



Request for Statements of Qualifications and Fee Proposals
For
Qualified Environmental Professionals for Environmental Cleanup Activities
FY' 2019 EPA Brownfields Program

Responses Due by: Friday, August 16th, 2019 – 3:00 p.m.

Brooks More, Director of Development
South Portland Housing Development Corporation
100 Waterman Drive, Suite 101
South Portland, ME 04106

SUMMARY:

The South Portland Housing Development Corporation (SPHDC) requests Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees from Qualified Environmental Professionals (QEP) interested in assisting SPHDC in implementing the EPA Brownfields grant-funded cleanup of the former St. John's the Evangelist Church campus located at 611 Main Street in South Portland. The project involves the abatement of hazardous buildings materials, demolition of existing structures, and proper disposal of all hazardous demolition debris. This is a Davis Bacon Prevailing Wage project for all subcontracted construction, alteration and repair activity involving the remediation of hazardous substances. The grant period for the Brownfields Cleanup funding begins October 1, 2019 and extends through September 2023.

SCOPE OF WORK:

The scope of work for which consultant services are sought generally include:

- Provide technical support to SPHDC staff
- Prepare an ASTM Phase I Environmental Site Assessment
- Cooperative Agreement Oversight:
 - Quarterly Reporting
 - Entering data in ACRES
 - Final grant closeout
 - Preparation of detailed invoices for reimbursement
- Community Involvement:
 - Prepare Community Relations Plan
 - Create information repository
 - Attend public meeting(s)
- Cleanup:
 - Attend kick-off meeting with stakeholders
 - Enroll site in State VRAP
 - Prepare ABCA
 - Prepare Green and Sustainable Remediation language in ABCA
 - Prepare remedial design and engineering documents
 - Prepare SSQAPP
 - Conduct required testing and reporting
- Coordination and Final Reporting:
 - Oversee cleanup activities
 - Ensure proper contractor labor practices
 - Collection of post-cleanup samples
 - Prepare cleanup close-out documentation

QUALIFICATIONS:

Successful candidate(s) will clearly present verifiable qualifications, experience and knowledge regarding all aspects of Brownfields Cleanup regulations and procedures, including but not limited to relevant federal and Maine law, policies and guidelines, relevant Maine DEP requirements, and US EPA standards and practices, including US EPA Quality Assurance Project Plan (QAPP) requirements. QEP's responding to this RFQ shall submit their Statement of Qualifications and Fee Proposals as separate PDF documents as described in the Selection Process section, below.

The Statement of Qualifications shall include and/or demonstrate the following:

- Ability to perform multi-task projects and meet required milestones and deadlines.
- QEP must be licensed to provide engineering and/or environmental consulting services in the State of Maine and possess proven capabilities and certifications to perform all activities relevant to Brownfields remediation and demolition.
- Demonstrate experience in managing Davis Bacon Prevailing Wage projects.
- EPA Fair Share Goals: The QEP must demonstrate its ability to assure that minority business enterprises (MBE) and women business enterprises (WBE) are given the opportunity to participate in contract and procurement for supplies, construction, equipment and services pursuant to 40 CFR, Part 33, Subpart D and negotiated with EPA.
- Provide, if available, a list of projects currently underway in Maine, and past projects in Maine successfully completed by the applicant in the past five (5) years.
- Indicate and provide professional qualifications for those members of the consultant team who will provide project management and those who will be working directly with SPHDC.
- Clearly indicate those personnel who will be servicing as project management and/or working directly with SPHDC and include three to five professional references qualified to comment directly on the performance of the QEP team.

The Fee Proposal shall include the following:

- Proposed scope of work and lump sum cost.
- Proposed activities that will be provided on a time and materials basis.
- Hourly rates for all positions that will serve on the consultant's project team.

SELECTION PROCESS

Submission Format

1. Candidates must email their submissions and all attached documents must be in PDF format.
2. The, 1) Statements of Qualifications and, 2) Proposed Professional Cost Rates and Fees shall be submitted in two (2) separate PDF documents. They may both be submitted in a single email.
3. Submissions shall be sent to Brooks More, Director of Development, SPHDC, at the email address: bmore@spha.net, no later than 3:00 p.m. on Friday, August 16th, 2019.

Review and Selection Process

- Interviews: Based on SPHDC's review of the received submissions, SPHDC may invite candidate firms for an interview to further investigate qualifications and compatibility relative to the needs of the EPA Grant project and the SPHDC's goals.
- Additional considerations:
 - QEP's located in, or having an office in Maine may be given preference.
 - QEP's will be selected based on combination of factors including expertise, cost, and qualifications of personnel who will work directly with the SPHDC. Firm's Statements of Qualifications and Proposed Fee Cost Rates and Fees will be considered separately.
 - Although not a requirement, we ask that submitted materials do not exceed thirty pages in order to expedite SPHDC's review process.
- Questions from Interested QEP's:
 - Interested QEP's who wish to receive a copy of all questions and responses shall express their interest to Brooks More via email at bmore@spha.net no later than 5:00 p.m. on Tuesday, August 6th, 2019.
 - All questions shall be emailing Brooks More at bmore@spha.net. Questions received in any other format will not be answered.
 - Questions must be received no later than 3:00 p.m. on Wednesday, August 7th, 2019. Questions received after this date and time will not be answered.
 - SPHDC will compile and respond to all questions in single email sent to all QEP's that expressed an interest by 5:00 p.m. on Friday, August 9th, 2019.
- Selection:
 - SPHDC reserves the right to select, or not select, a firm at its sole discretion based on its evaluation of each firm's strengths and qualifications and the objective for best meeting the needs of the EPA Grant and SPHDC's goals.
 - It is the intent of SPHDC to notify the selected firm(s) by the end of August 2019.