



Town of St. Johnsbury, Vermont

Request for Qualifications (RFQ) for Qualified Environmental Professional (QEP) Services for the St. Johnsbury Armory Redevelopment Project.

Introduction:

The Town is seeking a Qualified Environmental Professional (Consultant) as defined in 40 CFR §312.10 to carry out necessary tasks outlined within this RFQ. The Consultant’s responsibilities will include cleanup planning, development of bid specifications, cleanup/abatement oversight, post-cleanup reporting, participation in stakeholder engagement activities, and grant management and reporting support. The Consultant’s activities are being conducted as part of implementation of the Town’s EPA Brownfield Cleanup Grant and State of Vermont’s Brownfields Revitalization Grant.. The Consultant will work under the direction of the Town’s staff and/or representatives, and will work in collaboration with other project stakeholders, as necessary. The EPA, Vermont Department of Health (VTDOH), Agency of Commerce and Community Development (ACCD), and the Vermont Department of Environmental Conservation (VTDEC), will be actively involved in the project including reviewing and receiving reports on program activity throughout the lifetime of the grant.

Project Background:

Constructed in 1916, the Armory is an historic building and the focal point of the Main Street Historic District. The Armory consists of a two-story brick and block structure located on 0.44 acres in the downtown core. The building envelope covers 16,700 square feet including the ground floor, second floor and a basement. The Armory was sold to the Town in 1975 by the State of Vermont Board of Armory Commissioners who operated the facility as an Armory for the First Vermont Infantry. After the Armory was acquired by the Town in 1975, it was home to several municipal departments, including the St. Johnsbury Police Department until the 1990s, followed by the Town’s Recreation Department until 2009 when it was determined that existing Regulated Building Materials (RBMs) would make it too costly for the Town to provide upgrades to meet current building codes. The building has been vacant for the past decade.

The overall reuse strategy for the Armory is to create a new location for the St. Johnsbury Police and Regional Dispatch Center which have outgrown their current space in a building that no longer suits their operational needs. The proposed reuse of the Armory will preserve the historic character of the building while increasing the efficiency of the Town’s public safety operations by providing a centralized location for these services in the downtown core of St. Johnsbury.

In September of 2021 town residents voted overwhelmingly to support the issuance of a \$5.4M general obligation bond to help pay for the Armory redevelopment project that was estimated

to cost \$5.8M at the time. Due to the impacts of COVID-19, and the complex nature of remediating PCBs, projects costs have escalated to \$11.2M (\$2.5M associated with the remediation of the property).

In 2021, the Town of St. Johnsbury was awarded a \$500,000 F U.S. Environmental Protection Agency (EPA) Brownfields Cleanup Grant, and in 2023, the Town of St. Johnsbury was awarded a \$1,200,000 grant from the State of Vermont’s Brownfields Revitalization Fund (BRF). The Town continues to pursue other funding sources that include VCDP CDBG, USDA RD, MERP, and RPCs.

Project Status:

- Environmental Phase I- complete
- Environmental Phase II- complete
- ABCA- completed (but may need to be updated)
- CAP- completed and approved
- Section 106 – mitigation plan approved by SHPO
- EPA TBA additional sampling project- in progress

SCOPE OF SERVICES REQUESTED

The following tasks represent the scope of services being requested:

TASK 1: CLEANUP PLANNING

Specific subtasks for Task 1 include:

- **Develop an abatement and PCB Remediation Plan in accordance with TSCA for EPA approval.** The consultant will use the results of the EPA TBA sampling project to develop a “risk-based” clean-up plan. This plan will require coordination with Town Officials and the EPA to ensure that the clean-up plan meets TSCA requirements.
- **QAAP Update if required.**
- **Prepare the Site-Specific Quality Assurance Project Plan (SSQAPP):** The Consultant will prepare a SSQAPP for any required field observation and confirmatory sampling to be conducted on site, in accordance with VTDOH and Occupational Safety and Health Administration regulations. The SSQAPP will be submitted to EPA and VTDOH for review and approval.
- **Historic Preservation:** The Consultant will assist the Town in collecting information necessary to satisfy Section 106 requirements.
- **Preparation of Bid Package, Contractor RFP and Participation in Contractor Selection:** A certified abatement contractor will be procured by the Town to implement the required abatement activities. The Consultant will lead preparation of the bid package, including preparing detailed plans and specifications, inclusion of the required Davis-Bacon requirements and other terms and conditions of the funding/oversight agencies; development of the Contractor RFP and working with the Town to ensure compliance

with the EPA's six Good Faith Efforts for engaging with Disadvantaged Business Enterprises (DBEs); preparation of a budget detailing how grant funds will be effectively utilized; conducting a site visit with interested contractors; and participating in the review of contractor bids and the recommendation of award.

TASK 2: ASSIST WITH STAKEHOLDER ENGAGEMENT ACTIVITIES

The Town will schedule and coordinate regular stakeholder engagement activities over the course of the project. The meetings will serve to keep project stakeholders operating in a collaborative and coordinated fashion. Specific subtasks for Task 2 include:

- **Development of Project Fact Sheets, Meeting Materials and other Community Outreach Documents:** The Consultant will assist the Town in developing content for project fact sheets, meeting materials and other community engagement documents.
- **Public Meetings:** The Consultant will participate in key stakeholder meetings as needed (up to 3) before, during and after the site cleanup/abatement activities.

TASK 3: OVERSEE SITE CLEANUP/ABATEMENT ACTIVITIES

Specific subtasks for Task 3 are anticipated to include:

- **Oversight of Cleanup/Abatement Activities:** The Consultant will conduct appropriate site inspections to ensure proper procedures are being followed and that work is being performed safely and in accordance with bid documents; conduct on-site labor interviews; ensure cleanup is conducted according to applicable VTDEC, VTDOH, VOSHA, EPA Brownfields and TSCA rules, regulations and guidelines; and ensure work is proceeding according to the established timeline.
- **Project Updates:** The Consultant will prepare and submit bi-weekly or monthly updates, including photographs of work in progress.
- **Confirmatory Sampling:** The Consultant will oversee the collection of post-cleanup samples, as required.
- **Cleanup Documentation:** The Consultant will prepare and submit close-out documentation to appropriate regulatory agencies indicating that cleanup is complete. Prepare final technical report.

TASK 4: SUPPORT GRANT MANAGEMENT AND REPORTING ACTIVITIES

The selected Consultant will assist with grant management and reporting activities in collaboration with the Town. Specific subtasks for Task 4 are anticipated to include:

- **Reporting Activities:** The Consultant will provide requested information for Quarterly Progress Reports, Annual DBE and Federal Financial Reports (FFRs), ACRES reporting, and the Final Performance Report as required by EPA and VT ACCD.
- **Check-in Meetings:** The Consultant will attend regular check-in meetings with the Town's project management team to provide status updates and keep the project

moving forward on schedule.

III. PROPOSAL FORMAT

The following items must be included in a firm's response:

Organizational Profile: Provide an overall history and description of your firm and any teaming firms.

Qualifications: Provide a list of key personnel expected to work on the project, including names, education, professional licenses, registrations or certifications, and role in the project. Subconsultants should be included in this list and identified as such. The Project Manager/Primary Contact should be clearly identified and should meet the requirements of EPA's definition of a Qualified Environmental Professional.

Experience: Contractors should have demonstrated experience in performing similar services funded and under the direction of both federal (EPA and HUD) and state (Vermont) agencies.

Project Approach and Timeline: Describe the approach to be taken toward completion of each of the tasks outlined above.

Representative Projects: List three to five representative examples of related projects your firm has performed which illustrate your firm's role and experience in providing the scope of services requested. For each example (project), include a brief description, dates of service, and a reference with contact information (name, title, organization name, email address, and phone number).

Proposals should be limited to fifteen (15) single sided pages. The following shall be included and will not count towards the 15-page limit:

- Cover pages
- 1-page cover letter
- Table of contents
- Proof of insurance
- Resumes for key individuals (limited to 2 pages per individual)

A separate cost proposal should also be submitted and does not count towards the page limit. Costs should be broken down to show hourly rates for staff and anticipated expenses (materials, travel, etc.). An itemized breakdown of any predicted subcontractor costs and expenses should also be included.

IV. SUBMISSION PROCEDURE AND DEADLINE

Interested firms will submit one electronic copy of the proposal to Joe Kasprzak, Assistant Town Manager, at jkasprzak@stjvt.com. The subject line shall be "RESPONSE TO ARMORY PROJECT QEP RFQ."

Proposals are due by 12:00 PM (ET) on Wednesday, May 31, 2023.

The Town of St. Johnsbury reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Town to be in the best interests of the Town even though not the lowest cost. The Town is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the Town to pursue an agreement or contract with any firm.

Minority-owned, women-owned, Section 3 businesses and locally owned businesses are strongly encouraged to apply.

V. SELECTION CRITERIA AND PROCESS

Proposals will be evaluated by the Town in consideration of the following criteria:

- The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and the responsiveness to the work program.
- The respondent's qualifications and experience for performing the requested scope of services, with particular attention on experience with successful projects similar in size and nature/complexity.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the Town's project management team, EPA, VTDOH, VTDEC, and other interested stakeholders.
- Experience with EPA's and the VT Brownfields cleanup programs and reporting requirements.
- Experience with PCB remediation and meeting TSCA requirements.
- Implementation of cleanup in the public sector.

The following criteria will be used to evaluate proposals:

Evaluation Criteria (100 Total Points)

Consultant selection criteria will include demonstrable experience/capabilities with state and/or federal regulated brownfields projects, preparing QAPPs, SSQAPPs, remediation work plans, compliance with TSCA requirements, ability to clearly report and communicate findings to a wide and diverse audience, expertise in abatement procedures of similar nature and complexity, ability to meet EPA, BRF, and VTDEC reporting requirements, and ability to coordinate effectively with all project stakeholders. The Consultant's activities associated with each work task needs to follow the proposed costs and anticipated level of effort. The Town will act as the sole judge of all proposals.

The Town will review all qualifications according to the factors and criteria included within this

RFQ. The Town will consider the following factors in its review of the Technical RFQs received:

| Description | Points Possible |
|--|------------------------|
| Clarity of Submittal | |
| The technical quality, completeness, conciseness, and clarity of the submittal. | 10 Points |
| Firm Qualifications | |
| Qualifications of the firm and any subconsultants, including experience with projects involving PCBs and complying with TSCA regulations/conditions. | 15 Points |
| Ability to Work in a Complex Environment | |
| Experience in working with other contractors in a complex redevelopment environment that includes remediation, demolition, and construction. | 10 Points |
| Personnel Qualifications | |
| Qualifications of the proposed key personnel assigned to this project, including technical attributes and relevant experience that makes them uniquely qualified to undertake this project. | 20 Points |
| Relevant Project Experience | |
| Qualifications of the firm and any subconsultants, including appropriate areas of expertise, relevant experience, and technical capabilities on public projects of similar size, scope and complexity. | 20 Points |
| Ability to Meet Project Timeline, Scope and Budget | |
| Ability of the firm and any subconsultants, to meet project timeline, scope and budget | 15 Points |
| References | |
| Quality of references for projects of similar size, scope and complexity. | 10 Points |
| Total Points Possible: | 100 Points |

VI. ADDITIONAL RESOURCES

Firms responding to this request for qualifications should thoroughly review important background documents located at <https://www.stjvt.com/armory-redevelopment-project> .

VII. QUESTIONS

Specific questions regarding information in this RFQ shall be sent via email to Joe Kasprzak, Assistant Town Manager, at jkasprzak@stjvt.com by 4:00 PM (ET) on **Friday, May 19, 2023**. Answers will be posted to www.stjvt.com by 4:00 PM on **Tuesday, May 23, 2023**.