

**Notice of Request for Qualifications  
Environmental Consultant Services  
Upshur County, West Virginia**

**APPROVED**

**JAN 18 2018**

UPSHUR COUNTY COMMISSION  
*[Signature]*

Introduction

Notice is hereby given that the Upshur County Commission will retain an environmental or engineering firm to provide professional and technical services necessary to undertake remediation planning activities. The activities include producing plans and specifications for bidding for remediation services necessary for the completion of the Upshur County Youth Camp Tar Pit EPA Brownfields Cleanup Project. The firm will also be retained to provide environmental management and oversight of the site cleanup activities, including serving as the Licensed Remediation Specialist (LRS) of record to navigate the site through the West Virginia Voluntary Remediation Program (VRP). Finally, the firm will also hold responsibility for regular reporting to EPA Region III, as required in the cooperative agreement. The Upshur County Youth Camp Tar Pit (the Tar Pit) is a half-acre of land situated on the western shore of the Buckhannon River in Selbyville, West Virginia that is part of the Upshur County Youth Camp Property.

Background

The Upshur County 4-H Camp site was formerly the location of the Buckhannon Chemical Company which produced charcoal, wood alcohol and calcium acetate. The Tar Pit area was used for the disposal of wastes generated by the plant, which was closed and abandoned in about 1933. USEPA estimated the approximate dimensions of the Tar Pit area at 125 ft. x 225 ft., and was thought to be 8 – 10 feet in depth. Since 1945, the property has been used as a County 4H and Youth Camp.

In 1987, a complaint was made to the West Virginia Department of Natural Resources, which led to US EPA Removal Actions in 1988. Removal actions at the site consisted of stabilization of the Tar Pit, which included placing a reinforcing cover over the tar pit area, covering it with a 6" – 8" veneer of soil, and installing an 8' chain link fence around the perimeter to control access. These actions mitigated direct contact exposure and provided temporary containment. Since the 1988 removal action, vegetation has not been restricted on the cap. Thirty years of succession has resulted in a diverse array of mature plant species throughout the Tar Pit.

In October of 2017, Upshur County was awarded a U.S. EPA Brownfield Cleanup Grant for the Upshur County Youth Camp Tar Pit site in Selbyville, WV. The County received the funds to remove fencing and vegetation on and around the Tar Pit, as well as remediate the soil throughout. The goal of the cleanup is for the Tar Pit may become a safe, usable part of the camp by serving as an archery range.

### Existing Site Assessment Data

Phase I ESA was performed May 10, 2016.

Phase II ESA was performed December 20, 2016.

### Scope of Work Requested

The selected firm shall complete remediation planning and creation of bid specifications for the hiring of a remediation contractor, to begin cleanup activities on Monday, September 10, 2018, and perform oversight of the site clean-up project. The specific objectives of this scope of work are to:

- Review existing site assessment data and reports to determine the best approach to implement the selected remedial alternative in accordance with the West Virginia Department of Environmental Protection (WVDEP) Voluntary Remediation Program (VRP);
- Provide an executable cleanup plan as determined by the requirements of the West Virginia VRP in a written report and an oral presentation;
- Serve as the Licensed Remediation Specialist of record, ensuring compliance of the cleanup with the Voluntary Remediation Agreement;
- Prepare written plans and specifications suitable for bidding and based upon the selected plan of action (remedial action plan);
- Conduct project oversight including on-site inspection and testing as deemed appropriate by EPA and WVDEP (related to confirmatory or clearance sampling);
- Provide project progress reports to the Upshur County Commission at agreed upon intervals and attend meetings with WVDEP and other regulatory stakeholders, as needed;
- Facilitate one or more public meetings to provide public information and collect feedback; and,
- Prepare close-out documentation as required by the WV DEP VRP and the EPA Grant Guidelines.

## Submission Information and Instruction

The complete proposal must be submitted in a sealed package marked "Upshur County Youth Camp Tar Pit Brownfields Cleanup" and received by 4:30 p.m. on February 28, 2018, by the Upshur County Commission. It shall not be sufficient to show that the proposal was mailed in time to be received before the scheduled closing time.

In order to be considered, prospective firms must submit one (1) original proposal and three (3) additional copies in the required format to:

Upshur County Commission  
c/o Tabatha Perry  
91 W Main Street, Suite 101  
Buckhannon, WV 26201

Any questions should be directed to Tabatha Perry at [trperry@upshurcounty.org](mailto:trperry@upshurcounty.org)

Sealed bids received by the above deadline will be opened, reviewed, and read aloud by the Upshur County Commission at 9:05 a.m. on Thursday, March 1, 2018.

## Proposal Requirements

Proposals must be prepared and submitted in the following format:

- Firm Identification  
*Name of company, including phone number, fax number, and mailing and electronic addresses and lead representative and Licensed Remediation Specialist(s) that would be assigned to the project.*
- Qualifications and Experience of the Firm  
*A brief summary of the qualifications of the company, lead representative, and Licensed Remediation Specialist(s) to review environmental documents and analyze sampling data. Included should be their experience with the WVDEP VRRP, and familiarity with US EPA Brownfields grants.*  
*Proposal must identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications*
- Timeline  
*A timeline for review of existing documents and submission of project deliverables*
- References

*Three references, including names and phone numbers for similar, ideally recent, projects.*

- Separate inclusion in proposal package

Enclose in a separate, sealed envelope a fee schedule for all tasks described in the scope of work.

*Note: The fee schedule will not be opened until after the selection of the proposal is determined.*

### **Evaluation Criteria**

Proposals will be evaluated based upon the following criteria:

- Specialized experience, technical competence, and qualifications of the firm in environmental remediation;
- Quality and completeness of the proposal;
- Experience of the firm with EPA's Brownfields Program;
- Experience of the firm with the West Virginia Voluntary Remediation Program;
- Availability of the firm to enter a contract beginning on March 12, 2018; and
- Completion of project deliverables according to Project Timeline.

The contract will be awarded to the responsible firm whose proposal is judged most competitive and determined to be the most advantageous to the Upshur County Commission.

### **Additional Information**

Each firm must fully comply with the requirements, terms and conditions to achieve Minority-owned/women owned Business Enterprise (MBE/WBE) participation during the performance of this contract. The firm commits itself to the program for MBE/WBE participation and all other requirements, terms, and conditions of the bid conditions. Upshur County Commission hereby notifies proposers that it will afford full opportunity for minority business enterprises and women business enterprises to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of actual or perceived race, creed, color, sex, age, handicap, or national origin in the award of this Contract.

Attention is directed to the fact that the proposed project is to be undertaken through various state and federal government grants (including a EPA Brownfields Grant) and loans, and that all work shall be performed in accordance with the regulations issued by those agencies.

Proposers will be notified in writing of any change in the specifications contained in this RFQ.

No verbal or written information which is obtained other than through this RFQ or its addenda shall be binding on Upshur County Commission.

The Upshur County Commission is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

The Upshur County Commission may request clarification and additional information from any proposer.

The Upshur County Commission will not reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.

The Upshur County Commission reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the Upshur County Commission when received.

The Upshur County Commission reserves the right to reject any or all proposals, to award in whole or in part and to waive minor immaterial defects in proposals.

If contract negotiations are unsuccessful, the Upshur County Commission reserves the right to negotiate with the next highest ranked consultant.

Successful bidder will be required to furnish the following documentation before work may commence:

- Certificate of Insurance naming the Upshur County Commission as a secondary insured
- Certificate of Coverage of Workers' Compensation or Approved Waiver

The Commission may require up to 30 days after opening the proposals to award the work.

## 2018 Tar Pit Cleanup Timeline – 1.11.18 DRAFT

2018		2019			
Calendar Quarter	1	2	3	4	1
<b>Cleanup Planning and Coordination</b>	<b>January</b> – Release RFP	<b>Review Proposals</b>  <b>March 8</b> - select a qualified environmental professional	<b>May</b> – <ul style="list-style-type: none"> <li>• Consultant completes remedial action plan and has it approved by WVDEP via the VRP</li> <li>• Consultant outlines cleanup plan specifications and releases request for bids</li> </ul>	<b>November 16</b> – Cleanup activities completed including confirmatory sampling	
	<b>February 28</b> – Proposals are Due	<b>March/April</b> – Begin contract with consultant Consultant completes application to the WVDEP VRP	<b>June</b> – Cleanup contractor selected	<b>December</b> – Final reports requesting WV DEP VRP Certificate of Completion	Project receives COC
		<b>April/May</b> – Consultant completes the VRP application with WVDEP	<b>September 10</b> – Begin cleanup activities		
	<b>January</b> – Development Committee discusses elements to include in redevelopment plan	<b>April</b> – Preliminary development plan presented to committee for review and discussion of development plan components	<b>July</b> – <ul style="list-style-type: none"> <li>• Updated development plan presented to committee for review</li> <li>• Development committee begins creating project steps and timeline</li> </ul>	<b>October</b> - Final development plan presented to development committee	
<b>Redevelopment Planning</b>					