

LETTERS OF INTEREST (LOI)

BROOKE-HANCOCK REGIONAL PLANNING & DEVELOPMENT COUNCIL BROWNFIELDS ASSESSMENT COALITION PROJECT FOR HAZARDOUS SUBSTANCES AND PETROLEUM

1. Project Title: Brooke-Hancock-Jefferson Brownfields Assessment Coalition Project for Hazardous Substances and Petroleum
2. Coalition: Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ)
Business Development Corporation of the Northern Panhandle (BDC)
Jefferson County Port Authority (JCPA)
3. Funding Agency: U.S. Environmental Protection Agency (US EPA)
4. Issuing Agency: Brooke-Hancock Regional Planning & Development Council (Region XI)
5. Contact Person: Michael J. Paprocki, BHJ Executive Director
124 North 4th Street, Second Floor
Steubenville, OH 43952
Phone: (740) 282-3685 x209
Fax: (740) 282-1821
E-Mail: mikepap@bhjmpc.org
Web Site: www.bhjmpc.org
6. Copies of LOI: Interested consultant services must submit five (5) copies of the LOI.
7. Proposed Budget: The Coalition will negotiate separate budgets for both hazardous substances and petroleum upon the selection of a preferred consultant service(s).
8. US EPA Grant Amount: The assessment grant amount is \$395,000 for hazardous substances and \$205,000 for petroleum.
9. Submittal Deadline: October 13, 2017 postmarked or delivered no later than 1:00 PM. Mail or hand deliver to Contact Person and address as listed above.
10. Consultants Interview Date: October 30, 2017 (the Coalition will select a maximum number of three(3) consultants for face-to-face interviews)
11. Anticipated Award Date: November 2017
12. Anticipated Completion Date: May 2020

Note: The Coalition may select multiple consultant service to complete the Brownfields Assessment Project. The Coalition reserves the right to reject all Letters of Interest

Requirements for Submitting the Letter of Interest and Selection Process

- A. Instructions for Preparing and Submitting a Letter of Interest
 - 1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
 - 2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages.
 - 3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Center the page numbers at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
 - e. Do not provide tabbed inserts or other features that may interfere with machine copying.

Key Components of the Letter of Interest (LOI)

- A. Content of the LOI:
 - 1. Team Approach – Not to exceed five (5) pages
 - a. Identify the qualifications of your firm to perform the tasks described below according to the regulations of the US Environmental Protection Agency Brownfields Assessment Program, the West Virginia Department of Environmental Protection (WVDEP) and Ohio Environmental Protection Agency (OEPA).
 - b. List significant sub-consultants, their current prequalified categories, and percentage of work performed by sub-consultants.
 - c. List the Project Manager and other key staff members; including key sub-consultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.
 - 2. Experience – Not to exceed three (3) pages
 - a. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff. Address the experience of the key staff member on similar projects, and the staff qualifications relative to the selection sub-factors noted.
 - 3. Project Approach – Not to exceed two (2) pages
 - a. Provide a description of your Project Approach, not to exceed two pages. Address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for insuring increased quality and reduced project delivery time.

Consultant Selection Rating Form

Project:

Selection Committee Members: _____

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Project Cost Containment	10		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	15		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The selection will rank the proposed project manager for each consultant service with the highest scoring project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The basis for each project manager's ranking and score is experience on similar projects and past performance for a Coalition member or other outside agencies that the consultant service may have or have not documented in the LOI.
2. The selection team will score and rank the consulting firm's experience and strength of the assigned staff, including sub-consultant staff as noted for Number 1 above.
3. The selection team will rank the consultant's workload and availability of qualified personnel, equipment, and facilities on a relative differential scoring type basis. The selection team shall consider an equitable distribution of work to all qualified firms submitting a LOI.
4. The selection team shall rank and score the consultant's past performance on similar projects using a relative, differential scoring type basis, with the highest ranked consultant receiving a commensurately greater number of points. The selection team should consider WV DEP or OEPA performance ratings if available, and consult other agencies as appropriate.

Note: The Selection Team is the representative employees of the Coalition. The Coalition may contact any outside agencies, clients, or other references that the consultant service may have or have not documented in the LOI.

SCOPE OF SERVICES

Hazardous Substances Tasks

Task 1 (Phase I ESAs): Will complete between six (6) and eight (8) sites prioritized by the Brooke-Hancock-Jefferson Task Force (TF), but not assessed with funds received from previous EPA assessment grants. The consultant will perform Phase I Environmental Site Assessments (ESAs) on selected sites following the ASTM E-1527 standard. The consultant will use Phase I ESA results to develop scope(s) of work for targeted Phase II ESAs at selected sites.

Task 2 (Phase II ESAs): Will complete five (5) Phase II ESAs following the US EPA previously approved quality assurance project plan. The consultant will develop a sampling and analysis, and site-specific health and safety plan for each site. The TF and consultant will prioritize sites based upon the results from the completed Phase I ESAs, the property owners' continued cooperation, and the potential for redevelopment. Further evaluation will also consider site eligibility for future cleanup and revitalization funding and potential assistance through the West Virginia Voluntary Remediation Program. The Phase II ESAs will include targeted sampling of soil, groundwater, surface water and various waste materials that may require disposal. Where appropriate, the consultant will use cost-saving techniques (e.g., field screening technologies) to minimize investigation costs. The results of these targeted Phase II ESAs will provide information to perform preliminary risk evaluations and to develop preliminary remedial action plans and related cost estimates.

The environmental firm contracted to perform work through this project will be a WV and OH Licensed Remediation Specialist (LRS). The LRS will oversee the Brownfields inventory; conduct the Phase I and Phase II ESAs, and work with the West Virginia Department of Environmental Protection (WVDEP) and Ohio Environmental Protection Agency (OEPA) to develop remedial options for each site.

Task 3 (Reuse and Remedial Planning): This activity involves remedial and reuse planning for up to four (4) targeted sites with land use planning and funding evaluation activities that will result in a sustainable approach to cleaning up and redeveloping the targeted properties. Broader regional economic development objectives and property-specific determinations of optimal reuses given market information, the availability of funding and incentives, and estimated cleanup costs will guide reuse and remedial planning activities.. This multifaceted approach will help ensure that the Coalition and the TF allocate EPA funds and other resources on properties that have the highest likelihood for cleanup and redevelopment.

Task 4 (Community Outreach): The consultant, in coordination with the Coalition, will continue to convene the TF on a regular basis to provide up-to-date information and receive feedback. The consultant is responsible for planning and organizing up to four (4) public meetings annually, with assistance from the Coalition, in the targeted communities. The purpose is to keep the community abreast of activities. The consultant will also use a variety of public involvement activities that may include but not limited to public announcements, newsletters, email distributions, web pages, and other social media techniques as approved by the Coalition. Creative Community Outreach techniques are encouraged.

Task 5 Program Implementation: The consultant will assist the Coalition in the preparation of the required quarterly reports. Prior to initiating the project, the consultant will prepare a final approach

statement to assure that the consultant, Coalition, and the US Environmental Protection Agency understand and agree to an overall approach and expectations.

Petroleum Tasks.

Task 1 (Phase I ESAs): Community-wide, the consultant and Coalition will work with the TF to prioritize a regional inventory and complete between six (6) and eight (8) Phase I assessments. These sites vary in size and may include freight terminals, refineries, and storage tanks. The WVDEP and OEPA databases will be a starting point for the petroleum inventory. The environmental consultant will perform Phase I Environmental Site Assessments (ESAs) following the ASTM E-1527 standard on the selected sites and use these results to develop scope(s) of work for sites targeted for Phase II ESAs.

Task 2 (Phase II ESAs): Will complete approximately three (3) Phase II ESAs. The consultant will prepare an US EPA approved Quality Assurance Project Plan (QA) that includes sampling and analysis with a site-specific health and safety plan, for these petroleum Phase II ESA sites. The basis for site prioritization is the results from the completed Phase I ESAs, the property owners' continued cooperation, and the potential for redevelopment. The consultant will also evaluate sites with respect to eligibility for future cleanup and revitalization funding and potential assistance through the West Virginia Voluntary Remediation Program and Ohio Voluntary Action Program. The Phase II ESAs will include targeted sampling of soil, groundwater, surface water and various waste materials that may require disposal. Where appropriate, the consultant will utilize cost-saving techniques (e.g., field screening technologies) to minimize investigation costs. The results of these targeted Phase II ESAs will provide information to perform preliminary risk evaluations and to develop preliminary remedial action plans and related cost estimates.

Task 3 (Reuse and Remedial Planning) This activity will involve remedial and reuse planning for up to five (5) targeted sites with land use planning and funding evaluation activities that will result in a sustainable approach to cleaning up and redeveloping the targeted properties. Broader regional economic development objectives and property-specific determinations of optimal reuses given market information, the availability of funding and incentives, and estimated cleanup costs will guide reuse and remedial planning activities.. This multifaceted approach will help ensure that the Coalition and the TF allocate EPA funds and other resources on properties that have the highest likelihood for cleanup and redevelopment.

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Task 5. Program Implementation: The consultant will assist the Coalition in the preparation of the required quarterly reports. Prior to initiating the project, the consultant will prepare a final approach statement to assure that the consultant, Coalition, and the US Environmental Protection Agency understand and agree to an overall approach and expectations.