



**REQUEST FOR QUALIFICATIONS:
ENVIRONMENTAL SERVICES**

PROPOSAL DEADLINE

SUBMITTALS MUST BE RECEIVED BY:

Friday, October 14th, 2022,
2:00pm EST

SUBMIT QUALIFICATIONS TO:

Ricardo Rodriguez,
Brownfield Project Manager
Naugatuck Valley Council of Governments
49 Leavenworth Street, Third Floor
Waterbury, CT 06702

INCLUDED IN THIS PACKAGE

- I. RFQ Solicitation
 - a. Intent
 - b. Background
 - c. Scope of Services
 - d. Deliverables
 - e. Selection Criteria
 - f. Procurement Schedule
- II. NVCOG Contract Addendum
- III. NVCOG Evaluation Worksheet

A. Intent

The Naugatuck Valley Council of Governments (NVCOG) intends to select qualified environmental teams to prepare Phase I, Phase II, and Phase III environmental assessments, remedial action plans, hazardous building material assessments, cleanup planning, cleanup oversight, as well as to provide related services on an on-call basis. The teams must provide expertise in implementing U.S. EPA and CT DECD funded environmental assessment projects and demonstrate familiarity with Connecticut liability relief and cleanup programs.

B. Background

The Regional Brownfields Partnership (RBP) is a network of 25 municipalities eligible for funding and technical assistance through NVCOG. The RBP Executive Committee and NVCOG staff implement and oversee brownfields programs available to RBP municipal members. NVCOG will be conducting environmental assessments in participating communities through its FY 2020 EPA Assessment Grant and will continue to seek additional grants through the Connecticut Department of Economic and Community Development (DECD) if requested by an RBP municipality.

The ultimate project goal for each environmental assessment project conducted through NVCOG is to gather the environmental information necessary to complete cleanup and realize reuse of a site if feasible.

C. Potential Scope of Services

Firms selected for the shortlist will be asked to respond to Request for Proposals as determined necessary by NVCOG staff and the RBP Executive Committee. Review of proposals will be conducted by a project selection committee composed of the RBP Executive Committee and others appointed by the committee and approved by municipal chief elected officials. The scope of services conducted at each site will be defined in the proposals solicited and will be agreed upon after selection of the winning bidder has been made, subject to review by CT DEEP, CT DECD, and EPA depending on site context.

Work conducted under this contract involves close coordination with NVCOG staff, municipal leaders and staff, CT DEEP, and US EPA. Approval of documents or processes by CT DEEP and US EPA is required at various stages in the assessment process.

Phase I Environmental Site Assessments

Teams retained to conduct Phase I environmental site assessments will do so in accordance with the most current All Appropriate Inquiry standards. Additionally, the Phase I assessment shall include an accurate geographic location of the site (per US EPA latitude/longitude data standards), tax map parcel identifiers, and zip code. The team will submit the draft Phase I report to NVCOG for review prior to finalization. Reports will be submitted in hard and/or digital copies, as specified by NVCOG.

NVCOG Request for Qualifications: Environmental Assessment Services

Phase II Site Investigations

Teams retained to conduct Phase II site investigations will do so in accordance with applicable federal and state guidelines. Phase II work may include but is not limited to:

- Submit Quality Assurance Project Plan (QAPP) specific to site or with site specific addendum to EPA funded projects
- Obtain all required permits, clearances, and authorizations for site investigation activities.
- Conduct appropriate environmental assessment activities consistent with the approved QAPP (if applicable) including but not limited to geophysical surveys, soil and sediment testing, surface water and groundwater testing, air quality testing, etc.
- Identify and recommend remediation strategies and/or additional assessment necessary; provide assessment and/or cleanup cost estimates
- Submit draft Phase II reports for review
- Address comments; finalize and distribute Phase II reports as specified by NVCOG
- Reports will include an estimated cost of remediation
- Reports will be responsive to all CT DEEP site characterization requirements

Additional Assessment and Expertise

Teams may be retained to conduct hazardous building materials assessments, Phase III site assessments, management of Significant Environmental Hazard notifications, management of liability relief programs, and post-removal confirmatory sampling.

Remedial Action Plans and Remediation and Redevelopment Implementation

Teams may be retained to develop conceptual or full remedial action plans if a site is deemed feasible for redevelopment. Additional work related to cleanup and redevelopment may be included or added to any scope of work if approved by US EPA and CT DEEP. This includes but is not limited to long term monitoring, management of a voluntary remediation program, and oversight of site cleanup.

Hazardous Building Material Assessments

These assessments will use the bid form and include any additional items the LEP deems appropriate. It will be important to determine the presence or absence of PCBs in caulk, mastic, roof materials, capacitors and elsewhere. An estimated cost of abatement is required.

D. Proposal Requirements/Deliverables

Sealed qualifications, in accordance with the format prescribed below, will be received at the Naugatuck Valley Council of Governments located at 49 Leavenworth Street, Waterbury, CT 06702 until 2:00pm EST, Friday, October 14th. Any responses received after the advertised closing date and time shall be rejected. Firms are required to provide one (1) signed original and (6) copies of their response, including all supporting documentation.

Format

The full package must be printed double sided and should not exceed three (3) total sheets of paper (not including cover letter and appendices).

Cover Letter: A letter signed by an officer of the firm addressed to:

Rick Dunne, Executive Director, Naugatuck Valley Council of Governments, 49 Leavenworth Street, Third Floor, Waterbury, CT 06702.

1. Contact Information: The name, address, and contact person of the firm submitting the proposal. Please include telephone numbers as well as email addresses.

2. Project Organization and Staff: The name(s), business address, phone number, and email address of the primary firm and individuals proposed to participate in all tasks identified in the scope of work. The principal and project manager should be identified along with the roles of other significant project participants. The LEP license number should be noted.

3. Subcontractors: Identify all subcontractors expected to be involved in tasks outlined in the scope of services. Provide the name, phone number, and business address of each firm.

4. Experience: Please provide a minimum of three examples of project experience with valid references. Name of the project, address, brief description, project period, project cost delineated by major tasks (i.e. Phase I report, Phase II report, liability relief program, etc.), project team members, and valid reference contact information shall be included. Any references provided may be contacted. The highest-ranking firms will demonstrate real experience with the following:

- EPA funded assessment projects and successful fulfillment of associated requirements
- Management of state cleanup and liability relief programs
- Assessment projects completed for municipal clients
- Complete brownfield projects from assessment through redevelopment
- Projects completed in a timely and cost-effective manner or demonstrate ability to handle complex issues effectively
- Projects that successfully brought together local, state, and federal partners

Appendix A: Staff Resumes – Include proposed team members’ resumes

Appendix B: Documentation of Insurance Coverage

Appendix C: NVCOG Contract Addendum (attached) – Include only if revisions are requested to NVCOG’s standard contract addendum. Clearly identify proposed revisions to this agreement. NVCOG reserves the right to accept, reject, or negotiate any proposed revisions.

NVCOG Request for Qualifications: Environmental Assessment Services

Questions

General inquiries concerning the Request for Qualifications must be made to rrodriguez@nvcogct.gov.

Questions must be received by 2:00pm September 28th. NVCOG is not bound by verbal responses. NVCOG staff will transmit all questions received and answers provided as addenda each Friday through Friday, October 7th, 2022.

E. Selection Criteria

Submissions will be reviewed by a committee of the Regional Brownfield Partnership Executive members and municipal representatives. Selection criteria will include:

- Demonstrated ability to work successfully with municipal partners
- Strength, Effectiveness, and Value of Selected Project Examples
- Project Team Experience and References
- Demonstrated familiarity with region’s environmental concerns
- Demonstrated ability to apply sound survey methods applicable to potential reuse strategies
- Participation of DBE subcontractors, or good faith efforts to procure DBE subcontractors. *

*NVCOG staff will review Connecticut’s DBE directory and make note of all submittals received from DBE firms and/or firms that intend to utilize DBE subcontractors. NVCOG encourages firms to consider subcontractors from the state of Connecticut’s DBE Directory, located at: http://www.biznet.ct.gov/dot_dbe/dbesearch.aspx.

Based upon the evaluation of the qualifications submitted, NVCOG may elect to conduct an interview process with selected firms. A preliminary sample evaluation matrix is attached.

F. Procurement Schedule*

RFQ Release Date	Wednesday, September 14 th , 2022
RFQ Questions due to NVCOG	2pm Wednesday, September 28 th
Answers Posted	Once weekly through 10/7 th /2022
Qualifications Due	2pm Friday, October 14 th , 2022
Evaluation	Week of October 17 th
Selection/Notification of Successful Firms	October 31 st , 2022

*NVCOG reserves the right to amend or to cancel this RFQ.

SECTION II
CONTRACT ADDENDUM
TERMS & CONDITIONS

1. Additional work shall be performed by the **CONTRACTOR** only with the specific authorization of the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** under a written amendment to this Agreement.
2. The **CONTRACTOR** covenants and agrees that it will perform its services under this Agreement in accordance with the highest standards and best practices of its trade.
3. In performing the services required under this Agreement, the **CONTRACTOR** shall conform to all applicable provisions of Federal, State, and local laws and regulation including all environmental matters
4. The **CONTRACTOR** shall indemnify, defend, and save harmless the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** for any damages, claims, actions, and losses arising either directly or indirect from the work performed by the **CONTRACTOR** or his subcontractors. The provisions of this paragraph shall survive the expiration or termination of this Agreement and shall in no way be limited by reason of any insurance coverage.
5. The **CONTRACTOR** shall provide the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** with evidence of insurance coverage of a type and in the amounts required by the Contract Documents and naming the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** as an additional insured if the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** so requires. All insurance shall be taken out and maintained at no cost or expense to the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** and the **CONTRACTOR** shall be responsible for the full amount of any deductive.
6. Except for a claim of non-payment, **CONTRACTOR** shall not assert any claim arising out of any act or omission by any agent, officer or employee of the **NVCOG** in the execution or performance of this Agreement.
7. In providing the services required under this Agreement, the **CONTRACTOR** shall meet with **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** officials/representatives as often as reasonable necessary and shall be available upon request.
8. The **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** may terminate this Agreement at any time for any reason. Said termination shall not give rise to any claim against the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS** for damages or for additional compensation.
9. All work performed by the **CONTRACTOR** shall be subject to inspection and acceptance by the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS**.
10. The Contractor agrees that the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS**, the State of Connecticut, agencies of the Federal Government, or any other authorized representatives, shall, until the expiration of three (3) years after the final payment under the contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such

contractor, involving transactions related to the contractor.

The period of access and examination described above, for records which relate to (1) appeals for disputes, (2) litigation of the settlement of claims arising out of the performance of this contract, or (3) costs and expenses in relation to the performance of the contract to which exception has been taken by the **NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS**, State or Federal government or any of their duly authorized representatives, shall continue until such appeals, litigation, claims or exceptions have been disposed of.

NAUGATUCK VALLEY COUNCIL OF GOVERNMENTS

Environmental Firm

By _____

By _____

SECTION III. -

REGIONAL BROWNFIELDS PARTNERSHIP OF WEST CENTRAL CONNECTICUT

RFQ for ENVIRONMENTAL SERVICES EVALUATION FORM (SUBJECT TO CHANGE)

Date of Review: _____

Committee Member: _____

RANKING SCALE: 0-18

0-1 (Unaddressed/Poor)

2 (Sufficient)

3 (Excellent)

CRITERIA	FIRM 1	FIRM 2	FIRM 3	FIRM 4	FIRM 5	FIRM 6
1. Demonstrated ability to work successfully with municipal partners (0-3)						
2. Strength, Effectiveness, and Value of Selected Project Examples (0-3)						
3. Project Team Experience and References (0-3)						
4. Demonstrated familiarity with region's environmental concerns (0-3)						
5. Demonstrated ability to apply sound survey methods applicable to potential reuse strategies (0-3)						
6. Participation of DBE subcontractors, or good faith efforts to procure DBE subcontractors (0-1)						