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**BRIGHTER
BOLDER
BUSINESS**

**THE INDUSTRIAL DEVELOPMENT AUTHORITY (IDA)
OF HALIFAX COUNTY, VIRGINIA**

**REQUEST FOR QUALIFICATIONS
PROFESSIONAL ENVIRONMENTAL CONSULTANTS TO PROVIDE
BROWNFIELD SITE ASSESSMENTS AND RELATED SERVICES**

August 25, 2017

In May 2017, the US Environmental Protection Agency (EPA) selected the Industrial Development Authority of Halifax County (IDA) to receive a Community-Wide Brownfields Assessment Grant. The grant will be managed by the IDA on behalf of a Coalition of three communities: Halifax County and the two incorporated towns of Halifax and South Boston. As further detailed in the Scope of Services Section below, the \$590,000 grant award will be used to develop a community-wide brownfields site inventory and database; prioritize sites based on specified criteria; conduct Phase I and Phase II environmental site assessments; prepare associated project documents, including cleanup and redevelopment plans; and facilitate community engagement activities in all three communities.

Located in the southern Piedmont of Virginia along its border with North Carolina, Halifax is the fourth largest county in Virginia. The County was formed in 1752, and the Town of Halifax, originally called Banister, became the County seat in 1777. Halifax lies in the heart of "Southside" Virginia about 113 miles southwest of the state capital, Richmond, and 80 miles northwest of Raleigh, NC. An area rich in history from pre-colonial times, Halifax maintains a strong sense of community and exemplifies regional cooperation.

The focus of the EPA Brownfields Grant is to evaluate potential hazardous materials and petroleum impacted brownfield sites, which include everything from shuttered shops, convenience stores, gas stations and auto repair shops to multi-acre warehousing and traditional manufacturing sites that are scattered throughout Halifax County and the two towns. Though varying in size and potential severity, these brownfield sites contribute to blight and hinder redevelopment potential throughout the community.

The purpose of this Request for Qualifications is the procurement of environmental consulting services to be performed under the above-referenced EPA grant funding to support the Coalition's Brownfields Redevelopment Program.

The IDA will receive written qualifications statements until **10:00 a.m., Friday, September 22, 2017 at the IDA Offices, 1100 Confroy Drive, Suite 1, South Boston, VA 24592**. Submittals must be addressed to **Kristy Johnson, Deputy Director**, and delivered by parcel post or hand delivery to the above address. Please mark your envelope "**2017 Brownfields Assessments**." Submittals received after the above time and date will not be considered and will be returned to the Offeror unopened.



Scope of Services

The successful Offeror shall furnish all labor, materials, tools, equipment, supplies and incidentals, required or implied, for the complete and satisfactory performance of environmental consulting services as defined by the following tasks:

Task 1: Cooperative Agreement Oversight & Community Engagement – Activities integral to achieving the purpose of the grant include program development; coordination with Coalition members; financial and performance monitoring and reporting; coordinating with property owners, EPA, and DEQ to facilitate project progress; attending / facilitating project meetings; assistance with preparation of additional applications for state and federal leverage funding; and input of site-specific data into the EPA's ACRES database as appropriate throughout the project.

Community engagement activities include providing technical assistance necessary to engage and maintain interaction with stakeholders and the Coalition communities throughout the project including:

- 1) developing content for news releases and brownfields information pages on IDA and Coalition member websites to provide project updates, post reports and summaries of findings, and cite success stories;
- 2) preparing educational / outreach materials describing the program and its benefits to property owners, developers and citizens; and
- 3) facilitating advertised public informational meetings for affected residents and businesses approximately once per year per member locality to coincide with significant milestones.

Task 2: Brownfields Inventory, Mapping and Database, Preliminary Site Characterization, Eligibility Determinations, Prioritization and Access Coordination – Preparation of a brownfields inventory and database that will include sites in all 3 localities. Inventoried properties will be characterized, prioritized, and a pool of sites will be selected for assessment. The number of sites chosen will depend upon access considerations and projected assessment costs. No assessments will be conducted prior to confirming eligibility with EPA, and, when applicable, with DEQ for petroleum sites.

Task 3: Phase I Environmental Site Assessments (ESAs) – Upon receiving favorable eligibility determinations and access from property owners, the IDA's consultants will conduct approximately 20 Phase I ESAs for hazardous and petroleum sites. The number of Phase I ESAs conducted within each locality will be determined during the preliminary inventory process and in accordance with the Coalition's Memorandum of Agreement (MOA) which will be developed prior to start of the project. The ESAs will be completed consistent with ASTM E1527-13, which meets EPA's latest All Appropriate Inquiry standard. Upon completion, Phase I ESA Reports will be submitted to EPA and, if applicable, to DEQ, in accordance with the IDA's current EPA Cooperative Agreement.

Task 4: Phase II Environmental Site Assessments (ESAs) – Based on the Phase I ESA results, sites will be evaluated to determine which eligible properties require Phase II ESAs, which include collecting soil and groundwater samples, performing laboratory analyses, and preparing summary



reports with recommendations for further action, if warranted. The IDA anticipates completing approximately 8 Phase II ESAs within 24 to 30 months of site selection. Results and final reports will be submitted to EPA and, if applicable, to DEQ, for review and approval upon completion of each Phase II ESA.

Task 5: Project Work Plans – It is anticipated that approximately 8 of the sites selected for assessment will require project work plans and quality assurance documents, including a generic Quality Assurance Project Plan (QAPP), Site Specific Sampling and Analysis Plans (SAPs), Site Eligibility Determination Requests, Property Profile Forms, and other related documents.

Task 6: Preliminary Planning for Remediation and Redevelopment – Preliminary remediation plans will be prepared to review alternatives for further environmental investigation and/or remediation, if warranted. Preliminary cost estimates will be developed for each alternative and an evaluation report will be prepared and coordinated with EPA and DEQ for concurrence and approval of any proposed remedial actions. Consultants will assist IDA's staff in working with each member locality and their community stakeholders to conduct preliminary redevelopment planning for these properties, including cost-benefit analyses, to determine best reuse and economic potential of the sites. A total of approximately 8 Remediation / Redevelopment Plans are anticipated.

Evaluation Criteria

Statements of qualifications will be evaluated on the following criteria:

- 1) Experience and Performance References from Previous Projects: Responders shall list previous and/or current experience with EPA- and DEQ-funded Brownfields assessment projects in Virginia, including reference contacts and phone numbers.
- 2) Qualifications and Availability of the Specific Individuals to Provide Services: Responders shall provide resumes of each individual and/or team member assigned to this project. Availability of each individual or team member is critical. On-demand inspections and responses to emergencies may be required.
- 3) Proximity to the Project: Responders should be located within a reasonable travel time of Halifax County, Virginia. The IDA believes that quick response time, frequency of inspection visits, availability for management team meetings, and knowledge of the project area are vital to quality control.

Selection Process

After each Statement of Qualifications has been screened, they will be ranked in priority order, and the two or three highest ranked responders may be asked to attend interviews. The IDA will select one responder to begin negotiations. If a contract cannot be successfully executed with the leading candidate, the IDA will move on to the second ranked candidate and so on until a contract has been successfully executed. Should the IDA determine in writing and at its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror without interviews.

This project will be awarded as a multiphase professional services contract. The contract period for



the current grant is three years and may be extended should additional funding be identified for continuing the project beyond the initial term.

Selection Schedule

Friday, August 25, 2017	Advertise RFQ
Friday, September 22, 2017	Proposals Due
Friday, October 6, 2017	Proposals Reviewed & Ranked
Friday, October 20, 2017	Interviews Scheduled (If Needed)
Friday, November 3, 2017	Consultant Selection Final
Friday, November 10, 2017	Consultant Contract Executed

Submittal Requirements

Responders shall submit five (5) copies of the Statement of Qualifications to the address listed above. The submittal shall thoroughly address each of the three (3) evaluation criteria listed above. Any contact or submittal that does not follow the above instructions will be rejected. Statements of Qualifications should be prepared simply and economically, providing straightforward, concise descriptions of the responder's ability to meet the requirements of the RFQ, keeping the submittal to a maximum of 60 printed pages, which may be printed front and back for a total of no more than 30 sheets. Emphasis should be placed on completeness and clarity of content.

The Industrial Development Authority of Halifax County, Virginia is an Equal Opportunity Employer and will not discriminate on the basis of race, color, religion, sex, national origin, age, or handicap. Minority- and woman-owned firms are encouraged to participate. The IDA reserves the right to reject any or all Statements of Qualifications and to conduct business with the most responsive responder in the best interest of the IDA.

Offers shall comply with the following:

- The President's Executive Summary Order # 11246 prohibiting discrimination in employment regarding race, color, creed, sex or national origin
- The President's Executive Orders # 12138 and # 11625 regarding utilization of MBE/WBE firms
- The Civil Rights Act of 1964
- The Americans with Disabilities Act of 1990
- The Age Discrimination and Employment Act

Offerors must certify that they do not or will not maintain or provide for their employees any facilities that are segregated on the basis of race, color, creed or national origin.

