

**TOWN OF BROOKFIELD
REQUEST FOR QUALIFICATIONS AND PROPOSALS**



**Department of Economic & Community Development Brownfield Assessment Grant
20 Station Road, Brookfield, CT**

1. PURPOSE

The Town of Brookfield, CT is accepting statements of qualifications and scope of services, and a statement of proposal with itemized cost estimates from qualified engineering/environmental consulting firms to complete environmental assessment of the property and structure located at 20 Station Road, Brookfield, CT. In March 2017, the Department of Economic and Community Development awarded the Town of Brookfield a Brownfield Assessment Grant to complete these assessments.

2. OVERVIEW

State brownfield funds will be utilized for the environmental site assessment of the former dry cleaning property located in Brookfield, CT. The 2.3 acre property is privately owned and the building is currently vacant and condemned. The goal of the project is to provide a Phase I Environmental Site Assessment, Supplemental Phase II and/or Phase III ESA as needed, Remedial Action Plan with associated cost estimates, Hazardous Building Materials Assessment, abatement and demolition plans. The lead contact for this work will be the Town of Brookfield's Economic & Community Development Manager, Betsy Paynter.

Several previous studies and assessments were conducted on 20 Station Road, Brookfield and are available at http://www.brookfieldct.gov/Pages/BrookfieldCT_WebDocs/20StationBrownfield/.

- 2001 – Diversified Environmental Services, Inc., *Soil Excavation Program*
- 2002 – Diversified Environmental Services, Inc., *Phase III Subsurface Investigation Report*
- 2002 – Diversified Environmental Services, Inc., *Remedial Action Plan*
- 2002 – Diversified Environmental Services, Inc., *July 2002, Quarterly Groundwater Monitoring Letter Report*
- 2002 – Diversified Environmental Services, Inc., *October 2002, Quarterly Groundwater Monitoring Letter Report*
- 2013 - Diversified Environmental Services, Inc., *April 2013, Quarterly Groundwater Monitoring Letter Report*

3. HISTORY

20 Station Road in Brookfield, Connecticut (the site) is an approximate 2.3 acre property located on the north side of Station Road in Brookfield's Town Center, also known as the Four Corners area. The site is developed with an approximate 4,700-square foot former commercial and residential building. The building was condemned in 2011. It is a blight on the neighborhood, as well as a brownfield with known soil and ground water contamination.

According to existing environmental reports, a dry cleaning business operated at the site during the 1960s and 1970s.

Based on known ground water contamination issues in this area of Brookfield, the Connecticut Department of Energy and Environmental Protection (CTDEEP) conducted potable well sampling and investigation at the site in 1998 and identified Perchloroethylene (PCE) in soil and ground water at the site.

The current property owner never operated the dry cleaning business, however, purchased the site from the former owners and was unaware of the contamination caused by the former dry cleaning business. The current property owner entered into a Consent Order (C.O. SRD - 113) with CTDEEP in 1998.

The property owner did complete many, but not all of the requirements of the Consent Order, as it remains open. The site is subject to the requirements of the Connecticut Transfer Act due to the operation of a dry cleaning business at the site after May 1, 1967.

SCOPE OF SERVICES

The work program and final scope of the project, including deliverables, will be clarified once a consultant/firm is selected. The Final Report should include the following:

1. Environmental Site Assessments:

Prepare a **Phase I Environmental Site Assessment (ESA)** to identify AOCs and/or RECs that have resulted from current or historical uses of the site. The Phase I ESA shall be conducted in accordance with ASTM E1527-013 and CT DEEP Site Characterization Guidance Document (SCGD). Provide a detailed scope of work to include: compliance with ASTM E1527-13, the applicability of the CT Transfer Act as it relates to the site; the text of the report shall be supplemented with the review of all available documentation from previously conducted environmental activities and/or reporting including the interpretation of the findings and an evaluation for development and incorporation into the Conceptual Site Model (CSM). A draft report will be made available to the town for review and comment prior to the report being finalized.

Complete a combined **Phase II/III supplemental ESA** as needed and in accordance with CT DEEP SCGD. The Supplemental ESA will be designed as follows:

- To collect sufficient information to determine whether or not any new releases have occurred at each REC/AOC identified during the Phase I ESA.
- To define the nature, degree, and extent of the releases identified during Phase II or other site investigations.
- To further develop the Conceptual Site Modeling process and complete or significant complete the investigation and deliver a report with the limited if any data gaps.

Potential respondents are encouraged to utilize all existing data and reporting to the maximum extent possible for development of the Supplemental ESA scope moving forward with the intention of redoing the least amount of work previously performed on behalf of the property owner. After the supplemental investigation has been implemented and the field data results evaluated draft

report will be prepared for review/comment and discussion with the town prior to the report being finalized. Once approved, provide two hard copies and one electronic copy of final report to the Town.

The scope of services for the Supplemental ESA, as outlined in this RFQ/RFP, is preliminary. The final scope of services will be negotiated with the selected firm and modified as needed, following completion of the Phase I ESA and depending on site conditions.

Remedial Action Plan & Opinion of Probable Remediation Cost

Prepare a Remedial Action Plan (RAP) in accordance with DEEP requirements that describes proposed remedial options that are protective of human health and the environment and achieve compliance with the RSR cleanup criteria for residential use.

Hazardous Building Material Survey

Complete a hazardous building material (HBM) survey for the building to identify all asbestos, lead, and polychlorinated (PCB) containing building materials and universal wastes or any other HBM associated with the structures.

Prepare a draft report that includes a description of sampling conducted, results, as well as quantities and locations of materials identified. Appropriate tables should be prepared including analytical summary tables that identify both positive and negative sample results, quantities of materials found to contain lead, asbestos, or PCB, universal wastes, and locations of those materials. Appropriate figures should also be prepared to identify location of materials within the buildings and on site. The report should also include a photographic log of materials, chains of custody, as well as laboratory analytical reports.

Develop a Draft Opinion of Probable Cost for abatement of hazardous building materials and removal of universal wastes.

Provide a draft report for review before a final report is prepared. Once approved, provide one hard copy and one electronic copy of final report to the Town.

Abatement and Demolition Specifications

Prepare abatement specifications for HBM including asbestos, lead, and PCB containing materials as well as removal of universal wastes. The specifications should include detailed CAD drawings of building layout and locations of materials to be abated/removed.

Finalize Opinion of Probable Cost for abatement based on specifications developed for the project.

5. PROJECT SCHEDULE

The Consultant should be prepared to enter into a contract and begin work as directed by the Town of Brookfield on or about **July 6, 2017**. Our objective is to complete this scope of work within one year of authorization to proceed with selected firm.

6. GENERAL

Respondents to this RFP will represent a firm possessing experience and expertise in Brownfields Assessment and remediation and the professional standards thereof, to undertake and successfully

complete the scope of work as outlined in this RFP. The technical lead for the project is required to be a Licensed Environmental Professional (LEP). Teams should be prepared to demonstrate a strong environmental engineering background, and a good working relationship with the staff of Connecticut Departments of Energy and Environmental Protection and Economic and Community Development. The selected consultant/firm must meet all State and Federal affirmative action and equal employment opportunity practices and other practices as outlined in Executive Order Number Three, Sixteen and Seventeen. The consultant/firm shall obtain and maintain, at its expense, Professional Liability Insurance in a minimum amount of \$1,000,000.

The consultant/firm shall obtain and maintain, at the consultant's/firm's expense, such insurance as will protect the consultant/firm from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Town of Brookfield from all claims of bodily injury, death or property damage which may arise from the performance by the consultant/firm or the consultant's/firm's employees in their functions and services to the Town of Brookfield. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate.

Workers' Compensation shall be in accordance with Connecticut Statutes. The selected consultant/firm shall, within five (5) days of award, provide proof of this insurance. The Town of Brookfield shall be listed as an additional insured.

After review of the Request for Qualifications received, the Town will conduct interviews of the consultants/firms it judges to be the most qualified to perform the required services based upon the criteria in this RFQ/RFP and a ranking system that will be formulated by the Economic and Community Development Manager.

The following factors will be evaluated and weighted appropriately in the selection process:

- The technical competence of the consultant/firm
- The quality and performance of past services on similar projects.
- Experience with DEEP and DECD Brownfield programs
- Experience of key personnel including the sub-contractors
- Demonstrated knowledge of environmental remediation and brownfield redevelopment.
- The expected quality of the scope of work and deliverables the consultant proposes to provide for the established budget.
- The proposed fee associated with the professional services.

The Town of Brookfield reserves the right to reject any and all proposals and to waive any informality in the process. It shall be understood that the award made by the Town of Brookfield shall be final and conclusive and without recourse or appeal by the remaining consultants/firms. The successful consultant/firm will be expected to execute a standard contract for professional services as approved by the Town of Brookfield. This contract will be made available to DECD for review and approval prior to execution.

The successful respondent will assume sole responsibility for the complete project as required in this RFQ/RFP. Respondents who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be identified and to the extent necessary

their qualifications shall be provided. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of the Town.

7. SUBMITTAL DOCUMENTATION

Submittal Letter

Interested consultants/firms shall submit a cover letter addressed to Betsy Paynter, Economic & Community Development Manager, signed by an authorized principal or agent of the firm. The letter shall provide an overview of the proposal, as well as the name, title, phone and fax numbers, and email address of the person to whom questions concerning the request for proposals may be directed.

History and Resumes

- The consultant/firm must include a brief history of the company including:
- Consultant/firm size and organization
- Length of time the consultant/firm has been in business
- Products and services offered
- Experience with DECD Brownfields programming
- Resumes of key individuals that will be assigned to this project.

Scope of Services

The consultant/firm shall provide a detailed Scope of Work which outlines various services it will provide for the project. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal.

Key Issues, Experience, and Ability to Perform

Provide examples of previous work on similar projects to demonstrate the consultant's/firm's understanding and familiarity with projects of this type, including a list of Brownfield Assessment projects which have been completed in the last five years, resume's for all professionals to be assigned to this project including information regarding the qualifications of any proposed subcontractors. The lead project manager/LEP must be identified.

References

At minimum, a list of at least 3 previous and/or current contracts which are similar to the Town's scope of services, including:

- a) Dates of contract duration
- b) Services performed and fees for services
- c) Name, address, telephone numbers of clients which may be contacted for verification of information submitted
- d) Statement as to whether project was completed on time and within budget.

8. SUBMISSION

The information required for this Request for Proposal must be identified as "RFQ/RFP for 20 Station Road, Brookfield, CT" and must be submitted with two (2) copies and one (1) electronic copy, to Betsy Paynter, Economic & Community Development Manager, Land Use Department, 100 Pocono Road, Brookfield, CT, no later than **Monday, June 26, 2017 at 11am**. Electronic copies of the

proposals can be emailed or sent using Dropbox using the email bpaynter@brookfieldct.gov, or may be provided on a cd or thumb drive. Late proposals will not be considered. All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of Brookfield and is available for review under the Freedom of Information Act.

SITE WALK

There will be a site walk on **Wednesday, June 14, 2017 from 12 noon – 1pm**. Questions may be asked and consultants may walk the property and enter the building.

9. POINT OF CONTACT

Questions may be directed to Betsy Paynter, Economic & Community Development Manager by email (bpaynter@brookfieldct.gov) only. Electronic submittals shall be sent to Betsy Paynter at [Bpaynter@brookfieldct.gov](mailto:bpaynter@brookfieldct.gov).