

LETTERS OF INTEREST (LOI)

BUSINESS DEVELOPMENT CORPORATION OF
THE NORTHERN PANHANDLE

BROWNFIELDS ASSESSMENT COALITION PROJECT
FOR HAZARDOUS SUBSTANCES AND PETROLEUM

1. Project Title: Brooke-Hancock-Jefferson Brownfields Assessment Coalition Project for Hazardous Substances and Petroleum
2. Coalition: Business Development Corporation of the Northern Panhandle (BDC)
Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ)
Jefferson County Port Authority (JCPA)
3. Funding Agency: U.S. Environmental Protection Agency (US EPA)
4. Issuing Agency: Business Development Corporation of the Northern Panhandle
5. Contact Person: Michael J. Paprocki, BHJ Executive Director
124 North 4th Street, Second Floor
Steubenville, OH 43952
Phone: (740) 282-3685 x209
Fax: (740) 282-1821
E-Mail: mikepap@bhjmpc.org
Web Site: www.bhjmpc.org
6. Copies of LOI: Interested consultant services must submit five (5) copies of the LOI.
7. Proposed Budget: The Coalition will negotiate separate budgets for both hazardous substances and petroleum upon the selection of a preferred consultant service(s).
8. US EPA Grant Amount: The assessment grant amount is \$395,000 for hazardous substances and \$205,000 for petroleum.
9. Submittal Deadline: October 14, 2016 postmarked or delivered no later than 1:00 PM. Mail or hand deliver to Contact Person and address as listed above.
10. Interview Date: October 25, 2016 (the Coalition will select a maximum number of three(3) consultants for face-to-face interviews)
11. Anticipated Award Date: November 2016
12. Anticipated Completion Date: May 2019

Note: The Coalition may select multiple consultants to complete the assessments. The Coalition reserves the right to reject all Letters of Interest.

Requirements for Submitting the Letter of Interest and Selection Process

- A. Instructions for Preparing and Submitting a Letter of Interest
1. Provide the information requested in the Letter of Interest (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages.
 3. Please adhere to the following requirements in preparing and binding Letters of Interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Center the page numbers at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

Key Components of the Letter of Interest (LOI)

- A. Content of the LOI:
1. Team Approach – Not to exceed five (5) pages
 - a. Identify the qualifications of your firm to perform the tasks described below according to the regulations of the US Environmental Protection Agency Brownfields Assessment Program, the West Virginia Department of Environmental Protection (WVDEP), and Ohio Environmental Protection Agency (OEPA).
 - b. List significant sub consultants, their current prequalified categories, and percentage of work performed by sub consultants.
 - c. List the Project Manager and other key staff members; including key sub consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.
 2. Experience – Not to exceed three (3) pages
 - a. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
 - b. Address the experience of the key staff member on similar projects, and the staff qualifications relative to the selection sub factors noted.
 3. Project Approach – Not to exceed two (2) pages
 - a. Provide a description of your Project Approach, not to exceed two pages. Address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for insuring increased quality and reduced project delivery time.

Consultant Selection Rating Form

Project:

Selection Committee Members: _____

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	15	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Sub consultants	25	See Note 2, Exhibit 1	
Firm's Current Workload/ Availability of Personnel	10	See Note 3, Exhibit 1	
Consultant's Past Performance	30	See Note 4 , Exhibit 1	
Project Approach	20	See Note 5, Exhibit 1	
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The selection will rank the proposed project manager for each consultant service with the highest scoring project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The basis for each project manager's ranking and score is experience on similar projects and past performance for a Coalition member or other outside agencies that the consultant service may have or have not documented in the LOI.
2. The selection team will score and rank the consulting firm's experience and strength of the assigned staff, including sub consultant staff as noted for Number 1 above.
3. The selection team will rank the consultant's workload and availability of qualified personnel, equipment, and facilities on a relative differential scoring type basis. The selection team shall consider an equitable distribution of work to all qualified firms submitting a LOI.
4. The selection team shall rank and score the consultant's past performance on similar projects using a relative, differential scoring, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider WV DEP of OEPA performance ratings if available, and consult other agencies as appropriate.
5. The selection team shall rank and score the consultant's creative approach to complete the project tasks. The team will heavily weigh the consultant's proposed public involvement and communication activities as well as administration of the BHJ Brownfields Task Force.

Note: The Selection Team is the representative employees of the Coalition. The Coalition may contact any outside agencies, clients, or other references that the consultant service may have or have not documented in the LOI.

SCOPE OF SERVICES

Hazardous Substances Tasks

Task 1 (Phase I ESAs): Will complete up to ten (10) sites prioritized by the Brooke-Hancock Jefferson Task Force (TF), but not assessed with funds received from previous EPA assessment grants. The consultant will perform Phase I Environmental Site Assessments (ESAs) on selected sites following the ASTM E-1527 standard. The consultant will use Phase I ESA results to develop scope(s) of work for targeted Phase II ESAs at selected sites.

Task 2 (Phase II ESAs): Will complete up to seven (7) Phase II ESAs following the approved US EPA previously approved a quality assurance project plan. The consultant will develop a sampling and analysis, and site-specific health and safety plan for each site. The TF and consultant will prioritize sites based upon the results from the completed Phase I ESAs, the property owners' continued cooperation, and the potential for redevelopment. Further evaluation will also consider site eligibility for future cleanup and revitalization funding and potential assistance through the West Virginia Voluntary Remediation Program. The Phase II ESAs will include targeted sampling of soil, groundwater, surface water and various waste materials that may require disposal. Where appropriate, the consultant will use cost-saving techniques (e.g., field screening technologies) to minimize investigation costs. The results of these targeted Phase II ESAs will provide information to perform preliminary risk evaluations and to develop preliminary remedial action plans and related cost estimates.

The environmental firm contracted to perform work through this project will be a WV and OH Licensed Remediation Specialist (LRS). The LRS will oversee the Brownfields inventory; conduct the Phase I and Phase II ESAs, and work with the West Virginia Department of Environmental Protection (WVDEP) and Ohio Environmental Protection Agency (OEPA) to develop remedial options for each site.

Task 3 (Reuse and Remedial Planning): This activity involves remedial and reuse planning for up to five (5) targeted sites with land use planning and funding evaluation activities that will result in a sustainable approach to cleaning up and redeveloping the targeted properties. Broader regional economic development objectives and property-specific determinations of optimal reuses given market information, the availability of funding and incentives, and estimated cleanup costs will guide reuse and remedial planning activities.. This multifaceted approach will help ensure that the Coalition and the TF allocate EPA funds and other resources on properties that have the highest likelihood for cleanup and redevelopment.

Task 4 (Community Outreach): The consultant, in coordination with the Coalition, will continue to convene the TF on a regular basis to provide up-to-date information and receive feedback. The consultant is responsible for planning and organizing two (2) public meetings annually, with other meetings held for certain milestones, with assistance from the Coalition, in the targeted communities. The purpose is to keep the community abreast of activities. The consultant may

use a variety of public involvement activities that may include but not limited to public announcements, newsletters, email distributions, web pages, and other social media techniques as approved by the Coalition. Creative Community Outreach techniques are encouraged.

Task 5 Program Implementation: The consultant will assist the Coalition in the preparation of the required quarterly reports. Prior to initiating the project, the consultant will prepare a final approach statement to assure that the consultant, Coalition, and the US Environmental Protection Agency understand and agree to an overall approach and expectations.

Petroleum Tasks

Task 1 (Phase I ESAs): Community-wide, the consultant and Coalition will work with the TF to prioritize a regional inventory and complete up to four (4) Phase I assessments. These sites vary in size and may include freight terminals, refineries, and storage tanks. The WVDEP and OEPA databases will be a starting point for the petroleum inventory. The environmental consultant will perform Phase I Environmental Site Assessments (ESAs) following the ASTM E-1527 standard on the selected sites and use these results to develop scope(s) of work for sites targeted for Phase II ESAs.

Task 2 (Phase II ESAs): Will complete approximately four (4) Phase II ESAs. The consultant will prepare an US EPA approved Quality Assurance Project Plan (QA) that includes sampling and analysis with a site-specific health and safety plan, for these petroleum Phase II ESA sites. The basis for site prioritization is the results from the completed Phase I ESAs, the property owners' continued cooperation, and the potential for redevelopment. The consultant will also evaluate sites with respect to eligibility for future cleanup and revitalization funding and potential assistance through the West Virginia Voluntary Remediation Program and Ohio Voluntary Action Program. The Phase II ESAs will include targeted sampling of soil, groundwater, surface water and various waste materials that may require disposal. Where appropriate, the consultant will utilize cost-saving techniques (e.g., field screening technologies) to minimize investigation costs. The results of these targeted Phase II ESAs will provide information to perform preliminary risk evaluations and to develop preliminary remedial action plans and related cost estimates.

Task 3 (Reuse and Remedial Planning) This activity will involve remedial and reuse planning for up to three (3) targeted sites with land use planning and funding evaluation activities that will result in a sustainable approach to cleaning up and redeveloping the targeted properties. Broader regional economic development objectives and property-specific determinations of optimal reuses given market information, the availability of funding and incentives, and estimated cleanup costs will guide reuse and remedial planning activities.. This multifaceted approach will help ensure that the Coalition and the TF allocate EPA funds and other resources on properties that have the highest likelihood for cleanup and redevelopment.

Task 4 (Community Outreach): The consultant, in coordination with the Coalition, will continue to convene the TF on a regular basis to provide up-to-date information and receive feedback. The consultant is responsible for planning and organizing two (2) public meetings annually, with other meetings held for certain milestones, with assistance from the Coalition, in the targeted communities. The purpose is to keep the community abreast of activities. The consultant may use a variety of public involvement activities that may include but not limited to public announcements, newsletters, email distributions, web pages, and other social media techniques as approved by the Coalition. Creative Community Outreach techniques are encouraged.

Task 5 Program Implementation: The consultant will assist the Coalition in the preparation of the required quarterly reports. Prior to initiating the project, the consultant will prepare a final approach statement to assure that the consultant, Coalition, and the US Environmental Protection Agency understand and agree to an overall approach and expectations.

Friday September 30, 2016

Question:

Looking at the RFP you provided, we plan to team with another firm that has the appropriate certifications on the West Virginia side of the river to give us a very qualified team for your project. We are certified experts on the Ohio side, but do not have a staff member with the required Licensed Remediation Specialist certification in WV. Our partner firm has a staff member with the WV certification.

Is this something that BHJ would be open to considering?

Answer:

We anticipate such a partnership for the very reason you have explained. We reserved the right for multiple consultant selection to overcome a possible Ohio and West Virginia (bi-state) certification issue. We may also select a consultant firm to carry out any one of the tasks listed such as Phase 1 or Phase 2 assessments, Reuse and Remedial Planning, or Community Outreach. We may also select one firm to complete all the tasks for Hazardous Substance and another firm to complete all of the Petroleum Tasks. All combinations are on the table, but we only plan to interview a maximum number of three (3) firms.

Monday October 3, 2016

Question:

Another consulting firm called and asked to team up for your brownfield grant project. Do you allow that?

Answer:

The coalition has no problem with consulting firms teaming. Please identify which firm is the prime contractor and we will rate the second firm as the sub-contractor. We have foreseen this issue given some consulting firms may not be licensed and familiar with either Ohio EPA or West Virginia DEP best practices.