

**City of Bloomington, Indiana**

**Request for Qualifications (RFQu)**

**For**

**Environmental Consultant Services for Environmental Site Assessment and Related  
Activities Funded by the United States Environmental Protection Agency  
Community-Wide Brownfield Assessment Grant**

**DATE OF ISSUANCE:**

September 16, 2021

**RESPONSES DUE:**

Friday, October 1, 2021

5:00 p.m. (EST)

## Introduction

The U.S. Environmental Protection Agency (USEPA) has awarded the City of Bloomington, Indiana (the “City”) a USPEA Brownfield Assessment Grant in the sum of \$300,000 to support redevelopment of brownfields impacted by petroleum and hazardous substances. The City is requesting submittals of qualifications from environmental engineering/consulting firms to assist the City with management of the grant and implementation of the grant-funded environmental assessments.

The City of Bloomington reserves the right to waive any information or minor defects in the RFQu responses, reject any or all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the City. Any response may be withdrawn by the Respondent prior to the scheduled time for the opening of the response or authorized postponement thereof.

Should there be reasons why the contract cannot be awarded within the specified period; the time may be extended by mutual agreement between the City and the selected Respondent.

Proof of proper insurance in accordance with the requirements outlined in this RFQu shall accompany the response. No bid bond, payment bond, or performance bond is required for this contract. Submission of a signed submittal by the Respondent constitutes acknowledgment of and acceptance of all documents and terms and conditions of this RFQu and the EPA Cooperative Agreement (CA).

## Project Overview

The City has been awarded \$300,000 (Three Hundred Thousand) in grant funding from the USEPA for assessment of sites affected by petroleum and/or hazardous materials within Bloomington, Indiana. Budgeted funds allocated as “contractual” will be the responsibility of the Respondent (See Task 2). The City will use grant funds to complete the following tasks:

### ***Task 1: Program Management, Training Support, & Brownfield Inventory/Prioritization***

The City and Consultant will need to call, meet, and correspond with US EPA staff to manage the grant’s cooperative agreement. Additionally, the Consultant will be responsible for providing Grant reporting documentation services on behalf of the City. The City will also use the funds allocated in this task to update its Brownfield Inventory.

### ***Task 2 – Environmental Investigation***

Phase I Environmental Site Assessments (ESA) will be performed by the Consultant under this task. The City will identify locations for Phase I ESA activities on key sites throughout the City. All Phase I ESAs will be conducted by the Consultant in accordance with the ASTM standard for Phase I ESAs (E1527-13) and the All-Appropriate Inquiry (AAI) rule. It is estimated that 5-6 Phase I ESAs will be completed on hazardous substance impacted sites

and 4-5 Phase I ESAs on petroleum impacted sites. Eligibility determinations for hazardous substances sites will be made through the EPA Project Manager, and eligibility determinations for petroleum sites will be made through the Indiana Brownfield Program (IBP).

The City's Consultant will prepare and submit a Quality Assurance Project Plan (QAPP) according to the model provided by the EPA and will update the QAPP annually. The Consultant will complete work plans, field activities, and reports, which will be reviewed and approved by the EPA and IBP or the Indiana Department of Environmental Management (IDEM) Voluntary Remediation Program staff consistent with the IDEM Remediation Closure Guide (RCG), as appropriate. These activities may include geophysical surveys to locate buried tanks, initial Phase II ESAs, and delineation of soil and groundwater contamination. An estimated 3-5 Phase II ESAs will be completed on hazardous substance sites and 2-4 Phase II ESAs on petroleum sites.

All Task 2 funds are allocated as contractual and will be completed by the Consultant.

***Task 3 - Clean-up Planning:***

The City will commit funds from this Task to complete, in cooperation with the Consultant, clean-up planning documents, such as the following: Analysis of Brownfield Cleanup Alternatives, Remedial Action Plans, site closure letter requests (Site Status Letters, No Further Action Letters, etc.), Comfort Letters, and clean-up funding development. Clean-up planning will include an evaluation of potential remedial techniques, determination of appropriate clean-up goals, identification of probable costs, and planning and application for additional funding. In evaluating remedial alternatives, the Consultant will review known contamination (sources and extents) based on Phase II ESA data and evaluate potential exposure pathways based on the potential future use(s) of the site. This information will be used to establish the clean-up goals for the proposed remediation. Remedial action plans (RAPs) will include a feasibility analysis that includes alternatives designed to meet the project's objectives. An estimated 5-10 clean-up planning documents will be completed.

Task 3 funds will also be used to identify funding sources necessary to remediate contaminated brownfields and return them to productive reuse.

***Task 4 - Community Outreach & Involvement:*** Involvement of key stakeholders and the public is integral for a successful brownfield redevelopment program. Bloomington will use the funds allocated in this task to facilitate community outreach and involvement. Assistance from the Environmental Consultant will be sought for technical aspects of the community outreach program. The Consultant will work with the City to develop outreach materials to be used as a tool to educate stakeholders on the benefits of the grant and how it can be used as a tool to increase development and economic growth. The associated costs will fund coordinating/conducting community outreach programs and meetings, as well as the costs to prepare, print, and mail project and site information and marketing documents. These activities will provide information and take input from the public on the plans and progress of brownfield investigation, clean-up planning activities, and potential marketing sites for future development. Public comments will also be used to prioritize the

inventoried sites. The City’s redevelopment plans may be updated based on the findings of the revised inventory, which outlines priority ranking criteria, clean-up options and strategies, and end-use options for those brownfield sites. Bloomington will hold 6-9 public meetings throughout the grant period to update the community on the brownfield assessment progress and seek public input and involvement. The Consultant will be expected to provide technical expertise and education in community involvement activities.

Budget:

<b>COMBINED HAZARDOUS SUBSTANCES &amp; PETROLEUM</b>					
<b>Budget Categories (programmatic costs only)</b>	<b>Task 1: Program Management, Training Support, &amp; Brownfield Inventory &amp; Prioritization</b>	<b>Task 2: Environmental Investigation</b>	<b>Task 3: Clean-up Planning</b>	<b>Task 4: Community Outreach &amp; Involvement</b>	<b>Budget Category Total</b>
Travel	\$2,464				\$2,464
Supplies				\$200	\$200
Contractual	\$12,000	\$212,836	\$60,000	\$12,500	\$297,336
<b>TOTAL BUDGET</b>	<b>\$14,464</b>	<b>\$212,836</b>	<b>\$60,000</b>	<b>\$12,700</b>	<b>\$300,000</b>

Submission Requirements

Qualifying firms with a strong background in environmental assessments and brownfield redevelopment activities should submit their submittals containing the information outlined below. Submittals are not limited in length and shall contain “RFQu - Environmental Services for the City of Bloomington, EPA Assessment Grant” in the subject line. All submittals shall be addressed and delivered by email to:

Jane Kupersmith  
[Jane.Kupersmith@bloomington.in.gov](mailto:Jane.Kupersmith@bloomington.in.gov)

**Submittals are due on or before October 1, 2021, by 5:00 p.m. (EST).** Late responses to this RFQu will not be accepted.

Notes:

The City of Bloomington will not be held responsible for mishandled, late, or lost qualification submissions. It is the responsibility of the Consultant or their firm to confirm receipt of their submittal.

Questions related to this RFQu should be directed to Jane Kupersmith at [jane.kupersmith@bloomington.in.gov](mailto:jane.kupersmith@bloomington.in.gov). All questions posed by Consultants will be compiled, and responses will be posted as an addendum on the city solicitation website,

which is located here: <https://bloomington.in.gov/rfp> Questions must be submitted on or before 5:00 p. m. (EST), September 27, 2021. Questions received after this date and time will not be answered.

Respondent shall certify that to the best of their knowledge, all information provided in the response is accurate and complete. Any misrepresentation by a Respondent may result in disqualification.

#### Submission Content

1. Firm name, address, and phone number, and a brief description of the firm and its areas of business.
2. Name, job title, email, and phone number of the primary contact person.
3. Description of the proposed project, including detailed Scope of Work and how the allotted Grant funds will be fully utilized.
4. Experience and demonstrated success working with the City of Bloomington and/or other Indiana Communities (up to five (5)) to obtain external funding sources for brownfield investigation/remediation, such as EPA brownfields grants.
5. Experience and demonstrated success working with the City of Bloomington and/or other Indiana Communities (up to five (5)) to manage EPA brownfields grants.
6. Experience and demonstrated success in working with the City of Bloomington and/or other Indiana Communities (up to five (5)) on long-term brownfield redevelopment, including planning, investigations, and remediation.
7. Proposed staff for the work, including the designation of Project Manager. Attach resumes of key staff. Limit to no more than five (5) staff.
8. The names and contact information for at least three (3) but not more than five (5) local governmental units, particularly in Indiana, for whom your firm has provided similar services within the past five years.
9. Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
10. Proof of current insurance requirements is outlined below.

#### Insurance Requirements

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's Compensation and Disability: Statutory requirements

- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability – General Aggregate - \$1,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Contractor's Pollution Liability insurance - \$2,000,000

#### Selection of Consultant

The selection of the Consultant by the City of Bloomington will be based on professional qualifications, documented experience, and the expertise of personnel to be assigned to the project. Consideration is also given to the following factors:

- General company capability
- Resumes of project staff
- Experience coordinating projects with the City of Bloomington
- Experience managing EPA grants and/or programs
- Familiarity with Bloomington and/or the project area
- Any special knowledge required for the project
- References where appropriate

#### Terms and Conditions

The City shall not discriminate with respect to the hire, tenure, terms, conditions, or privileges of employment or any other matter directly or indirectly related to employment because of race, color, religion, sex, disability, sexual orientation, gender identity, housing status, status as a veteran, national origin, or ancestry.

The City reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the City's redevelopment goals.

By submitting a response to the RFQu, each Respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFQu, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

The Respondent shall keep the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Contractor in the execution of his work. The Respondent will be required to indemnify and hold harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in

any improper materials used, or by or on account of any act of commission or omission of the Contractor or his agents or employees.

The City will not assume any responsibility or liability for any expenses incurred by a Respondent, a prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQu.

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