

Minnesota Brownfields - as Administrator for Hennepin County Environmental Response Fund Brownfields Gap Financing Program (BGFP)

Minnesota Brownfields requests qualifications and fee schedules from environmental consulting firms for the assessment and cleanup of properties known or suspected of being impacted by pollutants, contaminants or hazardous wastes. The services associated with this RFQ will include, but not be limited to: pre-demolition and pre-remodeling asbestos, lead-based paint, and miscellaneous hazardous materials assessments, coordination and management of abatement of same materials, ASTM and All Appropriate Inquiry-compliant Phase I Environmental Site Assessments (Phase I ESA), Phase II ESAs, site investigation services, remedial/corrective action design plan services, site remediation and remediation monitoring/oversight, soil and groundwater sampling, and laboratory services.

Minnesota Brownfields welcomes qualifications from eligible consultants on a rolling basis.

Minnesota Brownfields will establish a master services agreement with the selected consultants and will seek cost estimates on individual projects as they arise. Minnesota Brownfields will establish a Not to Exceed Project Agreement for each individual project that can be amended by written authorization of Minnesota Brownfields and approved by Hennepin County Department of Environment and Energy (EE). Each project agreement will have a scope of services assigned to it, appropriate to the specific project

Background

The Brownfield Gap Financing Program (BGFP) provides small grants to nonprofits, local governments, and government-supported organizations for environmental assessment and clean-up of property in Hennepin County through funding from the Environmental Response Fund (ERF).

This fund is intended to be used for unexpected environmental issues, to prepare for a larger funding request in the County funding cycle, or to identify/clarify and, in some cases, remediate suspected environmental concerns. Projects have included soil characterization at community gardens. Historically, projects have ranged in costs from \$1,100 to \$15,000. Projects may request a maximum of \$15,000 in a given 12-month period, which is defined as 12 months from the date of application.

Projects will benefit the community through the development or clean-up of greenspace, recreation centers, affordable housing, education centers, community centers, and neighborhood level economic development opportunities.

Minnesota Brownfields' role is to assist in managing, marketing and outreach for the program. Hennepin County's Environment and Energy Department manages funds allocated for this program.

This Request for Qualifications addresses the environmental consulting services for the work under Minnesota Brownfields' contract with Hennepin County to administer the BGFP.

General Qualifications

Companies with the following qualifications may apply:

- Must have an executed Master Agreement for Professional Consulting Services with Hennepin County for the following work types:
 - Asbestos, Lead Paint, and Regulated Building Materials Assessment and Removal Oversight, and/or
 - Environmental Property Assessment and Cleanup; and,
- Must have demonstrated experience with relevant activities listed below
- If selected, must meet insurance requirements below
- If selected, must execute a Master Agreement/Professional Services Agreement with Minnesota Brownfields.

General Project Area

Hennepin County, Minnesota

Relevant Activities

Minnesota Brownfields is interested in contracting environmental consulting firm(s) (with or without teamed partners) with demonstrated experience and expertise with the following:

A) Phase I Environmental Site Assessments performed in accordance with the ASTM E-1527-05 standard, All Appropriate Inquiry standard, and Minnesota Pollution Control (MPCA) guidelines.

B) Preparation and implementation of plans for Phase II Investigation to determine the magnitude and extent of soil and ground water contamination on Brownfield properties. The following may be included: performance of soil vapor risk assessments, ground water receptor surveys, and evaluation of natural attenuation. Experience should demonstrate familiarity with MPCA VIC Program expectations.

C) Performance of hazardous materials building surveys sufficient to plan for future building demolition or renovation work; and, design and coordination of abatement activities, and subcontracting of abatement contractors.

D) Development and implementation of voluntary response actions for soil and groundwater cleanup in accordance with MPCA guidelines. Experience should demonstrate coordination of cleanup with redevelopment concerns.

E) Site Cleanup and Remedial/ Response Action Monitoring/Oversight including contractor oversight, intensive MPCA interaction and cooperation with the Voluntary Investigation and Cleanup Program, documentation, confirmation sample and analysis, and report preparation.

In addition to demonstrating these skill areas, the selected consultants will be expected to interact with current landowners and our non-profit partners.

The Submittal Package

Consulting firms must submit a complete package to be considered. The ideal submission package includes each of the sections below, in the following order:

1. Cover letter - A letter of up to two pages highlighting the proposed project team. The letter should indicate a single point of contact/overall project manager. The cover letter should also include: the Firm's name, e-mail address, business address, telephone and fax number, Federal I.D. number and Minnesota tax I.D. number (if applicable). The cover letter must state that the firm (with teamed partners identified) has personnel with the qualifications necessary to complete work in the contract program. The letter should also explain the benefits of using your company's/team's services. The cover letter will be limited to **2 pages**.
2. Relevant projects - Include a maximum of 5 projects that highlight the team and/or team members' experience with Brownfield assessment and cleanup in a redevelopment/reuse context. The strongest package will demonstrate direct experience with the skill areas (A-E) listed above. This section will be limited to **3 pages in length**.
3. Resumes - Please submit a one-page resume for each proposed team member, highlighting his or her experience in each of the above-listed skill areas. Resumes will be limited to a **10 page maximum total**.
4. Personnel and materials Fee Schedule

Please note: Selected firms will be required to submit appropriate documentation of insurance after receiving approval from Minnesota Brownfields and Hennepin County.

Submission Procedures and Questions

Electronic versions may be submitted via Dropbox or another file-sharing service. Files may be sent electronically to grants@mnbrownfields.org. Questions concerning any aspect of this RFQ may be submitted in writing by electronic mail to MN Brownfields at grants@mnbrownfields.org.

Evaluation and Selection Process

Submittals will be evaluated based upon the following criteria:

- Demonstrated direct relevant experience and expertise in the skill areas (A-E) listed above.
- Demonstrated experience and ability to work with non-profits and government entities; and the Minnesota Pollution Control Agency and the Minnesota Department of Health.
- Demonstrated ability to interact with the public to communicate environmental, technical and public health issues.
- Reasonable fee schedule (Minnesota Brownfields is NOT selecting consultants based upon lowest fee schedule or bid).

The selection process is as follows:

- An initial review of all submittals received. All submittals that do not include required elements will be eliminated.
- Minnesota Brownfields will recommend firms for approval to Hennepin County Department of Environment and Energy Staff
- Final selection of firms will be approved by Hennepin County Department of Environment and Energy Staff.
- Minnesota Brownfields will notify firms of selection decision and request insurance documentation (see below).

Right to Reject All Proposals

Minnesota Brownfields reserves the right to reject all submittals and to waive minor irregularities.

Minnesota Brownfields Contact:

Severin Oman, Executive Director
2801 21st Avenue South, Suite 145
Minneapolis, MN 55407
(651) 402-8676
grants@mnbrownfields.org

Insurance Requirements

During the terms of the Master Agreement, contractor shall maintain, at its expense, worker's compensation insurance, liability insurance covering bodily injury and property damage, and other insurance with the minimum coverages listed below. These policies are to be issued in the broadest form commercially available under

standard terms and conditions and shall be underwritten by insurers with adequate financial resources. An umbrella or excess policy over primary liability coverages is an acceptable method to provide the required insurance limits.

Consultant shall not commence work until it has obtained required insurance and filed with Minnesota Brownfields, a properly executed Certificate of Insurance establishing compliance. **The certificate(s) must name Minnesota Brownfields and Hennepin County as the certificate holders for the liability coverage(s) for all operations covered under the Agreement, and as an additional insured for the Commercial General Liability coverage.**

See next page for insurance requirements.

Commercial General Liability on an occurrence basis with contractual liability coverage:	basis
General Aggregate	\$2,000,000
Products - Completed Operations Aggregate	\$2,000,000
Personal and Advertising Injury	\$1,500,000
Each Occurrence - Combined Bodily Injury and Property Damage	\$1,500,000
Worker's Compensation and Employer's Liability:	Statutory
If CONSULTANT is based outside the State of Minnesota, coverage must comply with Minnesota law. In accordance with Minnesota law, if CONSULTANT is a sole proprietor, it is exempted from the above Workers' Compensation requirements. In the event that a CONSULTANT should hire employees or subcontract this work, CONSULTANT shall obtain the required insurance	
Employer's Liability. Bodily Injury by:	
Accident - Each Accident	\$500,000
Disease - Policy Limit	\$500,000
Disease - Each Employee	\$500,000
Professional Liability*:	
Per Claim	\$1,500,000
Aggregate	\$2,000,000

The professional liability insurance must be maintained continuously for a period of two years after the expiration, cancellation or termination of this agreement.

*Includes pollution coverage for professional liability and contractor's pollution liability.