

Request for Proposals (RFP)

EPA Brownfield Cleanup Grant Implementation for the Former Drexel Furniture Manufacturing Site

City of Marion, North Carolina

I. INTRODUCTION

The City of Marion (City) was awarded a \$500,000 Fiscal Year (FY) 2023 U.S. Environmental Protection Agency (EPA) Brownfield Cleanup Grant to plan and implement abatement of four underground storage tanks (USTs) and one oil-water separator (OWS) at the former Drexel Furniture Manufacturing Site (Drexel), located at 70 Blue Ridge Street in Marion. The City has also secured \$450,000 of North Carolina Department of Commerce Rural Transformation funding necessary to complete the anticipated abatement activities for the abatement of regulated building materials (RBM).

The City of Marion, population 7,628, is a rural Main Street community located in McDowell County with a municipal boundary of approximately six (6) square miles. The project site is a 15.29 acre property located within U.S. Census Tract 9705 and situated between Marion's Central Business District (CBD) and the West Marion Community along the Norfolk Southern Railroad. Constructed in 1902, the former Drexel Furniture Manufacturing and Finishing Plant and used for various furniture, cabinet, and laminate manufacturing operations until 2004.

In 2014, the property was sold to Marion Properties, LLC. Marion Properties, LLC. The property owner demolished six buildings totaling 168,377 square feet of conditioned floor area with the purpose of salvaging metal scrap. Marion Properties, LLC, abandoned the site leaving behind approximately 3,000 tons of regulated building material (RBM). In 2018, the City took ownership of the property and abated 2,522 tons (5,307 CY) of RBM, and 31,296 gallons of #6 oil and water mixture from the USTs and transported to HOH Corporation in Winston-Salem, NC for disposal. The USTs and OWS openings were covered with plywood anchored down by concrete screws to prevent rainwater from entering the systems and to prevent injuries.

The overall reuse strategy for the Drexel site is to create a new mixed-use transit-oriented development that includes residential housing, commercial development, and expanded facilities to serve passenger rail service between Salisbury and Asheville.

The City is seeking a Qualified Environmental Professional (Consultant) as defined in 40 CFR §312.10 to plan and implement abatement activities as outlined within this RFQ, the City's FY2023 EPA Brownfield Cleanup Grant Cooperative Agreement Work Plan, the draft Analysis of Brownfield Cleanup Alternatives (ABCA) and the most recent Targeted Brownfields Assessment (TBA) Report. The Consultant's responsibilities will include finalizing the ABCA, development of the Cleanup Action Plan (CAP), development of bid plans and specifications, oversight of abatement activities, post-cleanup reporting, participation in stakeholder engagement activities, and supporting grant management and reporting activities. The Consultant will work under the direction of the City's staff and/or representatives, and will work in collaboration with other project stakeholders, as necessary. The EPA, and North Carolina Department of Environmental Quality (NCDEQ) will be actively involved

in the project including reviewing and approving appropriate documents and providing regulatory oversight throughout the duration of the project.

II. SCOPE OF SERVICES REQUESTED

The following tasks represent the scope of services being requested:

TASK 1: CLEANUP PLANNING

Specific subtasks for Task 1 include:

- **Finalize the Analysis of Brownfield Cleanup Alternatives (ABCA):** Based on previous environmental reports, a draft ABCA was prepared by the City of Marion dated November 2022. The draft ABCA identified abatement of USTs and OWS, and provided a preliminary evaluation of abatement options and anticipated abatement costs based on information contained in an initial soil and groundwater assessment dated August 14, 2017. The Consultant will finalize the ABCA for submittal and approval by EPA and NCDEQ.

- **Develop the Corrective Action Plan (CAP)/Abatement Plan:** The Consultant will prepare the CAP and allow for required review, comment and approval by the City, EPA, NCDEQ Brownfield Section, and NCDEQ Underground Storage Tank Section.

- **Prepare the Site-Specific Quality Assurance Project Plan (SSQAPP):** The Consultant will prepare an SSQAPP that identifies appropriate methods for abatement, field observation and confirmatory sampling to be conducted on site, in accordance with EPA, NCDEQ and Occupational Safety and Health Administration (OSHA) regulations. The SSQAPP will be submitted to EPA and NCDEQ for review and approval.

Prepare Permits for Remediation for Submission to NCDEQ: The Consultant shall prepare all City permit applications required for remediation activities based on the EPA and NCDEQ approved CAP/Abatement Plan.

- **Preparation of Bid Package, Contractor RFP and Participation in Contractor Selection:** A certified abatement contractor will be procured by the City to implement the required abatement activities. The Consultant will lead preparation of the bid package, including preparing detailed plans and specifications, inclusion of the required Davis-Bacon requirements, EPA's six Good Faith Efforts for contracting with Disadvantaged Business Enterprises (DBEs) and other terms and conditions of the funding/oversight agencies (EPA and NCDEQ); development of the Contractor RFP; preparation of a budget details; conducting required site visit(s) with potential contractors; and participating in the review of contractor bids.

- **Coordination with City and Project Team:** Consultant will coordinate and work with the City and other members of the project team as necessary throughout the cleanup planning phase. Consultant shall attend regularly scheduled project meetings with the City and project team.

TASK 2: ASSIST WITH STAKEHOLDER ENGAGEMENT ACTIVITIES

The City will coordinate regular stakeholder engagement activities over the course of the project. The meetings will serve to keep project stakeholders operating in a collaborative and coordinated fashion. Specific subtasks anticipated for Task 2 include:

- **Development of Project Fact Sheets, Meeting Materials and other Community Outreach**

Documents: The Consultant will assist the City in developing content for project fact sheets, meeting materials and other community engagement documents.

- **Public Meetings:** The Consultant will participate in key stakeholder meetings as needed before, during and after the site cleanup/abatement activities.

- **Implement and Document 30-Day Public Comment Periods for the ABCA and CAP:** The Consultant will assist the City with the coordination of public meetings; and respond to questions and comments regarding the ABCA and CAP at public meetings.

TASK 3: OVERSEE SITE CLEANUP/ABATEMENT ACTIVITIES

Specific subtasks for Task 3 are anticipated to include:

- **Oversight of Cleanup/Abatement Activities:** The Consultant will oversee contractor activities, conduct appropriate site inspections to ensure proper procedures are being followed and that work is being performed safely and in accordance with bid documents; ensure cleanup is conducted according to applicable NCDEQ and EPA rules, regulations and guidelines; review contractor invoices; and ensure work is proceeding according to the established timeline.

- **Project Updates:** The Consultant will prepare and submit bi-weekly updates, including photographs of work in progress.

- **Confirmatory Sampling:** The Consultant will oversee the collection of required samples, as required.

- **Cleanup Documentation:** The Consultant will prepare and submit close-out documentation to appropriate regulatory agencies indicating that cleanup is complete and prepare the final technical report.

TASK 4: SUPPORT GRANT MANAGEMENT AND REPORTING ACTIVITIES

The Consultant will assist with grant management and reporting activities in collaboration with the City. Specific subtasks for Task 4 are anticipated to include:

- **Reporting Activities:** The Consultant will provide requested information for Quarterly Progress Reports, Annual DBE and Federal Financial Reports (FFRs), ACRES reporting, and the Final Performance Report as required by EPA.

- **Check-in Meetings:** The Consultant will attend regular check-in meetings with the City's project management team to provide status updates and keep the project moving forward on schedule.

III. PROPOSAL FORMAT

Technical Proposal

The following items must be included in a firm's response:

Organizational Profile: Provide an overall history and description of your firm and any teaming firms.

Qualifications: Provide a list of key personnel expected to work on the project, including names, education, professional licenses, registrations or certifications, and role in the project. Subconsultants should be included in this list and identified as such. The Project Manager/Primary Contact should be clearly identified and should meet the requirements of EPA's definition of a Qualified Environmental Professional.

Experience: Contractors should have demonstrated experience in performing similar services funded and under the direction of the applicable federal (EPA) and (NCDEQ) agencies.

Project Approach and Timeline: Describe the approach to be taken toward completion of each of the tasks outlined above. Provide a project schedule which includes the tasks outlined above, key deliverables and key milestone dates including but not limited to completion and approval of the CAP and start/completion of cleanup/abatement activities.

Representative Projects: List three to five representative examples of related projects your firm has performed which illustrate your firm's role and experience in providing the scope of services requested. For each example (project), include a brief description, dates of service, and a reference with contact information (name, title, organization name, email address, and phone number). Proposals should be limited to fifteen (15) single sided pages. The following shall be included and will not count towards the 15-page limit:

- Cover page
- One-page cover letter
- Table of contents
- Proof of insurance
- Resumes for key individuals (limited to 2 pages per individual)

Cost: Additionally, a rate schedule should be included in the cost proposal with hourly rates for key staff and anticipated expenses (materials, travel, equipment, etc.) to be incurred for performing all other project activities, which will be performed on a time and materials basis and further specified/approved as the project progresses. An itemized breakdown of any anticipated subconsultant/subcontractor costs and expenses should also be included.

IV. SUBMISSION PROCEDURE AND DEADLINE

An electronic copy of the Statement of Qualifications is due in the Planning and Development Director's Office no later than 4:00pm (ET) on Monday, April 1, 2024. The response will be incomplete if all required documentation is no received by the submission deadline.

Interested firms shall submit their response to the RFQ – including all attachments - to Heather Cotton, Planning and Development Director, via email: hcotton@marionnc.org. Please note that the City has an email attachment size limitation of 20MB. If the firm's submittal will be larger, please contact Heather Cotton for instructions on how to submit.

The submittal shall include all requested information outlined in the RFQ. The entire submittal shall be attached to an email. The subject line shall be "RESPONSE TO EPA GRANT RFQ." The body of the email shall contain the following information:

- RFQ title;
- Name of Respondent; and
- Name, address, email, phone, and fax number of the contract person for any questions concerning the response.

The City of Marion reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interests of the City even though not the lowest cost. The City is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the City to pursue an agreement or contract with any firm.

The resulting contract from this solicitation will be for four (4) years. The City of Marion, NC may amend or extend the contract arising from this solicitation by Option periods beyond the initial 4 years to accommodate the terms and conditions for the FY2023 US EPA Brownfields Cleanup Grant , additional grants awarded in concert, or future grants awarded to the City of Marion, NC, provided that an analysis of market conditions indicates the prices the contractor proposes in any extension are reasonable.

Minority-owned, women-owned, Section 3 businesses and locally owned businesses are strongly encouraged to apply.

V. SELECTION CRITERIA AND PROCESS

Proposals will be evaluated by the City and its representatives in consideration of the following criteria:

- The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and the responsiveness to the work program.
- The respondent's qualifications and experience for performing the requested scope of services, with particular attention on experience with successful projects similar in size and nature/complexity.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the City's project management team, EPA, NCDEQ, and other interested stakeholders.
- Experience with EPA's cleanup program, ABCAs, CAPs, SSQAPPs, and implementation of abatement projects.

The following criteria will be used to evaluate proposals:

Evaluation Criteria (100 Total Points)

Consultant selection criteria will include demonstrable experience/capabilities with state and/or federal regulated brownfields projects, preparing QAPPs, ABCAs, CAPs, ability to clearly report and communicate findings to a wide and diverse audience, expertise in abatement procedures of similar nature and complexity, and ability to coordinate effectively with all project stakeholders. The Consultant's activities associated with each work task needs to follow the proposed costs and anticipated level of effort. The City will act as the sole judge of all proposals.

The City will review all qualifications according to the factors and criteria included within this RFQ. The City will consider the following factors in its review of the Technical RFQs received:

Description	Points Possible
Clarity of Submittal: The technical quality, completeness, conciseness, and clarity of the submittal.	10 Points
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.	10 Points
Personnel Qualifications & Knowledge of Applicable Cleanup 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.	20 Points
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.	15 Points
Ability to Meet Project Timeline, Scope and Budget Demand: Demonstrated ability to meet project timeline, scope and budget demands.	10 Points
Cost, Value, and Availability: Respondents will include their Rate Sheet for both hourly services and typical environmental site assessment and remediation equipment to enable review of the reasonableness of costs and prices proposed. Additionally, respondents shall identify the availability of key staff members noted for the anticipated period of performance of this grant funded project.	25 Points
References: Quality of references for projects of similar size, scope and complexity.	10 Points
Total Points Possible:	100 Points

VI. ADDITIONAL RESOURCES

Firms responding to this request for qualifications should thoroughly review the following important background documents (located on the resources page listed below):

- Initial Soil and Groundwater Assessment (August 14, 2017)
- Draft Analysis of Brownfield Cleanup Alternatives (November 21, 2022)
- Grant Application (November 21, 2022)
- Cooperative Agreement Work Plan, Rev 1 (June 6, 2023)
- Cooperative Agreement with EPA (September 7, 2023)

Resources can be found at www.marionnc.org/315/Drexel at the bottom of the page.

VII. QUESTIONS:

Specific questions regarding information in this RFP shall be sent via email to Heather Cotton, Planning and Development Director, at hcotton@marionnc.org by 4:00 PM (ET) on Wednesday, March 13, 2024. Questions and answers will be posted to www.marionnc.org/140/contractbids by 4:00 PM (ET) on Monday, March 18, 2024 for all respondents to review. Additional information can be found at www.marionnc.org/315/Drexel.