

REQUEST FOR PROPOSAL FOR PROFESSIONAL ENVIRONMENTAL SERVICES

The City of Keokuk, IA, (City) is accepting proposals from qualified firms for the following professional environmental services.

US Environmental Protection Agency Brownfields Cleanup Grant - Hazardous Substances

PURPOSE

The City of Keokuk, through this Request for Proposals (RFP), is seeking a qualified environmental consulting firm to provide environmental cleanup services related to a United States Environmental Protection Agency (EPA) Site-Specific Cleanup Grant for Brownfields awarded to the City as part of the U.S. EPA Brownfields Grant Competition for Fiscal Year 2023.

The primary purpose of this grant is to carry out site-specific cleanup activities on 365 Carbide Lane LLC (also addressed as Elkem site) to get the property through the Iowa DNR Land Recycling Program (LRP). The purpose of enrolling in this program is to get the entire site or parts of the site to 'No Further Action' status to allow for redevelopment opportunities.

365 Carbide Lane LLC, the current owner of the property, has already worked with the City of Keokuk, EPA, and Iowa DNR to complete a Phase I Environmental Site Assessment (ESA) for the entire site and Phase II ESAs for portions of the site. The City of Keokuk is working with EPA Region 7's TBA program to conduct Phase II ESAs on the western and southern portions of the property. All ESAs completed on site are through the *Targeted Brownfield Assessment Program* to transition regulatory authority of the property from EPA RCRA authority to the Iowa DNR Land Recycling Program (LRP).

BACKGROUND

The targeted Elkem site is a semi-rural 78.83-acre parcel (Lee County parcel number 21-22-200-031) on 365 Carbide Lane, Keokuk, IA 52632. Strategically located between U.S. Highway 61 and U.S. Highway 218, the site is currently owned by 365 Carbide Lane. The site is in a primarily industrial area of the City, with low-density industrial, commercial, agricultural, and rural residential properties.

In Fiscal Year 2018, the City of Keokuk was awarded a Site-Specific Assessment Grant for the entire 79-acre Elkem Carbide site. Activities conducted under this assessment grant, as outlined above, included a Phase I Environmental Site Assessment (ESA) for the entire Site as well as Phase II ESAs for portions of the Elkem Carbide site including Auditor's Parcel. Currently the city is working with EPA Region 7's TBA program to conduct Phase II ESAs on the western wooded area and the southern portion containing the old foundry.

In Fiscal Year 2023, the City was awarded a \$2 million U.S. EPA Brownfield Cleanup Grant for Hazardous Substances for the northmost portion of the former Elkem site, Plat 1. Funding

provided by this grant will extend for a four-year grant period and will be used to complete cleanup activities by a Qualified Environmental Professional (QEP) at identified Elkem brownfields site located in Keokuk.

SCOPE OF SERVICES

The scope of work will generally follow the Brownfield Cleanup Grant Work Plan submitted to EPA by the City. A summary of work is as follows, but is not limited to:

A. Community Outreach:

- Assist the City and grant administrators in designing and conducting community outreach and participation activities, including at least two community meetings.
- Create a community relations plan to involve stakeholders in cleanup activities.
- Establish information repository that is accessible to the public and includes all relevant documents.
- Implement and document 30-day public comment period on ABCA.
- Work with the City, grant administrators and Brownfields Advisory Committee.

B. Cleanup Planning

- Work with the IDNR to evaluate and conduct an Analysis of Brownfield Cleanup Alternatives (including TBA cleanup alternatives).
- Review and finalize the ABCA analysis and document.
- Prepare decision document containing results of public comment period and selection of final cleanup remedy.
- Prepare and submit LRP enrollment package for site.
- Negotiate and obtain necessary regulatory approvals, specifically related to IA LRP.
- Prepare cleanup specification documents to submit to EPA and IDNR prior to obtaining contractor bid.
- Prepare bid package request to qualified HAZMAT/HAZWOPER trained companies.
- Prepare Site-Specific Quality Assurance Project Plan for confirmation sampling.
- Assist EPA project Officer in collecting information and determining if Section 106 applies with regards to historic preservation.
- Assist with Cultural Resource Management (CRM) survey if needed by EPA.
- Incorporate Green and Sustainable Remediation (GSR) principles/techniques into project via language in ABCA document and the cleanup bid package, as well as track and report GSR in quarterly reports.
- Assemble Remedial Design & Engineering Documents for IDNR.
- Prepare and obtain approval for budget detailing how EPA funds will be used to clean up site.

- Prepare cleanup specification documents to submit to EPA and IDNR prior to obtaining contractor bid.
- Prepare engineering design bid documents for cleanup services contractors to perform work.
- Submit completed Cleanup Design Bid Package request to qualified HAZMAT trained companies and select contractor.
- Develop Site-Specific Quality Assurance Project Plan for environmental post-cleanup confirmation sampling and submit to EPA for approval.

C. Site Cleanup

- Conduct site inspections during remediation to ensure compliance with cleanup plans and Davis-Bacon documentation in accordance with QA and QC standards.
- Collect, review, and maintain payrolls.
- Track budget for final reporting purposes.
- Conduct on-site labor interviews.
- Manage and direct cleanup activities on site, including but not limited to:
 - Asbestos abatement and coordination with abatement contractor
 - Removal of household hazardous waste
 - Removal of contaminated soil
 - Demolition of structures on site
 - Landfill assessment and landfill assessment drilling and file work
 - Coordination with trucking and operating engineers, union reps, and all necessary parties
- Compile analytical data from samples of soil and other materials on site.
- Prepare copies of Hazardous Waste Manifests.
- Obtain disposal permitting for all necessary materials.
- Coordinate with energy broker for recovered coal and petroleum coke offsite shipments.
- Prepare and submit close-out documentation to IDNR LRP and EPA indicating that cleanup is complete and protective to human health and the environment and identifies any institutional controls and long-term monitoring.
- Submit a confirmation sampling report and cleanup sampling report to EPA and City of Keokuk.
- File any necessary site covenants attached to property Deed associated with reuse restrictions.
- Submit final 'cleanup complete' letter from IDNR LRP and submit to EPA.
- Complete and submit final report, grant closeout materials, and 'success story' for targeted cleanup area to EPA and City of Keokuk.

COMPLIANCE WITH 40 CFR PART 33

The City of Keokuk encourages qualified DBEs, i.e. Minority Business Enterprise (MBE) or Women Business Enterprise (WBE), to respond to this RFP. The City of Keokuk also encourages RFP respondents to identify and include qualified DBE subcontractors in their response.

The Respondent shall clearly identify their status as a DBE or non-DBE in their response. If the Respondent is claiming DBE status, the Respondent shall submit a valid certification as part of the response.

If the Respondent solicits subcontractors for work as part of the response, the solicitation must comply with the requirements of 40 CFR Part 33.

This shall include, but is not limited to, requiring each subcontractor to complete and submit U.S. EPA Form 6100-3 – DBE Program Subcontractor Performance Form part of the subcontractor's response. The response to this RFP shall include the completed form (6100-3) for the selected subcontractor(s) and supporting documentation to demonstrate that the solicitation of subcontractor work was in compliance with 40 CFR Part 33.

The Respondent must complete and submit U.S. EPA Form 6100-4 - DBE Program Subcontractor Utilization Form as part of the response. Each subcontractor (solicited or direct award) for work described in this RFP must be identified as a DBE or non-DBE on the form. If a subcontractor is identified as a DBE, a valid copy of the subcontractor's DBE certification shall be included with the form.

Both forms can be found under Appendix A at the bottom of the document.

Consultant Selection Evaluation Criteria

A consultant selection team comprised of a City of Keokuk representative, Southeast Iowa Regional Planning Commission representative, Lee County Economic Development Group representative(s), and a Keokuk Area Chamber of Commerce/Keokuk Economic Development Corporation representative shall review the proposals and select the firm they feel will supply the City the best and most complete project.

A summary of the specific evaluation factors and associated evaluation weighting criteria is presented below:

1. Demonstrated stability and capabilities of the firm – 10 points (10%)
 - a. Staff and financial stability.
 - b. Capability to meet project staffing and schedule needs.
 - c. Availability and consistency of staff.
 - d. Breadth of support and contaminated property redevelopment support capabilities and services.
2. Demonstrated community engagement experience, federal and state agency experience, work experience, and capacity of project team – 25 Points (25%)
 - a. Project team organizational structure, project position/role descriptions and responsibilities, and key staff assignments.
 - b. Qualifications and experience of key project staff related to contaminated site redevelopment.
 - c. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided.
 - d. Experience effectively engaging community members as well as federal and state agencies in redevelopment process.
3. Demonstrated qualifications and experience of the firm – 25 Points (25%)
 - a. Project experience related to addressing contaminated properties; environmental services; and assisting local communities successfully support redevelopment of contaminated properties.
 - b. Project experience related to the technical requirements for completing the tasks described in the Scope of Services, during the past 3 years.
 - c. Project summaries for representative projects, including client name, dates of service and references (contact name, title, and telephone number), technical activities required in the Scope of Services.
 - d. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in

each task.

- e. Demonstrated understanding of the Scope of Services and task implementation as evidenced by discussions of cost estimates and schedules where requested.
4. Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services – 25 points (25%)
 - a. Representative costs for project activities required to accomplish the Consultant’s scope of services described in this RFP.
 - b. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in each task.
 - c. The Selection Committee will award points based on criterion description above.
 5. Work Plan and Timeline – 5 Points (5%)
 - a. Points will be awarded in this category based on the proposed timeline and work plan to meet schedule that is presented by each of the consulting firms. More points will be awarded based on a plan and timeline that works best for the City.
 6. DBE Participation – 5 Points (5%)
 - a. The Selection Committee will consider the Project Team’s willingness and ability to meet or exceed the established DBE involvement goal as stated on page 3.
 7. References – 5 points (5%)
 - a. The Selection Committee will consider the Project Team’s references as required by the Proposal Requirements on page 6.

PROPOSAL REQUIREMENTS

Proposals must be submitted as an electronic PDF file with a maximum size limit of seven megabytes. The PDF file, when printed, must be limited to 20 single-sided (or 10 double-sided) 8.5” x 11” pages. A proposal cover page, blank “divider” pages, and a single-page cover letter will not be counted against the page limit. Proposals exceeding the file size and/or page length requirements will not be accepted. Other required information includes, but is not limited to:

- 1. Cover Letter** – Include the name of a contact person, address, phone number, and e-mail address.

2. Technical Approach – A detailed work plan that addresses all elements of the project, describes the consultant’s proposed approach and understanding to each task, and justifies the methodology employed.

3. Project Schedule, Estimate of Staff Hours, and Cost

Estimate – A breakdown of estimated hours per task and per team member. A cost estimate shall also be submitted.

4. Project Organization and Staffing – A list of project personnel including role in the project, an organizational chart and resumes detailing the project personnel’s work on related projects. Also include name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract. Note: Upon negotiation of the final contract, any changes in personnel by the consultant must receive prior approval by the Project Manager.

5. References – A list of similar project descriptions undertaken by the firm (preferably project personnel) with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.

6. DBE Forms – Include U.S. EPA Form 6100-3 – DBE Program Subcontractor Performance Form and U.S. EPA Form 6100-4 - DBE Program Subcontractor Utilization Form as mentioned on Page 3 (included in Appendix A below).

SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official of the consultant firm. Consortiums, joint ventures or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity which shall be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team. All sub consultants must be listed in the proposal.

REJECTION RIGHTS

The City retains the right to reject all proposals and re-solicit if deemed to be in their best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement once the consultant selection process is complete.

PUBLIC RECORDS LAW

The City of Keokuk will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying.

ESTIMATED PROJECT SCHEDULE

The City of Keokuk anticipates that the selection process will be completed by March, 2024. Negotiation with the selected consultant will commence in March/April upon notice that the selection process is completed.

DEADLINE AND SUBMITTAL

In order for your company to be considered, you must submit your proposal in electronic form by 5:00 PM on Friday, 19th January 2024. The electronic proposal must be submitted via e-mail to atiwari@seirpc.com .

QUESTIONS

All Questions regarding this proposal are required to be submitted ONLY by email to Kansha Tiwari at atiwari@seirpc.com. Deadline for questions is 2:00 pm Central Time, January 5th, 2024. Phone calls or in person visits will not be accepted.

Appendix A: DBE Forms

**Disadvantaged Business Enterprise (DBE) Program
DBE Subcontractor Performance Form**

This form is intended to capture the DBE¹ subcontractor's² description of work to be performed and the price of the work submitted to the prime contractor. An EPA Financial Assistance Agreement Recipient must require its prime contractor to have its DBE subcontractors complete this form and include all completed forms in the prime contractor's bid or proposal package.

Subcontractor Name		Project Name	
Bid/ Proposal No.	Assistance Agreement ID No. (if known)	Point of Contact	
Address			
Telephone No.		Email Address	
Prime Contractor Name		Issuing/Funding Entity:	

Contract Item Number	Description of Work Submitted to the Prime Contractor Involving Construction, Services, Equipment or Supplies	Price of Work Submitted to the Prime Contractor
DBE Certified By: ___ DOT ___ SBA ___ Other: _____		Meets/ exceeds EPA certification standards? ___ YES ___ NO ___ Unknown

¹ A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

² Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.

**Disadvantaged Business Enterprise (DBE) Program
DBE Subcontractor Performance Form**

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware of that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

Prime Contractor Signature	Print Name
Title	Date

Subcontractor Signature	Print Name
Title	Date

The public reporting and recordkeeping burden for this collection of information is estimated to average three (3) hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Disadvantaged Business Enterprise (DBE) Program DBE Subcontractor Utilization Form

This form is intended to capture the prime contractor's actual and/or anticipated use of identified certified DBE¹ subcontractors² and the estimated dollar amount of each subcontract. An EPA Financial Assistance Agreement Recipient must require its prime contractors to complete this form and include it in the bid or proposal package. Prime contractors should also maintain a copy of this form on file.

Prime Contractor Name		Project Name	
Bid/ Proposal No.	Assistance Agreement ID No. (if known)	Point of Contact	
Address			
Telephone No.		Email Address	
Issuing/Funding Entity:			

I have identified potential DBE certified subcontractors	__ YES	__ NO	
If yes, please complete the table below. If no, please explain:			
Subcontractor Name/ Company Name	Company Address/ Phone/ Email	Est. Dollar Amt	Currently DBE Certified?

Continue on back if needed

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