

**US EPA BROWNFIELD ASSESSMENT GRANTS
HAZARDOUS MATERIALS AND RELATED ACTIVITIES
FOR THE DOWNTOWN AND INDUSTRIAL AREA PROJECT**

The Village of Antioch through its Community Development Department is seeking response to this request for qualifications from consulting/environmental organizations to conduct planning environmental assessment and community coordination.

BACKGROUND

The Village of Antioch is a community of 14,431 located within the Chicago metropolitan area in northeastern Illinois. Illinois Highway 83 (IL-83) bisects the heart of the town's central business district which previously represented a center for commerce and employment. Unfortunately, many of these businesses became less viable and have subsequently either closed or moved to a more opportune location. Despite ongoing efforts of property owners and the Village, the downtown is less vibrant than in the past. In addition, numerous buildings and sites remain stigmatized with the perception of environmental contamination. However, this perception may be wholly inaccurate to a number of properties, leading to uncertainty in the marketplace and further disintegration of the value and marketability of many properties.

Inappropriate historical zoning practices further exacerbate the contamination concerns. The area contains several instances of incongruent land uses located within close proximity including industrial manufacturers adjoining area schools and recreational facilities. Collectively, this situation has led to examples of severe disinvestment. The net result has been the environmental and economic decline of the community's urban core. Recently, The Village has received a \$200,000 grant for the U.S. Environmental Protection Agency (EPA) to evaluate and assess properties for hazardous materials.

PURPOSE

The purpose of this project involves the delineation and identification of affected properties, as well as the redevelopment of underused land, blighted properties, and former industries including a circuit board manufacturing facility and landfill. As mentioned earlier, the target area is home to area schools, recreational facilities, a commuter rail depot, and the central business district. The proximity of the brownfield sites to the school facilities poses issues for students both from the potential to be exposed to environmental contaminants and the potential safety concerns associated with unsecured industrial sites which often are an attractive nuisance for children and teenagers who might migrate onto a site. The clean up and reactivation of these sites will eliminate the threats to public health and enhance the overall community environment. Also the Village will target its downtown with the Assessment Grant to complement the recent investments made by the DOT, for future growth and revitalization of areas along the Highway 83 corridor in the downtown commercial district.

OVERALL GOALS AND PROJECT OBJECTIVES

Economic Development and Community Reinvestment around the Old Industrial Park, Central Business District and Commuter Rail Station: The Department of Community Development does not have a complete understanding of Brownfield property histories or reports in its possession. This grant will allow the City to review and assess Brownfield properties, take steps to revitalize underperforming or unsightly properties, and put these properties back to work in local economic development.

Proposed Outcomes for the project are expected to include:

1. Establishment of an effective and ongoing Brownfields assessment and redevelopment program at the Village,
2. Completion of environmental site assessment activities for priority Brownfield properties to facilitate redevelopment of the properties, and
3. Leveraging of private investment and increased tax base for redevelopment projects that will occur on Brownfield sites selected for assessment.

The consultant, a Qualified Environmental Professional (QEP), will provide the required data needed for the Village to generate and maintain interim and quarterly reports on progress and schedule and other necessary reports as required by EPA as stipulated by the Cooperative Agreement.

The consultant will assist with community involvement. The consultant will build on the Village's established relationships with businesses within the Downtown and Industrial Project Area, as well as other stakeholders and ancillary organizations to take the community outreach to a higher level. Activities will be provided to the community and affected property owners through traditional means (open house, public meeting, and providing information on the Village's website and on the EPA sponsored WebBRIMS Web Site). The consultant with the Village will also create conceptual designs that integrate redevelopment concepts, trail alignment and green space areas that are influenced by environmental issues. Additionally, the design will focus on providing an improved linkage between the Downtown and Industrial Project Area and adjacent properties as well as foster the near-term redevelopment of properties inappropriately identified as being environmentally affected.

The consultant will conduct an environmental scan of the Downtown and Industrial Project Area and establish criteria to determine the appropriateness of potential brownfield sites. Then based on the criteria, the historic uses in the area and the current existence of underdeveloped sites properties will identified and prioritized for Phase I Environmental Site Assessments (ESAs) and Phase II ESAs if warranted.

The consultant will prepare access agreements as needed, prepare the Quality Assurance Project Plan (QAPP); prepare site specific sampling plans; conduct the Phase I, Phase II and post –II/III ESAs; work with existing federal, state and local agencies regarding methods of pollution prevention and on-site remediation; identify financial resources

necessary to implement redevelopment; determine which redevelopment alternatives are economically feasible; assess health implications for recognized environmental concerns and develop practical applications to mitigate these points.

The response to this request for qualifications must reply to all requirements stated herein. All requirements must be met or shown capable of being met by the responding firm or the submittal with be disqualified.

Responses will be considered by a selection committee that will choose the most qualified firm(s) for interviews. The consultant(s) deemed best qualified by the Village, in accordance with the selection criteria, will be asked to provide a proposal and, subject to subsequent evaluation and Council approval, to negotiate a contract. A debriefing session will provided to unsuccessful candidates upon request.

SUBMISSION DEADLINE

The response to the request for qualifications must be received by the Village of Antioch on before February 11, 2013 5PM.

Five (5) copies of the proposal must be submitted to:

Dustin Nilsen
Director of Community Development
874 Main Street
Antioch IL 60002

All material submitted will become property of the Village

SCOPE OF SERVICES

Responses to the request for qualifications will provide a basis for the selection of consultant(s) to be interviewed. Following is a preliminary description of the scope of services intended to clarify the work to be performed by the consultant. The final scope of services will be negotiated with the firm deemed most qualified and modified as necessary.

The scope of services will include, but is not limited to, the following:

1. Perform an environmental scan to permit the review of candidate sites to determine if additional investigation is needed, and to help prioritize environmental concerns that may be hindrance to current and future development. The preliminary assessment will include the entire study, area, and will be conducted in accordance with the appropriate ASTM standards so that the results may be used in the Phase I assessments.

2. Assist the Village in the development of brochures on tasks/sites to be assessed; perform outreach and conduct public informational presentations/press events and associated materials; prepare and display information pertaining to the Downtown and Industrial Brownfield Project Area on the Village website and the EPA WebBRIMS website; and provide updates including reeving redevelopment plan for the area if necessary.
3. Conduct planning session with staff and the Downtown and Industrial Area Planning Team, a group of stakeholders representing a broad range of project-related interests, regarding the commercial/industrial and green space portion of the project. Sessions on both types of sites will be based on an environmental overview of the project area to be completed by the consultations.
4. Obtain access agreements form owners of candidate sites identified by the partnership team for assessments.
5. Complete Phase I assessments of commercial/industrial sites and green space sites. Contents of Phase I assessments will include historical sites information, interviews with owners, regulatory information, a limited compliance audit, and an inspection of the site and the surrounding area. Where appropriate, the consultant should note conditions that could be improved by good management practice.
6. Recommend the selection of commercial/industrial sites and green space sites for Phase II investigations.
7. Prepare and secure EPA approval of a Quality Assurance Project Plan (QAPP).
8. Conduct Phase II investigations in accordance with the relevant ASTM standards.
9. Assess cleanup options for commercial/industrial sites and green space sites.
10. Prepare a plan for the next steps.
11. Provide the coordinator with appropriate materials to be included in the Property Profile Forms and Quarterly, Annual and Final Project Completion reports to the EPA. All materials shall be in the format requested by the EPA
12. All deliverables are part of the scope of services and shall be submitted to Dustin Nilsen, Director of Community Development, Village of Antioch, in digital and hard copy formats. At a minimum, project deliverables should include:

- Work plan for final negotiated scope of services
- Work plan for additional investigations, if needed
- Final Phase I Phase II, and cleanup options reports
- Community Outreach/Environmental Education Activities Report
- Materials in suitable format for EPA reports over the two year course of the project
- Economic Redevelopment Strategy (see 2 and 3 above)

RESPONSE TO THE REQUEST FOR QUALIFICATIONS

Response must be organized in the manner set forth below, separated into sections and titled appropriately. All information and materials requested shall be provided in the proposal under a single cover. All responses are to be in the original format; no marketing materials will be accepted.

All statements of qualifications should address the following.

General Information About the Company:

Provide a general overview of the company, including the firm's full name and address, services offered, specialties, awards given by municipalities, state engineering associations or nation association, or other. Response must include a statement that, to the best of the company's knowledge there are no circumstances that shall cause a conflict of interest in performing services for the Village of Antioch. **Limit 2 pages.**

Company Experience:

1. Describe the company's experience in the identification of Brownfields, including filed testing and analysis, and the development of remediation plans acceptable to environment regulatory agencies without the need of extensive revisions. Describe two or three recent projects of similar character and complexity to the Village of Antioch's project described above, with particular emphasis on EPA Brownfield demonstrate pilot projects. Discuss experience in obtaining access agreements. Describe and explain the total number of Request for Information and Change Orders for each project. Including a one page summary matrix of additional relevant experience. The project description must contain the scope of services performed, location, reengineering fee, schedule of completion, and reference (contact person). **Limit 6 pages.**
2. Discuss your firm's experience working on urban restoration projects involving Brownfield remediation. Include experience with innovative remedial techniques such as risk assessments and institutional controls. **Limit: 2 pages.**

3. Describe your firm's experience working knowledge of the Village of Antioch in particular. This means having done projects either in the Village or elsewhere in the area. **Limit: 1 page.**
4. Summarize your firm's experience in community outreach. Including workshops, media, presentations and collaborative work within citizen-based groups to chart project strategy describe any recent experience (within the past three years) relative to community planning in concert with local governments, not-profit organizations, businesses, and residents in planning with Brownfield component. **Limit: 2 pages.**
5. Provide a list of clients for whom similar work has been conducted. In addition, if different, please provide a list of the three most recent activates performed. Please provide names, titles, organizations addresses, telephone numbers, and email addresses of the clients. Representatives of the Village, at their discretion, may call any of the clients listed or any other known clients to verify the performance of the firm(s) in question. **Limit: 6 pages.**

Personnel:

1. Please provide an organizational chart with personnel included and identify the principal in charge of the branch office that will perform the work for this project. Also please provide an organizational chart for key personnel to be assigned to the project. Who will be the principal on the project? Where does he/she live and work? What percentage of his/her total time will be spent on the project?

Describe the qualifications of the project manager and all project personnel. Include specialized skills. Include resumes for all project personnel that show the following:

- Name, specialty, and job title
- Years of relevant experience with firm (and previous employers)
- Academic degree(s) discipline, year degree(s) received and name of institution
- Professional certifications
- Office location where employed

Provide a synopsis of experience, training or other qualities that reflect each individual's related experience with Brownfields and expected contribution to the project.

Identify the potential for utilizing subcontractors, and describe corporate policies on using WBE/MBE/DBE firms. **Limit 15 pages.**

Discuss the capacity of your firm to accept new work in the environmental assessment and engineering areas of expertise. Please show labor availability vs. prior labor commitments for the time period beginning February 2013 through September 2014. **Limit: 2 pages, plus 1 graph or equivalent.**

Approach to the Project:

1. Please explain your firm's approach to addressing the scope of services for the Village of Antioch, including:

- Methods of obtaining access to active and/or privately owned sites
- Sources and methods to be used to research properties
- Innovative technology that may be used to profile regulated substances and hazardous wastes
- Methods of communication with the project team
- Cost saving measures for assessment purposes
- Models or methods to calculate environmental liability associated with impacted properties

Limit: 6 pages.

2. Provide an estimated schedule of work based on the preliminary scope of services. Limit 2 pages.

PLEASE NOTE:

In its sole discretion, the Village of Antioch may withdraw this request either before or after receiving proposals, may accept or reject proposals, and may accept proposals that deviate from the format suggested in this request as it deems appropriate and in its best interest. In its sole discretion, the Village may determine the qualifications and acceptability if any party or parties submitting proposals. Any misrepresentation shall be ground for rejections of the proposal.

Contact Person

All communication regarding this RFQ and subsequent submittals should be directed to Dustin Nilsen, Director of Community Development Department, Village of Antioch at (847) 395-1000 ex (21), fax (847) 395-1920, email dnilsen@antioch.il.gov. Questions and response should be made in writing directly to Dustin Nilsen, Director of Community Development Department, Village of Antioch, 874 Main Street, Antioch IL, 60002

EVALUATION OF RESPONSE

All responses will be reviewed by a selection committee consisting of the Director, Village staff, and members of the partnership team, and ranked on the following:

Completeness and organization of the response (satisfactory or not)

General capacity to complete the goals, objectives and task outlined in this RFQ. (Maximum 20 points)

Prior record, experience similar projects and demonstration of understand and awareness of “on time/on budget” completion of those projects, including the ability to respond on short notice. (Maximum 20 points)

Demonstration of understand and awareness of Antioch Brownfield’s, and local ability to respond on short notice (Maximum 20)

Specific examples of creative deals. (Maximum 15 points)

Ability of the consultant to work with other organizations. (Maximum 10 points)

Demonstrated success in obtaining access agreement. (Maximum 10 points)

Other unique qualities that provide the respondent with advantages over other respondents with respect to the Village project. (Maximum 10 points)

Maximum possible total points: 100

Timeframe

The project is designed to take 2 years. Selection of candidates to be interviewed and negotiation of a contract shall be completed by March 01, 2013.

ADDITIONAL PROVISIONS

Insurance

The consultant will be expected to acquire, maintain, and provide proof of acceptable amounts of insurance during the life of this contract that covers workmen’s compensation, employer’s liability, comprehensive general liability, and professional liability covering acts, errors and omissions in the performance of this contract.

Signature by Responsible Party

All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership or corporation. NO consultant may assign or transfer any legal or equitable interest in the proposal after the date and hour set for the receipt of proposals.

Village’s Rights Reserved

The consultant must disclose any interest of the firm or its employees, either direct or indirect, that would conflict in any manner or degree with the performance of its services in connection with this project.

Interest of Public Officials

No member, officer or employee of the Village during the period of this project or for one year thereafter shall have any interest, direct or indirect, in this proposal or the proceeds thereof.

Indemnification

The consultant agrees to protect, defend, indemnify and hold harmless the Village of Antioch, its elected and appointed officials, agents and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnifications, and for injuries to any person or persons caused by the consultant's proposals or subsequent submittals. The consultant's obligation to protect, defend indemnify, and hold harmless as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or services mark, or any actual or alleged unfair completion, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

Village Use

The Village shall have the unrestricted authority to publish, disclose, distribute and otherwise use in whole or in part, any reports, data or other materials prepared under this process.

Changes

The Village may request changes in the scope of services. Such changes shall be incorporated in written amendments to this request for qualifications.

Anti-Discrimination

The consultant shall not discriminate against any person or applicant for employment because of race color, freedom religion, sex, nation origin or ancestry, age martial status, physical or mental disability or political beliefs or affiliations. The Village of Antioch has not established WBE/MBE/DBE goals, but the use of such subcontractors is encouraged.

ATTACHMENT TO THE REQUEST:

EPA Approved Work Plan