



**CITY OF DULUTH**  
**PURCHASING DIVISION**  
Room 100 City Hall  
411 West First Street  
Duluth, Minnesota 55802-1199  
218/730-5340 218/730-5922 FAX

August 17, 2010

**REQUEST FOR PROPOSAL**  
**10-32DS**  
**Environmental Consultants**

Please provide the City of Duluth with a proposal for **Consultant Services for assessment and cleanup of various sites in the City of Duluth** per the attached description, requirements and goals.

Please mark your proposal with the above number and title on the outside of the envelope and return to: City of Duluth, Purchasing, Room 100, 411 West 1<sup>st</sup> Street, Duluth, MN 55802 by **2 PM , August 31, 2010.**

All proposals will be acknowledged aloud in room 106A of City Hall. Proposals will be reviewed by committee according to established criteria.

The City of Duluth reserves the right to reject all proposals, to select more than one to give presentations if so desired by the City of Duluth, or to select the best one and enter into further negotiations with the vendor.

For technical questions regarding this RFP, please contact Heidi Timm-Bjold at 218-730-5324.

RFP information can be obtained by calling Purchasing.

Contact: Dennis Sears (218) 730-5003  
Purchasing Agent  
[dsears@duluthmn.gov](mailto:dsears@duluthmn.gov)

Thank you.

# **Request for Qualifications – Brownfield Assessment and Cleanup City of Duluth**

## **Introduction**

The City of Duluth requests qualifications and fee schedules from environmental consulting firms (and teamed partners) for the assessment and cleanup of properties known or suspected of being contaminated by pollutants, contaminants or hazardous wastes. Specifically, the work supported by this RFQ may include, but not be limited to: ASTM Phase I Environmental Site Assessments (Phase I ESA), historical investigation services, preparation of quality assurance project plan (QAPP), Phase II ESAs, site investigation services, remedial/corrective action planning and design services, preparation of bid specifications, site cleanup and remediation monitoring/oversight, soil and groundwater sampling, laboratory services and aid in meeting grant reporting requirements.

The RFQ process will proceed as follows: The Request for Qualifications will be used to identify three to six firms for further assessment. At the City's discretion, this group of firms will be invited for interviews. The interviews will be used for final selection of two to four firms.

The services will be used immediately following selection of the contractors who will perform the work. The City of Duluth will establish a master services agreement with the selected consultant firms for a two-year period. When individual projects arise, the City will seek a cost estimates from one of the selected consultants. The City of Duluth plans to establish a Not to Exceed Contract for each individual project. Each such contract will establish a Not to Exceed dollar amount which can be amended by written authorization of the City of Duluth. Each contract will have a scope of services assigned to it, which will encompass services necessary for an individual project. Projects may be City of Duluth projects, or Duluth Economic Development Authority (DEDA) projects.

The City of Duluth seeks to meet and exceed the goals laid out in the EPA's Program for Utilization of Small, Minority and Women's Business Enterprises. Each EPA Grant features "fair share" goals negotiated with EPA by the Minnesota Pollution Control Agency. Successful respondents will be required to include in their bid documents for subcontracts, the negotiated fair share goals and percentages. The City of Duluth encourages MBE, WBE, and SBE prime contractor and respondents and partner subcontractors to certify their businesses with the Minnesota Uniform Certification Program (or alternative).

## **Background**

The City of Duluth has been awarded a Brownfield Assessment Grant by the United States Environmental Protection Agency and intends to pursue further Brownfield Assessment and Cleanup Grants in upcoming grant cycles. This EPA Assessment Grant provides funds to conduct Phase I Environmental Site Assessments and Phase II Environmental Site Assessments and to develop Response Action Plans for Brownfield sites in the City of Duluth with special emphasis on the St. Louis River Corridor. The grant also provides funds to conduct community outreach associated with assessment and cleanup planning activities. The current Assessment Grant provides funds for the assessment of sites contaminated with petroleum. Future grant applications will also address sites contaminated with hazardous substances. The work plan for

the current EPA assessment grants is available by request to Bronwyn Lipinski at [blipinski@duluthmn.gov](mailto:blipinski@duluthmn.gov).

The City also has been the recipient of multiple Minnesota Department of Employment and Economic Development (DEED) Contamination Cleanup and Contamination Assessment grants and will continue to seek DEED grants in upcoming grant cycles.

This Request for Qualifications addresses the environmental consulting services for the Brownfield assessment and cleanup plan development activities under the existing USEPA Brownfield grant as well as possible future assessment, cleanup planning, and cleanup activities that may be conducted with future EPA Assessment, Cleanup or Revolving Loan Fund Grants, or under future DEED Contamination Assessment and Cleanup Grant(s).

### **General Project Area**

The project area is defined as all eligible sites within the boundary of the City of Duluth, Minnesota, with special focus on the St. Louis River Corridor (see attached Figure).

### **Submission Requirements**

The City of Duluth is interested in contracting 2-4 environmental consulting firm(s) (and/or teamed partners) with demonstrated experience and expertise with the following:

- A) Phase I Environmental Site Assessments performed in accordance with the ASTM E-1527-05 standard, All Appropriate Inquiry standard, and Minnesota Pollution Control (MPCA) guidelines.
- B) Preparation of Quality Assurance Project Plans (QAPP) for EPA-funded Brownfield related assessment and cleanup work, or state- or federal Superfund work, and evaluation of data quality based on the QAPP.
- C) Preparation and implementation of plans for subsurface investigation/remedial investigation/Phase II Investigation to determine the magnitude and extent of soil and ground water contamination on Brownfield properties. This may include the performance of soil vapor risk assessments, ground water receptor surveys, and evaluation of natural attenuation. Experience should demonstrate familiarity with MPCA guidelines for conducting a Phase II Environmental Site Assessment.
- D) Performance of hazardous materials building surveys sufficient to plan for future building demolition or renovation work.
- E) Development and implementation of remedial/corrective/response actions for soil and groundwater cleanup in accordance with MPCA guidelines. Experience should demonstrate coordination of cleanup with redevelopment concerns. Experience should demonstrate efficient and cost effective approaches to planning and conducting cleanup.
- F) Preparation of bidding specifications, including provision of necessary design information such as engineering evaluations, computations, specifications and cost estimates necessary for the preparation of a biddable construction contract.
- G) Site Cleanup and Remedial/ Response Action Monitoring/Oversight including contractor oversight, intensive MPCA interaction and cooperation with the Voluntary

Investigation and Cleanup Program, documentation, confirmation sample and analysis, and report preparation.

- H) Integrating National Historic Preservation Act Section 106 requirements, as applicable, into Brownfield Assessment and Cleanup activity.
- I) DEED and EPA Grant management and reporting, including the preparation of Eligible Brownfield Site Determinations for EPA grants.

In addition to demonstrating these skill areas, the selected consultants will be expected to interact with current landowners and possibly to present information at public meetings. The RFQ is directly related to the existing EPA Brownfield Assessment Grant, but is also related to possible future EPA Brownfield Assessment, Cleanup and Revolving Loan Fund Grants and future DEED Contamination Assessment and Cleanup Grants; contractors will be paid with the grant funds according to grant guidelines.

### **The Submittal Package**

Consulting firms must submit a complete package in order to be considered. The ideal submission package includes each of the sections below, in the following order:

1. Cover letter – A letter of up to two pages highlighting the proposed project team. The letter should indicate a single point of contact/overall project manager. The cover letter should also include: the Firm’s name, e-mail address, business address, telephone and fax number, Federal I.D. number and Minnesota tax I.D. number (if applicable). The cover letter must state that the firm (with teamed partners identified) has personnel with the qualifications necessary to complete work in the contract program. The letter should also explain the benefits of using your company’s/team’s services. The cover letter will be limited to **2 pages**.
2. Relevant projects – Include a maximum of six projects that highlight the team and/or team members’ experience with Brownfield assessment and cleanup in a redevelopment/reuse context. The strongest package will demonstrate direct experience with the skill areas (A-I) listed above. There is no prescribed format for this section; however it will be limited to **six pages in length**.
3. Resumes – Please submit a one-page resume for each proposed team member, highlighting his or her experience in each of the above-listed skill areas. Resumes will be limited to a **10 page maximum total**.
4. Personnel and materials Fee Schedule.

### **Submission Procedures and Questions:**

Submittal packages should include five (5) bound copies and an electronic version (if available). Facsimile copies are not acceptable. The submissions **must be received by 2:00 PM CST on Tuesday, August 31, 2010** at the following address:

City of Duluth Purchasing Agent  
100 City Hall  
411 West First Street  
Duluth, MN 55802

Questions concerning any aspect of this RFQ may be submitted in writing ONLY either by electronic mail to [htimm@duluthmn.gov](mailto:htimm@duluthmn.gov) or by mail to the above-noted address. The City of Duluth **must receive all questions by Monday, August 23, 2010**. All responses to questions posed by responders will be posted on the Purchasing Office's page of the City's web site by Thursday, August 26, 2010.

### **Evaluation and Selection Process**

Submittals will be evaluated based upon the following criteria:

1. Demonstrated direct relevant experience and expertise in the skill areas (A-I) listed above.
2. Knowledge of and experience with the relevant regulatory programs (Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program and Petroleum Brownfield Program).
3. Demonstrated familiarity with EPA Brownfield Program and grant requirements.
4. Demonstrated familiarity with DEED Contamination Cleanup and Contamination Assessment grant requirements.
5. Demonstrated experience and ability to interact with developers relative to redevelopment planning.
6. Demonstrated ability to interact with the public to communicate environmental, technical and public health issues.
7. Reasonable fee schedule (the City of Duluth is **NOT** selecting consultants based upon lowest fee schedule or bid).

The selection process is as follows:

1. An initial review by the Purchasing Agent of all submittals received. The City of Duluth will eliminate all submittals that do not include required elements.
2. An evaluation committee will review the remaining submittals and select three to six firms (with teamed partners) to move on to step 3 in the selection process.
3. The evaluation committee will interview the three to six selected firms during the week of September 7, 2010.
4. Following the interviews, the evaluation committee will make a recommendation to the City of Duluth for final selection of 2-4 environmental consulting firms (with teamed partners); applicants will be notified by E-Mail of selection decisions no later than Friday, September 10.

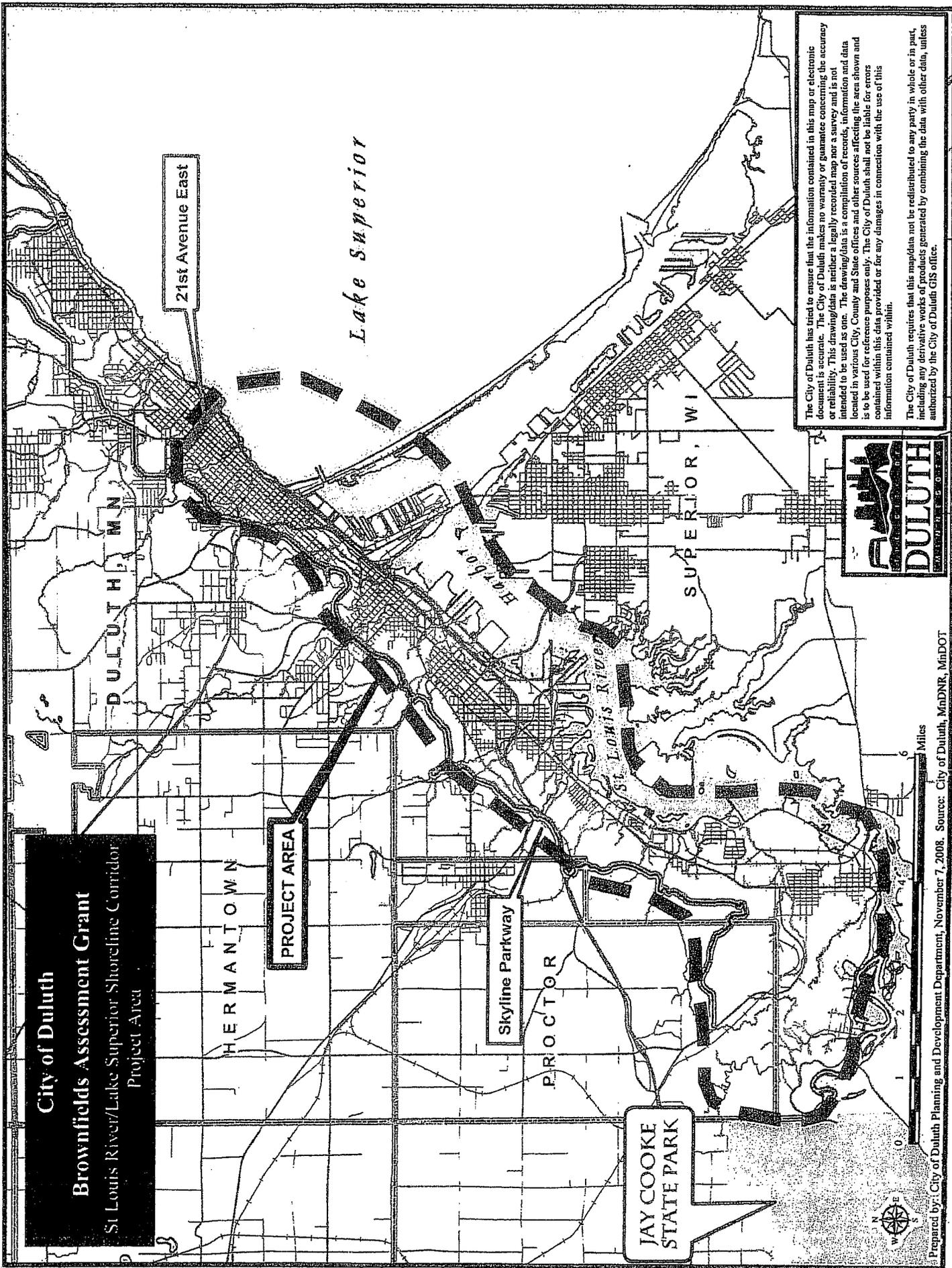
### **Right to Reject All Proposals**

The City of Duluth reserves the right to reject all submittals and to waive minor irregularities. The cost of preparing responses to this RFQ will be borne by the respondents and will not be reimbursed by the City of Duluth.

**Attachments:** Figure 1: Project Area

The City of Duluth has tried to ensure that the information contained in this map or electronic document is accurate. The City of Duluth makes no warranty or guarantee concerning the accuracy or reliability. This drawing/data is neither a legally recorded map nor a survey and is not intended to be used as one. The drawing/data is a compilation of records, information and data located in various City, County and State offices and other sources affecting the area shown and is to be used for reference purposes only. The City of Duluth shall not be liable for errors contained within this data provided or for any damages in connection with the use of this information contained within.

The City of Duluth requires that this map/data not be redistributed to any party in whole or in part, including any derivative works of products generated by combining the data with other data, unless authorized by the City of Duluth GIS office.



**City of Duluth**  
**Brownfields Assessment Grant**  
 St Louis River/Lake Superior Shoreline Corridor  
 Project Area

**PROJECT AREA**

Skyline Parkway

21st Avenue East

JAY COOKE STATE PARK