

# **Request for Proposals: Environmental Engineering Services to Perform Brownfield Assessments**

Prepared By:

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**Release Date: January 3, 2023**

**Due Date: January 24, 2023**

## **Environmental Engineering Services to Perform Brownfield Assessments**

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## **Section A - Overview**

### **1. Summary**

The EPA has awarded the Oil Region Alliance of Business, Industry, and Tourism (ORA) a FY22 Brownfields Community-Wide Assessment (CWA) grant for environmental investigations and remedial planning activities.

The activities of this grant comprise four task areas:

1. Cooperative Agreement Oversight
2. Community Outreach & Involvement
3. Brownfield Assessment Activities
4. Site Reuse and Cleanup Planning

This Request for Proposals (RFP) has been issued to determine the eligibility of responding individuals or organizations (“Applicants”) to assist in the development and management of this Project. The RFP and its attached exhibits describe the terms and conditions under which the ORA will select a contractor (“Contractor”). The ORA will then enter negotiations with the Contractor to formalize a Contractor Agreement. An executed contract is anticipated by February 7, 2023. The estimated contract term will take place over the EPA’s anticipated budget/project period, which is October 1, 2022, through September 30, 2025.

Proposals shall describe the Applicant’s qualifications, a description of past projects which are similar in nature to this Project, an explanation of how the Applicant would perform task services, and fee schedule(s).

Proposals are due no later than **4pm EST on Tuesday, January 24, 2023**. See Section C for details regarding submission instructions.

### **2. General Site Information**

The target area for the FY22 ORA EPA Brownfields CWA Grant follows a twenty-mile stretch of the Allegheny River in Venango County, PA near the confluence of French Creek. This area - now populated by the small community of Sugarcreek as well as the outskirts of the City of Franklin - was once the site of the 243-acre oil refinery known as the Eclipse Lubricating Oil Company and Atlantic Richfield Company (ARCO).

Desired environmental outcomes throughout the life of the project include the assessment and remediation and reuse planning for Eclipse Point and the former Kraft Concrete facility within the former Eclipse/ARCO refinery footprint as well as the Wolf’s Head refinery.

These three parcels provide the greatest initial opportunity for beneficial impact. Coordinated, strategic redevelopment of these riverfront brownfield sites, which all present outstanding redevelopment potential, is critical to the long-term strategic redevelopment and lasting economic resilience of the Oil Region National Heritage Area.

Finally, two additional sites in the City of Oil City have recently undergone assessment efforts - the Dahlstrom and Kraft sites – also located in Venango County. These adjacent brownfields encompass roughly 3.6 acres along a functioning railroad line near the heart of downtown Oil City. Remaining work includes the completion of the Analysis of Brownfields Cleanup Alternatives along with characterization documents which will enable the ORA to pursue remediation funds.

### **3. Scope of Services**

Under the work plan and budget approved by the EPA, a total of \$386,000 is reserved for Contractors to perform the following services:

Provide Cooperative Agreement Oversight: With the assistance of the ORA Project Manager, complete and submit quarterly progress reports, disadvantaged business enterprise reports, federal financial reports, ACRES reports, and a final performance report.

Participate in community outreach: Alongside the Project Manager, prepare an Engagement Study and facilitate stakeholder meetings and other outreach activities held to inform, review, and share progress on the CWA and to receive input on specific grant activities.

Perform site assessments: Work would include the following:

- Phase I studies of up to three (3) identified project brownfields;
- Quality Management Plan;
- Quality Assurance Project Plan or Program Plan preparation;
- Phase II studies of up to three (3) project brownfields;
- Remediation & Reuse Plan preparation for up to three (3) project brownfields;

Prepare written reports regarding the environmental characterizations: Reports will contain descriptions of the work performed, a list of the sampling results, and interpretations of the findings. The reports will also include maps and figures illustrating sampling locations, findings of the investigations, and tables of the data. These reports will be used by the ORA to communicate environmental conditions to community officials, property owners, other interested community members, potential developers, and other interested stakeholders, as well as to provide the basis for

redevelopment planning and project reporting.

#### **4. RFP Process**

The RFP process consists of three phases: a) Proposals, b) Selection of Contractor, and c) Execution of Required Legal Documents. Deadlines and other important dates are as follows:

<b>January 3, 2023 (9am EST)</b>	- RFP available for review
<b>January 17, 2023 (4pm EST)</b>	- Submission of written inquiries
<b>January 24, 2023 (4pm EST)</b>	- Proposal due date
<b>February 7, 2023 (4pm EST)</b>	- Anticipated award date

##### **a. Proposals**

Applicants must submit their Proposals in accordance with the instructions in Section C.

- i. An application must include all information requested in the RFP and demonstrate that the Applicant possesses relevant experience.
- ii. An Applicant's submission of qualifications will be considered as permission for the ORA to make inquiries concerning the Applicant's prior performance as staff deems necessary.

##### **b. Selection of Contractor**

An evaluation panel ("Panel") will review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.

An Applicant may be rejected at any time if adverse findings are made regarding the Applicant or any of its principals or related entities.

The ORA further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more Applicants, and/or to terminate negotiations without cause.

##### **c. Execution of Required Legal Documents**

Upon selection of the Contractor, the ORA and the Contractor will negotiate a Contractor Agreement. The terms of the Agreement, after execution, shall govern the relationship between the ORA and the Contractor. In the event of any variance between the terms of this RFP and the Agreement, the terms of the Agreement will govern.

## **5. Inquiries**

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via electronic mail, and received **no later than 4pm EST on Tuesday, January 17, 2023**. Questions received after that time will not receive a response and no interpretations of the RFP will be made orally. All responses will be published to <https://oilregion.org/the-alliance/rfps/>. All questions should be addressed to:

John R. Phillips II, President/CEO/ORR Redevelopment /CWA Project Manager  
[jphillips@oilregion.org](mailto:jphillips@oilregion.org)

## **Section B – Standard Terms and Conditions**

### **1. Contractor's Agreement**

If deemed the most responsive firm to this RFP, the Contractor shall enter into a contract agreement with the ORR. The Contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, must meet the mandatory compliance requirements of the Commonwealth of Pennsylvania as set forth by law.

The Scope of Services for this Agreement shall conclude no later than September 30, 2025. The agreement may be terminated at an earlier date upon 30 days written notice by either party. The agreement may be extended upon mutual agreement of the parties and approval by the EPA of a request for a No Cost Time Extension.

### **2. Insurance**

Prior to award, the Contractor must provide evidence of a current, valid professional insurance, including General Liability, Auto Liability, Professional Liability and Errors and Omissions, and Workers' Compensation. Prior to commencement of work, the proper insurance certificates shall be provided to and approved by the ORR.

### **3. Compensation**

The Contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, will receive compensation within 30 days of submitting a valid invoice in line with the approved Fee Schedule as described in Section C below.

#### **4. Compliance - Laws**

For any contract for the subject project and to any goods delivered, services rendered, or work performed in accordance with the same, the Contractor and any subcontractor or affiliate must comply with all local, state, and federal laws, rules, regulations, and executive orders pertaining to unlawful discrimination based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, marital status, family/parental status, income derived from public assistance, disability, or age. The Contractor must agree to support the EPA's disadvantaged business enterprise contract procurement program.

Though assessment activities generally do not include construction, alteration, and repair within the meaning of the Davis-Bacon Act, the Contractor must comply with the aforementioned Act if there are unique activities which may trigger the application of this prevailing wage legislation.

#### **5. Causes for Rejection**

Submittals pursuant to this Request for Proposals may be rejected for any or all of the following reasons:

- a. Applicant is not authorized to do business in the Commonwealth of Pennsylvania;
- b. Submission is not responsive to the requirements set forth in this Request for Proposals document;
- c. Submission contains false or misleading statements; or
- d. Any other parameter that the ORA deems appropriate cause for rejection.

### **Section C – Instructions for Preparation and Submission of Proposals**

#### **1. Form and Content of Submission Documents**

Contractors shall submit their Proposals in Portable Document Format (PDF) attached to electronic mail with the following information in the subject line: name of Applicant – ORA CWA Proposal. The body of the electronic mail message must include the name, address, and telephone number of the Applicant and the title, "Environmental Engineering Services to Perform Brownfield Assessments."

Each submission must consist of a PDF document including the Applicant's qualifications and all documentation requested as described below. Applicants will receive a confirmation message documenting when their electronic submission was received.

The following submission items are required:

**a. Cover Letter**

The first page of the proposal shall be a cover letter identifying the overall project as the “Environmental Engineering Services to Perform Brownfield Assessments.”

If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

**b. Qualifications Statement**

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant’s ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria in Subsection 2 and include the following:

**Assessment Team Description**

The qualifications statement shall identify a lead firm, project manager, and members of the assessment team, including addresses, telephone numbers, fax numbers, and e-mail addresses for each. Resumes for key personnel and an explanation of their anticipated roles as members of the assessment team for the subject project shall be included.

The ORA encourages the participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) for this project.

**Relevant Experiences**

The statement shall also describe the Applicant’s capabilities in performing the type of work that will be required by this RFP, including the Applicant’s experience, capabilities, and resources to perform the following:

- Phase 1 Preliminary Assessments
- Surface Geophysical Investigations
- Soil, Groundwater and Waste Sampling
- Groundwater Impact Investigations
- Community Relations

The Applicant shall provide a description of at least three relevant projects demonstrating experience with the services requested. Include the project name, a short description (i.e., location, size, current and prior land uses, environmental investigations conducted, etc.), the member’s role in the assessment process, entity for which the project was performed, and a contact name and telephone number. Any experience with “inclusive public processes” such as stakeholder involvement and/or visioning, should be noted.



**c. Technical Proposal**

The Applicant will provide a description of how the services under each task are intended to be performed.

**d. Fee Structure**

The Applicant will provide a detailed breakdown of the costs included in the proposal, such as hourly rates, equipment fees, or subcontractor fees.

**2. Evaluation Criteria**

The following table shall be used to evaluate all proposals submitted as part of this RFP:

<b>Evaluation Criteria</b>	<b>Maximum Point Value</b>
Knowledge of regulations, standards, and techniques for brownfields characterization and remediation in the Commonwealth of Pennsylvania	15
Experience with brownfield site assessments, including rural, wetland, and riparian sites	15
Experience with environmental investigations assisted with EPA brownfield assessment grants and/or other projects of a similar type, especially projects assisted with public funds	15
Experience with innovative brownfield technologies and techniques, including the Triad approach and GIS mapping techniques	20
Experience with interdisciplinary, team-oriented projects	5
Demonstrated ability to complete assigned tasks on time and within budget	10
Competitive fee structure	20
Maximum Points	100

### 3. Time and Place for Submitting Responses

Applicants shall electronically submit the complete submission package as one PDF document no later than **4pm EST on Tuesday, January 24, 2023** to:

John R. Phillips II, President/CEO/ORR Redevelopment /CWA Project Manager  
[jphillips@oilregion.org](mailto:jphillips@oilregion.org)

Submissions will **NOT** be accepted after the above-specified date and time. A submission may be withdrawn prior to the time of receipt of proposals specified herein.