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## COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

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### **REQUEST FOR PROPOSALS:**

**Environmental Consulting Services for Brownfields Assessment and Program Analysis  
Burlington Community and Economic Development Office**

#### **I. PURPOSE**

The City of Burlington's Community and Economic Development Office (CEDO) seeks proposals from qualified firms to conduct environmental consulting services and program analysis. Funding for this work is provided by the USEPA Brownfields Program and other federal, state and non-federal sources.

#### **II. BACKGROUND**

The Burlington Brownfields Program ("the Program") has been in operation at CEDO since 1998, leveraging millions of dollars for redevelopment, yielding four EPA Region One "Success Stories," and directly engaging at least sixteen different environmental firms and their subcontractors in Vermont and the region.

CEDO's current EPA grant has a balance of approximately \$40,000 which is anticipated to be expended this year. The City intends to apply for new Community-Wide Assessment funding in the fall of 2011 and, if successful, will issue another RFP in 2012.

To date, the Program has engaged individual firms for each Brownfield site. However, at this juncture, CEDO seeks to engage a single consulting firm to complete multiple tasks as indicated in the Scope of Work below. This work will primarily include tasks funded by EPA Brownfields, but will also include work funded by other sources on an as-needed basis.

Importantly, the Brownfields Program also seeks to analyze its performance and make changes that can result in improvements to program and technical delivery. The chosen environmental consultant will begin the analysis -- a key component of the Scope of Work -- immediately after the contract is awarded. The analysis must integrate technical and practical aspects of program delivery. It is allowable and appropriate to include a subcontractor in your proposal to help complete this aspect of the Scope of Work.

As CEDO prepares to apply for new EPA funding in a highly competitive process, the program analysis will provide a critique that will be integrated into the Program's approach and, ultimately, impact the grant application. Applicants should specify how this analysis will be completed.

CEDO will only consider proposals that assign senior staff to this project. In short: show us your best people, your ability to conduct technical and program analysis, and provide references that reflect these

capabilities.

### III. SCOPE OF WORK

The successful environmental consultant will complete the following tasks:

- Continue technical consulting work on existing and new brownfield sites as directed;
- critique the program and its deliverables;
- revisit and report on the inventory of sites and potential sites;
- analyze the status of all past and current projects;
- make specific recommendations for next steps/changes in approach;
- be available for on-call services during the course of the contract for City-owned sites (non-EPA funding).

### IV. OTHER INFORMATION AND FORMAT FOR SUBMISSIONS

Form of payment: CEDO will engage the consultant on a time and materials basis, but will ask for estimates during the course of the contract for discrete scopes of work (for example, the cost of a Phase I ESA on a specific property) before work commences on each task.

Deliverables: During the course of the contract, the consultant can anticipate preparing the following types of documents (at a minimum):

- EPA Quality Assurance plans
- Phase I and Phase II ESA's
- Brownfields inventory and analysis of program delivery and effectiveness
- EPA ACRES updates
- Correspondence with Vermont DEC as needed

Timeframe: The Program Analysis component of the Scope of Work is time-critical and must be completed within two weeks of the contract award. Site-specific environmental consulting work will be on an as-needed basis, but will require some immediate attention as well. The current EPA grant expires on 8/13/12, but it is anticipated that the funds will be expended within six months of the contract award.

Sites now approved by EPA and in the EPA Brownfields redevelopment process:

151/157 South Champlain Street  
102 Archibald Street  
134 Archibald Street  
131 Battery Street  
99 Intervale Road  
Thirteen Properties owned by Champlain Housing Trust  
57 Maple Street  
234/235 South Champlain St.

The status of these properties varies widely, and it is not expected that the consultant will address all sites simultaneously. CEDO will craft a strategy that will allow for the consultant to work on these sites

on a reasonable schedule. This list will likely change over the course of the contract. (Please do not submit questions about specific sites, as this RFP is for a time and materials contract, and CEDO assumes that the successful consultant has the capabilities to manage issues at any contaminated site.)

**Staffing:** CEDO will only consider firms that would assign senior staff to conduct all aspects of the project at reasonable billing rates. Delegation of tasks, after the contract is issued, to staff not listed in the proposal is not allowable and could result in cancellation of the contract.

**Selection Committee:** A selection committee of City staff will review the proposals using the Selection Criteria as a basis for evaluation. There is no point system for review. The Selection Committee may submit questions during the review process in order to best evaluate the proposals.

**Public Documents:** All submissions will become available to the public after the contractor is selected.

**Proposal Format:** Please submit a single PDF document. You can embed web sites within the document for the reviewers to access. There is no page limitation, but please be efficient in your responses to selection criteria.

The proposal should include, but not be limited to, the following:

- Letter of Interest
- Experience and qualifications of the persons carrying out the Scope of Work
- Examples of similar projects completed by your firm (focus on Vermont projects)
- Hourly rates for staff that would be assigned to the project
- Three references with current contact information (phone, street address, email)
- Contact person, phone/fax numbers, street and e-mail addresses, DUNS number, and federal tax identification number

## **V. CONTACT PERSON**

This RFP is being issued by the Burlington Community and Economic Development Office

Questions should be addressed by e-mail to:

Nick Warner

[nwarner@ci.burlington.vt.us](mailto:nwarner@ci.burlington.vt.us)

## **VI. DEADLINE FOR RECEIPT OF SUBMISSIONS**

All submissions in response to this RFP must be **received** as a single PDF document by email to:

[nwarner@ci.burlington.vt.us](mailto:nwarner@ci.burlington.vt.us)

Please type "Response to RFP for Environmental Consulting Services" in the subject line.

Submit your proposal by:

**Wednesday, September 7, 2011 at 2:00 PM**

Submissions received after this time and date will not be considered.

## **VII. SELECTION CRITERIA**

A contract will be awarded based on the following criteria:

- a. Experience and Qualifications of firm and individual personnel
- b. Previous successful experience with similar projects, including those involving EPA Brownfields funding
- c. Hourly rates
- d. References
- e. Quality of proposed approach for program analysis
- f. Overall impression

## **VIII. LIMITS OF LIABILITY**

The Community and Economic Development Office assumes no responsibility or liability for costs incurred by proposers in responding to the RFP or in responding to any further request for interviews, additional data, etc., prior to the issuance of a contract.

## **IX. ACCEPTANCE AND REJECTION OF PROPOSALS**

CEDO reserves the right to reject any and all proposals submitted in response to this RFP. CEDO also reserves the right to negotiate modifications prior to the awarding of a contract. If negotiations with the selected consultant fail to produce a contract, the City reserves the right to enter negotiations with one or more other proposers.

## **X. TYPE OF CONTRACT**

The consultant will enter into a negotiated time and materials contract with the Community and Economic Development Office. The term of the contract will begin at signing, and end on 8/3/12.

## **XI. TIMELINE**

The proposed timeline for this RFP process shall be as follows:

- a. Submission of proposals: **Wednesday, September 7, 2011 at 2:00 PM**
- b. Consultant's selection: **Friday, September 9, 2011**
- c. Signing of contract: **Week of September 12, 2011**