

REQUEST FOR PROPOSALS
Brownfields Site Remediation at New England Youth Theatre
100 Flat St, Brattleboro Vt. 05301

Project Schedule

April 6	RFP sent to environmental consulting firms
April 10	2pm Site Visit at 100 Flat St., Brattleboro VT
April 11	10 am Site Visit at 100 Flat St., Brattleboro VT
April 21	5pm: Deadline for proposal submission via e-mail
April 26	Consultant notification of recommendation for contract award (all consultants submitting proposals will receive written notification of award/non-award)
April 28	Contract Execution
June - September	Complete Remediation Work
October 2017	Complete final reporting

The New England Youth Theatre (NEYT), a non-profit theater located in Brattleboro, Vt., is requesting proposals from qualified firms to oversee the remediation work at 56 Elm St. The selected firm will be responsible for preparation of contract documents for bidding to qualified contractors, bid support for construction services, oversight during construction, closeout, and final reporting on the project. The selected QEP will work with site designers at Stevens & Associates (Brattleboro, Vermont) to finalize the site plan. Stevens & Associates will provide site plans and details for the site improvements that need to be coordinated with the remediation work – see attached Design Development Drawings for reference. QEP should plan to be present at a public meeting.

The Site consists of an approximately 0.09 acre parcel of land with a building (known as the Livery Building) in the Town of Brattleboro. Previous use of the Site for paint manufacturing, vehicle repair, and for storage for manufacturing enterprises have contributed to contamination in soils beneath the Site. A redevelopment plan has been created that includes construction of an outdoor classroom and amphitheater for the New England Youth Theatre operations.

Background

NEYT owns three contiguous downtown parcels, 100 Flat St., 48 Elm St., and 56 Elm St. The current bidding is exclusively for 56 Elm St., AKA the Livery Building. A Corrective Action Plan for 100 Flat St. and 56 Elm St are on file with the Vermont DEC. A Corrective Action Plan Amendment with project specifications was filed on April 5, 2017.

DESCRIPTION OF CONTAMINATION

A \$200,000 Brownfields Cleanup Grant has been committed to the project for a scope of work that includes complete removal of the Livery Building and of all soils that exhibit contaminant concentration in excess of applicable standards. These soils will be excavated, transported and disposed of at a licensed treatment and disposal facility. The principal steps in performing this option would include excavation and loading of contaminated soils (*including confirmatory soil sampling and analysis for disposal facility characterization*); transportation and disposal of contaminated soil; surveying of the extent of the excavation to create a permanent record of the work; and installation of clean fill, topsoil, seed, mulch, or trees. Additionally, the redevelopment includes construction of an amphitheater for use as an outdoor classroom and performance space.

An excerpt from the CAP Amendment:

The Site was the subject of Brownfields Environmental Assessments from 2010 through 2016. Soils, groundwater, and building materials testing have taken place during these environmental assessments. Soils on the Site are contaminated with polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), arsenic, and lead. Building materials are impacted with PCBs, arsenic, lead, and total petroleum hydrocarbons (TPH). Asbestos inspections performed in the building revealed the presence of asbestos containing building materials that will need to be abated prior to demolition. Groundwater on the Site does not appear to be contaminated and will not need to be remediated during cleanup.

An evaluation of the contamination data confirmed the previous recommendations to physically isolate those soils from direct human exposure and to impose an institutional control to limit the Site uses near the contaminated area. The principal remedial technology examined in the ABCA/CAP Amendment includes building demolition followed by the installation of protective soil and concrete caps. This remedial technology was chosen based on its ability to isolate contaminated soil from direct human exposure while minimizing contaminated sediment transport, the ability to protect human health, and implementation costs. The estimated cost to complete the remediation as recommended is \$160,000.

The main subsurface media to be remediated at the Site is soil. Building materials will also have to be managed properly due to the presence of PCBs, arsenic, lead, asbestos, and TPH. The proposed remedy for detected contamination on the Site must primarily isolate contaminated soils from direct human exposure. A second objective of the corrective action is to isolate residual contaminated soils from possible physical transport and dispersion. A third objective is to provide adequate protection to construction workers during construction of the recommended remedial structures.

Scope of Work:

NEYT seeks to remove the existing building at 56 Elm St and replace it with an outdoor classroom (green-space). QEP will work with NEYT and Stevens & Associates to finalize the design.

Task 1: Final Design / Permitting / Bid Support

- Prepare and implement the cleanup plan. At a minimum, the selected consultant will conduct one site visit with potential contractors and sub-contractors; prepare bidding documents, including addenda (as necessary); review submitted bids and work with the NEYT to select the remediation contractor for the site; and assist with preparing and implementing contracts.
- Support public comment period. The selected consultant will support the public comment period and attend the public meeting.
- Develop Quality Assurance Project Plan (QAPP). The selected consultant will develop a QAPP consistent with U.S. EPA requirements.

Task 2: Construction Inspection and Oversight

- Oversee the work of the remediation contractor. The selected consultant will be responsible for preparing a health and safety plan; facilitating and attending construction meetings (as necessary); performing construction observation and conducting field screening as outlined in the remediation plan; preparing all forms necessary; serving as the prime contact and answering questions from all contractors and subcontractors; and interfacing with the State DEC (as necessary). The consultant will be responsible for providing NEYT with any and all documentation showing that the cleanup took place in a manner consistent with all local, state, and Federal regulations.
- Oversee demolition of building and segregation of hazardous material. The selected consultant will be responsible for ensuring the demolition and removal of hazardous materials is in accordance with plans and regulations.
- Oversee the backfilling of the excavated area with clean fill. The selected consultant will be responsible for ensuring construction is in accordance with plans and specifications, and should facilitate compaction testing in accordance with standard industry practices.

Task 3: As Built Report Preparation

- *The selected consultant will* prepare all state and federal required reports. The consultants will ensure that all forms are prepared in accordance with the local, state, and Federal laws.

Task 4: Perform Site Closeout Activities.

1. Perform confirmatory soil sampling after soil removal. Upon U.S. EPA approval of the project QAPP, the selected consultant will take confirmatory soil samples at the site to verify that the concentration of contaminants in source area soils do not exceed the cleanup goals for the site.
2. Write final report detailing completion of remedial activities and identifying land use controls, if warranted. The consultant will provide NEYT with a closeout report that summarizes its activities, explains the land use controls, if applicable, and includes copies of all completed reports.

Submittal Requirements

Proposals will first be evaluated and ranked based on technical merit. Only then will the selection committee review the price proposals. Proposals shall include the following:

- A recommended Scope of Work to complete the remediation outline above and detailed in the appendices and Corrective Action Plan.
- A description of the person/s that will be assigned to this project (including resumes if not already included in response to the RFP), organizational structure, subcontractors' contact information, and expected time each team member is expected to devote to the project. The final report must be approved and signed by a Qualified Environmental Professional (as defined by EPA guidance materials).
- Expected cost and fee schedule to complete the scope of work. Please include an itemized price proposal for QEP services. Fee Schedule should be presented as follows:
 - Task 1: Final Design / Permitting / Bid Support
 - Task 2: Construction Inspection and Oversight
 - Task 3: As built Report Preparation
 - Task 4: Final Report Preparation
 - Schedule for completion of work.
 - Green Remediation Plans
 - Updated proof of insurance
 - Number all pages consecutively

All proposals are due on April 21th and should be sent by email to Naomi Shafer shafer.naomi@gmail.com by 5pm

Send the proposed scope of work with the subject: 56Elm_SOW

Send the price proposal as a .pdf in a separate e-mail with the subject 56Elm_PP

***Price Proposals will not be opened until the all applications are evaluated based on technical merits.**

Electronic copies are preferred, but if that is not possible, hardcopies can be sent to Naomi Shafer c/o NEYT 100 Flat St. Brattleboro Vt., 05301.

All questions related to the Request for Proposals must be submitted in writing by **Monday, April 17** and should be addressed to Naomi Shafer shafer.naomi@gmail.com

Responses will be published online at <http://neyt.org/meet-us/environmental-cleanup>

Compliance with State and Federal Laws

All consultant, and any subcontractors, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. The consultant, in designing the work plan, must take into account compliance with all application regulation in CFR 40, part 31. Those requirements imposed upon the State of Vermont and NEYT, respectively, as recipients of federal funds are thereby passed along to the consultant and any subcontractors, and those rights reserved by the U.S. EPA are likewise reserved by the State of Vermont and the NEYT. All U.S. EPA grant requirements apply to the selected QEP and remediation contractor.

All consultants and any subcontractors must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

CERCLA 104(g) requires that sub-grantees comply with the prevailing wage rate requirements under the Davis-Bacon Act of 1931 for construction, repair or alteration contracts funded in whole or in part with funds provided under the EPA cooperative agreement for the Brownfields Cleanup Grants. The recent and applicable wage rates from the U.S. Department of Labor (Attachment C) shall be incorporated into contracts for construction, alteration or repair.

The EPA has a MBE/WBE “fair share” goal/objective of 1% MBE and 1% WBE for the Brownfields Program. Consultants are required to ensure, to the fullest extent possible, that at least the applicable “fair share” objects of Federal funds for prime contract of subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities. Consultants are required to include the applicable “fair share” objectives in bid documents and to require all prime contractors to the same for subcontracts. It is further stated that it is the policy of the State of Vermont that Disadvantaged Business Enterprise (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

Evaluation of Proposals

Evaluation of the proposals will consider, but may not be limited to the following:

- Proposed Scope of Work 20%
- Proposals and experience of assigned staff 25%
- Proposed Schedule and ability to complete the work 20%
- Green and Sustainable Remediation Efforts 10%
- Cost Proposal 25%

Process

The Selection Committee will review proposals submitted in response to this RFP and select one firm to perform the work. Firms not chosen for the project identified herein will remain eligible for future proposals.

Proposals will first be evaluated and ranked based on technical merit. Only then will the selection committee review the price proposals.

NEYT reserves the right to seek clarification of any proposal submitted and to select the firm that is best able to address the project purpose and to reject any and all of the proposals. NEYT reserves the right to withdraw this Request for Proposal, to accept or reject any or all proposals, to advertise for new proposals if it is in the best interest of NEYT to do so, and to award a contract as deemed to be in the best interest of NEYT.

All questions related to the Request for Proposals must be submitted by **Monday April 17th** and should be addressed to Naomi Shafer, naomi@neyt.org. Responses will be emailed to all firms and posted on the Website.

Site Visits:

NEYT will host two site visits. Monday, April 10th at 2pm and Tuesday, April 11th at 10am. Attendees will meet Naomi Shafer in the lobby of the NEYT building, 100 Flat Street, Brattleboro, Vermont. If you are unable to make these times, please contact Naomi Shafer shafer.naomi@gmail.com.

For those who cannot attend the meeting, all questions related to the RFP must be submitted in writing by **Monday, April 17th** and should be addressed to Naomi Shafer, shafer.naomi@gmail.com. Responses will be published online at <http://www.neyt.org/index.php/environmental-cleanup>