

**REQUEST FOR PROPOSALS  
PROFESSIONAL CONSULTING SERVICES  
CITY OF WILSON, NORTH CAROLINA BROWNFIELDS PROGRAM**

**I. Introduction**

The City of Wilson ([www.wilsonnc.org](http://www.wilsonnc.org)) invites interested parties to submit proposals to provide environmental and engineering consulting services on a task order basis for the City's Brownfields Program over a five-year period of performance. The City is looking for firms with documented experience writing grants, providing Brownfields-related services for local governments, and are familiar working within a rural community steeped in tobacco history that encompasses characteristics, such as large industrial districts comprised of agricultural chemical and pesticide manufacturers, historic downtown commercial buildings, and an old highway corridor lined with abandoned commercial buildings. The work will be funded under the City's annual budget and future grant awards. Proposed work should meet any federal requirements for work funded by an EPA Brownfields Grant.

This Request for Proposal (RFP) provides specifications and requirements for prospective, qualified firms to complete a proposal with itemized cost estimates for services. The objectives of the City are to complete the following:

- Build upon a successful Brownfields Program by assisting the City with environmental assessments of potential sites and conduct cleanup and remediation activities;
- Identify and pursue Brownfields funding and resources; and
- Encourage property owner participation in the Brownfields Program.

The document: "Request for Proposals for Professional Consulting Services for City of Wilson North Carolina Brownfields Program" is available from the City's website at [www.wilsonnc.org](http://www.wilsonnc.org) .

**II. Scope of Services**

The scope of services, as outlined in this RFP, is preliminary. The final scope of services will be negotiated with the selected firm and modified as needed, depending on site conditions. The consultant may be expected to perform the following tasks on an as-needed basis:

2. Grant Preparation and Administration: The consultant may be asked to take the lead in grant application preparation with input and review by the City. Included in this task is the collection of data required in the grant application, meeting with existing community groups, and assistance in the identification of potential properties or areas to be included in the application. Once grants have be awarded, the consultant will, with the City's help and guidance, administer the grant. Some grant administrative tasks may include:
  - Prepare and maintain schedules and budgets for assessment activities;
  - Provide regulatory and financial information as needed;

- Track and measure progress;
  - Enter data on the ACRES reporting system; and
  - Draft quarterly reports and final close out documents.
3. Property Identification and Inventory: The consultant may be asked to work with the City to identify, develop, and refine a database of potential Brownfields properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
4. Site Characterization and Assessment Activities: As part of the work, the consultant may be asked to partner with the City's environmental consultant to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs, as well as preparation of cleanup plans. Included in this task is development of the following plans:
- Quality Assurance Project Plans (QAPP);
  - Site Specific Sampling and Analysis Plans (SAP);
  - Health and Safety Plans (HASP); and
  - Phase I and Phase II ESA Site Investigation Reports.

Documents are required to follow applicable state and industry standards including ASTM and All Appropriate Inquiry (AAI) standards for property transactional work.

5. Community Involvement Assistance: The consultant may be asked to support the City in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment, planning, and execution process of the projects. The following activities may be included:
- Develop a community engagement plan to detail a strategy for involving the community in Brownfields activities.
  - Conduct public meetings and hearings to solicit community interest and provide educational information.
  - Develop and implement effective methods of communicating information about the Brownfields program to the public.
  - Consult with prospective private landowners and developers to encourage participation in the program.
6. Cleanup and Development Planning: The consultant may be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the North Carolina Department of Environmental Quality (NCDEQ).
7. Cleanup and Remediation Activities: The Consultant may be asked to work with the City's environmental consultant to complete cleanup and remediation of selected Brownfield

properties in accordance with the NCDEQ Inactive Hazardous Sites Branch (IHSB) voluntary remediation program, United States Environmental Protection Agency (USEPA) requirements, and/or other agency requirements. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HASP), securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordination and overseeing site remediation activities, and/or completing the site remediation activities.

8. Other Brownfields Related Duties: Other duties that may be required for a successful program, but that have not been anticipated in this Request for Proposals.

### **III. Response Format/Evaluation Criteria**

One (1) original and two (2) hard copies of the proposals shall be submitted. The submittal shall be no longer than 10 pages and shall include the information outlined below. To ensure fair and equitable evaluation, proposals must be organized into the following separate sections.

#### **1.0 Experience and Capacity**

The response shall include a summary of the following:

- History of the firm's experience providing Brownfields services as described herein;
- Brownfields grant application and administration experience/capacity;
- Familiarity with brownfields processes should be demonstrated by describing recent projects;
- Description of the firm's organization structure and the names and experience of key individuals including professional registration, site investigation, and experience working with the USEPA and NCDEQ; and
- Disclosure of any potential conflicts of interest.

#### **2.0 References**

The response shall include at least three (3) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, and phone number. Also include a description of the service and key personnel that were involved in the project.

#### **3.0 Proposed Methodology**

The response shall include an organization chart in addition to a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement of why your firm should be selected by the City.

### **IV. Selection Criteria**

Only one consultant will be selected for this RFP. Only proposals fully completed in a manner provided in the RFP packet will be considered. The City will be the sole judge in determining

the selection of the consultant and reserves the right to reject any or all proposals and waive any minor informativity or discrepancies. The City reserves the right to cancel this RFP at any time if in the City's best interest. The responding firms will be evaluated on the following criteria:

- Experience and ability to complete the work;
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with USEPA and NCDEQ;
- Approach and understanding of the scope of work;
- Proven track record of community engagement;
- Environmental assessment experience;
- Quality of performance on similar projects; and
- Participation of small, minority, women, and veteran owned business.

Oral presentations to the City may be requested. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFP response without oral presentations.

## **V. Submittal Directions and Deadline**

Deliver one (1) original and two (2) hard copies of the proposal to the Project Coordinator at the address below no later than Friday, January 7, 2022 at 5:00 PM (EST). Facsimile and electronic (email) proposals will not be accepted. Consultants responding to the RFP do so solely at their expense, and the City is not responsible for any consultant expenses associated with responding to this RFP.

**Proposals received after the time and date set for closing will not be accepted.**

Submittal Deadline:        Friday, January 7, 2022 at 5:00 PM (EST)

Project Coordinator:        Michelle Brown, Senior Planner  
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