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Brownfield Cleanup Grant – Professional Services
RFP 2024-04

June 5, 2024

TO: All Interested Parties

FROM: Robert Smith, Assistant City Manager

SUBJECT: City of Perry Brownfield Program – Professional Consulting / Environmental Services
U.S. Environmental Protection Agency (EPA) Brownfield Cleanup Grant
Environmental Remediation Activities and Grant Administration

The City of Perry, Georgia invites interested and qualified parties to submit proposals to provide environmental consulting services in relation to our ongoing Brownfields program and the recent (October 2023) award of an EPA Brownfields Cleanup Grant.

U.S. EPA Brownfield Cleanup Grant

Grant Number (FAIN): 02D61323
Date of Award: 10/19/2023
Recipient: City of Perry
Award Amount: \$500,000
Project Period: 7/01/2023 – 09/30/2027

A copy of the RFP is enclosed for your consideration. Questions regarding this solicitation may be directed to:

Robert Smith, Assistant City Manager
(478) 988-2757
robert.smith@perry-ga.gov

Instructions for preparation and submission of a response are contained in this package. All submittals are due no later than 4:00 PM on July 12, 2024, and are to be submitted to:

*The City of Perry
Attn: Finance Department
1211 Washington Street
P.O. Box 2030
Perry, GA 31069*



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Request for Proposals

The City of Perry (City) invites interested parties to submit proposals to provide environmental and engineering consulting services in relation to our ongoing Brownfields program and the recent (October 2023) award of an EPA Brownfields Cleanup Grant. The Cleanup Grant will be utilized to remediate known environmental contamination (PCEs) at the site known as the Stanley Assemblage in Downtown Perry, Georgia. More specifically, the City is seeking to retain a firm or team (Qualified Environmental Professional; QEP) that can efficiently and effectively provide:

- EPA Brownfield Cleanup grant programmatic assistance and support including reporting, ABCA development, CAP development, ACRES project reporting to U.S. EPA, etc.
- Planning, cleanup, and remediation delineation and design
- Development of remedial approach / system construction bid plans and specifications
- Oversight of environmental remediation, cleanup and additional assessment activities
- Community engagement support
- Other services as required in bringing to fruition the cleanup project and successful grant administration: preparing fact sheets, site mapping, surveying, site rehabilitation after remediation activities, assisting with securing the site, and site management, etc.

All submittals are due no later than 4:00 PM on July 12, 2024. Instructions for submitting can be found in the “Submission Requirements” section of this document.

Scope of Work

The City of Perry was awarded a 2023 EPA Brownfield Cleanup Grant in order to remediate a site known as the Stanley Assemblage in Downtown Perry, Georgia. The Stanley Assemblage consists of an approximately 2.7-acre assemblage of seven parcels, containing a community center building, water tower, and vacant land formerly improved with a shopping center and dry cleaner. Environmental assessments of the site have revealed soil and groundwater is impacted with dry-cleaning compounds released from the former on-premise dry cleaner. With this RFP, the City hopes to partner with a qualified professional that will guide the City through the cleanup and grant administration process.

EPA Project Officer Substantial Involvement - The EPA Project Officer will be substantially involved in the overseeing and monitoring the Cooperative Agreement. The City of Perry (“City”) and the Qualified Environmental Professional (“QEP”) will have regular meetings with the Project Officer to discuss project progress, compliance, reporting, etc. The EPA Project Officer will review and approve the Quality Assurance Project Plan (QAPP) and any document prepared utilizing EPA funds. The Project Officer will be notified as soon as problems, delays or adverse conditions are known that might delay the ability to meet the outputs/outcomes in the workplan.



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Sufficient progress - The City and the QEP will work with the EPA Project Officer to demonstrate that sufficient progress is being made in implementing the Cooperative Agreement. If sufficient progress isn't being made, the City and the QEP will work with the EPA Project Officer to implement a corrective action plan.

The QEP will work closely with the City and the EPA Project Officer in the successful implementation of Cleanup Grant Scope of Work Tasks, as outlined below:

- Task 1: Programmatic Support
- Task 2: Community Involvement
- Task 3: Brownfield Cleanup and Reuse Planning
- Task 4: Cleanup Activities

Task 1- Programmatic Support

The QEP will work with the City in providing general brownfield grant programmatic support including program management and reporting requirements outlined below:

- Cooperative Agreement Oversight
- Project Budget Management
- Scheduling and Coordinating of Subcontractors
- Regular Project Team Meetings
- Reporting
- State of Georgia and Federal Regulation Compliance (Federal Cross-Cutting Requirements)

Quarterly Reporting: In accordance with EPA regulations 2 CFR Parts 200 and 1500 (specifically, 200.329 *Monitoring and Reporting Program Performance*), the QEP will work with the City to draft and submit quarterly progress reports to the EPA Project Officer within thirty days after each federal fiscal quarter, except for the last quarter of the grant project period when a final performance report will be submitted (see Final Performance Reporting below). These quarterly reports cover work status, work progress, difficulties encountered that may affect the project schedule, an update on project schedule and milestones, a budget summary table, financial expenditures, and financial status of each workplan task, a summary of performance outputs and outcomes, preliminary data results, anticipated activities during the subsequent reporting period, and any changes of key personnel. Quarterly Reports will be submitted to the EPA Project Officer using the Quarterly Reporting function in the Assessment, Cleanup and Redevelopment Exchange System (ACRES).

Annual Reporting: The QEP will work with the City to draft and submit annually the Federal Financial Report and Disadvantaged Business Enterprise Reporting; Minority Business Enterprise/Women- owned Business Enterprise (MBE/WBE or DBE), as described below.

1. Disadvantaged Business Enterprise Reporting: Minority Business Enterprise/Women- owned Business Enterprise (MBE/WBE or DBE) reporting is required for the City since the total budget funds for procurement, equipment, services and supplies exceed \$150,000. This reporting will be



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completed annually, by October 30 of each project year, using EPA Form 5700-52A. These forms will be sent electronically to the EPA Project Officer, and the Grant Specialist from the Grants Management Office (GMO) Zakiya Davis at Davis.Zakiya@epa.gov and to the Region 4 MBE/WBE reporting email at R4epagrantsmbewbreporting@epa.gov. A link to the form is at: <https://www.epa.gov/grants/epa-grantee-forms>

2. **Federal Financial Reports (FFRs):** The QEP will work with the City to draft and submit EPA Standard Form 425 annually by July 30th of each project year and at the close of the grant. An electronic copy will be sent to the EPA Project Officer and to the EPA Finance Center via email at RTPFC-Grants@epa.gov and Davis.Zakiya@epa.gov. A link to the form is at: <https://www.epa.gov/grants/epa-grantee-forms>

Final Performance Reporting: In accordance with EPA regulations 2 CFR Parts 200.344, the QEP will work with the City to draft and submit to the EPA Project Officer within 120 days after the expiration or termination of the approved project period the Final Cooperative Agreement Performance Report. This report will include a summary of the activities completed with EPA funds, performance outcomes/outputs, description of problems encountered, comparison actual accomplishments with the anticipated ones, project schedule and milestones and the budget summary during the entire grant project period, including the last quarter.

ACRES: Property specific information, including the property address and cleanup completions, will be entered electronically in EPA's Assessment Cleanup Redevelopment Exchange System (ACRES) database at <https://www.epa.gov/brownfields/brownfields-grantee-reporting-using-assessment-cleanup-and-redevelopment-exchange>. ACRES will be updated when the following occur: completion of cleanup (only after consultation with the Project Officer), leveraged funds and/or jobs created (quantities), completion of the Project Period (or Final Report), and as significant events occur at the site, but not later than the end of the quarter in which the event occurred.

Kick-off Meeting: The City project team, including the QEP, the EPA Project Officer, and State and other partners will participate in a project kick-off meeting to review the workplan, terms and conditions of the Cooperative Agreement, roles, responsibilities, and schedule. The EPA Project Officer will review tools and resources that may be useful for the City to implement its grant activities.

Task 2: Community Involvement

Community Involvement will be completed in coordination with the City of Perry Communications Department and will include:

- Development and Implementation of Community Involvement Plan (CIP)
- Community Meetings / Charettes
- Preparation and Dissemination of Printed Materials
- Preparation and Dissemination of Digital Materials

The City, in coordination with the QEP, will prepare a Community Involvement Plan that is specific for the EPA Cleanup grant funded activities. One of the goals of the community engagement is to provide



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notification about meetings and events; present and make available accurate and timely information about the project; and provide opportunities for meaningful participation. Community input will be solicited at in-person meetings, on-line, and through the website/social media. Questions will be answered, and comments will be evaluated and, when appropriate, recommendations, particularly related to site cleanup and redevelopment will be incorporated in proposed plans.

Further, the City has established a board of community partners that will assist with community involvement.

Task 3: Brownfield Cleanup and Reuse Planning

Task 3 describes the cleanup and reuse planning activities that will be needed for the remediation of the project site. It includes work that will be conducted to successfully complete the cleanup within the four-year grant period including:

- ABCA Development and Implementation
- QAPP / HASP Development and Implementation
- Development and Implementation of Corrective Action Plan (CAP)
- GA EPD HSI Program Compliance
- GA EPD Brownfield Program Coordination and Compliance

A draft Analysis of Brownfield Cleanup Alternatives (ABCA) was completed in October 2021. The document summarized the findings of assessment work completed and presented three environmental cleanup alternatives for each of the recognized environmental concerns identified. In summary, the following issues were identified with the appropriate cleanup plan selected based on cleanup standard and intended reuse.

Task 4: Cleanup Activities

Soil Contamination (PCE): Given the potential to impact human health and the environment, the selected alternative is excavation, proper disposal (at a Subtitle D landfill) of 1,500 CY of impacted soil, and backfilling and compacting with clean soil. At this time, PCE impacts are primarily located in the upper 3 feet, in an area around the former dry cleaners and extending north onto the Perry Arts Center and water tower areas, with deeper impacts (0-15') at the northwest portion of the former dry cleaners. Additional sampling to confirm the vertical and horizontal extent of impacted soil is proposed as confirmatory sampling during excavation. Once delineated to within applicable regulatory limits, the impacted soil will be excavated, profiled and transported off site for disposal. If impacts are encountered at depths greater than anticipated based on assessment results, then additional soil excavation may be required to achieve unconditional closure status. To profile for proper disposal, a toxicity characteristic leachate procedure (TCLP) VOC test will be performed on all soil, asphalt parking, and concrete building slab waste removed from the site.

Groundwater Contamination (PCE): While the target site is currently enrolled in the Georgia Brownfields program, which offers limitation of liability from dissolved phase groundwater impacts, it is also listed under the Georgia Hazardous Site Inventory (HSI) or state superfund program. To facilitate compliance with HSI cleanup assessment and cleanup procedures, further assessment of groundwater



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will be required to determine the extent of impacts from dry cleaning solvents and resulting exposure pathways on the target site and nearby properties. After PCE source soil removal, further groundwater investigation is required. Currently three shallow aquifer monitoring wells are located on-site, with an average depth of 50 feet below ground surface (bgs). Based on discussions with Georgia EPD, a minimum of three additional shallow aquifer wells (one located upgradient and two located downgradient) and one deep aquifer well at the source is needed to adequately delineate impacts and verify groundwater flow direction. If necessary, additional monitoring wells may be required off-site to further delineate the downgradient extent of the PCE plume. As mentioned above, a contingency is included in the budget to account for this potential.

The redevelopment and reuse strategy for the project site is to create a recreational and interactive greenspace on the former shopping center portion of the property (approximately 1.4 acres). Specifically, this development will serve as an extension of the Perry Arts Center event and educational space. In addition, this greenspace will provide pedestrian safe pathways, connecting the downtown center to the commercial corridor along Main Street and Highways 127 and 341, which directly aligns with the Plan. This redevelopment plan, heavily influenced by community residents, intends to energize Perry's downtown which in turn will spur the local economy with smart infill development.

Federal Cross-Cutting Requirements: The QEP will ensure compliance with Federal cross-cutting requirements and will include the requirement to comply with these regulations in remediation contractor's contract, as applicable. These requirements include but are not limited to OSHA Worker Health & Safety Standard 29 CFR 1910.120; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333) the Anti-Kickback Act (40 USC § 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250.

National Historic Preservation Act-Section 106: The QEP will prepare and submit Environmental Review documentation to the Georgia State Historic Preservation Office for compliance with Section 106 of the National Historic Preservation Act. <https://www.dca.ga.gov/georgia-historic-preservation-division/review-compliance>. The QEP will implement any mitigation measures that result from consultation with SHPO.

Compliance with the Davis Bacon Act of 1931: The remediation must comply with Davis-Bacon (DB) Act prevailing wage requirements and associated U.S. Department of Labor (DOL) regulations for all construction, alteration, and repair contracts and subcontracts awarded. All laborers and mechanics employed by contractors and subcontractors are covered by Davis Bacon requirements for all construction work performed at the CBC site. Recent and applicable wage rates from the U.S. Department of Labor (as posted on <https://www.dol.gov/whd/programs/dbra/>) will be incorporated into construction, alteration, and repair solicitation and contracts.

The QEP and/or its Subconsultant will work with selected remediation contractor to verify it and any subcontractors comply with DB provisions. A sufficient number of employees will be interviewed to verify that the appropriate wage rates are being paid by contractors and subcontractors. Interviews will be recorded in Standard Form 1445. The QEP will spot check payroll data for DB compliance.

The QEP will identify and evaluate potential tools and activities as identified in EPA to help alleviate



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the environmental footprint of cleanup actions. More information can be found at the following web link: <https://www.epa.gov/greenercleanups> that can make the cleanup greener.



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PROPOSAL EVALUATION AND SELECTION

Proposals will be evaluated by an internal review panel based on the following factors:

- Clarity of Submittal (10 pts.)
- Firm Qualifications (10 pts.)
- Personnel Qualifications & Knowledge (10 pts.)
- Cost and Value (25 pts)
- Relevant Project Experience (25 pts.)
- Ability to Meet Project Timeline, Scope & Budget (10 pts.)
- References (10 pts.).

To be evaluated properly, the following must be addressed in detail:

Clarity of Submittal - The technical quality, completeness, conciseness, and clarity of the submittal.

Firm Qualifications - Qualifications of the firm and any subconsultants, including appropriate areas of expertise, relevant experience, and technical capabilities demonstrating qualifications to undertake the project.

Personnel Qualifications & Knowledge of Applicable Rules and Procedures - Qualifications of the proposed key personnel assigned to this project, including technical attributes and relevant experience that makes them uniquely qualified to undertake this project.

Cost and Value: U.S. EPA recommends that brownfield grant solicitations must include cost as a factor in selecting contractors. Accordingly, each respondent shall include a Fee Schedule and/or Rate Sheet listing hourly rates for applicable professionals and technicians as well as any other general or administrative fees typically billed by the firm. The fee schedule should also state the interval at which rates are typically reviewed and/or increased and should detail any anticipated cost assumptions or qualifications.

Relevant Project Experience - Qualifications of the firm and any subconsultants, including appropriate areas of expertise, relevant experience, and technical capabilities on projects of similar size, scope and complexity.

Ability to Meet Project Timeline, Scope and Budget Demands - Demonstrated ability to meet project timeline, scope and budget demands.

References - Quality of references for projects of similar size, scope and complexity.

The City of Perry will award a contract to the qualified individual or firm whose proposal has the highest number of cumulative points issued by the selection committee and determined to be the most advantageous to the City of Perry, *price and other factors considered*.

The City of Perry is an Equal Opportunity Employer and encourages Minority-Owned Business Enterprises (MBEs) and Woman-Owned Business Enterprises (WBEs) to submit proposals.



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Insurance Requirements

Workers' Compensation Insurance:

- State: \$100,000 or state required coverage, whichever is greater
- Federal: \$200,000 or federally required coverage, whichever is greater

Employer's Liability Insurance:

- \$200,000 or the statutorily required coverage, whichever is greater

Comprehensive General Liability Insurance:

- Combined single limit for bodily injury and property damage: \$1,000,000 each occurrence; \$2,000,000 combined single limit.
- General aggregate- \$2,000,000
- Operations aggregate - \$2,000,000

Personal Injury Insurance:

- \$1,000,000 each occurrence

Excess/Umbrella Policy:

- \$1,000,000 each occurrence; \$2,000,000 general aggregate

Comprehensive Automobile Liability Insurance:

- Bodily Injury: \$1,000,000 each person; \$1,000,000 each occurrence
- Property damage: \$100,000 each occurrence; combined single limit of \$200,000
- Combined single limit per accident for property damage and bodily injury- \$2,000,000

Exceptions or Objections

Indicate any exceptions to the general terms and conditions of the RFP, to insurance requirements or any other requirements listed in the RFP. If no exceptions are indicated, it will be understood that no exceptions to these documents will be considered after the award, or if applicable, during negotiations.

PROPOSAL PACKET CHECKLIST:

- Response (Cover Letter, Org Chart, Narrative, Team Member Expertise)
- Fee Schedule
- General Information
- References
- Equal Business Opportunity Program & Certificate(s)
- Certificate of Non-discrimination
- Drug Free Workplace
- Signature Page

The City of Perry retains the right to reject any and all proposals.

It is the policy of the City of Perry to foster, maintain, and promote equal opportunities for all. The City of Perry does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, military status, or any other characteristic protected by law.



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Submission Requirements

Offerors must submit one (1) original proposal, two (2) bound copies, and one (1) USB flash drive (with .pdf copy) of the complete submittal.

All proposals must be received by July 12, 2024, by 4:00 PM Local Time. Submissions must be submitted in a sealed box/package either by USPS Mail, FedEx, UPS or Hand Delivered and identified/labeled on the outside with The Offeror's name and address and project title as follows: "Brownfield Cleanup Grant – Professional Services" and addressed to:

*The City of Perry
Attn: Finance Department
1211 Washington Street
P.O. Box 2030
Perry, GA 31069*

Submissions may be hand delivered to the above address only between the hours of 8:00AM and 5:00PM local time Monday through Friday, excluding Holidays observed by the Owner.

Offerors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring **the required address information appears on the outer wrapper** or container used by such service. Submissions received after said date and time will not be considered. Having the container postmarked by July 12, 2024, does not meet the requirements of this RFP. Delivering the document to a commercial delivery service is also not sufficient until the submittal is actually received at the designated location.

The submissions must be signed by an officer or employee of the company, legally authorized to enter into a contractual relationship in the name of the Offeror.



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RFP Questions

Any inquiries regarding this RFP must be submitted in writing no later than 4:00 PM local time July 12, 2024 to:

*The City of Perry
Attn: Robert Smith
Assistant City Manager
1211 Washington Street
P.O. Box 2030
Perry, GA 31069*

or via e-mail: robert.smith@perry-ga.gov. Questions will be answered in writing by addendum. Questions received after this time will not receive a response.

Additional Information/Addenda

Answers to questions submitted that materially change the conditions and specifications of this RFP will be distributed to all addressees as an addendum. Any discussions or documents will be considered non-binding unless incorporated and distributed in an addendum.

Proposers should check with the City of Perry Finance Department frequently during the time that this solicitation is open to Offerors to verify that they have received all issued addendums. Addendums will be posted on the City of Perry website (<https://perry-ga.gov/business-services/finance/bids-proposals>). While every attempt is made to make sure that registered proposers receive notice of addendums, proposers have the responsibility of making sure that they have received all issued addendums.



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