



CITY OF NEW BRITAIN, CT
FY21 EPA BROWNFIELDS ASSESSMENT

2021-22 CITY-WIDE BROWNFIELDS ASSESSMENT PROJECT

REQUEST FOR PROPOSALS

DEPARTMENT OF PLANNING & DEVELOPMENT
JACK BENJAMIN, DIRECTOR

SEPTEMBER 2021

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I. INTRODUCTION

The City of New Britain, CT was awarded a \$300,000 Brownfields Assessment Grant by the U.S. Environmental Protection Agency (EPA) during their FY21 competition.

With the FY21 Brownfields Assessment grant funding, the City will undertake a 2021-2022 City-Wide Brownfields Assessment Project. Through this project, the City will inventory Brownfields sites within the municipal boundaries, identify potential contamination issues at Brownfields sites through Phase I and Phase II assessments, evaluate cleanup and reuse strategies, conduct focused redevelopment and area-wide planning, and ultimately prime otherwise distressed, abandoned, or environmentally stigmatized sites for future redevelopment. The grant will also support on-going public outreach measures that keep the communities informed about the proposed work activities, completed assessments, and general health and economic issues.

The City of New Britain, CT is soliciting proposals from Licensed Environmental Professionals (LEPs) with proven expertise performing environmental site assessments, management plans, quality assurance project plans, groundwater and soil sampling, remediation planning, cost estimates and cost control, and community outreach and public presentations. The LEP must be licensed to provide engineering services in the State of Connecticut, and present verifiable qualifications, experience, and knowledge regarding all aspects of Brownfields assessment, remediation, re-use planning, and redevelopment, including, but not limited to relevant federal and Connecticut law, policies and guidelines, CERCLA, All Appropriate Inquiries, and EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

The LEP will work under the direction of the City Department of Planning & Development staff and will work in collaboration with the City Commission on Community & Neighborhood Development, CT DEEP representatives, property owners, and developers.

II. PROPOSAL CONTENT

Proposals are to be presented in a clear and concise manner. Proposers shall ensure that all information required herein be submitted with the proposal. Additional useful information pertaining to the Scope of Work is appreciated and should be included in the proposal. However, the Commission reserves the right to negotiate any portion of the proposal determined to be unclear or to appropriately address the needs of New Britain. All proposals shall remain firm for sixty (60) calendar days after receipt of the proposals.

COVER LETTER [unscored]

- A cover letter expressing the LEP's interest in working with the City of New Britain and the Commission on Community & Neighborhood Development.
- Identification of the project manager and/or principal staff – including any subcontractors – who will provide the requested services.
- Statement confirming the availability of firm's Health & Safety Plan, Accident Record, and Tax ID Number

A) GENERAL FIRM QUALIFICATIONS [25 points]

Proposals should also include the following:

- The Firm's qualifications, years in business, and experience to provide the services required by the City.

- List all subcontractors to be used with respect to the service provided under contract.
- Describe any additional tools or resources your company can provide to New Britain to help improve its Brownfield assessment inventory and outreach activities.
- Clearly present verifiable qualifications, experience and knowledge regarding all aspects of Brownfields assessment, remediation, re-use planning, and re-development, including but not limited to, relevant federal and Connecticut law, policies and guidelines; relevant Administrative rules; Risk Characterization and Management Policy; CERCLA, and U.S. EPA standards and practices, including All Appropriate Inquiry, U.S. EPA Quality Assurance Project Plan (QAPP) requirements, and Green and Sustainable Remediation Guidance.
- The firm’s experience working in the City of New Britain

B) PROJECT APPROACH [30 points]

Provide a description of the approach to be taken toward completion of each of the four tasks outlined in the approved EPA workplan and an explanation of any proposed variations to the work program, including but not limited to the following:

- Describe the Proposer’s understanding of the LEP’s role in completion of each of the four identified project tasks.
- A per-item cost estimate (or anticipated cost range) for common brownfields activities, including but not limited to Phase I and II Environmental Site Assessments, SSQAPP preparation, remedial action plans, and Analyses of Brownfield Cleanup Alternatives, Market Analysis.
- A task-by-task workplan demonstrating a proposed program of outreach, assessment, and cleanup planning activities consistent with the “contractual” budget line from the workplan.

C) PERSONNEL QUALIFICATIONS [20 points]

Specifically indicate and provide professional qualifications for, those members of the firm and any subcontractors who will be working directly with the City. Proposers must have on staff a Connecticut licensed professional engineer or professional geologist who, if applicable, can certify that the investigation was conducted in accordance with generally accepted consulting practices, and this person must be clearly identified in the proposal.

D) COST PROPOSAL [15 points]

- An explanation of how cost estimates were developed.
- A chart of hourly rates for staff that are expected to be involved in this project.
- Itemized direct, indirect, and subcontract expenses (where applicable).
- Identification and itemization of additional services or materials (if proposed).

E) REFERENCES [10 points]

- References: List three (3) references from current customers receiving the same or similar service(s). Include name, contact information, and a brief project description for each reference.

III. SELECTION RUBRIC

The City’s Commission on Community & Neighborhood Development selection committee will be responsible for screening proposals, conducting interviews of selected firms, and make the final decision regarding selection of a LEP. The following criteria will be used to evaluate proposals:

A) GENERAL FIRM QUALIFICATIONS [25 points]

Qualifications of the firm or firms assigned, including appropriate areas of expertise, relevant experience, technical capabilities and quality references that suggest they are the best qualified to undertake the project, in addition to, knowledge of the City of New Britain; work experience with CT DEEP, and the U.S. Environmental Protection Agency.

B) PROJECT APPROACH [30 points]

The technical quality and composition of proposed approach and consistency of approach with the workplan and EPA program objectives.

C) PERSONNEL QUALIFICATIONS [20 points]

Qualification of the professionals assigned to this project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.

D) COST PROPOSAL [15 points]

Comparison of per-unit costs to ensure efficient use of New Britain's contractual funds for proposed outreach, assessment, and cleanup planning activities.

The City of New Britain is not obligated to choose the Proposer with the lowest cost.

E) REFERENCES [10 points]

Submitted references will be contacted with inquiries regarding applicant's performance on projects similar in nature to the City of New Britain's 2021-22 City-Wide Brownfield Assessment project.

IV. PROPOSAL SUBMISSIONS

Proposals are due by **October 29, 2021 at 2:00pm**. Please submit two (2) paper copies of the proposal and one PDF. All proposals must be printed on 8.5" x 11" paper and stapled. Please refrain from binding or using alternative packaging with proposals. All materials, both digital and print, must be received prior to the deadline.

Please address all mail submissions to:

Scott Williams
City of New Britain Department of Planning & Development
27 West Main Street
New Britain, CT 06051

Please do the following to ensure proper submission to and receipt by the City:

- Address envelope with: *New Britain Brownfields Assessment Proposal*
- E-mail a PDF copy of the Firm's submission to scott.williams@newbritainct.gov
- Use subject line: *[Firm's Name] New Britain Brownfields Assessment Proposal*

V. PERFORMANCE PERIOD

The period of performance for this grant is October 1, 2021 to September 30, 2024.

VI. COMPENSATION

The grant contains all financial resources to be used for this project. Approximately \$291,000 will be available for LEP work. Payment for LEP services will be made on a periodic basis based on workplan progress.

VII. DISCLAIMER

New Britain will not be responsible for any cost incurred in the preparation of a response to this Request for Proposals.

VIII. ACCEPTANCE

The City of New Britain reserves the right to select the Proposer best able to provide the services required. In evaluating proposals, the City reserves the right to use any or all of the ideas from the proposals submitted without limitation and to accept any part or the entire successful proposal in selecting the services considered to be the most advantageous to the Commission. All material submitted becomes the property of the City of New Britain. The evaluation of proposals and determination of the contract award will be at the discretion of the Commission and its judgement shall be final and without the right of recourse by any proposer.

IX. QUALIFICATION STANDARDS

No contract will be awarded except to a responsible Proposer capable of performing the work presented in the workplan. Proposers must comply with all state, federal, and local (municipal) laws. Prior to the award of any contract, the Proposer may be required to demonstrate that they have the required experience, ability, resources, and facilities to perform the work outlined within the workplan.

X. DECLINATION

The City of New Britain reserves the right to decline any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the Commission on Community & Neighborhood Development may require. Rejection of any proposal shall be construed as meaning simply that the Commission does not deem the proposal acceptable or that another proposal is deemed to be more advantageous to the Commission for the particular services proposed.

XI. MBE & WBE CONTRACT GOALS

Consideration of all consultants, which includes equal opportunity for minority business enterprises (MBEs) and women business enterprises (WBEs), will be made in the LEP selection process. New Britain, as a grant recipient through the EPA, will exercise appropriate measures to ensure good faith efforts are made during LEP selection. Fair share goals are to attract and utilize WBE/MBE contracts, subcontracts, and procurement.

XII. CONTACT FOR ADDITIONAL INFORMATION

All questions must be directed, in writing, to Scott Williams at scott.williams@newbritainct.gov no later than 2:00pm October 15, 2021. The New Britain Department of Planning & Development will issue a response to any inquires or questions submitted in writing by the date and time above by 4:00pm on October 20, 2021 . All responses issued will be done so as part of an addendum to be included at the location of the posting on www.newbritainct.gov.

XIII. WORKPLAN

The City of New Britain's EPA-approved assessment workplan for the 2021-2022 Community-Wide Brownfields Assessment Project is attached for more detail.