



REQUEST FOR Statement of Qualifications

October 7, 2011

(MODIFIED October 17, 2011)

CENTRAL FLORIDA REGIONAL PLANNING COUNCIL

**Environmental and Programmatic
Services for the
Brownfields Program**

REQUEST FOR STATEMENT OF QUALIFICATIONS

I. INTRODUCTION

A. Purpose

The Central Florida Regional Planning Council (“CFRPC” or “The Council”) is soliciting Statements of Qualifications (SOQ) from engineering or environmental firms (the “Consultants”) registered to do business in Florida to establish a pre-qualified environmental consultant list from which firms can be chosen to provide Brownfields–related environmental cleanup, planning, assessment, and remediation activities; Revolving Loan Fund (RLF) activities; programmatic and related services on a continuing contract basis. The Program is intended to facilitate the redevelopment and revitalization of Brownfield sites and areas within the five county CFRPC region, to restore abandoned and underused sites to productive uses and to promote overall economic and environmental enhancement.

The Council’s focus for the use of its EPA cleanup funding will be to work closely with public and/or private sector developers interested in redevelopment opportunities afforded by Brownfields sites in their Region that have a high degree of market potential for redevelopment. Contamination notwithstanding, these Brownfields sites have been recognized as prime opportunities for redevelopment based upon their location, potential target market and return on investment potential.

Respondents to this solicitation for Statements of Qualifications must be prepared to meet all federal requirements for work funded by an Environmental Protection Agency (EPA) Brownfields Revolving Loan Fund Grant and other Brownfields grants. Consultants who are Minority, Women, Small Businesses and/or Small Businesses in rural areas are strongly encouraged to apply. Consultants who utilize, Minority, Women, Small Businesses and/or Small Businesses in rural areas for their subcontracting needs are also strongly encouraged to apply.

In order to be selected, the Consultant must have an office and personnel located in Florida, have extensive experience with the EPA Region IV Brownfields program and with Brownfields assessment, clean up and revolving loan funds.

The CFRPC seeks to establish a continuing contract with one or more qualified firms, in order to enable the issuance of project specific task assignments to carry out various environmental cleanup activities.

No minimum or maximum amount of work is guaranteed under any contracts resulting from this solicitation. The CFRPC reserves the right to decide which of the selected firms will be chosen to carry out any tasks ordered under the continuing contract.

B. Term of Contract

The term of the contract is anticipated to be five (5) years. The Consultant shall complete all work in a timely manner so that CFRPC can meet the deadlines under EPA and other grants.

Type of Contract

Each selected consultant will be asked to submit a list of hourly billable rates for each team member position. A standard Council contract will be proposed. Insurance and Worker's Compensation evidence will be required.

Services shall be authorized on a Task Assignment basis. The selected Consultant(s) shall not perform any services under the contract(s) until such time as a Task Assignment has been fully executed by both parties.

C. Negotiation of Contract

The CFRPC expects to execute the contract as soon as possible after the deadline date for submittal of statements of qualifications set forth below. The CFRPC will follow the provisions of the Consultants' Competitive Negotiations Act, s. 287.055 of the Florida Statutes.

D. Submission Deadline and Submittal Requirements

1. **Submission Deadline:** All responses to this Request for Qualifications (RFQ) must be received in the offices of the Central Florida Regional Planning Council **no later than 4:00 PM, EST Thursday, October 27, 2011**. Late responses will not be accepted.
2. **Submittal Requirements:** Total number of pages for the submittal shall not exceed 35 pages including the Transmittal Letter. Responders should not submit standard marketing materials.

Submittals should be organized and bound in the same order that the information is requested. Submittals should be concise and should not contain any unnecessary attachments, enclosures or exhibits. Response text and graphics must be single sided and be printed on recycled paper. Font size shall be at least 12 points with one-inch margins.

3. Once the Request for Qualifications has been advertised, Respondents are specifically directed not to contact Regional Planning Council personnel or Council Members for meetings, conferences or technical discussions related to this RFQ. Failure to adhere to this policy may result in disqualification of the Respondent.

4. Consultants responding to this RFQ are required to furnish one (1) signed original, five (5) hard copies and one (1) disk copy of the SOQ to the CFRPC office including the following:

TABLE OF CONTENTS:

1: TRANSMITTAL LETTER:

The Transmittal letter should include contact information for the primary contact for the Respondent. The letter shall be signed, and limited to one page.

2: FIRM BACKGROUND AND CAPABILITIES:

Provide information on the qualifications of the firm and the qualifications of the individuals within the firm that will work on the project including the proposed Project Manager. Demonstrate the firm's planning, assessment, remediation and revolving loan fund experience with the EPA Region IV Brownfields Program.

3: BROWNFIELDS EXPERIENCE:

The Consultant must demonstrate relevant project experience and understanding of the following by providing at least 3 examples of recent EPA Region 4 Brownfields and or, as appropriate, Florida Department of Environmental Protection Brownfields assessment and remediation projects for each of the points listed below:

- Phase I Environmental Site Assessments and reports in accordance with American Society of Testing and Materials (ASTM) standard E2247-08, *“Standard Practices for Environmental Site Assessment: Phase I environmental Site Assessment Process,”*
- Phase II Environmental Site Assessments
- EPA Brownfields RLF programmatic support experience including the completion of all required forms and reports under the Terms and Conditions of an EPA RLF Cooperative Agreement
- EPA RLF Remedial Evaluation and Planning Experience – including the development of EPA Analysis of Brownfields Cleanup Alternatives (ABCA's)
- Development of EPA Generic Quality Assurance Project Plans and Site-Specific addenda and Health and Safety Plans
- EPA Brownfields experience with managing and performing ACRES database entries
- EPA Brownfields experience developing Community Relations Plans, providing community outreach and environmental education
- Designation of Florida Brownfields Areas under the Florida Brownfields Redevelopment Act (Chapter 376.77 – 376.85, FS)
- Development of Brownfields Site Rehabilitation Agreements under 376.77 – 376.85, FS
- Implementation of remedial actions to achieve applicable Risk Management Options as required under Chapter 62-785, FAC, the Brownfields Cleanup

Criteria Rule and Brownfields Site Rehabilitation Agreements as referenced in the Florida Brownfields Redevelopment Act

4: TEAM ORGANIZATIONAL CHART:

A team organizational chart indicating the specific role of each team member in the project and key personnel assigned to the project. Also, if any team member or key personnel will be a subconsultant or subcontractor this shall be clearly indicated in the submittal of the SOQ.

5: RESUMES:

Identify a minimum of three (3) key personnel and provide a resume for each of the key personnel who will be responsible for completion of assignments and assigned as liaisons to CFRPC. Each resume shall not exceed two pages in length.

6: REFERENCES:

Provide three (3) verifiable references for EPA Region IV Brownfield projects completed in the last five (5) years and the name and contact information of the Project Manager. Provide on time and on budget performance data.

7: LOCATION OF FIRM'S OFFICE(S) IN FLORIDA:

Provide the address of the firm's physical location(s) in Florida and include for each location the year established, number of employees, DUNS Number, and ownership type. Provide a Point of Contact name, title of Point of Contact, and telephone number for Point of Contact at each office location. Clearly indicate which office will serve as the primary Responsible Office for providing services to the CFRPC.

8: MINORITY BUSINESS ENTERPRISE:

Provide information and documentation as to whether the firm or any proposed subconsultant or subcontractor is a Minority Business Enterprise, Women's Business Enterprise or is a small business located in a rural area, in accordance with EPA requirements pertaining to Brownfields Assessment and Cleanup Cooperative Agreements with EPA.

E. Correspondence

All responses to this RFQ are to be submitted to:

Shannon Brett
Program Manager
Central Florida Regional Planning Council
555 E. Church Street
Bartow, FL 33830
Phone: (863) 534-7130 Ext 141
Fax: (863) 534-7138
sbrett@cfrpc.org

SOQ Package responses will not be accepted by facsimile or e-mail. Questions shall be addressed to sbrett@cfrpc.org or faxed to 863-534-7138, to the attention of Shannon Brett no later than October 14, 2011, by 5 p.m.

II. TERMS AND CONDITIONS

A. Number of Awards

The CFRPC, at its sole discretion, may make one total award for the work contemplated in the Scope of Services, or award multiple contracts as the CFRPC deems appropriate.

B. Contingencies

This RFQ does not commit the CFRPC to award a contract. The CFRPC reserves the right to accept or reject any or all responses to this RFQ; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope of services, or to cancel this request.

C. Modifications to the RFQ

The CFRPC reserves the right to issue addenda or amendments, or change the timelines to this RFQ. Any modifications will be posted to the CFRPC web site at www.cfrpc.org.

D. Materials Submitted Will Not be Returned to Consultant

All material submitted by prospective Consultants responding to this RFQ will be retained by the CFRPC and not returned to the Consultant.

III. SCOPE OF SERVICES AND OWNERSHIP OF WORK PRODUCT

A. General: The Consultant(s) will be tasked to conduct various environmental and programmatic support activities over the course of the contract and shall serve as CFRPC's professional engineering or environmental representative(s).

B. Other Responsibilities: Other responsibilities of the Consultant may include, but are not limited to, acquiring all necessary federal, state and local permits, authorizations and inspections; securing off-site and on-site access and obtaining easements or other appropriate written consent from all property owners whose property is intended to be the site of a specific task assignment on a form approved by CFRPC; and ensuring compliance with all additional state and federal environmental regulations and Brownfields program requirements. The Consultant shall be responsible for obtaining all applicable permits, authorizations and inspections unless otherwise set forth in a task assignment.

CFRPC reserves the right to task the Consultant to perform services that are deemed necessary by the CFRPC to be performed, which are related to the Scope of Services outlined herein, but which are not specifically set out herein.

- C. Deliverables and Ownership: All deliverables shall be submitted to the CFRPC in electronic and hardcopy formats. All deliverables will upon submittal to CFRPC become the property of CFRPC and thereafter shall be owned by CFRPC.

IV. SELECTION PROCESS AND SCHEDULE

- A. Selection Process, Criteria and Weight: A Selection Committee comprised of CFRPC staff and other individuals will review and evaluate qualifications submitted. The following selection criteria will be used to evaluate the SOQ on a scale of 100 points.

- 1. **Firm Qualifications:** **25 points**
- 2. **Brownfields Experience:** **50 points**
- 3. **Key Personnel Qualifications:** **25 points**

- B. If after the application of the above criteria it appears that the Fair Share Goals for Minority Business Enterprise and Women’s Business Enterprise (MBE/WBE) set forth in the Agreement between CFRPC and EPA, bearing Assistance ID No. BF-95481311-0 (the “Cooperative Agreement”) will not be achieved then as required by the Grant Agreement CFRPC will notify EPA in advance of any race and/or gender conscious action that may be contemplated at that time to more closely achieve the Fair Share Goals. If after consultation with EPA, CFRPC receives approval of some action to more closely achieve the Fair Share Goals or CFRPC is required by EPA to take such action then CFRPC reserves the right to take such action(s) which could result in a re-ranking of the Consultants.

The Selection Committee will rank all responsive and complete SOQ packages and make a recommendation to the CFRPC governing board who will take final action on the ranking of Consultants and authorize Contract negotiations with the chosen firm(s).

Project Schedule: The following is the schedule for the RFQ process.

Release of RFQ	October 7, 2011
Deadline for Submission of Questions	October 14, 2011
Deadline for Responses to RFQ	October 27, 2011 4:00 p.m. (EST)

V. OTHER CONSIDERATIONS

- A. Subcontracting: The prospective Consultants shall not subcontract, assign, or transfer any of the services sought under this solicitation, with the exception of those subcontractors identified in the prospective Consultant's response, without the prior written consent of the CFRPC.

The selected Consultants will be responsible for the fulfillment of all work elements included in all subcontracts and shall agree to be responsible for payment of all monies due under any subcontract.

- B. Indemnification: The selected Consultant(s) must agree to indemnify, defend, save and hold harmless the CFRPC, its board members and employees, from all claims, demands, liabilities and suits of any nature (including attorneys fees incurred by the indemnified parties before litigation, in litigation, in trial and appellate proceedings and post judgment proceedings) arising out of, because of, or due to any act, error, omission or negligence or other wrongdoing of the selected Consultant, its subcontractors, agents or employees.
- C. Insurance: The firm(s) selected under this RFQ shall maintain during the life of the contract, comprehensive general liability coverage with limits of not less than \$1,000,000 per occurrence. Other insurance may be required.
- D. Contract: The selected Consultant will be expected to execute a CFRPC contract for professional services.
- E. Lobbying: In the event that a single contract awarded under this RFQ exceeds \$100,000, the Consultant must fully comply with the requirements of Title 40 CFR Part 34, *New Restrictions on Lobbying* and submit required certification and disclosure forms accordingly.
- F. Additional Information: The CFRPC reserves the right to request additional information following its review of the initial submission.