



Request For Qualifications & Fee Proposal

RFP 2023 – 02

City of Caribou

Introduction

The City of Caribou, Maine, as a general-purpose unit of local government, was selected for EPA Brownfields Cleanup funding in the FY 2023 competition for the remediation of the former Caribou Diesel Electric Power Plant & Outbuildings. The intended remediation of the Caribou Diesel Electric Power Plant & Outbuildings will create a riverfront park.

The City of Caribou is seeking the expertise of a Qualified Environmental Professional (QEP) to provide specific professional services to provide cleanup oversight and technical assistance for all aspects of this project over the period of performance of the grant through September 30, 2027.

Site Eligibility and Property Ownership Eligibility:

The City of Caribou owns the site.

Operational History and Current Uses:

The brownfield priority site targeted by this project is an abandoned diesel power plant and associated outbuildings in the floodplain of the Aroostook River, and within the urban compact area of Caribou, Maine at 142 Lower Lyndon St. This site was selected because this area of the city is disproportionately impacted by several brownfield sites, and to protect the underserved community and river. Located on the west side of the Aroostook River near the historic Caribou Dam, the target site commands breathtaking views of the river and expansive landscape. The site and adjacent dam have historically (circa 1889) been the location of power generation (until 2012) and public water supply (until 2006). Located less than one half mile from the downtown area, the site is of local, regional, and international environmental concern due to waste oil, hazardous substances, and asbestos-containing materials (ACM) located in unsafe, dilapidated structures.

Currently an eyesore, target for vandalism, and unsafe, unauthorized shelter for the homeless, the site is a reminder of the blight and economic challenges the community has experienced in the last 30 years. This project will clean up and dispose of hazardous substances so that the buildings can be demolished, and public health and safety risks, environmental, and water quality threats will be eliminated. Restoration and reuse of this scenic, environmentally, and culturally significant riverfront site will be a catalyst and symbol of a revitalized community and create a positive environment for new investment. It will create a renewed sense of place in this disparate, rural, remote community facing multi-faceted health, economic, social, and environmental challenges.

Environmental Concerns:

Identified in the 2021 Phase 1 Environmental Site Assessment, the structures that need remediation include a 12,200-square foot brick and steel diesel electrical power plant (in operation 1949- 2012) and outbuildings, including an oil tank building, oil storage building, pump station, pump house and two storage buildings. Approximately 11,320 gallons of waste oil and hazardous

substances were inventoried at the site, including stored diesel, lube oil, waste oil, waste oil-contaminated water, sludge, antifreeze, degreaser/solvent, and water treatment chemicals. According to the 2022 Phase II Environmental Site Assessment and a 2022 hazardous building materials survey, ACM was identified in roofing (12,500 square feet), window glaze (1,600 square feet), floor tile and mastic (600 square feet), and stored material (white board insulation). Electrical wire coating and gaskets are presumed positive for asbestos. LBP, universal and hazardous waste including mercury-containing fixtures and components, UPS batteries (75), potential lead-containing glass block windows (575 square feet), potential PCB-containing ballasts, and e-waste are present.

The assignments will be tasks related to the Scope of Services as outlined in the RFP.

Scope of Services

The following list of activities represents the scope of services being requested of the firm on behalf of the City for the former Caribou Diesel Electric Power Plant & Outbuildings site cleanup. This scope of services is based on the City of Caribou's work plan submitted to the EPA as part of the grant application. Some of these tasks will be performed in conjunction with other entities:

The content of the City's Work plan and the Brownfields Grant is located at the following link:
<https://www.cariboumaine.org/rfps/>

Task 1 – Cooperative Agreement Oversight

Specific subtasks for Task 1 include:

Reporting and Tracking: Prepare quarterly reports, Minority-Owned Business Enterprises/Woman-Owned Business Enterprises reports, and Federal Financial Report forms; enter site data into the Assessment, Cleanup and Redevelopment Exchange System (ACRES); and maintain grant files, including establishment of an information repository.

Task 2 – Public Meetings and Community Involvement

Specific subtasks for Task 2 include:

Community Relations Plan: Work with media consultant to prepare plan to involve public in cleanup activities, with focus on how adjacent landowners, target community, and general public will be made aware of project, meeting times and dates, and comment periods; and prepare a 'fact sheet' regarding the cleanup project, including answers to frequently asked questions, that can be made available for the public.

Implement 30-Day Public Comment Period on Analysis of Brownfields Cleanup Alternatives: Receive and respond to questions and comments.

Public Meetings: Attend at least three (3) meetings with any requested translation services, many in conjunction/partnership with Community Organizations.

Task 3- Site Specific Clean Up Activities (Final Cleanup Plans, Maine Department of Environmental Protection Voluntary Response Action Program (MEDEP VRAP) Submittals, and Bidding)

Specific subtasks for Task 3 include:

Final Cleanup/Abatement Plan: Final Analysis of Brownfields Cleanup Alternatives (ABCA); Health and Safety Plan (HASP); Quality Assurance Project Plan(QAPP); Community Relations Plan(CRP); Remedial Report and EPA.

Outputs: Final ABCA, HASP, QAPP, CRP; Final Remedial Report; Public Notices

If required, Prepare Site Specific Quality Assurance Project Plan (SSQAPP): Prepare a SSQAPP for any environmental confirmatory sampling to be conducted on site, in accordance with MEDEP and Occupational Safety and Health Administration regulations; and submit SSQAPP to EPA for approval.

Historic Preservation: Assist EPA Project Officer in collecting information and determining if Section 106 applies.

Green and Sustainable Remediation: The cleanup/abatement plan will also consider remedial options in light of the following: reasonably foreseeable changing climate conditions (e.g., sea level rise, increased frequency and intensity of flooding and/or extreme weather events, etc.); the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources; reduce volume of wastewater generated/disposed; reduce volume of materials taken to landfills; and recycle and re-use materials generated during the cleanup process to the maximum extent practicable. The cleanup/abatement plan will include an analysis of reasonable alternatives, including no action; the cleanup method chosen must be based on this analysis. After the proposed cleanup/abatement plan is presented, an additional statement shall be included that will provide ways to make the proposed cleanup “greener” or “more sustainable,” such as reducing energy use or employing alternative energy sources, reducing volume of wastewater generated/disposed, reducing volume of materials taken to landfills, and recycling and re-using materials generated during the cleanup process to the maximum extent practicable.

Coordination with Redevelopment Plans: Coordinate with staff and appropriate stakeholders to organize the construction project scope and schedule and clearly identify of scope responsibilities between Brownfields Cleanup and redevelopment plan. Provide recommendation for coordination /combination of project bidding.

Bidding, Selection of Environmental Contractor: Prepare of bid package, including engineering design documents (plans, specifications), Davis-Bacon requirements, and bid form according to EPA guidelines and City of Caribou Purchasing Policy. Prepare budget detailing how EPA funds will be used to clean up site. Conduct site visits with interested contractors.

Task 4 – Oversee Site Cleanup

Specific subtasks for Task 4 include:

Oversight of Cleanup Activities: Conduct appropriate site inspections to ensure proper procedures are being followed and that work is performed according to bid documents; ensure that wage rates and posters are available to workers on-site; collect, review, and maintain payrolls; conduct on-site labor interviews; ensure cleanup is conducted according to applicable MEDEP rules and guidelines; and ensure work is proceeding according to the established timeline. Specifically, oversight of the removal of waste oil and hazardous substances; removal of ACM, LBP, universal & hazardous waste; Maintain removal, transport and disposal records, including asbestos waste shipment records and hazardous waste manifests; demolition and site restoration.

Project Updates: Prepare and submit weekly updates, including photographs of work in progress.

Confirmatory Sampling: collection of post-cleanup samples.

Cleanup Documentation: Prepare and submit close-out documentation to MEDEP indicating that cleanup is complete and identifies any institutional controls and long-term monitoring; receive final cleanup documentation from MEDEP and submit to EPA; and prepare final report and grant closeout material. The City will seek a revised VRAP from the MEDEP so that redevelopment of the Caribou Diesel Electric Power Plant & Outbuildings will be bankable.

Firms considering responding to this request for proposals may find information and resources to be helpful and informative at <https://www.cariboumaine.org/rfps/>

Schedule:

A tentative proposal selection schedule is as follows:

Request for proposals published	7/24/2023	
Mandatory pre-bid site walk-through	8/03/2023	@ 2:00 p.m.
All questions must be submitted by	8/10/2023	@ 2:00 p.m.
All questions will be answered by	8/15/2023	@ 2:00 p.m.

**Questions and answers will be posted on the city website at: <https://www.cariboumaine.org/rfps/>

Receive Proposals from Consultants	8/17/2023	@ 2:00 p.m.
Selection Review Committee Interviews	8/21 – 8/25, 2023	
Bid consideration / approval by Caribou City Council	8/28/2023	
Execute Contract	9/01/2023	

It is the intent of the City to set the duration of the contract through September 30, 2027, to allow for a final closeout report. All other work should be completed by June 30, 2027.

All submissions will become property of the City of Caribou and will not be returned.

The Caribou City Council shall have the authority to reject any and all proposals when proposals are deemed non-responsive, token, collusive or otherwise non-acceptable, and such an action is in the best interest of the City. The City of Caribou further reserves the right to waive any defect or informality in any proposal. The City of Caribou 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 of Caribou to pursue an agreement or contract with any firm.

A mandatory site walk-through is scheduled for Thursday, August 3, 2023, at 2:00 pm.

Required RFP Submission Contents:

Consultants' response to this RFP shall include:

1. **Cover Letter:** Provide a cover letter expressing the firm's interest in working with City of Caribou staff, EPA, MEDEP, and other stakeholders. The firm shall affirm that they and all subconsultants used in this project will meet all requirements of the EPA Brownfields program and the Cooperative Agreement. The firm will also affirm whether or not it meets criteria to be a Minority-Owned Business Enterprise or Woman-Owned Business Enterprise. This letter should be on your firm's letterhead and signed by an officer of the firm authorized to bind the firm to all comments made in the proposal and shall include the name, address and phone number of the person(s) to contact who will be authorized to represent your firm;
2. **Organizational Profile and Qualifications:** Provide a summary of all personnel to be involved in the project including all subconsultants. Designate the Principal in Charge, the Project Manager, Community Relations Manager, and other key personnel, and identify who the primary contact will be on this project. Provide personal resumes illustrating the experience and background of key personnel who will be assigned to the project. Provide an overall history and description of qualifications for your firm, as well as for any of your proposed subconsultants. Provide proof of liability insurance for your firm and your proposed subconsultants. Provide information regarding your firm's current staffing, current workload, and availability to provide the scope of services as soon as the contract is awarded;
3. **Approach to the Project and Timeline:** Include the following information: Describe the approach to be taken toward completion of each of the four (4) tasks outlined above and an explanation of any proposed variations to the work program. *Address each of the four (4) tasks separately.* Also provide a timeline for completing the various components of the scope of services requested. See the suggested work plan for guidelines. The final timeline will be negotiated at contract. The period of performance for this grant is July 1, 2023, to September 30, 2027;
4. **Communication, Collaboration, and References:** Describe your communication strategy and ability to collaborate effectively with City, property owners, and other stakeholders. Describe your working relationships with State and Federal partners, including MEDEP and EPA. Provide references to corroborate this information;

5. **Familiarity with Brownfields Cleanup:** List representative examples of related work (projects) your firm has performed over the past three (3) years which illustrates your firm's role and experience in providing the scope of services requested. For each example (project), include a brief description and a reference with contact information. Also provide a list of all current EPA-funded Brownfields projects (assessment, cleanup, revolving loan fund, etc.) that your firm is currently working on;

6. **Fee Proposal:** **The price you propose to charge for this project should be submitted in a SEALED AND SEPARATE ENVELOPE.** Any proposal with pricing information not in the sealed envelope will be deemed non-responsive. Provide a budget for your submitted proposal in chart form, broken down by each of the four (4) tasks. Further, for each of the four (4) tasks, provide a chart showing the estimated number of hours spent by each employee or subconsultant as well as their hourly rates or fees, as well as a schedule of other basic costs. ***No contracts shall be awarded wherein the fee is stated as a percentage of the project cost.*** The actual scope of services may change based on final redevelopment plans and final costs for conducting remedial actions. The City of Caribou reserves the right to negotiate the scope of services of the contract as well as its terms and conditions to fit the City's needs and priorities from the selected consultant's hourly rate schedule.

Selection

A Selection Review Committee (SRC) shall evaluate proposals. The Selection Review Committee will be responsible for screening proposals, conducting interviews of selected firms, and ranking the firms. The fee statement of the highest rated consultant will be recommended to the Caribou City Council for award of the contract. The Caribou City Council will make the final decision regarding the selection of the chosen consultant. The following criteria will be used to evaluate proposals.

The City reserves the right to solicit additional information from the consultant or their references. The Caribou City Council shall have the authority to reject any and all bids when bids are deemed non-responsive, token, collusive or otherwise non-acceptable, and such action is in the best interest of the City.

The SRC will use the following criteria in evaluating the proposals for recommendation to the Caribou City Council:

1. The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and the responsiveness to the work program.
2. The respondent's experience and qualifications to perform the requested scope of services, with particular attention on experience with successful projects similar in size and nature/complexity to this one.
3. The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with City of Caribou staff, EPA, MEDEP, and other interested stakeholders.
4. The firm's demonstrated ability to maintain an appropriate relationship with the City staff and project contractors.

5. Resumes of the personnel who will be assigned to this project identifying their specific role, including relevant experience.
6. References of last three similar cleanup projects.

Each responding consultant will be ranked according to the City's evaluation of his/her qualifications based on experience and other information furnished as follows:

Quality of Project Team 25 Points

Qualifications of the firm or firms assigned, including appropriate areas of expertise, relevant experience, technical capabilities and quality references that suggest they are the best qualified to undertake the project, in addition to, knowledge of the SRPC planning region, relevant work experience with NHDES, and the U.S. Environmental Protection Agency. Demonstrated capacity showing ability to carry out the RFP scope of services. Resumes of the professionals assigned to the project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.

Overall Quality of Proposed Project Approach 30 Points

The technical quality and composition of proposed approach and consistency of approach with the SRPC work plan and EPA program objectives. Proposed timeline best meeting the work plan requirements of the City's cleanup of Caribou Diesel Electric Power Plant & Outbuildings.

Communication, Collaboration, and References 25 Points

Demonstrated ability of the firm and the proposal to effectively communicate program and findings to the public; ability to work effectively and coordinate activities with the City, property owners, real estate professionals, and other stakeholders; solid working relationships with State and Federal partners; and review of references.

Familiarity of Brownfields Cleanup 15 Points

Breadth and depth of experience and management of Brownfields Cleanup grants.

Minority-Owned Business Enterprise or Woman-Owned Business Enterprise 5 Points

Business Enterprises who qualify as MBE/WBE will receive points for this qualification as stated in the cover letter.

Following the review of proposals, one or more firms may be selected for interviews by the SRC.

Additional Resources

Firms considering responding to this request for proposals may find information and resources to be helpful and informative at:

<https://www.cariboumaine.org/rfps/>

Payment

The consultant shall be paid based on hourly rates agreed to, with a “Not to Exceed” amount negotiated for each deliverable and that is tied to the project schedule and benchmarks.

Conclusion

Proposals will be received in the office of the City Manager, City Hall, 25 High Street, Caribou, Maine 04736 on Thursday, August 17, 2023 until 2:00 p.m.

The consultant shall submit:

Nine (9) copies of their proposals

Eight (8) Bound Copies for use by the Selection Review Committee

One (1) Unbound Copy (clipped together) to facilitate document reproduction

One (1) Schedule of Costs Statement (under separate cover and sealed) including:

A detailed estimate of all costs to complete the each of the four tasks in the Scope of Services

A schedule of all hourly rates and charges to be charged to task orders including subconsultants

Not to be opened until after the SRC ranking process.

Questions regarding this request should be directed to Penny Thompson, City Manager via email at pthompson@cariboumaine.org or by telephone at (207) 493-5961.