



REQUEST FOR PROPOSAL: Phase I Environmental Site Assessment NORTHWEST PIEDMONT REGIONAL BROWNFIELD COALITION

The Northwest Piedmont Regional Brownfield Coalition (NWPRBC) is seeking proposals to hire a firm to provide consulting services for the Brownfield Assessment Program funded by the Rural Center. A consultant will be utilized to provide technical services to the NWPRBC for environmental investigation. Consultant selection criteria will include, but is not limited to, the following:

- Team experience and knowledge of EPA and NCDENR brownfield program, regulations and procedures
- Years of experience with brownfield assessments
- Community Relations Experience
- Proposal cost, timeline, fees, and other related expenses
- Experience preparing a Quality Assurance Project Plan (QAPP)
- Technical Expertise in Phase I and Phase II Assessments
- Other variables, identified by Coalition as they relate to the defined project

The NWPRBC will procure consultant services in accordance with the established policies of the Coalition as defined in its Memorandum of Understanding and By-Laws and requirements of the EPA terms and conditions of the Cooperative Agreement. Project will commence upon selection of a consultant, receipt of proof of insurance, and issuance of a notice to proceed from the Purchasing Agent.

Areas of Work

Please see our website for more information on individual sites:

<http://www.nwpcog.org/planning/web.cfm?CID=450>

Proposals will be accepted for entire project areas or subsections of each project area. Please indicate on your proposal the site (using Site ID) in reference to each proposal.

Site ID	Acreage	Property PIN	County, State
ELK_SUR_062909_01	10.34	4951-11-65-1004	SURRY, NC
ELK_SUR_062909_02	23.48	4951-11-65-2647	SURRY
Combined proposals submit Site ID: ELK_SUR_062909_A			
MTA_SUR_071509_02	8.5	5020-11-65-4035	SURRY
MTA_SUR_071509_03	.47	5020-15-64-5734	SURRY
MTA_SUR_071509_04	.56	5020-11-65-7091	SURRY
MTA_SUR_071509_05	.94	5020-15-64-1601	SURRY
Combined proposal submit Site ID: MTA_SUR_052009_A			
MTA_SUR_071509_06	3.1	5020-06-47-8991	SURRY

Scope of Work

The following is a description of the projects tasks. Consultant services may include, but is not limited to the following:

1. Provide technical assistance to the NWPRBC Committees' regarding brownfield redevelopment. Attend regularly scheduled meetings of the Working and Steering Committee (as needed, during life of contract), and be available to respond to questions regarding the assessment process.
2. In conjunction with the Working Committee, the consultant will help organize a public participation process, including preparation of informational brochures and a website for the community. All final products will be subject to review and approval by the Steering Committee.
3. A public meeting will be held at the beginning of the project to solicit citizen comments about the project. Additional public meetings will be held throughout the project period. Professional consultant services shall be provided at these meetings.
4. Conduct Phase I assessments of parcels as prioritized by the Brownfield Steering Committee.
5. Conduct Phase II assessments on sites where further study is warranted and where site access is secured via property owner agreements. (Prior to Phase II Site Assessment, the consultant will develop and submit to the EPA a Quality Assurance Project Plan (QAPP) for approval). The QAPP will include proposed sampling and

analysis strategy, sampling procedures, data management and other procedures that will ensure quality control. Testing will be performed after approval by EPA of the QAPP.

6. Identify sites in need of remediation, if funding allows, and develop a mitigation and implementation plan that includes cost estimates. This task will also require a QAPP that shall include proposed sampling and analysis strategy, sampling procedures, analytical procedures, data management and other procedures that will ensure quality control. Testing will be performed after approval by EPA of the QAPP.
7. Submission of information necessary for quarterly reporting to EPA by the NWPRBC shall be provided by the consultant when appropriate.

Materials to submit

Title Page

- Firm name, contact person, phone number, address, email
- Site ID number for project(s) submitting proposal(s) for
- Name of staff person (contact) assigned to the project

Qualifications

- Resume of staff assigned to project(s)
- Description of similar projects completed by staff assigned to project
- Description of firm and associated partners (if applicable)

References

- A list of references, which may be contacted (if necessary), including brief description of project scope, contact name and phone number

Proposal Cost

- A cost breakdown by tasks for the project(s); include all applicable fees and taxes

Proposed Timeline

Submissions are due by **September 18th, 2009** at 4:00 PM (Eastern Daylight Time). Please send materials to:

Byron Brown
NWPRBC RFP Proposal
400 West Fourth Street
Winston Salem NC, 27101

Emailed responses will not be accepted. For questions regarding this document please forward to:

bbrown@nwpcog.org

or

336-761-2111 ext. 113

CONDITIONAL, QUALIFIED OR NON-RESPONSIVE PROPOSALS: All proposals shall be submitted in the form and manner as indicated by the documents and forms. Any proposal which is not submitted in the form and manner indicated by the RFP documents or which contains information, statements, conditions, or qualifications which place conditions or qualifications on the proposal submittal for purposes of making an award, or which alter any proposal terms, conditions, specifications, or forms, which has not been previously approved by written addendum from the Purchasing Agent, or which does not meet legal requirements, shall be declared as a qualified, conditional, or non-responsive proposal and shall be rejected without further consideration. Any proposal response that does not fully respond to and comply with all detailed specifications or requests for information including execution of proposal forms, may be declared "non-responsive" and recommended for rejection. The Northwest Piedmont Regional Brownfield Coalition shall not be responsible for any errors or omissions of the Proposer's.