



**Town of Stratford**

**Request for Qualifications**

RFQ 2011-101

Environmental Services in Support of U.S. Environmental Protection Agency  
Brownfields Assessment Grants

(Community Wide Education, Site Prioritization Assessment and Financial  
Reporting)

Submission Deadline:

3:00 pm  
Friday January 20<sup>th</sup>, 2012

Address all Proposals to:

Town of Stratford, CT  
C/o Mr. Michael Bonnar, Purchasing Agent  
2725 Main Street  
Stratford, CT 06115

To be evaluated for consideration under this RFQ the required Minimum Qualifications are mandatory.

### **Project Overview**

The Town of Stratford has been awarded a grant through a U.S. EPA Cooperative Agreement, \$200,000 in funding to conduct Hazardous Substances Environmental Assessments and \$200,000 for Petroleum Substance Environmental Assessments community wide. The Town of Stratford will manage and provide grants to inventory, characterize, assess, and conduct planning related to Brownfield sites on a community wide basis.

The Town of Stratford plans on hiring one environmental consultant to perform the community wide education and prioritization work for both the petroleum and hazardous substance assessment grants. The chosen consultant will also work with the Town to complete the necessary financial reporting associated with the EPA Assessment Cleanup and Development Exchange System (ACRES). The Town will contract directly with the environmental consultant to complete the Town wide Brownfield Education Prioritization portion of the grant.

All work will be completed under the direction of Town of Stratford and U.S. EPA. All sites selected by the Town for either hazardous waste or petroleum contamination assessment under the grant program will be submitted to the U.S. EPA for review and approval before proceeding with the assessment work.

The following scope of work is to be completed by the consultant with the available grant monies:

### **Brownfields Public Education Initiative**

The consultant will seek to recruit concerned residents into the process of creating criteria for the prioritization of properties to be assessed and redeveloped and will utilize public meetings, web-based materials and newspaper articles to deliver information to the community. Community partners will work with the Consultant and the Town to disseminate the information through their most-used communications channels, including email blasts, dissemination at public events, and links to download PDF files of the materials on websites.

Duties will include the development of public education presentations and materials on the brownfield program and related topics; development and implementation of information dissemination strategy with community partners cited in the Town's EPA application; cultivation of public participation in site prioritization process; coordinate meeting and communications logistics for public education forums and site prioritization criteria working group.

The consultant will be responsible for organizing one "kick off" public meeting that will be held and open to all residents, followed by 4 additional meetings in

the first 3 months of the project. Meetings will be held in the South End, within the TCD district, and at locations to be determined that can best reach residents that represent those most impacted by the presence of Brownfields, especially minority and elderly residents. The meetings will be hosted in partnership among community groups that have submitted letters of commitment to the project and the Town.

### **Assemble Candidate Sites**

The contractor will work with the Town to establish a process and criteria for site selection and will help evaluate and rank potential sites prior to final site selections. Site selection will focus on Brownfield properties that have the highest likelihood to achieve the Town's redevelopment goals for smart growth revitalization of the community. Important criterion that may influence site selection include, tax delinquency, ability to access the site, potential/real environmental risk, site location, land use planning goals/needs, and the proximity to transportation corridors and affected neighborhoods.

The consultant should present a matrix of the candidate sites to the Town. Each site should be brought up for discussion to gather anecdotal or local knowledge of the site to gauge initial relation to its role in revitalization.

### **Prioritization Analyses**

The consultant should conduct analyses that will be used to assist with prioritizing the candidates' sites. Land use maps, assessor's records, water/sewer maps, wetlands and floodplain maps, CTDEEP and historic environmental records searches, historic information and windshield surveys will be used to assemble a summary matrix of physical characteristics of each site.

Those characteristics shall include the following as described below:

- Current Land Use
- Potential/real Environmental Risk
- Surrounding Context
- Presence/Age of Buildings
- Size/Stories of Buildings
- Development Status
- Demographic
- Economic

- Tax Delinquency
- Historic Significance
- Zoning Constraints
- Utilities Available
- Apparent Development Constraints
- Wetlands and Floodplains
- Proximity to Existing or Potential Community Facilities or Amenities
- Proximity to Environmental Justice Communities

Each site should be evaluated for funding under either hazardous substance or petroleum grant mechanism based on the data gathered during the site inventory process. The consultant will work with the Town to determine eligibility for site under either the hazardous waste or petroleum assessment monies. The consultant will work with the Town to complete the Property Approval Forms for each targeted property. Please see an example of the attached form located here:

(<http://70.167.229.112/brownfield/epa%20property%20profile%20form.pdf>)

A cursory assessment of the existing use and function of the site in relation to current occupants will be conducted for each site. The information compiled from the technical analyses by the consultant will be presented to the Town followed by a facilitated discussion of the roles the candidate sites would play in revitalization and linkage to transportation corridors and affected neighborhoods. A summary matrix and corresponding map of the candidate sites shall be prepared. A GIS data layer will be provided to the Town documenting the information collected.

The consultant will be required to attend one (1) community meeting to discuss the process and the findings of the town wide prioritization assessment work completed by the Town. The consultant will provide recommendations on each site so that the Town can make accurate decisions regarding moving forward with Phase I and Phase II Environmental Site Assessments.

### **EPA Brownfield ACRES Financial Reporting**

The selected consultant will assist the Town of Stratford with the preparation and submission of quarterly reports in accordance with EPA Brownfield requirements as outlined in the EPA cooperative agreement for the town wide assessment activities. (**Attachment 1**) The consultant will need to provide cleanup status

information and documentation to the Town of Stratford and EPA once each quarter and at the end of the project, as necessary. Reporting also includes assistance to the Town of Stratford for the preparation, updating, and input of project data into the EPA's Assessment Cleanup and Development Exchange System (ACRES) for the site.

The consultant will be required to work with other potential consulting/engineering firms that are retained by the Town to complete Phase I and Phase II ESA investigations as part of the community wide assessment grant.

### **Consultant Selection**

The Town of Stratford will select a consultant based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area, knowledge of the objectives and goals of current redevelopment and revitalization plans in the Town, technical approach, and standard billing rates.

Qualifying firms must demonstrate experience in managing EPA Brownfields Assessment Project within Connecticut and EPA Region 1.

Response to this Request for Qualifications (RFQ) shall include the following sections:

- A. Consultant's Qualifications and Capabilities (35 Points):  
Describe the qualifications and capabilities of the consultant as they relate to managing EPA Brownfield Projects including a public education and town wide assessment prioritization piece.
- B. Past Project Experience (25 Points)  
Include project summaries of relevant EPA Brownfield Projects completed in Connecticut and EPA Region 1. Summarize the scope of work, and provide client contact information.
- C. Key Staff Assigned to the Project (15 points):  
Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Resumes shall not exceed 3 pages in length. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Professional Geologist, Professional Engineer, SC Certified Lab, Certified Well Driller, etc.) must be used to perform work as required.

- D. Technical Approach (15 points):  
Describe the Technical Approach that will be used to complete the tasks described in this RFQ. Address the firm's qualifications and experience with completing the specific EPA requirements and processes.
- E. Standard Billing Rates (10 points):  
The specific scope of environmental assessment activities is currently defined. Therefore, provide hourly rates for all personnel assigned to the project with a lump sum fee figure with a not to exceed cost.

### **Proposal Information**

Responses to this RFQ will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. Proposals will be evaluated and scored utilizing the above points for each of the five required sections. The Town of Stratford has the right to reject and/or honor any and all proposals. Four (4) copies of the proposal must be received by 3:00 pm on Friday January 20<sup>th</sup>, 2012. Responses to this RFQ must include one (1) original and three (3) copies and must be clearly marked on the outside mailing envelope: "Town of Stratford - Brownfield Assessment Project"

Proposals must be sent to the following address:

#### **Mail Hand Deliver/Express Delivery**

Mr. Michael Bonnar, Purchasing Agent  
Purchasing Department – Town of Stratford  
2725 Main Street  
Stratford, Connecticut 06615  
(203)-385-4044

Any questions regarding technical aspects of this RFQ, should be directed via email to:

Mr. Brian Carey  
Conservation Administrator  
Town of Stratford  
550 Patterson Avenue  
Stratford, CT 06615

Email: [bcarey@townofstratford.com](mailto:bcarey@townofstratford.com)  
Phone: (203) 385-4006