

Request for Qualifications Acadiana Planning Commission Brownfields Environmental Assessment Program

EPA Cooperative Assistance Agreement No. BF- 01F37401

Documents due to the Acadiana Planning Commission.
Friday, January 12, 2018 No later than 12:00 Noon CST

Deliver documents to:

Chad M. LaComb, JD, Brownfields Program Manager
Acadiana Planning Commission
101 Jefferson St, STE 201, Second Floor
Lafayette, LA 70501

Or

Mail documents to:

Chad M. LaComb, JD, Brownfields Program Manager
Acadiana Planning Commission
P. O. Box 3705
Lafayette, LA, 70502



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Introduction

A Brownfields is a property, whereby the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. As part of its commitment to sustainability and the utilization of existing infrastructure, through grants from the US Environmental Protection Agency's (EPA's) Brownfields and Land Revitalization Program, the Acadiana Planning Commission (APC) facilitates the redevelopment of Brownfields sites in our member parishes by providing environmental assessments, cleanup plans and technical assistance. To accomplish this mission, APC is soliciting qualification statements from experienced, qualified environmental firms to perform environmental assessments and prepare cleanup plans under the APC's Brownfields Program.

Brownfields sites are enrolled into APC's Brownfields Program by a Site Applicant, which can be the site owner, a person or organization interested in redeveloping the site, or a municipality interested in preparing the site for redevelopment. References in the Scope of Work to the Site Applicant reflect this person/entity.

This Request for Qualifications (RFQ) is issued by the Acadiana Planning Commission (APC). The intent of this RFQ is to request technical qualifications from environmental consulting firms (Respondents) interested in providing environmental assessment services to APC with the needs outlined in the RFQ. APC plans to qualify a single Respondent that meets the threshold and selection criteria outlined in this RFQ. Under this RFQ, one (1) Consultant will be selected to conduct environmental activities at site with Petroleum and/or Hazardous contamination under APC's Brownfields Community Wide Assessment Grant. The RFQ is open to all parties capable and qualified to meet the objectives and requirements described in this document.

Upon receipt, all RFQ submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the APC will assess each Respondent's qualifications based upon the selection criteria. Responses that meet the threshold and selection criteria set forth below will be evaluated to satisfy APC's expectation of conducting assessment work.

Once the selection committee has reviewed all Respondent proposals, three to five respondents may be selected to make presentations to the selection committee. The selected Respondent will then be invited to provide cost estimate to perform the assessment work identified by the APC.

Background

APC has received a grant from the Environmental Protection Agency for assessment of sites affected by petroleum and/or hazardous materials in the Four Corners Area of Lafayette, LA. While some potential sites have been identified, part of the process will be for the Consulting team to coordinate with APC and Lafayette Consolidated Government (LCG) and hold public meetings in the target neighborhood to identify and map other potential sites. In a parallel effort and covering on overlapping geographic area, Lafayette Consolidated Government (LCG) will be conducting a corridor study. It is anticipated that the successful applicant will coordinate their assessment activities with this study. Additionally, Our overall goal is to identify potential petroleum/hazardous material sites, have assessments performed, and then seek funding for clean up to return the

properties to permitted uses within the general area that is also covered by LCG's corridor study and will be an integral part of LCG's redevelopment efforts along University Ave.

The Four Corners neighborhood is characterized by low individual and household income levels – 70.1% of residents make less than 150% of the poverty level; a high percentage of minority residents (92.9%); and an extremely elevated poverty rate (45.39%) that is more than three times the national and parish poverty rates.

The target area contains 3015 residents in an area that is roughly 2/3 of a square mile. Roughly nine in ten (92.8%) of these individuals are minorities. Minority composition of the target planning area is considerably higher than the local (29.9%) and state (37.4%) levels. This combination of poverty and high minority composition raises potential environmental justice issues as impoverished persons identifying themselves as something other than “white and non-Hispanic” are clustered in an area disproportionately impacted by brownfields sites, current/past industries, and railroad tracks.

One potential Brownfields Site located within the target area was the location of a gas station and bulk processing facility. Located at 1509 Cameron Street, the former use of the Orleans Oil property involved petrochemical products which included both volatile and non-volatile organic compounds.

According to U.S. EPA geospatial and associated databases, there are 49 businesses being tracked that currently handle hazardous and/or toxic materials in Lafayette Parish. In addition to these businesses, there are 269 potential and/or confirmed contaminated sites and storage tank facilities within the area studied for the I-49 Connector Final Environmental Impact Statement (EIS) and including the targeted community. Conservative analysis concludes there is a minimum of 15 possible Brownfields sites within the targeted community and 353 possible Brownfield sites parish-wide. However, many potential brownfield sites within the targeted area predate modern environmental regulations; consequently, many were never adequately recorded or registered and the number is likely to be much greater than 15. Given their location near the historic industrial base, where the dominant industry has been petrochemical, it is anticipated that most of these sites are contaminated by hydrocarbon-based materials. Potential contaminants include various fuels, oils, and grease some of which may have leaked into surrounding soil. Other potential contaminants include creosote from railroad ties and contamination from industrial operations such as canning, the generation of electricity, and the manufacturing of oilfield equipment.

To address these issues and aid in redevelopment of this critical corridor, APC anticipates the selected consultant will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with APC, Lafayette Consolidated Government (LCG), the EPA and the Louisiana Department of Environmental Quality (LaDEQ) to finalize the list of sites to be assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments on the selected parcels to determine the scope and extent of contamination of each site.
- Develop cost-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.

- Work with APC and (LCG) to conduct public meetings in the target community

Scope of Work - Generally

The proposed scope of work under this RFQ consists of providing:

- Up to 20 Phase I Environmental Site Assessments (ESAs)
- Up to 10 Phase II ESAs
- Up to 5 cleanup plans
- The consultant, in coordination with APC and LCG staff, will conduct up to twelve public meetings and a minimum of ten one-on-one meetings with community organizations.

NOTE: For full details, please review the Plan of Work

Terms, Conditions and Exceptions

a. This RFQ is not an invitation to bid nor is it a request for proposals under the procurement provision of the Louisiana Code.

b. APC does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be construed as a legal offer.

c. APC reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of APC to do so.

d. APC reserves the right to reject all responses without cause, waive irregularities in all procedures related to this RFQ, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as APC deems necessary.

e. Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. APC hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between APC and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal (Davis-Bacon) wage rates.

f. In the event the Respondents selected do not enter into the required agreement with APC to carry out the purposes described in this RFQ, APC may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.

g. In no event shall any obligation of any kind be enforceable against APC unless a written agreement has been entered.

h. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

i. APC will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, because of the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.

Responses

On or before 12 noon CST on Friday, January 12, 2018, Respondents should submit one original written response, five (5) paper copies, and one (1) electronic copy in PDF format to:

Chad M. LaComb, JD, Brownfields Program Manager
Acadiana Planning Commission
101 Jefferson St. STE 201, Second Floor of the Rosa Parks Transportation Center
Lafayette, LA, 70501

Or

Chad M. LaComb, JD, Brownfields Program Manager
Acadiana Planning Commission
P. O. Box 3705
Lafayette, LA, 70502

Sealed qualifications must be postmarked no later than Wednesday, December 27, 2017. Responses not received by the deadline WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

Please note the following:

a. APC will not be held responsible for qualification envelopes mishandled, misrouted, or delivered late because of the envelope not being properly prepared. Facsimile qualifications will NOT be considered unless otherwise authorized.

b. For ease of evaluation, the qualifications should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.

c. An individual or individuals legally authorized to bind the Respondent must sign the cover letter.

d. Any questions regarding this RFQ must be submitted in an e-mail to Chad M. LaComb clacomb@planacadiana.org no later than 4:00PM, Wednesday, December 27, 2017. Questions received after that time may not be responded to, depending upon the circumstances. A timely response to all e-mail questions will be provided on the APC website as a supplemental document to the original RFQ.

e. Other than as provided above, inquiries pertaining to the RFQ are NOT to be directed to any other staff member of APC. Any such action MAY disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.

f. Respondent shall certify that to the best of its knowledge, all information provided herein is accurate and complete. Any misrepresentation by a Respondent shall be treated as fraudulent concealment from APC of the true facts relating to the qualification.

g. Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQ, may be rejected.

h. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. Qualification will not be made where a conflict of interest exists. APC will determine whether a conflict of interest exists and whether it may reflect negatively on APC's selection of a Respondent. APC reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.

i. Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which the firm is or was involved during the past seven years.

Selection Process

APC will review all the responses in the following manner:

a. Each response will be evaluated based on the threshold eligibility and selection criteria listed below.

b. APC reserves the right to conduct interviews of any Respondent it deems necessary as a part of its evaluation of responses. Based on the results of that evaluation, the response(s) determined to be most advantageous to APC considering all the evaluation criteria, may be selected by APC.

Estimated Project Timetable

December 13, 2017 RFQ materials mailed to potential Respondents
January 12, 2018 Respondents' materials due back to APC
January 19, 2018 Respondents' materials provided to Selection Committee
January 23, 2018 Selection Committee meets to evaluate responses
January 24, 2018 Finalists contacted to schedule presentations
January 31, 2018 Finalists presentations to Selection Committee
February 2018 Finalist notified of final selection

The contract project period is expected to commence approximately two weeks from the date of consultant selection (depending on when the contract between the selected Consultant and APC is finalized). Work will commence as sites with hazardous and/or petroleum contamination are enrolled in APC's Brownfields Program. The contract will expire with the closeout of APC's 2017-2020 Brownfields Assessment Grant (expected to be Sept. 30, 2020) or when the contractual budget for that grant is expended, whichever is sooner. Notices to proceed will be issued during the contract time frame as eligible projects are enrolled in APC's Brownfields Program and approved by EPA for Brownfields funding.

Budget

The total contract amount will not exceed \$175,000.00 and will be negotiated per assessment/task based on the type of assessment, the investigation work plan and the successful Consultant's negotiated fee schedule. Responses should include a complete fee schedule (hourly) for each team member and/or service.

Work orders will be issued during the contract time frame as eligible projects are enrolled in APC's Brownfields Program and approved by EPA for Brownfields funding. Services will commence with the issuance of a work order/ notice to proceed by the Acadiana Planning Commission, authorizing the Consultant to incur charges and naming the APC Project Coordinator. Prior to APC issuing a notice to proceed for each project, the selected Consultant will furnish a cost estimate for the proposed scope of work. Phase I environmental site assessments will be billed on a lump sum basis. Phase II ESAs and Cleanup Plans will be billed on a time and materials basis.

Criteria

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQ. Threshold eligibility requirements include the following:

- a. Project Manager with relevant environmental assessment work experience especially related to Brownfield projects and LDEQ RECAP and Voluntary Remediation Program projects (VRP projects).
- b. Environmental Professional that meets the definition per EPA's AAI with relevant degree(s)/ work experience stated in their resume (may be the same as the Project Manager but if so, this should be indicated)

- c. Quality Assurance Project Officer familiar with **EPA's** Quality Assurance requirements. **Failure to include a Quality Assurance Project Officer will result in automatic disqualification and the RFQ response will not be considered.** Per EPA's requirements, the Quality Assurance Officer cannot be the same person as the Project Manager and must be separate from the personnel collecting data as part of the project. Responses that do not indicate a QA Officer who is separate from the data collecting unit will be withdrawn from consideration. Responses that include a QA Project Officer who has attended EPA's QA training and includes the applicable certificates and/or demonstrate thorough knowledge of EPA's QA requirements in their sample QAPP will be scored more favorably. The resume of the Quality Assurance Officer should indicate experience with **EPA's** Quality Assurance Program.
- d. Some of the projects may include lead and/or asbestos surveys, note LDEQ-certified lead inspector(s) and LDEQ-Certified asbestos inspector(s) with certification numbers (either in-house or sub-consultants) and related work experience. If using a subconsultant, it is adequate to include the firm's name and experience and include a resume for the FIRM along with the name and certification number of at least one of their personnel that has the applicable certification. It is not necessary to attach copies of applicable certificates if the certification number is provided. APC reserves the right to check LDEQ's certification database to ensure compliance.
- e. LELAP-accredited Laboratory: state the name of the Laboratory or Laboratories and include a copy of them LELAP accreditation certificate. No resume is required in Section 10 for the laboratory.
- f. Respondent has at least one (1) full-time Louisiana licensed professional geoscientist in good standing.
- g. Preferred: Respondent has at least one (1) full-time Louisiana professional engineer in good standing.
- h. Preferred: Respondent has a minimum of ten (10) years' geological experience.
- i. Preferred: Respondent has a minimum of ten (10) years' professional engineering experience.
- j. Respondent must have previously completed EPA Quality Assurance Project Plans for a minimum of three (3) projects. Respondent must provide a list of at least three of these projects.
- k. Respondent must have a minimum of \$1,000,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance. Respondent should provide proof of insurance with their response.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

Disadvantaged Business Entities:

During the performance of this contract, the consulting team, for itself, its assignees, and successors in interest (hereinafter referred to as the Consulting team), must agree to the following:

Compliance with Regulations

The Consulting team shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Environmental Protection Agency (hereinafter referred to as EPA), Title 49, Code of Federal Regulations, part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this response.

Nondiscrimination by Consulting Team

The Consulting team, about the work performed by it during the contract, shall not discriminate on the grounds of race, color, national origin, income, gender, age, and disability, in the selection and retention of subconsultant teams, including procurement of materials and leases of equipment. The Consulting team shall not participate either directly or indirectly in discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

Information and Reports

The Consulting team shall provide information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Acadiana Planning Commission or EPA to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a consulting team is in the exclusive possession of another who fails or refuses to furnish this information, the Consulting team shall so certify to the Acadiana Planning Commission (APC), or the EPA as appropriate, and shall set forth what efforts it has made to obtain the information.

RFQ Response Contents:

Each Respondent must include the following materials:

- a. Letter of Transmittal not to exceed one page, signed by an individual(s) authorized to bind the prospective consultant contractually. The transmittal letter should include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.

b. Statement describing the respondent's general understanding of the scope of work and the key issues associated with performing the required services. The statement must include respondent's familiarity with the project and describe unusual conditions or problems prospective respondent believes may be encountered.

c. A typical project task list with a timeline and description of each task.

d. A written, detailed description of the approach to the scope of work, including the tasks described in the attached Work Plan. APC is seeking creative, proven approaches to address the following: a. Ability to meet all applicable state and federal regulations governing environmental site assessments.

e Methodologies to perform site assessments and confirmatory sampling.

f. Technologies or testing methods utilized to assess specific types of contamination.

g. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services.

h. A Plan of Services describing the specific method for completing the Work Plan within the established grant period; the Plan must include a detailed description of the tasks to be performed by the Respondent, the typical number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments and other information deemed necessary to demonstrate the Respondents' ability to complete the Work Plan on time. The Plan of Services must explain how the firm provides quality control in each step.

i. Provide a description of the history, experience and qualifications of individuals/firms and any proposed subcontractors to perform the Work Plan as well as any disadvantaged business entities that may be utilized as subcontractors on this project.

j Summarize experience in conducting assessment, remediation and project closure work under Risk Integrated System of Closure (RISC).

k. Estimate the number of Louisiana site closures obtained by the Respondent in the past three (3) years. Examples of site closures should include documented Site Status Letters, Comfort Letters, No Further Action Letters, Certificate of Completion determinations issued by LaDEQ involving hazardous substances and/or petroleum contamination and leaking UST closures.

l. Narrative discussion on the health and safety practices/programs of the Respondent, including a description of the Respondent's Occupational Safety and Health Administration safety record for the last three years.

m. Resumes of all principals assigned to the project as well as those of any subcontractors who will be working on the project.

n. List of other similar projects undertaken.

o. References for three (3) similar projects. Please make specific reference to experience with EPA Brownfields grant-funded projects.

Evaluation Process

Respondents that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below.

- A. Brownfields Site Assessment Project Expertise and Experience 25%
- B. Quality of Written Proposal 25%
- C. Respondent's References 15%
- D. Response to Scope of Services 25%
- E. Ability to Handle Multiple Simultaneous Projects and Meet APC's Brownfields Assessment Grant Deadlines 10%

Contract Negotiations

If for any reason the Consultant who is selected by the APC Board in response to this RFQ does not agree to a contract, does not meet APC's Consultant requirements, or is otherwise unable to perform the services described in this Scope of Work, that RFQ response shall be rejected and APC may negotiate with the next most responsive Consultant as approved by the APC Board. Negotiation may include revision of non-mandatory terms, conditions, and requirements. Negotiation shall also allow price reductions. The final contract form shall be reviewed and executed by both APC and the selected Consultant prior to issuance of a notice to proceed.

Plan of Work

The selected Consultant shall provide the methods and resources (including, but not limited to, personnel, supervision, materials, supplies, computers, equipment, transportation, meals, lodging, the resources of an LDEQ-accredited laboratory, and subcontractors) necessary to perform the tasks described in the Statement of Work including environmental assessment and cleanup planning for sites enrolled in APC's Brownfields Redevelopment Program.

Target Area

Although the work may be performed at any site in APC's Brownfields Program area (Acadia, Evangeline, Iberia, Lafayette, St. Landry, St. Martin and Vermilion Parishes), the target area for the grant funding is the area in the City of Lafayette bordered by University Ave to the West, Gilman St to the North, Simcoe to the South, and the Railroad to the East. This area is otherwise known as Lafayette's four corners. The work may include coordinating with LaDOTD and Lafayette Consolidated Government (LCG) as a compliment to LCG's University Ave Corridor study.

Most Current Standards

All work will be performed to meet the most current applicable EPA requirements and ASTM standards at the time that the work is conducted.

Commencement Meeting

A Commencement Meeting shall be held between the selected Consultant's key personnel, APC's Brownfields Program Manager, and representatives from LCG to discuss the services to be performed and answer any questions regarding the contract. In addition, a Project Commencement Meeting will be held for each project with the selected Consultant, APC's Brownfields Program Manager, LCG representatives, and the appropriate project contacts. The meetings shall be held at the APC's Offices, a location near or at the site, or by phone.

Scope of Work to be Performed

The Scope of Work to be performed by the selected Consultant may include any of the activities described below and will be determined by the specific notices to proceed issued under the contract awarded because of this RFQ. The information below is provided as a general overview of services. The exact scope will be determined on a site-by-site basis and included in each notice to proceed.

Phase I Environmental Site Assessments/ All Appropriate Inquiries

The selected Consultant shall conduct Phase I ESAs which comply with EPA's **All Appropriate Inquiries Final Rule** identified in 40 CFR Part 312, November 1, 2005, and ASTM Standard E1527-13, *Standard Practice for Environmental Site Assessments, Phase I Environmental Site Assessment Process*. Each Phase I ESA must be a stand-alone document that meets all the requirements for an Innocent Landowner and/or Bona Fide Prospective Purchaser (as applicable to the project and Site Applicant) liability defense under EPA's AAI standards.

The reason for the performance of the Phase I Environmental Site Assessment (refer to Section 6.7 of the ASTM Standard and 40 CFR§312.1 of AAI) is:

- a. To facilitate the acquisition of the subject property by an innocent landowner, contiguous property owner, or bona-fide prospective purchaser, as defined by Public Law (PL) 107-118;
- b. To serve as AAI as defined by PL 107-118;
- c. To define potential sources or the potential presence of any hazardous substance, pollutant, or contaminant that may complicate the expansion, redevelopment, or reuse of the subject site; and
- d. To define any continuing or threatened future releases of hazardous substances at the subject site.

The Phase I ESA report will follow the Recommended Table of Contents provided by APC. Phase I ESAs shall include, but are not limited to, the following, to the extent necessary to achieve the objectives and performance factors:

- a. Interviews with past and present owners, operators, and occupants as well as, in the case of abandoned properties, occupants or owners or neighboring or nearby properties from which it appears possible to have observed uses of or releases at such abandoned properties.
- b. Interviews with Report "Users" (per ASTM 1527-13) including both APC and the Site Applicant.
- c. Reviews of historical sources of information.

- d. Searches for recorded environmental liens.
- e. Review of Federal, State, Tribal and local government records. In addition to the minimum requirements of ASTM E1527-13 and AAI, the Government Records Review shall include a review of LDEQ's Electronic Data Management System (EDMS) to attempt to identify if an Agency Interest (AI) identification number (or numbers) has been assigned to any part of the subject property. The use of wild card searches in the AI Lookup module is strongly encouraged; the methods performed and the results of the research (screen shots) shall be discussed and included in the final report. If an AI number(s) exists, the records shall be briefly reviewed as part of the Government Records Review and findings discussed in the final report.
- f. Visual inspections of the facility and adjoining properties.
- g. The relationship of the purchase price to the value of the property, if the property was not contaminated.
- h. An evaluation of vapor migrations per ASTM E2600-15.
- i. Commonly known or reasonably ascertainable information about the property.
- j. The degree of obviousness of the presence or likely presence of contamination at the property, and the ability to detect the contamination by appropriate investigation.
- k. If recognized environmental concerns are identified, specific recommendations for additional assessment activities and a cost estimate for those activities, including location and number of borings, monitoring wells, and other samples to be collected with proposed analytical methods.

NOTE: This may be provided as an appendix to the report that includes, at a minimum, an annotated map with a table that provides the proposed analytical methods for each sample location and the justification/basis for the location and method.

- l. Comment on the necessity of further research into any of the listed Non-Scope Considerations to adequately assess the business risks associated with acquisition and development of the subject property. The discussion of business risks shall include a comment, as appropriate, on the measures that may be required by a future owner to prevent or limit human, environmental, or natural resource exposure to known or suspected hazardous substances, pollutants, or contaminants.
- m. Review of the Louisiana Department of Transportation and Development (LaDOTD) registered water well database within a one-mile radius of the subject site. A discussion of the findings should include discrepancies in accuracy of state records (regulatory data review) of sites with environmental investigations as identified by registered monitoring or recovery wells and a discussion of the use of groundwater in the area of the site, as evidenced by the registered wells and their designated use.
- n. In addition to the minimum requirements of ASTM E1527-13 and AAI, the final report must include a review and general discussion of the general hydrology, specifically as it may relate to on-site and off-site migration of suspected impacts. The selected Consultant shall provide an EDR® report (or approved equivalent) as well as the link to the EDR LightBox file (or equivalent). Reports may be required at the following levels of information depending on the information provided by the requester:

- Level 1 Package (EDR® Basic Package or equivalent)
- Level 2 Package (EDR® Standard Package or equivalent)
- Level 3 Package (EDR® Premium Package or equivalent)

The selected Consultant will also be responsible for the items listed as “User’s Responsibilities” in the ASTM E1527-13 standard, specifically:

- Title and Judicial Records for Environmental Liens and Activity and Use Limitations (AULs);
- Commonly Known or Reasonably Ascertainable Information (beyond what is provided by the Site Applicant).

The Site Applicant requesting the Phase I ESA will be responsible for providing:

- Specialized Knowledge;
- Reason for Significantly Lower Purchase Price;
- Commonly Known or Reasonably Ascertainable Information;
- Owner, Property Manager, and Occupant Information; and
- Reason for Performing Phase I ESA.

The minimum search distances defined in ASTM E1527-13 and AAI must consider the size of the subject property and ensure that the distances searched are measured from the limits of the subject property. The requirements for supporting documentation (ASTM E1527-13, Section 8.1.9) should be interpreted as to include copies of all relevant information sources as Attachments or Appendices to the final report, e.g. regulatory records documentation; environmental database report; site map/plan; vicinity maps; site photographs; historical source documentation (building department records, local street records, chain of title documents, property tax records, zoning/land use records, aerial photos, fire insurance maps, USGS topographical maps); and interview documentation. Geospatial records (i.e. maps or aerial photographs) shall include an annotation, hand drawn is acceptable, to identify the approximate boundaries and location of the site on each map or aerial photograph.

The reliance upon third party information (ASTM E1527-13 Section 7.5.2.1) should be interpreted as requiring the Environmental Professional to verify (to the extent reasonably ascertainable) the actual locations of sites identified during the regulatory records review (ASTM E1527-13 Sections 8.2.1 & 8.2.2). Supporting regulatory data should be corrected on the regulatory database reports (i.e. radius maps) to show accurate locations of adjacent plotted sites.

Per EPA requirements for Phase I ESA performed using funding from EPA’s Brownfields and Land Revitalization Program, the Phase I ESA Report will include (see [EPA All Appropriate Inquiries: Reporting Requirements - Checklist for Assessment Grant Recipients](#) for more information):

- a. An **opinion** as to whether inquiry has identified conditions indicative of releases or threatened releases of hazardous substances, and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in or to the subject property.
- b. An **identification of “significant” data gaps** (as defined in Section 312.10 of AAI Final Rule and Section 12.7 of ASTM E1527-13), if any, in the information collected for the inquiry, as well as comments regarding the significance of these data gaps. Significant data gaps including missing and unattainable information that affects the ability of the Environmental Professional to identify conditions indicative of releases or threatened releases of hazardous substances,

and as applicable, pollutants and contaminants, petroleum or petroleum products, or controlled substances, on, at, in or to the subject property.

- c. **Qualifications and signature** of the Environmental Professional(s) per AAI.
- d. An opinion regarding **additional appropriate investigation**, if warranted based on the results of the Phase I ESA.

Upon receipt and review of all relevant information (as determined by the Environmental Professional) and prior to the submission of the draft report, the Environmental Professional shall verbally discuss the findings in person or via teleconference with APC.

The selected Consultant shall submit a Draft Phase I ESA Report to APC Brownfields staff for review and comment. The selected Consultant shall finalize the Phase I ESA Report in accordance with comments received and ASTM E1527-13. The report will be signed by an Environmental Professional that meets EPA's definition per AAI. A minimum of two (2) hard copies and one electronic copy (one PDF of the entire report from cover to cover **with appropriate PDF bookmarks for text sections and each appendix**) of the Phase I ESA Report will be submitted to the APC (actual number will be indicated in writing by APC when the report is finalized).

Time Frame for Phase I ESAs: Meet with APC and site contacts within 2 weeks of notice to proceed. Submit draft report within 4 weeks of initial meeting. Respond to APC comments within 10 working days.

Deliverables: Hard and electronic copies of the Phase I ESA Report and site photographs as separate files in JPG or equivalent format. *This task is complete when APC and EPA approve the Phase I ESA report and APC receives the deliverables as stated above.*

Phase II ESAs

Phase II ESAs will meet the requirements for an LDEQ RECAP investigation and generally follow ASTM Standard E1903-11: *Standard Practice for Environmental Site Assessments: Phase II Environmental Site Assessment Process*. In addition, at the discretion of APC and the Site Applicant, some sites may be entered into LDEQ's VRP. Firms submitting qualification statements should be familiar and demonstrate experience with both processes. For each Phase II ESA the selected Consultant will perform the following tasks:

Task 1: Investigation Work Plan Preparation

- a. Review and interpret relevant and existing data/reports, including any Phase I environmental site assessments for the property.
- b. Perform site reconnaissance by inspecting the site, preparing sketches, maps and photographs, verifying potential sampling locations and conducting interviews.
- c. Upon completion of the review of existing reports and site reconnaissance, if not already prepared, submit a proposed sampling strategy including, at a minimum, the proposed location and number of borings, monitoring wells, and other samples to be collected with proposed analytical methods. This may be provided informally for review and should include, at a minimum, an annotated map (clear hand markings showing sampling

locations on a site map are adequate) with a table that provides the proposed analytical methods for each sample location and the justification/basis for the location and method.

- d. Meet with APC's Brownfields Redevelopment Program Manager, the site contact and Site Applicant to review site boundaries and the goals of the project. At this meeting, the selected Consultant will present a draft proposed sampling plan for the Phase II environmental site assessment for both a traditional RECAP investigation and a VRP investigation. At this meeting or shortly thereafter, APC and the Site Applicant will determine if the site will be a traditional RECAP investigation or a VRP investigation.
- e. Based on the initial meeting, prepare an investigation work plan which details soil and groundwater samples to be collected to determine if contamination is present at the site and if so, the nature and extent of contamination. **This will include collecting sufficient data to classify the groundwater and determine groundwater flow direction, and placing the wells below first encountered groundwater to ensure adequate recovery.** If the site is entered into LDEQ's VRP, this task will also include preparation of the VRP investigation application and Cost Waiver form (if applicable) for Site Applicant's signature. The selected Consultant will be responsible for addressing all APC and LDEQ comments. The work plan will clearly state:
 - Site history
 - Detailed Sampling Plan including:
 1. Proposed field activities and sampling rationale;
 2. Sample locations, including depth of borings, sampling intervals and selection process for samples to be analyzed by the laboratory;
 3. Sampling procedures;
 4. Parameters to be analyzed; and
 5. Disposal of investigation derived wastes (IDW).
 - **Anticipated schedule for executing the Phase II ESA:** Prepare detailed cost estimate to execute the Phase II investigation as outlined in the work plan. The cost estimate will include estimates for comparing the data to LDEQ Limiting Screening Standards as well as evaluating the data under LDEQ Management Option (MO)-1 and MO-2.

Timeframe: Review materials and perform site reconnaissance within 3 weeks of receiving the notice to proceed; Meet with APC and site contacts within 4 weeks of receiving notice to proceed; submit draft work plan to APC within 2 weeks of meeting; respond to APC comments within 2 weeks. This task may be incorporated with the preparation of the Quality Assurance Project Plan.

Deliverables: Work Plan and cost estimate for implementation *This task is complete when APC approves the non-VRP work plan or LDEQ approves the VRP investigation work plan; and APC approves the cost estimate.*

Task 2: Quality Assurance Project Plan and Site-Specific Health and Safety Plan

- a. Prepare an EPA-approved Quality Assurance Project Plan (QAPP) and complete EPA's QAPP Guidance checklist for **all data collection activities** to be conducted as part of the investigation. The selected Consultant must sign the QAPP as the Project Manager **and** as the Quality Assurance Officer. The selected consultant may choose to either prepare a standalone QAPP that follows, in order, EPA's QAPP Guidance checklist along with a completed QAPP checklist (provided by APC), or opt to complete the QAPP checklist noting where each line item can be found in the RECAP/VRP investigation work plan. The selected consultant will be responsible for addressing all APC and EPA

comments. NO PHASE II ACTIVITIES INVOLVING DATA COLLECTION SHALL COMMENCE PRIOR TO EPA'S APPROVAL OF THE QAPP.

- b. Prepare a site-specific Health and Safety Plan (HASP).

Timeframe: Submit draft QAPP to APC within 2 weeks of work plan approval; respond to APC comments within 2 weeks. QAPP preparation may be incorporated with the preparation of the Work Plan. Submit HASP to APC within 4 weeks of work plan approval.

Deliverables: QAPP and HASP *This task is complete when EPA approves the QAPP and APC receives the final HASP.*

Task 3: Investigation Implementation & Report Preparation

- a. Implement the investigation work plan for the site. The selected Consultant shall conduct field sampling activities and/or drilling/coring activities necessary to collect, preserve, label, package and deliver samples to be analyzed by an LDEQ-accredited laboratory (this may include site preparation as necessary); and prepare all documents relevant to sample submission. The selected Consultant shall provide all sample containers, supplies, chemical preservatives and all supplies and equipment necessary to conduct soil, groundwater, and air sampling as required. The selected consultant will be required to obtain all necessary permits and take the appropriate steps to identify any underground utilities at the site prior to starting drilling activities.
- b. Notify APC, the Site Applicant, the site owner and, if applicable, LDEQ, at least seven (7) days prior to the initiation of field work.
- c. Provide all equipment necessary to perform assessment activities as applicable to the investigation.
- d. When sampling activities are completed, remove the equipment and plug and abandon all borehole(s) in accordance with the LADOTD/LDEQ Handbook
- e. Decontaminate equipment following the decontamination procedures listed in the approved work plan and EPA standards.
- f. If the equipment used to install the sampling point generates IDW, properly containerize the IDW and handle it according to the Work Plan section on IDW. The selected Consultant shall dispose of all IDW at an approved, permitted facility and will furnish all manifest forms or bills of lading necessary for the disposal of waste materials to the APC's Brownfields Program Manager. The selected Consultant shall drum all decontamination and purge water. The selected Consultant may be authorized by the APC to sign manifests, if determined necessary. The selected Consultant will be responsible for characterizing and profiling all wastes. The disposal facility must be approved by the APC's Brownfields Program Manager during initial or supplemental work order negotiations.
- g. Analyze the samples collected during the investigation. Samples shall be analyzed by a Louisiana Environmental Laboratory Accreditation Program (LELAP)-certified laboratory capable of providing the required analyses and methods, including geotechnical analyses. The selected Consultant shall promptly notify APC if laboratory-related problems cause a schedule delay. Additionally, they will notify the APC's Brownfields Program Manager in

writing so that he can take corrective action as necessary. APC will not pay for costs associated with laboratory errors. All laboratory analysis required for this contract will be performed by an LDEQ Accredited Laboratory (LAC 33:I. 4501 through 5701). Other certification (e.g. American Association of State Highway and Transportation (AASHTO) certification and US Army Corps of Engineers (USACE) **cannot** be substituted for LELAP certification; however, labs with other accreditations can apply to LDEQ to be accredited under LELAP. Information regarding the LELAP can be found at: www.deq.louisiana.gov/portal/tabid/2412/Default.aspx.

- h. Prepare a RECAP investigation report/ VRP report as applicable and submit it to APC for review and comment. RECAP Assessment reports shall be prepared in accordance with LDEQ's RECAP Document, specifically Appendix B. VRP reports will comply with LDEQ's VRP regulations. The report will summarize what sampling was conducted, how it was conducted and the results of the investigation including an analysis of the laboratory data. It will also include, at a minimum, a signed boring log for all sampling locations, a map **to scale** of sampling locations with north arrow noted, photos of the investigation with descriptions, analytical laboratory reports and summary tables. If the site is enrolled in the VRP, the selected consultant will submit the complete VRP package to APC for submittal to LDEQ.

The Consultant's Environmental Professional shall be on-site during all field work. The Environmental Professional will conduct any necessary sampling and coordinate any necessary disposal of generated fluids, drill cuttings, etc. Field documentation will include Chain of Custody documentation, Sampling Collections Logs, Daily Field Logs, and photographic documentation.

For soil sampling, unless otherwise directed by APC, the selected Consultant shall (as described in the work plan and QAPP):

- [1] Measure and record the location of each boring to plus or minus (\pm) 0.1 foot;
- [2] Prepare boring logs identifying soil types, lithology, organic vapor measurement data, secondary soil features and visual and olfactory observations;
- [3] Record logs using the Unified Soil Classification System (ASTM D2487);
- [4] Collect soil cores using a direct push soil sampling device with a new clean liner;
- [5] Measure and record the depth at which groundwater is first encountered;
- [6] Develop temporary wells;
- [7] Gauge the temporary well for final water level measurement;
- [8] Collect soil and/or groundwater samples per the sampling work plan; and
- [9] Plug all borings with bentonite/cement grout.

For monitoring well installation, unless otherwise directed by APC, the selected Consultant shall (per the work plan and QAPP):

- [1] Measure and record the location of each boring location to plus or minus (\pm) 0.1 foot;
- [2] Measure and record the surface elevation of the monitoring well to plus or minus (\pm) 0.1 foot (NAVD);
- [3] Prepare boring logs identifying soil types, lithology, secondary soil features and the presence of contamination;
- [4] Record logs using the Unified Soil Classification System (ASTM D2487);
- [5] Collect soil cores using a split spoon sampler or Helsby tube;
- [6] Measure and record the depth at which groundwater is first encountered;

- [7] Install surface completion (standard or flush mount);
- [8] Develop the well;
- [9] Gauge the well for final water level measurement;
- [10] Collect soil and/or groundwater samples per the sampling work plan;
- [11] Register each well per State regulations; and
- [12] Plug and abandon all wells after the investigation unless otherwise directed by LDEQ or APC.

In addition to soil and groundwater sampling, Phase II investigations may include:

- Sampling for lead-based paint
- Sampling for asbestos-containing materials
- Mold survey or inspections
- Other environmental activities to help facilitate the reuse of the site

Upon receipt and review of all relevant information (as determined by the Consultant's Environmental Professional) and prior to the submission of the draft report, the Environmental Professional shall verbally discuss the findings in person or via teleconference with APC, including but not limited to, if additional analysis of the data under one of LDEQ's management options is advised.

It is expected that the Consultant's Environmental Professional will, with reasonable assumptions, be able to adequately document in the final report at the completion of the work that either:

a. Sufficient environmental investigations have been conducted to determine that there is no further suspicion of an environmental condition requiring remediation or other further action;

or

b. The environmental investigations have found concentrations that exceed RECAP Screening Standards and the Environmental Professional will provide detailed recommendations as to what additional investigations would be required to better understand and delineate any environmental risks to proposed development of the subject property or propose cleanup options to mitigate the risks involved with the elevated concentrations.

Time Frame for Phase II ESAs: Meet with APC, LDEQ and Site Applicant within 2 weeks of notice to proceed. Implement work plan in a timely manner. Submit report to APC within 20 working days of receiving laboratory analysis results. Respond to APC comments within 10 working days.

Deliverables: Hard and electronic copies of the Phase II ESA report and photographs documenting the investigation in JPG or equivalent format. *This task is complete when APC and EPA approve the non-VRP report or LDEQ and EPA approve the VRP investigation report and all deliverables including investigation photos are received.*

Remedial Action Plan/Cleanup Plans

- a. Prepare a summary of remediation options and meet with LDEQ, APC and the Site Applicant to discuss remediation alternatives. The Site Applicant and Site Owner will have the final say as to which appropriate remediation alternative(s) are chosen. The selected Consultant will be encouraged to include green remediation options in their recommendations. RFQ submittals that show experience with green remediation options are preferred.

- b. Prepare a Remedial Action Plan (RAP) and a cost estimate for the remediation. If the site is enrolled in the VRP, prepare the VRP application, including developing the list of adjacent landowners, and LDEQ cost waiver form if applicable. The RAP will include scaled diagrams designating the areas to be treated, the locations and types of treatment equipment to be used and an estimate of cleanup cost options based on future uses and redevelopment plans.
- c. If Brownfields or other EPA funding is paying for the cleanup (in whole or in part), prepare a remediation QAPP for any data collection related to the remediation/ mitigation and an Analysis of Brownfields Cleanup Alternatives (ABCA). The ABCA must meet EPA's requirements and include:
 - i. Information about the site and contamination issues (e.g., exposure pathways, identification of contaminant sources, etc.), cleanup standards, applicable laws, alternatives considered, and the proposed cleanup.
 - ii. An analysis of the effectiveness, implementability, reasonableness and the cost of each proposed cleanup alternative (including no action) as well as the resilience of each alternative to address potential adverse impacts caused by extreme weather events.
 - iii. A recommended option and rationale based on the analysis.
 - iv. Submit documents to the APC Brownfields Redevelopment Program Manager for review and comment. If the site is enrolled in the VRP, submit the completed VRP package to APC for review and approval prior to submittal to LDEQ. APC will submit the remediation QAPP and ABCA to EPA for review.
 - v. Prepare and distribute public notice for the RAP per the applicable guidelines (e.g., VRP or EPA). If the site is entered into LDEQ's VRP, LDEQ requires a 30-day comment period as part of the RAP approval process with appropriate public notice for the preliminarily-approved RAP. If applicable, as part of obtaining LDEQ approval of the RAP, the selected Consultant will prepare the LDEQ-required public notice for posting in the newspaper as well as the informational flyer to be distributed to surrounding landowners. APC will post the notice in at least one major periodical in accordance with LDEQ VRP guidelines. The selected Consultant will be responsible for all costs associated with distributing the notice to adjacent landowners (e.g. staff time to hand deliver or cost of sending with certified return receipt). These costs are reimbursable with proper documentation.
 - vi. Prepare a detailed cost estimate to implement the cleanup alternative(s) selected by the Site Applicant. This may involve preparing separate cost estimates for portions of the site and/or to address different contaminants at different times to assist with the timing of implementing the cleanup and/or applying for cleanup funding.

Timeframe for Cleanup Planning Services: Meet with APC, LDEQ and Site Applicant within 2 weeks of notice to proceed. Submit draft cleanup plan and related documents to APC within 4 weeks of initial meeting with APC, LDEQ and site contact. Respond to APC comments within 2 weeks. Implement public notice within 2 weeks of receiving approval of the Cleanup Plan. Prepare cost estimate within 2 weeks of finalizing the Cleanup Plan.

Deliverables: Hard and electronic copies of the Cleanup Plan, Public Notice, other Cleanup-Planning

documents as listed in the Notice to Proceed, Cost Estimate. *This task is complete when APC and EPA approve the non-VRP RAP or LDEQ and EPA approve the VRP RAP; EPA approves the remediation QAPP and ABCA; and APC approves the cost estimate.*

General Environmental Consulting Services

The selected Consultant may be asked to perform general tasks to assist others in the assessment and/or redevelopment of a Brownfields site within APC's Brownfields Program's region such as:

- Prepare presentations and/or participate in meetings with stakeholders.
- Perform windshield surveys and/or desktop evaluations of specific properties or defined areas of multiple properties.
- Review existing environmental documents and prepare summaries and recommendations.
- Prepare and Provide maps and other handouts

Attend Public Meetings

The selected Consultant shall attend public meetings as directed by APC to answer questions from the community and local officials regarding assessments and cleanup planning activities performed under the contract awarded from this RFQ. Payment will be made under the applicable Notice to Proceed on an hourly basis in accordance with Schedule of Prices negotiated between APC and the selected Consultant in the contract.

APC to Review all Documents

All documents will be submitted to APC for review and approval prior to submittal to LDEQ, to EPA, or to any outside party. APC will review draft reports and forward any comments to the selected Consultant. The selected Consultant shall address all comments and submit a final document for acceptance. APC maintains the right to send additional comments until all APC concerns are addressed. APC will notify the selected Contractor in writing when documents are ready to be finalized and submitted to an agency or party outside of APC. **Consultants should anticipate at least two rounds of comments for the APC review process.**

General Report/ Deliverable Requirements:

Deliverables follow the above guidelines. At a minimum, the selected Consultant shall provide two (2) hard copies and one (1) electronic copy of each final deliverable. The electronic copy shall be in PDF format (one PDF of each complete document) and include appropriate bookmarks for the following:

- Cover Page
- Table of Contents
- Each major section in the text
- The Tables Section
- The Map sections
- Each Appendix

Each cover page shall include:

- Report title

- Acadiana Planning Commission logo
- Prepared for: Acadiana Planning Commission for Louisiana Region 4 and **[Name of Site Applicant]**
- Prepared by: Name of performing organization(s) and logo(s) if applicable.
- Status or type of report (Final Report, Draft Final, Draft % Complete, Executive Summary, Technical Memo)
- Federal, state and APC Contract/Grant/Task or Fund Codes – to be provided by APC Project Manager
- Month and Year (exact date for Phase I ESAs)
- Relevant art work, maps, imagery and pictures

All reports shall include the following statement in the inside cover or on the Table of Contents page: "This project has been funded wholly or in part by the United States Environmental Protection Agency under EPA Cooperative Assistance Agreement No. BF- 01F37401 to the Acadiana Planning Commission (APC). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency or the Acadiana Planning Commission, nor does the EPA or APC endorse trade names or recommend the use of commercial products mentioned in this document."

In accordance with APC's grant agreement with EPA, reports shall be double-sided and printed on recycled paper.

All final reports shall be bound with a label along the binding (spine) which includes the Report title, status, month and year, and grant or contract number. Tabs shall be inserted for easy reference to tables, site photographs, maps, and appendices.

Since all work described in this RFQ will be paid for using public funding, all deliverables shall become public documents and available for public review upon request.