



## **Request for Qualifications (RFQ)**

### **On-Call Licensed Environmental Professional Services Community Wide Brownfields Environmental Assessment Program**

The Connecticut Metropolitan Council of Governments (MetroCOG) seeks qualifications from Licensed Environmental Professionals (LEPs) to provide On-Call Environmental Services throughout the Greater Bridgeport Region. MetroCOG is seeking firms with expertise in environmental site assessment, quality assurance project plans, soil/ groundwater sampling, remediation strategies, cost estimates, and innovated community outreach/ public engagement. LEPs must be licensed in the State of Connecticut to provide environmental engineering services and must also demonstrate understanding with Federal and Connecticut law, policies, and guidelines, CERCLA, EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

RFQ Release Date: October 2, 2023

Inquires/Questions Deadline: October 18, 2023

Submission Deadline: November 2, 2023

Submit Qualifications to:

Hannah Reichle

Regional Planner

Connecticut Metropolitan Council of Governments

1000 Lafayette Boulevard, Suite 925

Bridgeport, Connecticut 06604

[hreichle@ctmetro.org](mailto:hreichle@ctmetro.org)

## I. INTRODUCTION

The Connecticut Metropolitan Council of Governments (MetroCOG) was recently awarded a 2023 Environmental Protection Agency (EPA) Community Wide Brownfields Assessment Grant. MetroCOG is the Council of Governments for the Greater Bridgeport Region, and is made up of the municipalities of Bridgeport, Easton, Fairfield, Monroe, Stratford, and Trumbull. Located in Southwestern Connecticut and bordering Long Island Sound, the Greater Bridgeport Region, with approximately 322,564 residents (2020 Census), is one of the most densely populated regions in Connecticut and New England. The Region was once home to some of the nation's largest manufacturers, with those industries having left behind many brownfields including 1 Superfund NPL and 14 SEMS sites (EnviroAtlas). According to the Connecticut Brownfield Inventory, the Region has 93 brownfield sites in state and federal programs alone; and it is estimated that upwards of 831 sites are scattered throughout the region.

The Community Wide Brownfields Assessment Program requires Environmental Services as outlined in Section II – Scope of Work that will result in the remediation and redevelopment of brownfield sites within the Region. The intent of the RFQ is to pre-qualify consultants to provide environmental services to MetroCOG. More than one consultant may be selected through this RFQ to establish a pool of contractors. All work will be funded on an individual basis from the EPA Brownfields Community Wide Assessment Grant. Admittance to the list does not guarantee a fixed amount of work, if any. The package and all subsequent addendums and revisions are available at <https://ctmetro.org/about-us/for-vendors/> . All prospective proposers should continue to check the website for any changes to the RFQ.

## II. SCOPE OF SERVICES

The Licensed Environmental Professional (LEP) will provide as-needed services for MetroCOG's EPA Brownfields Community Wide Assessment Program, including but not limited to: environmental site assessments, soil/groundwater sampling, remediation planning and other environmental engineering services. MetroCOG will depend on the LEP to assist in ensuring that assessment activities comply with all applicable state and federal requirements. These requirements may include but are not limited to applicable state and federal environmental regulations, funding source-specific obligations relative to task eligibility, record-keeping, and wage rate compliance assurance.

The general scope of services may include but are not limited to:

### ***1. Community Outreach, Engagement, and Education***

- Developing marketing materials; holding public meetings; notifying nearby residents and local organizations of assessment schedules; and responding to questions and comments solicited from the community.

### ***2. Brownfields Reuse Planning & and Market Analysis/Studies***

- Aid in the creation Reuse Strategies and Market Assessments of Priority Brownfield Sites.

### ***3. Environmental Site Assessments (ESAs) & Associated Tasks:***

- Advice About & Compliance with All Appropriate Inquiry (AAI) Rules.
- Review and/or Preparation of the following:
  - Quality Assurance Project Plans (QAPPs)

- Analysis of Brownfields Cleanup Alternatives (ABCA)
- Community Relation Plans
- Environmental Site Assessment Reports (Phase I, II, III, Supplemental Reports, etc.)
- Remedial Action Plans
- Review Previously Completed Assessment Reports.
- Strategies for Remediation and Site Redevelopment.
- Prepare and Submit all Appropriate and Required State Documents related to Environmental Site Assessments.
- Provide Coordination with Appropriate and Relevant State Agencies and Obtain State Approvals.
- Provide Technical Assistance to MetroCOG in guiding the Community Wide Assessment Program.
- Attend Brownfields Working Group Meetings and other meetings, as needed.
- Respond to MetroCOG staff regarding the EPA Site Assessment/Investigation Process.

### III. SUBMISSION REQUIREMENTS

Prospective firms are asked to submit their qualifications in the following format:

- **Letter of Interest**
  - Name and Address of Firm
  - General Information on Firm
  - Name, Title & Contact Information of Firm's Project Lead
  - Name, Title & Contract Information of Individual Authorized to Commit Company to On-Call List
- **Technical Response**
  - ***Consultant's Qualifications and Capabilities***  
Describe the qualifications and capabilities of the consultant as they relate to performing professional environmental services in the State of Connecticut and EPA Region 1.
  - ***Past Project Experience***  
Describe any current or experience administering or assisting with EPA Brownfields Multipurpose, Assessment, Revolving Loan Fund and/or Clean-Up Grants. Detail your firm's experience with the completion of Site-Specific Quality Assurance Project Plans (QAPPs)/QAPP Addenda, Community Relations Plans, Environmental Site Assessments (Phase I/II/III), Remedial Action Plans, Site-Specific Work Plans, Site Reuse Plans, etc. Please include any familiarity with Davis Bacon Act prevailing wage compliance, ACRES reporting, EPA quarterly reporting. Briefly summarize the scope of work and provide client contact information.
  - ***Technical Approach***  
Based on Section II – Scope of Work of this RFQ please describe the technical approach that will be used to complete those tasks.

▪ ***Key Staff Assigned to the Project***

Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff. Personnel identified in the proposal must be the principal staff that will work on the project and represent most hours billed to the project. Consultants must provide organizational chart and resumes for the Project Manager and the Lead Technical Staff Members. Resumes shall not exceed 1 page in length. Project staff must meet all local, state, and federal requirements to perform work.

▪ ***Standard Billing Rates***

Please provide Standard Billing Rates.

▪ ***Debarment Certification***

All Respondents must provide a properly executed form ensuring the consultant is not debarred from receiving federal funds, see Attachment 1.

▪ ***Equal Employment Opportunity Detailed Statement***

As was described in Section XIII, all respondents should furnish a detailed statement describing their Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

#### **IV. EVALUATION & SELECTION PROCESS**

All responses will be evaluated by MetroCOG after the response deadline. All information will remain confidential until consultant selections are finalized.

MetroCOG will follow a Qualifications Based Selection (QBS) process for establishing an On-Call List of Licensed Environmental Professionals (LEPs). All responses will be evaluated for completeness and the respondent's ability to meet all terms and conditions outlined in the RFQ. Consultants will be asked to demonstrate expertise and experience in any or all skill areas outlined in the Scope of Services. All submissions received by MetroCOG will be reviewed and evaluated by a selection committee that may include representatives of MetroCOG, and municipal staff of the City of Bridgeport and Towns of Easton, Fairfield, Monroe, Stratford, Trumbull.

Up to eight prospective firms will be selected to participate in a brief interview and presentation with the Selection Committee. Additional technical information may be requested from any respondent by the selection committee prior, during, or after interviews for clarification purposes, however, provided information will in no way revise original submitted responses.

The proposals and interviews will be evaluated based on the following criteria:

- Experience and capacity: prior experience with environmental site assessments and similar services, understanding of federal and state brownfield laws and regulations.
- Understanding of work to be performed and overall approach to providing the services requested.
- Successful performance of similar work efforts.
- Demonstrated ability to respond to requests for assistance in a timely manner.
- Project organization and staff commitment.
- The qualifications and experience of the firm, the designated project manager, and other key personnel assigned to tasks.

- Completeness, feasibility, and quality of scope of services.
- Clarity and conciseness of presentation.

The Selection Committee shall determine, in its sole discretion, which qualified respondents will be included on the on-call list. MetroCOG will notify the selected consultants in writing within 14 days of the decision by the Selection Committee. Upon notification MetroCOG and the selected firms will work to finalize and enter into a Professional Services Agreement. If an agreement cannot be mutually agreed to by both parties, MetroCOG will terminate negotiations with that firm.

Once an On-Call List of Licensed Environmental Professionals is developed MetroCOG will issue site-specific Requests for Proposals (RFP) on a project-by-project basis through a scope and fee proposal process. RFPs will be sent to the entire On-Call List.

The on-call list of selected consultants will be active for at least a period of four (4) years at which time a subsequent RFQ may be released which would require the submittal of new proposals.

## **V. SUBMISSION INSTRUCTIONS**

Sealed responses must be received no later than 4:00 pm on **Thursday, November 2<sup>nd</sup>, 2023**. Responses should be addressed to and delivered to the following:

Hannah Reichle  
Regional Planner  
Connecticut Metropolitan Council of Governments  
1000 Lafayette Boulevard, Suite 925  
Bridgeport, Connecticut 06604

All submissions should be clearly marked “MetroCOG On-Call Licensed Environmental Professional Services.” Each respondent must submit **two paper** copies and **one digital copy** of their proposal in a sealed envelope bearing on the outside the name of each firm, full address, name of the project for which the proposal is submitted, and the date and time proposal is due. **Any responses received after this date and time will not be considered.** No partial submittals will be accepted.

## **VI. INQUIRIES**

Respondents to this RFQ should represent a firm, company, organization, team, or individual with ample experience performing similar services and the professional standards thereof, to undertake and successfully complete the Scope of Services outlined in Section II.

### General Questions

Please direct questions to Hannah Reichle in writing via e-mail to [hreichle@ctmetro.org](mailto:hreichle@ctmetro.org) no later than **4:00 PM EST** on October 18, 2023. Inquires and responses will be posted at [www.ctmetro.org](http://www.ctmetro.org) no later than October 20, 2023. MetroCOG will respond to technical questions only. No interpretive guidance, written or oral, regarding this RFQ will be given and no phone calls will be accepted. Written approval by MetroCOG is required prior to public disclosure of submissions intended for MetroCOG. Prospective consultants are expected to monitor [www.ctmetro.org](http://www.ctmetro.org) for amendments and responses to inquiries.

## **VII. OTHER REQUIREMENTS**

**Additional Services**

If you believe that additional services to those requested are necessary, please identify those services and your reasons for recommending such services.

**Insurance**

MetroCOG requires consultants provide and maintain adequate professional liability for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The consultant(s) and subcontractors shall carry Workman's Compensation Insurance. Proof of adequate insurance must be included in the bid application.

**Personnel**

The Consultant shall provide the professional services identified in the Scope of Services and requested by MetroCOG. The proposal must identify the person or persons who will be responsible for conducting the work listed in the Scope of Services and include a copy of each person's resume. MetroCOG is requesting that a senior experienced person be the primary representative of the consultant in performing the services.

**Length of Service**

It is expected and required that the work covered by this Scope of Services shall be completed in an expeditious manner.

**Contract/Agreement**

Any firm selected under this RFQ shall enter into Professional Services Agreement with MetroCOG and agree to abide by all state and federal contractual requirements. By signing the agreement with MetroCOG, the Consultant agrees to perform work as specified in the Scope of Services and accepts the terms and conditions set forth in the Agreement.

**VIII. TERMS AND CONDITIONS****Freedom of Information**

Respondents are advised that any and all materials submitted in response to this RFQ shall become the sole property of MetroCOG and shall be subject to the provisions of Section 1-210 of the Connecticut General Statutes (re: Freedom of Information).

**Incurred Costs**

This request for qualifications does not commit MetroCOG or any of its Municipalities to award a contract or to pay any costs incurred in the preparation of a response to this request. Neither MetroCOG nor its member municipalities will be liable in any way for any costs incurred by respondents in replying to this RFQ.

**Severability**

If any terms or provisions of this Request for Qualifications shall be found to be illegal or unenforceable, then such term or provision shall be deemed stricken and the remaining portions of this document shall remain in full force and effect.

**Acceptance or Rejection by the Connecticut Metropolitan Council of Governments**

MetroCOG reserves the right to accept and or reject any or all responses submitted for consideration or to negotiate separately in any manner necessary to serve the best interests of MetroCOG and its member municipalities. Respondents whose responses are not accepted shall be notified in writing.

**Amending or Canceling Request**

MetroCOG reserves the right to amend or cancel this RFQ, prior to the due date and time, if it is deemed to be in its best interest to do so.

**Waiver of Informalities**

MetroCOG reserves the right to accept or reject any and all responses to this RFQ, or any part thereof, and to waive any informalities and/or technicalities that are deemed to be in its best interest.

**Collusion**

By submitting, the consultant implicitly states: that his/her response has not been made in connection with any other competing firm submitting a separate response to this RFQ; is in all respects fair; and has been submitted without collusion or fraud. It is further implied that the firm did not participate in the RFQ development process, had no knowledge of the specific contents of the RFQ before its issuance, and that no employee of MetroCOG either directly or indirectly assisted in the consultant's response preparation.

**Work Products**

All reports, data, and other documents prepared by the consultant shall be submitted to MetroCOG and/or their member municipalities for review and approval. Resulting work products of the consultant pursuant to this solicitation shall be provided in both print and digital format and shall become the property of the entity in which the consultant is contracted with.

No such approval shall in any way be construed to relieve the consultant of responsibility for technical adequacy or operate as a waiver of any of municipality's rights. The consultant shall remain liable according to applicable laws and practices for all damages to the municipality caused by the consultant's negligent performance of any of services furnished relative to any agreements resulting from this solicitation.

**Personnel**

The consultant shall provide the professional services identified in this scope of services and requested by MetroCOG. The proposal must identify the person or persons who will be responsible for conducting the work as listed in this scope of services, and include a copy of each person's resume, experiences with municipal/government clients and listing of references. MetroCOG is requesting that a senior experienced person be the primary representative for your firm in actually performing the services.

**Compliance with Local, State, and Federal Law**

The consultant agrees to perform work including, but not limited to, the services specified in the scope of services and accepts the terms and conditions set forth in the contract. The consultant agrees to comply with any additional terms and conditions required by participating municipalities not contained herein. All delivery of services shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut.

**Assigning/Transferring of Agreement**

Any successful firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such an agreement to any other person, company or corporation without prior consent and approval in writing from MetroCOG and the member municipalities for which services are being conducted.

**Termination**

MetroCOG or its member municipality may terminate a consultant's status on the on-call list due to cause, default or negligence on the part of the consultant; or if the consultant fails, in the opinion of MetroCOG or its member municipalities, to meet the general terms and conditions of any resulting

contract or to provide a level of service that is deemed to be in the best interest of the MetroCOG or its member municipalities.

**Affirmative Action** The consultant must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This will include compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

**Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)** It is the policy of MetroCOG to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit. Award of this contract will be conditioned upon satisfying the requirements described in this RFQ. These requirements apply to all bidders/offers, including those who qualify as a DBE or SBE. Contracts will not be subject to DBE or SBE requirements.

**Issued Purchase Order Required Before Work**

No delivery of services shall start without a written contract/work task issued by MetroCOG or its member municipality in accordance with their own policies and procedures. Such work tasks will contain the Detailed Scope of Work, Reimbursement Provisions, approximate date for completion of the work, anticipated length of time needed to complete the work and individual Municipal required information, and other important data. It is expected and required that the work covered by this scope of services shall be completed in expeditious manner.

**Billing**

Applications for payment shall be submitted to the member municipality according to the terms set forth in each specific purchase order. It is understood and agreed by the consultant that MetroCOG shall have no liability whatsoever to the consultant for any work to be performed under a contract/work task issued by a member municipality to the consultant.

**Insurance**

MetroCOG requires Consultants provide and maintain adequate professional liability for errors and omissions in the minimum amount of Two Million Dollars (\$2,000,000) and automobile liability insurance in the minimum amount of One Million Dollars (\$1,000,000). The Consultant(s) and subcontractors shall carry workman's compensation insurance. Proof of adequate insurance must be included in the proposal.

**Additional Services**

If you believe that additional services to those requested in the specifications are necessary, please identify those services and your reasons for recommending such services.

**ATTACHMENTS**

EPA Terms and Conditions