: Work Plan and cost estimate for implementation

This task is complete when RPC approves the non-VRP work plan or LDEQ approves the VRP investigation work plan; and RPC approves the cost estimate.

Task 2: Quality Assurance Project Plan and Site-Specific Health and Safety Plan

- Prepare an EPA-approved Quality Assurance Project Plan (QAPP) and complete EPA’s QAPP Guidance checklist for **all data collection activities** to be conducted as part of the investigation. The selected Consultant must sign the QAPP as the Project Manager **and** as the Quality Assurance Officer. The selected consultant may choose to either prepare a standalone QAPP that follows, in order, EPA’s QAPP Guidance checklist along with a completed QAPP checklist (provided by RPC), or opt to complete the QAPP checklist noting where each line item can be found in the RECAP/VRP investigation work plan. The selected consultant will be responsible for addressing all RPC and EPA comments. NO PHASE II ACTIVITIES INVOLVING DATA COLLECTION SHALL COMMENCE PRIOR TO EPA’S APPROVAL OF THE QAPP.
- Prepare a site-specific Health and Safety Plan (HASP).

Timeframe: Submit draft QAPP to RPC within 2 weeks of work plan approval; respond to RPC comments within 2 weeks. QAPP preparation may be incorporated with the preparation of the Work Plan. Submit HASP to RPC within 4 weeks of work plan approval.

Deliverables: QAPP and HASP

This task is complete when EPA approves the QAPP and RPC receives the final HASP.

Task 3: Investigation Implementation & Report Preparation

- Implement the investigation work plan for the site. The selected Consultant shall conduct field sampling activities and/or drilling/coring activities necessary to collect, preserve, label, package and deliver samples to be analyzed by an LDEQ-accredited laboratory (this may include site preparation as necessary); and prepare all documents relevant to sample submission. The selected Consultant shall provide all sample containers, supplies, chemical preservatives and all supplies and equipment necessary to conduct soil, groundwater, and air sampling as required. The selected consultant will be

required to obtain all necessary permits and take the appropriate steps to identify any underground utilities at the site prior to starting drilling activities.

- Notify RPC, the Site Applicant, the site owner and, if applicable, LDEQ, at least seven (7) days prior to the initiation of field work.
- Provide all equipment necessary to perform assessment activities as applicable to the investigation.
- When sampling activities are completed, remove the equipment and plug and abandon any and all borehole(s) in accordance with the LaDOTD/LDEQ Handbook (see Section 9.0).
- Decontaminate equipment following the decontamination procedures listed in the approved work plan and EPA standards.
- If the equipment used to install the sampling point generates IDW, properly containerize the IDW and handle it according to the Work Plan section on IDW. The selected Consultant shall dispose of all IDW at an approved, permitted facility and will furnish all manifest forms or bills of lading necessary for the disposal of waste materials to the RPC's Brownfield Program Director. The selected Consultant shall drum all decontamination and purge water. The selected Consultant may be authorized by the RPC to sign manifests, if determined necessary. The selected Consultant will be responsible for characterizing and profiling all wastes. The disposal facility must be approved by the RPC's Brownfield Program Director during initial or supplemental work order negotiations.
- Analyze the samples collected during the investigation. Samples shall be analyzed by a Louisiana Environmental Laboratory Accreditation Program (LELAP)-certified laboratory capable of providing the required analyses and methods, including geotechnical analyses, as indicated in RPC Brownfield RFQ Response - Fee Estimate spreadsheet, Tab B – Analytical. The selected Consultant shall promptly notify RPC if laboratory-related problems cause a schedule delay. Additionally, they will notify the RPC's Brownfield Program Director in writing so that she can take corrective action as necessary. RPC will not pay for costs associated with laboratory errors. All laboratory analysis required for this contract will be performed by an LDEQ Accredited Laboratory (LAC 33:1. 4501 through 5701). Other certification (e.g. American Association of State Highway and Transportation (AASHTO) certification and US Army Corps of Engineers (USACE) **cannot** be substituted for LELAP certification; however labs with other accreditations can apply to LDEQ to be accredited under LELAP. Information regarding the LELAP can be found at:
www.deq.louisiana.gov/portal/tabid/2412/Default.aspx.
- Prepare a RECAP investigation report/ VRP report as applicable and submit it to RPC for review and comment. RECAP Assessment reports shall be prepared in accordance with LDEQ's RECAP Document, specifically Appendix B. VRP reports will comply with LDEQ's VRP regulations. The report will summarize what sampling was conducted, how it was conducted and the results of the investigation including an analysis of the laboratory data. It will also include at a minimum signed boring logs for all sampling locations, a map **to scale** of sampling locations with north arrow noted, photos of the investigation with descriptions, analytical laboratory reports and summary tables. If the site is enrolled in the VRP, the selected consultant will submit the complete VRP package to RPC for submittal to LDEQ.

The Consultant's Environmental Professional shall be on-site during all field work. The Environmental Professional will conduct any necessary sampling and coordinate any necessary disposal of generated fluids, drill cuttings, etc. Field documentation will include Chain of Custody documentation, Sampling Collections Logs, Daily Field Logs, and photographic documentation.

For soil sampling, unless otherwise directed by RPC, the selected Consultant shall (as described in the work plan and QAPP):

- [1] Measure and record the location of each boring to plus or minus (\pm) 0.1 foot;

- [2] Prepare boring logs identifying soil types, lithology, organic vapor measurement data, secondary soil features and visual and olfactory observations;
- [3] Record logs using the Unified Soil Classification System (ASTM D2487);
- [4] Collect soil cores using a direct push soil sampling device with a new clean liner;
- [5] Measure and record the depth at which groundwater is first encountered;
- [6] Develop temporary wells;
- [7] Gauge the temporary well for final water level measurement;
- [8] Collect soil and/or groundwater samples per the sampling work plan; and
- [9] Plug all borings with bentonite/cement grout.

For monitoring well installation, unless otherwise directed by RPC, the selected Consultant shall (per the work plan and QAPP):

- [1] Measure and record the location of each boring location to plus or minus (\pm) 0.1 foot;
- [2] Measure and record the surface elevation of the monitoring well to plus or minus (\pm) 0.1 foot (NAVD);
- [3] Prepare boring logs identifying soil types, lithology, secondary soil features and the presence of contamination;
- [4] Record logs using the Unified Soil Classification System (ASTM D2487);
- [5] Collect soil cores using a split spoon sampler or Shelby tube;
- [6] Measure and record the depth at which groundwater is first encountered;
- [7] Install surface completion (standard or flush mount);
- [8] Develop the well;
- [9] Gauge the well for final water level measurement;
- [10] Collect soil and/or groundwater samples per the sampling work plan;
- [11] Register each well per State regulations; and
- [12] Plug and abandon all wells at the conclusion of the investigation unless otherwise directed by LDEQ or RPC.

In addition to soil and groundwater sampling, Phase II investigations may include:

- Removal of Underground Storage Tanks
- Sampling for lead-based paint
- Sampling for asbestos-containing materials
- Mold survey or inspections
- Other environmental activities to help facilitate the reuse of the site

Upon receipt and review of all relevant information (as determined by the Consultant's Environmental Professional) and prior to the submission of the draft report, the Environmental Professional shall verbally discuss the findings in person or via teleconference with RPC, including but not limited to, if additional analysis of the data under one of LDEQ's management options is advised.

It is expected that the Consultant's Environmental Professional will, with reasonable assumptions, be able to adequately document in the final report at the completion of the work that either:

- a. Sufficient environmental investigations have been conducted to determine that there is no further suspicion of an environmental condition requiring remediation or other further action; or
- b. The environmental investigations have found concentrations that exceed RECAP Screening Standards and the Environmental Professional will provide detailed recommendations as to what additional investigations would be required to better understand and delineate any

environmental risks to proposed development of the subject property or propose cleanup options to mitigate the risks involved with the elevated concentrations.

Time Frame for Phase II ESAs: Meet with RPC, LDEQ and Site Applicant within 2 weeks of notice to proceed. Implement work plan in a timely manner. Submit report to RPC within 20 working days of receiving laboratory analysis results. Respond to RPC comments within 10 working days.

Deliverables: Hard and electronic copies of the Phase II ESA report and photographs documenting the investigation in JPG or equivalent format

This task is complete when RPC and EPA approve the non-VRP report or LDEQ and EPA approve the VRP investigation report and all deliverables including investigation photos are received.

5.4.3 Remedial Action Plan/Cleanup Plans

- Prepare a summary of remediation options and meet with LDEQ, RPC and the Site Applicant to discuss remediation alternatives. The Site Applicant and Site Owner will have the final say as to which appropriate remediation alternative(s) are chosen. The selected Consultant will be encouraged to include green remediation options in their recommendations. RFQ submittals that show experience with green remediation options are preferred.
- Prepare a Remedial Action Plan (RAP) and a cost estimate for the remediation. If the site is enrolled in the VRP, prepare the VRP application, including developing the list of adjacent landowners, and LDEQ cost waiver form if applicable. The RAP will include scaled diagrams designating the areas to be treated, the locations and types of treatment equipment to be used and an estimate of cleanup cost options based on future uses and redevelopment plans.
- If Brownfield or other EPA funding is paying for the cleanup (in whole or in part), prepare a remediation QAPP for any data collection related to the remediation/ mitigation and an Analysis of Brownfield Cleanup Alternatives (ABCA). The ABCA must meet EPA's requirements and include:
 - i. Information about the site and contamination issues (e.g., exposure pathways, identification of contaminant sources, etc.), cleanup standards, applicable laws, alternatives considered, and the proposed cleanup.
 - ii. An analysis of the effectiveness, implementability, reasonableness and the cost of each proposed cleanup alternative (including no action) as well as the resilience of each alternative to address potential adverse impacts caused by extreme weather events.
 - iii. A recommended option and rationale based on the analysis.
- Submit documents to the RPC Brownfield Redevelopment Program Director for review and comment. If the site is enrolled in the VRP, submit the completed VRP package to RPC for review and approval prior to submittal to LDEQ. RPC will submit the remediation QAPP and ABCA to EPA for review.
- Prepare and distribute public notice for the RAP per the applicable guidelines (e.g., VRP or EPA). If the site is entered into LDEQ's VRP, LDEQ requires a 30-day comment period as part of the RAP approval process with appropriate public notice for the preliminarily-approved RAP. If applicable, as part of obtaining LDEQ approval of the RAP, the selected Consultant will prepare the LDEQ-required public notice for posting in the newspaper as well as the informational flyer to be distributed to surrounding landowners. RPC will post the notice in at least one major periodical in accordance with LDEQ VRP guidelines. The selected Consultant will be responsible for all costs associated with distributing the notice to adjacent landowners (e.g. staff time to hand deliver or cost of sending with certified return receipt). These costs are reimbursable with proper documentation.
- Prepare a detailed cost estimate to implement the cleanup alternative(s) selected by the Site Applicant. This may involve preparing separate cost estimates for portions of the site and/or to

address different contaminants at different times to assist with the timing of implementing the cleanup and/or applying for cleanup funding.

Timeframe for Cleanup Planning Services: Meet with RPC, LDEQ and Site Applicant within 2 weeks of notice to proceed. Submit draft cleanup plan and related documents to RPC within 4 weeks of initial meeting with RPC, LDEQ and site contact. Respond to RPC comments within 2 weeks. Implement public notice within 2 weeks of receiving approval of the Cleanup Plan. Prepare cost estimate within 2 weeks of finalizing the Cleanup Plan.

Deliverables: Hard and electronic copies of the Cleanup Plan, Public Notice, other Cleanup-Planning documents as listed in the Notice to Proceed, Cost Estimate

This task is complete when RPC and EPA approve the non-VRP RAP or LDEQ and EPA approve the VRP RAP; EPA approves the remediation QAPP and ABCA; and RPC approves the cost estimate.

5.4.4 General Environmental Consulting Services

The selected Consultant may be asked to perform general tasks to assist others in the assessment and/or redevelopment of a Brownfield site within RPC's Brownfield Program's region such as:

- Prepare presentations and/or participate in meetings with stakeholders.
- Perform windshield surveys and/or desktop evaluations of specific properties or defined areas of multiple properties.
- Review existing environmental documents and prepare summaries and recommendations.

5.4.5 Attend Public Meetings

The selected Consultant shall attend public meetings as directed by RPC to answer questions from the community and local officials regarding assessments and cleanup planning activities performed under the contract awarded from this RFQ. Payment will be made under the applicable Notice to Proceed on an hourly basis in accordance with Schedule of Prices negotiated between RPC and the selected Consultant in the contract.

5.5 **RPC to Review all Documents**

All documents will be submitted to RPC for review and approval prior to submittal to LDEQ, to EPA, or to any outside party. RPC will review draft reports and forward any comments to the selected Consultant. The selected Consultant shall address all comments and submit a final document for acceptance. RPC maintains the right to send additional comments until all RPC concerns are addressed. RPC will notify the selected Contractor in writing when documents are ready to be finalized and submitted to an agency or party outside of RPC. **Consultants should anticipate at least two rounds of comments for the RPC review process.**

5.6 **General Report/ Deliverable Requirements:**

Deliverables are as described above. At a minimum, the selected Consultant shall provide two (2) hard copies and one (1) electronic copy of each final deliverable. The electronic copy shall be in PDF format (one PDF of each complete document) and include appropriate bookmarks for the following:

- Cover Page
- Table of Contents
- Each major section in the text
- The Tables Section

- The Map section
- Each Appendix

Each cover page shall include:

- Report title
- Regional Planning Commission logo
- Prepared for: Regional Planning Commission for Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist, St. Tammany and Tangipahoa Parishes **and [Name of Site Applicant]**
- Prepared by: Name of performing organization(s) and logo(s) if applicable.
- Status or type of report (Final Report, Draft Final, Draft % Complete, Executive Summary, Technical Memo)
- Federal, state and RPC Contract/Grant/Task or Fund Codes – to be provided by RPC Project Manager
- Month and Year (exact date for Phase I ESAs)
- Relevant art work, maps, imagery and pictures

All reports shall include the following statement in the inside cover or on the Table of Contents page:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under EPA Cooperative Assistance Agreement No. BF-01F37701 to the Regional Planning Commission (RPC). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency or the Regional Planning Commission, nor does the EPA or RPC endorse trade names or recommend the use of commercial products mentioned in this document."

In accordance with RPC's grant agreement with EPA, reports shall be double-sided and printed on recycled paper.

All final reports shall be bound with a label along the binding (spine) which includes the Report title, status, month and year, and grant or contract number. Tabs shall be inserted for easy reference to tables, site photographs, maps, and appendices.

Since all work described in this RFQ will be paid for using public funding, all deliverables shall become public documents and available for public review upon request.

6.0 Personnel

6.1 Substitutions

Respondents certify by act of submitting an RFQ response that if selected, the personnel listed in the RFQ response will be the personnel that will work on any Notices to Proceed issued under the contract as applicable. Any substitution of personnel shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to RPC for approval prior to any personnel substitution. It shall be acknowledged by the selected Consultant that every reasonable attempt shall be made to assign the personnel listed in the selected Consultant's response to this RFQ. RPC has the option to cancel the contract and award the contract to another firm that responded to their RFQ should significant changes to personnel occur.

6.2 Minimum Qualifications and Responsibilities of the Selected Consultant’s Personnel

The selected Consultant shall provide qualified personnel to accomplish the required tasks. Personnel shall have relevant experience in planning and performing site assessments and development of remediation action plans. Education and experience requirements shall include, but are not limited to:

- The Project Manager should have a Bachelor’s degree and a minimum of five years of professional experience in environmental site assessment;
- Scientists should have a Bachelor’s degree in the field of their expertise and a minimum of three years’ experience which includes work related to site assessments, sampling procedures, analytical methodologies, and/or remediation options.

6.3 Labor Category Responsibilities

Labor Category Title	Responsibilities
Project Director/ Contract Manager	Oversee implementation of the project, ensure that all RPC and EPA requirements are met, manage contract-related documents, prepare cost estimates for notices to proceed.
Project Manager	Manage projects, prepare cost estimates for notices to proceed, administer the contract, prepare and review reports, field work as approved, and other tasks as assigned. May be the same as the Project Director/ Contract Manager.
Quality Assurance Project Officer	Prepare QAPPs and QA reports. Responsible independent review of all project activities and deliverables and supporting the resolution of any identified QA issues. Has authority to suspend project activities if quality requirements are not being met.
Scientist (Chemist, Biologist, Geologist, Engineer etc.)	Conduct and oversee field work, identify and evaluate analytical data, prepare reports, review and evaluate QA documents and processes.
Technician	Review project data, prepare reports under supervision, provide technical consultation and support including CADD, surveying, asbestos and lead-based paint inspections, and field work. Technician activities may be performed by a subcontractor approved by RPC’s Brownfield Program Director, in accordance with the rate provided in the contract.
Administrative/Clerical Support	Prepare invoices, assist with procurement, prepare reports under supervision, support the Project Manager, and other paraprofessional and general office duties.
AutoCAD Designer/ Drafter/ Graphics Designer	Prepare CADD drawings, site maps, plans, and other project related graphics.

6.4 Disadvantaged Business Enterprises (DBEs), Woman Business Enterprises (WBEs) and Minority Business Enterprises (MBEs)

RPC strongly encourages the participation of Disadvantaged Business Enterprises (DBEs) including Woman Business Enterprises (WBEs) and Minority Business Enterprises (MBEs) in all of its projects. Prospective Consultants are strongly encouraged to make positive efforts to utilize DBE, WBE and MBE subcontractors for a portion of this project. At a minimum, in Section 13 of the RFQ Response Form, respondents to this RFQ must provide a discussion of the efforts undertaken by their firm to solicit such participation of DBE, WBE and MBE subcontractors in accordance with EPA’s Good Faith Efforts (see Section 6.4.1 below).

In Sections 5 and 7 on the RFQ Response Form, note if the firm (Section 5) or any subconsultants (Section 7; including laboratories and/or drilling companies) are certified DBEs, WBEs or MBEs and/or if the prime intends on utilizing EPA Environmental Workforce Development and Job Training students or recent graduates. To qualify as a DBE under this RFQ, DBEs including WBEs and MBEs need to be certified through the Small Business Administration or Louisiana Unified Certification Program (www8.dotd.louisiana.gov/UCP/Home.aspx). If planning on utilizing EPA Environmental Workforce Development and Job Training students or recent graduates, include a letter documenting the agreement from the training program or a signed agreement between the Prime and the training program. *Please note that it often takes significant time to procure a signed agreement; responses that included a signed agreement/ contract are preferred to demonstrate that the workforce program would be available to work on projects as soon as the contract between the Prime and RPC is executed.*

Per our cooperative agreement with EPA, RPC's Brownfield Redevelopment Program DBE participation goals are 19.0% for WBE services and 25.0% for MBE services.

Participation by a woman- and/or minority-owned enterprise or EPA Environmental Workforce Development and Job Training is not a requirement **but is strongly encouraged by RPC** and is considered during the scoring process. The option to use EPA Environmental Workforce Development and Job Training students or recent graduates would provide equal weight as WBE/MBE involvement for scoring purposes.

6.4.1 EPA Good Faith Efforts

Good faith efforts are activities by prime consultant to increase WBE/MBE awareness of procurement opportunities through race/gender neutral efforts. EPA offers the following examples to assist prime consultants in carrying out the good faith efforts:

(1) Ensure WBE/MBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.

- (a) Maintain and update a listing of qualified WBE/MBEs that can be solicited for construction, equipment, services and/or supplies.
- (b) Provide listings to all interested parties who request copies of bidding or proposing documents.
- (c) Contact appropriate sources within your geographic area and state to identify qualified WBE/MBE for placement on your WBE/MBE business listings.
- (d) Utilize other WBE/MBE listings such as those of the state's minority business office, the Small Business Administration (SBA), Minority Business Development Agency (MBDA) of the Department of Commerce, EPA Office of Small and Disadvantaged Business Utilization (OSDBU), the Department of Transportation (DOT), and local municipal agencies (e.g. City of New Orleans Office of Supplier Diversity).
- (e) Have state environment agency personnel review solicitation lists.

(2) Make information of forthcoming opportunities available to DBEs and arrange time for contracts and establish delivery schedules, where requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

- (a) Develop realistic delivery schedules which may provide for greater WBE/MBE participation.

(b) Advertise through the minority media in order to facilitate WBE/MBE utilization. Such advertisements may include, but are not limited to, contracting and subcontracting opportunities, hiring and employment, or any other matter related to the project.

(c) Advertise in general circulation publications, trade publications, state agency publications and women- and minority-business focused media concerning contracting opportunities on your projects. Maintain a list of women- and/or minority-business focused publications that may be utilized to solicit WBE/MBEs.

(3) Consider in the contracting process whether firms competing for large contracts could subcontract with WBE/MBEs.

(a) Perform an analysis to identify portions of work that can be divided and performed by qualified WBE/MBEs.

(b) Scrutinize the elements of the total project to develop economical units of work that are within the bonding range of WBE/MBEs.

(c) Conduct meetings, conferences, and follow-ups with WBE/MBE associations and minority media to inform these groups of opportunities to provide construction, equipment, services and supplies.

(4) Encourage contracting with a consortium of WBE/MBEs when a contract is too large for one of these firms to handle individually.

(a) Notify WBE/MBEs of future procurement opportunities so they may establish bidding solicitations and procurement plans.

(b) Provide WBE/MBE trade organizations with succinct summaries of solicitations.

(c) Provide interested WBE/MBEs with adequate information about plans, specifications, timing and other requirements of the proposed projects.

(5) Use the services and assistance of the SBA and the MBDA.

(a) Use the services of outreach programs sponsored by the MBDA and/or the SBA to recruit bona fide firms for placement on DBE bidders list to assist these firms in the development of bid packages.

(b) Seek out Minority Business Development Centers (MBDCs) to assist prime consultants in identifying WBE/MBEs for potential work opportunities on projects.

7.0 PROJECT MANAGEMENT

The selected Consultant shall provide efficient management throughout the term of the contract to ensure the successful completion of assigned projects. Project management includes, but is not limited to, meetings, supervision, record-keeping, preparation and submission of submittals and deliverables, and contract administration. The duties and responsibilities for project management shall continue throughout the term of the contract. The resources and methodology for project management activities shall be the responsibility of the selected Consultant.

Project management shall include, but not be limited to, the following activities:

- Supervision of the selected Consultant's personnel;
- Communications, including reporting problems encountered in performing this work and notifying RPC of schedule delay, additional costs, and/or corrective actions;
- Contract administration;
- Invoice and monitoring report preparation;
- Compliance by the selected Consultant with all contract clauses and conditions;
- Scheduling meetings;

- Participating in meetings at RPC’s office or project-appropriate location and/or participating in interim conference calls as necessary;
- Record-keeping;
- Preparation and submission of submittals and deliverables as specified in this Scope of Work;
- Ensuring compliance with the most recent versions of applicable Guidance Documents including but not limited to:
 - EPA’s Quality Assurance Guidance for Conducting Brownfields Site Assessments;
 - EPA Guidance for Quality Assurance Project Plans;
 - ASTM Standard E1527, Standard Practice for Environmental Site Assessments, Phase I Environmental Site Assessment Process;
 - ASTM Guidance Standard E1903, Standard Guide for Environmental Site Assessments, Phase II Environmental Site Assessment Process;
 - LDEQ’s Risk Assessment/Corrective Action Program;
 - EPA’s Standard and Practices for All Appropriate Inquiries, Final Rule (40 CFR Part 312) November 1, 2005; and
 - LDEQ’s Voluntary Remediation Program.

The selected Consultant shall assign a Project Director as listed in the selected Consultant’s RFQ response to represent the selected Consultant’s organization and manage projects. The selected Consultant’s Project Director shall be responsible for project monitoring and compliance, and for keeping RPC’s Brownfield Program Director informed of the project status through regular monitoring reports and informal communication.

8.0 Health and Safety

The selected Consultant is responsible for the health and safety of its employees and subcontractors during the performance of all activities required by this contract. The selected Consultant shall maintain and comply with a Health and Safety Plan (HASP) consistent with Section 104(f) of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 as amended, EPA Order 1440.3 and all Occupational Safety and Health Administration requirements, all applicable federal, state and local laws regulations, ordinances, and codes used in planning and implementing site health and safety. In the event of conflict between any of these requirements, the more stringent requirement shall be followed. The HASP shall be made available for RPC review upon request.

9.0 Project Specific Laws and Regulations

The selected Consultant shall possess and maintain throughout the contract term a Louisiana State Contractors License (prime) and a Louisiana Water Well Driller’s License (prime or sub). The following Contractors License classification or sub-classifications are acceptable:

- Hazardous Materials,
- Hazardous Materials Cleanup and Removal,
- Hazardous Materials Site Remediation, or
- Hazardous Waste Treatment or Removal

The selected Consultant and/or subcontractor assigned to perform tasks related to monitoring wells shall perform all work in accordance with the “Handbook for Construction of Geotechnical Boreholes and Groundwater Monitoring Systems” prepared by the LaDOTD and LDEQ, December, 2000, referred to in this document as the “LaDOTD/LDEQ Handbook”.

10.0 Invoicing

Invoices shall be submitted on a monthly basis when work is being performed on open Notices to Proceed. Each invoice will be accompanied by a completed Monitoring Report (form to be provided by RPC) and appropriate back-up documentation.

For Phase I ESAs:

Phase I ESAs shall be invoiced on a lump sum basis. Progress billing of Phase I ESAs require documentation of work performed to date such as (but not limited to) draft reports, a link to the EDR LightBox or similar report, and copies of photographs taken at the site visit. Final payment for a Phase I ESA requires an RPC and EPA approved Phase I ESA report, electronic copies of photographs related to the investigation, and the final report in both hard copy and electronic format.

For Phase II ESAs and Cleanup Plans:

Phase II ESAs and Cleanup Plans shall be billed on a time and materials basis and require backup documentation including but not limited to:

- Timesheets showing the person who worked on the project, their title, the day the work was performed, the number of hours and a brief description of the work conducted.
- Invoices from subcontractors including drillers and laboratories detailing out their expenses (e.g. for drillers: number of feet drilled and cost per foot, mobilization/demobilization costs, field supplies, etc.; for laboratories: number and type of tests performed with unit costs and totals). Payment for laboratory analysis shall be on a per sample basis based on a standard turn-around-time for results (unless otherwise specified by RPC) and summary data packages.
- List and number of field supplies consumed with unit prices and totals.
- Documentation of other costs as applicable.

11.0 Contractor Registration

Only Firms registered on the Federal government's System for Award Management website (www.SAM.gov; formerly the Central Contractor Registry) and are not suspended or debarred from receiving Federal funding will be considered. This includes prime consultants and subcontractors, including drillers and laboratories. Please note: there is **no fee** to register on www.SAM.gov.

By signing and submitting a response to this RFQ, the Respondent certifies its firm, any subcontractors, and principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. A list of parties who have been suspended or debarred can be viewed via the internet at www.SAM.gov. If a response is submitted and the company, their subconsultants, or their principals are found to be suspended or debarred per www.SAM.gov, or not registered on www.SAM.gov, that RFQ response will automatically be withdrawn from consideration. This provision does not obligate RPC to check www.SAM.gov or alleviate the RFQ Respondent from their obligation to certify their qualifications as stated in this section. RPC reserves the right to send an inquiry for clarification to any consultant, subcontractor or principal found to be suspended or disbarred by the GSA per www.SAM.gov.

Respondents are encouraged to check www.SAM.gov through a public search (as opposed to being logged in) to ensure their information is viewable by the general public (which include RPC). Registration on www.SAM.gov can take some time and involves multiple steps; respondents are encouraged to make sure

they and all subcontractors are registered on the site as soon as possible to allow time for the registration process if necessary.

12.0 Qualification Statement/ RFQ Response Requirements

12.1 What to Submit

Firms interested in being considered for the contract described in this Scope of Work shall submit their qualifications on the forms provided by RPC in the following formats (all are required):

- On a CD or thumb drive containing:
 - 1) A **single** PDF file with the completed RPC Brownfield RFQ Response Form with all applicable appendices and attachments;
 - 2) The RPC Brownfield Fee Estimate Excel Workbook **with all four (4) tabs completed**;
 - 3) A PDF file of a recent Phase I ESA report compiled by personnel who would work on projects under this RFQ as specified in the resume section of the RFQ response for a site location in Louisiana (reports that include appropriate PDF bookmarks as specified in the SOW are preferred); **AND**
 - 4) A PDF file of a Quality Assurance Project Plan (QAPP) **in accordance with EPA's QAPP Guidance** compiled by personnel that would work on projects under this RFQ as specified in the resume section of the RFQ response.

Firms that submit CDs/ thumb drives with additional files or with multiple files other than specified above will have their submittals withdrawn from consideration.

- **One** hard (paper) copy of the completed RFQ submittal package including the RPC Brownfield RFQ Response Form, applicable appendices, and hard copies of the Fee Estimate Excel Spreadsheets. The hard copy should be bound only with a single staple in the upper left corner of the document.
- **One** hard (paper) copy of the sample Phase I ESA as specified above.
- **One** hard (paper) copy of the sample QAPP as specified above.

Each submission shall include the following:

- RPC Brownfield RFQ Response Form (see Attached)
- Applicable Appendices/ Attachments as specified in the SOW and in the RFQ Response Form
- Fee Estimate (see Attached) with all four (4) of the following spreadsheets completed:
 - A- Labor Categories
 - B – Analytical
 - C – Coring and Monitoring Wells
 - D – Equipment
- Sample Phase I ESA Report conducted in Louisiana
Please note RPC's purpose in requesting an example Phase I ESA is to review the readability of the document and its conformance with EPA's All Appropriate Inquiry and ASTM E1527-13. Submitting a Phase I assessment that is within the target areas is of no importance to the review.
- Sample QAPP

Forms for the above are posted on RPC's website (www.norpc.org/requests_for_proposals.html) or available by contacting Maggie Woodruff at: (504) 483-8502 or mwoodruff@norpc.org.

Submittals that do not meet the above criteria will be withdrawn from consideration. **RPC is not responsible for blank/ unreadable CDs/ thumb drives.** Firms are encouraged to submit early and confirm

that RPC received the response and is able to open the documents with sufficient time to resubmit by the submittal deadline if necessary.

12.2 When and Where to Submit

Qualification statements are to be identified by RPC Project Title and Project Numbers and arrive no later than **12:00 noon Central Time on Friday, December 8, 2017**, by hand or by mail addressed as follows:

Ms. Maggie Woodruff
Regional Planning Commission
10 Veterans Blvd.
New Orleans, LA 70124
Telephone: (504) 483-8502

Note: Firms that are also applying for RPC's Brownfield Environmental Services – Hazardous Sites 2017-2020 are required to submit a separate submittal package for each RFQ response including separate RFQ Response Forms and Fee Estimates and separate CDs/ thumb drives. Each CD/ thumb drive is to include all of the documents listed in Section 12.1. In order to conserve paper, only one hard (paper) copy of the sample Phase I ESA report and one hard (paper) copy of the sample QAPP are required to respond to both RFQs.

All submittals are final as of the deadline for this RFQ; no submittal changes will be allowed after the RFQ deadline.

12.3 Verification of Submittal

RPC does not automatically provide verification of the date and time submittals are received. If firms desire such verification, they are instructed to email Maggie Woodruff prior to the deadline to verify the packet was received (if mailed or sent by 3rd party carrier) or bring a copy of the cover letter or other form when the packet is hand delivered for signature at the front desk. It is the firm's responsibility to confirm receipt with sufficient time to resubmit if necessary. RPC will only confirm that the packet has been received, not that it was completed correctly or completely. All submissions are due by the deadline noted in this RFQ.

12.4 Legibility/Clarity

Responses to this RFQ should include responses to all questions in as much detail as practical. The Submitter's response is to demonstrate an understanding of the requirements and that they have sufficient personnel with relevant experience. Responses should be prepared simply and economically, providing a straightforward, concise description of the Submitter's ability to meet the requirements of the RFQ. Each Submitter is solely responsible for the accuracy and completeness of its RFQ response.

12.5 Submission Requirements

Submissions that do not include all of the following will be considered a non-response and will be automatically withdrawn from consideration:

- RPC Brownfield Program RFQ Response Form fully completed and includes:
 - The name of the firm's **Environmental Professional** with documentation that verifies they meet EPA's AAI definition of an Environmental Professional; indicate their name under the Staffing Plan (Section 8) and Minimum Personnel Requirements (Section 9) with their experience that verifies they meet the AAI definition of an Environmental Professional in the resume section (Section 10).

- The name of the designated **Quality Assurance Officer** who is separate from the personnel executing the project/ collecting data; indicate their name under the Staffing Plan (Section 8) and Minimum Personnel Requirements (Section 9) with their experience in developing EPA QAPPs in the resume section (Section 10). Documentation of attendance at an EPA Quality Assurance training preferred.
- Minimum Personnel Requirements as specified in Section 12.6 of the SOW.
- Documentation of LELAP Certification for the laboratory who would conduct analysis of samples collected as described in this SOW.
- Fee Estimate per the Excel file provided by RPC and described in Section 12.1 of the SOW.

12.6 Minimum Personnel Requirements

The Minimum Personnel Requirements shall be addressed in Section 9 of the RFQ Response Form and include:

- Project Manager with relevant environmental assessment work experience (stated in their resume in Section 10), especially related to Brownfield projects and LDEQ RECAP and VRP projects.
- Environmental Professional that meets the definition per EPA's AAI with relevant degree(s)/ work experience stated in their resume in Section 10, (may be the same as the Project Manager but if so, this should be indicated in Section 9)
- Quality Assurance Project Officer familiar with **EPA's** Quality Assurance requirements. **Failure to include a Quality Assurance Project Officer will result in automatic disqualification and your RFQ response will not be considered.** Per EPA's requirements, the Quality Assurance Officer cannot be the same person as the Project Manager and must be separate from the personnel collecting data as part of the project. Responses that do not indicate a QA Officer who is separate from the data collecting unit will be withdrawn from consideration. Responses that include a QA Project Officer who has attended EPA's QA training and includes the applicable certificates and/or demonstrate thorough knowledge of EPA's QA requirements in their sample QAPP will be scored more favorably. The resume of the Quality Assurance Officer should indicate experience with **EPA's** Quality Assurance Program.
- As some of the projects may include lead and/or asbestos surveys and/or UST removal, note LDEQ-certified lead inspector(s), LDEQ-Certified asbestos inspector(s) and UST worker(s) with certification numbers in Section 9 (either in-house or sub-consultants) and related work experience (Section 10). If using a subconsultant, it is adequate to include the firm's name and experience and include a resume for the FIRM along with the name of at least one of their personnel that has the applicable certification and their certification number. It is not necessary to attach copies of applicable certificates as long as the certification number is provided. RPC reserves the right to check LDEQ's certification database to ensure compliance.
- LELAP-accredited Laboratory: state the name of the Laboratory and include a copy of their LELAP accreditation certificate. No resume is required in Section 10 for the laboratory.

Please note that these are the minimum requirements to be included in order to be considered for this contract. In addition to the resumes of those listed under the Minimum Personnel Requirements, Respondents are to include all staff who would work on projects under this contract in Section 10 of the RFQ Response Form.

12.7 Resumes

Resume information provided in Section 10 of the RFQ Response Form shall be **concise** and **relate directly** to the scope of work. Please note that this scope of work is for environmental assessments and cleanup planning under RPC's Brownfield Program.

For LDEQ-certified lead/ asbestos inspectors and/or UST workers: include the applicable information in Section 10 of the RFQ Response Form including their applicable certification numbers in Section 10e. If using a subconsultant, it is adequate to include the firm's name and experience with the resume of at least of their personnel that meets the applicable requirement.

Include resumes for Drillers by FIRM as follows:

- a. Name of Prime Contact, Title
- b. Name of firm by which employed full time and office location
- c. Years of experience - Indicate the years the firm has been in business under "With this Firm"
- d. Education: Degree(s) / Years / Specialization – Indicate the applicable specializations of the firm
- e. Active Registration/ License – Indicate any applicable firm registrations/ licenses (e.g. Contractor license, Asbestos, etc.) in the applicable areas
- f. Project Roles/Responsibilities (Brief Description) – Describe the role of drillers and what aspects of the work they will be performing (e.g. if they are only drillers or if they also have the appropriate personnel to collect samples)
- g. Experience and qualifications relevant to the proposed project – Include the firm's relevant experience, with experience with Brownfield or EPA-funded projects preferred.

Resumes for laboratories are not required. Instead, attach a copy of their LELAP certification to the response.

12.8 Database Compilation Companies

For purposes of the RFQ response, database reporting/ compilation companies (e.g. EDR) do not constitute subconsultants. It is not necessary to include information on such a company under the staffing plan or include a resume from said company in the RFQ response.

12.9 Additional Information

Only information provided in the required forms will be considered during the RFQ submission review process. Additional information provided in ancillary documents (e.g. a cover letter) will not be included in the review and scoring process. RPC may contact Owners/Agencies listed in Section 11 of the response form to solicit information on the firm's performance.

12.10 Withdrawal of RFQ Response

A responder may withdraw their response to this RFQ. To accomplish this, a written request signed by the authorized representative of the responding entity must be submitted in writing to Maggie Woodruff either via email with read receipt: mwooduff@norpc.org or via mail: Regional Planning Commission, Attn: Maggie Woodruff, 10 Veterans Boulevard, New Orleans, LA 70124. The request must be received prior to **5:00pm Central Time on Wednesday, January 3, 2018**.

12.11 Cost of Preparation

RPC is not liable for any costs incurred by prospective Consultants prior to issuance of or entering into a Contract. Costs associated with developing the RFQ response and any other expenses incurred by the prospective Consultant in responding to this RFQ are entirely the responsibility of the prospective Consultant and shall not be reimbursed in any manner by RPC.

13.0 RFQ Clarifications Prior to Submittal

Requests for clarification of this RFQ shall be directed in writing to:

- Maggie Woodruff, RPC Contract Administrator: mwoodruff@norpc.org

Requests for clarification and the related responses as well as any updates to the Scope of Work will be posted on the RPC's website: www.norpc.org/requests_for_proposals.html. RPC is not obligated to issue a notice when requests for clarification and the related responses are posted; it is the responsibility of the potential respondents to check for this information.

Only **written** requests for clarification received via email by the question deadline as specified in Section 2 of this SOW will receive a response. Any requests for clarification received via phone, in person or by any other means other than specified above will not receive a response. The only exception are requests for clarification received at the non-mandatory RFQ Overview meeting where requests for clarification will be received in a manner such that all attendees have the opportunity to hear the request for clarification and the related response. All requests for clarification from that meeting will be typed up and posted on RPC's website, under "Working with RPC", the "Request for Proposals" page: www.norpc.org/requests_for_proposals.html.

14.0 Amendments to the RFQ

If necessary, RPC reserves the right to amend this Scope of Work during the response time. If a substantial amendment is made within 5 days of the submission deadline, RPC may extend the deadline to allow for a minimum of 5 days from when the amendment is posted to the submission deadline. Scope of work amendments will be posted on the RPC's website: www.norpc.org/requests_for_proposals.html. RPC will also send out a notification via email to those who have asked to be included on RPC's Brownfield Program RFQ notification list. To receive an email if and when Scope of Work amendments are posted, send your company's contact information to rotte@norpc.org and indicate in the email you would like to be placed on the Brownfield RFQ notification list. Firms already on RPC's Brownfield Program RFQ notification list will receive amendment notifications automatically.

15.0 Selection Process

The RPC Brownfield Program Director reviews each RFQ response for completeness and adherence to the required submission information. Any submissions that do not meet all the criteria required for review as specified in this Scope of Work are withdrawn from further consideration. The selection committee, comprised of RPC's Brownfield Program Director and a minimum of two (2) RPC staff members or other qualified parties, then reviews the RFQ submittals and scores them in accordance with RPC's scoring criteria (see attached). The selection committee then makes a recommendation to the Regional Planning Commission Board. IN GENERAL, consultant selections are made at the first RPC Board meeting that follows the submittal due date. RPC meetings are generally held the second (2nd) Tuesday of each month

and are open to the public. No information on the results of the consultant selection process will be provided to RFQ Respondents prior to the selection at the RPC meeting.

RPC consultant selections are posted to the RPC website following each RPC meeting (www.norpc.org/requests_for_proposals.html) - links to Contracts Awarded by meeting are on the right side of the page). RPC will contact the successful firm after the selection to start the contract process. Firms that submit responses to RFQs and are not chosen will not be contacted directly either via email or any other manner. Firms are encouraged to check the RPC website the Friday following the RPC Board meeting noted in Section 2.0.

In accordance with RPC's standard RFQ criteria ranking (see attached), experience, both firm and individual; past performance on RPC projects; current work load; location where work will be performed; and firm size will be the significant evaluation factors used in selecting a firm for the above project. Costs submitted with the RFQ response on the Fee Estimate Spreadsheets will be reviewed to ensure they are reasonable for the work being performed within the State of Louisiana. While the majority of points will be awarded based on qualifications, Fee Estimates that vary significantly from reasonable costs for similar environmental services in Louisiana will receive lower scores under the Experience criteria.

RFQ responses shall be evaluated based solely on the information provided in the response with the exception of the prior work conducted by RPC and/or similar work performed. RPC reserves the right to contact any of the contacts listed in the RFQ response related to past performance of similar work for feedback related to the ranking criteria.

If the Respondent has not worked for RPC's Brownfield Program previously, RPC will contact the Owners/ Project Managers listed in the RFQ response in the "Firm's most relevant project experience" section (Section 11 of the RFQ Response Form) for their input and recommendation. This information will then be factored into the score for "past performance on RPC projects." Please note that due to the additional requirements of projects funding through EPA, environmental assessments conducted using EPA Brownfield funding are preferred and will be scored more favorably.

Failure to submit all of the information required on the RPC Brownfield RFQ Response Form for the prime and each subconsultant will constitute a non-response and the response will be withdrawn. Failure to submit the information in both hard copy and on a CD/thumb drive as specified in Section 12 of this SOW will constitute a non-response and the RFQ response will be withdrawn.

16.0 Contract Negotiations

If for any reason the Consultant who is selected by the RPC Board in response to this RFQ does not agree to a contract, does not meet RPC's Consultant requirements, or is otherwise unable to perform the services described in this Scope of Work, that RFQ response shall be rejected and RPC may negotiate with the next most responsive Consultant as approved by the RPC Board. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation shall also allow price reductions. The final contract form shall be reviewed and executed by both RPC and the selected Consultant prior to issuance of a notice to proceed.