

**REQUEST FOR QUALIFICATIONS (RFQ)**

**For**

**Qualified Environmental Professional Services  
PRE-PHASE I SITE INVENTORY SCREENINGS, PHASE I  
AND PHASE II ENVIRONMENTAL SITE ASSESSMENTS**

**February 1, 2021**

**South Central Planning and Development Commission**

**for**

**Brownfield Environmental Assessment Program**

**5058 W. Main Street  
Houma, LA 70360**

**(985) 851-2900**

**Release Date: February 1, 2021**  
**Proposal Submittal Deadline: March 1, 2021**



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**Request for Qualifications**

**Requested Services:** South Central Planning and Development Commission (SCPDC)'s Brownfields Assessment Program is funded by the US Environmental Protection Agency (USEPA) and allows for the evaluation and preparation of Environmental Site Assessments (ESAs) for potential brownfields sites. SCPDC is therefore seeking a qualified firm to provide professional environmental services in conducting environmental assessments (Pre-Phase I Site Inventory Screenings (SIS), Phase I and Phase II ESAs) at sites with Petroleum and/or Hazardous contamination, and related activities associated with SCPDC's existing Brownfields Assessment Grant (BF-01F21101) and proposed 2021 Brownfields Community Wide Assessment Grant. The firm will be selected to serve as SCPDC's on-call consultant. Detailed project budgets and schedules will be required for each specific project. The contract period will be contingent upon the availability of funds.

**Source of Funding:** US Environmental Protection Agency (US EPA) grant funding.

**Proposal Due Date:** 4:00 p.m. (Central Time), Monday, March 1, 2021

**Delivery of Proposals:** The firm shall submit one (1) unbound original and two (2) copies of the proposal for submittal. Hand-delivery or by mail will be accepted no later than the proposal due date and time. SCPDC reserves the right to reject late submissions.

The proposal shall be delivered in a sealed envelope clearly indicating on the envelope  
"Brownfields Assessment Qualified Environmental Professional" and delivered to:

Please deliver proposals to:

**Lesley Long  
Brownfields Program Manager  
South Central Planning and Development Commission**

985-851-2900

PO Box 1870 (mailing)  
Gray, LA 70359

5058 West Main St (physical)  
Houma, LA 70360.

**\*Facsimile (FAX) submittals will not be considered. SCPDC is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that the proposal can be considered. Late submittals will not be considered. \***

**Rejection of Proposals**

SCPDC may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful participant against SCPDC.

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**Other Proposal Conditions**

Costs for proposal development in response to this Request for Qualification (RFQ) are entirely the obligation of the proposer(s) and shall not be chargeable in any amount to SLBC RLF Program. SCPDC reserves the right to use any and all information presented in response to this RFQ. Acceptance or rejection of the proposal does not affect this right. All proposals become the sole property of SCPDC. **The selection of the firm is not a guarantee of work, based in part, but on the availability of funding.**

The successful firm will be required to provide insurance coverage as contracted. All insurance must name SCPDC as an additional insured.

**Revisions**

SCPDC reserves the right to revise the scope and deliverables of the requested services at its sole discretion prior to awarding any contract. In such a case these revisions shall be negotiated between SCPDC and the selected firm to reconcile any changes on pricing and performance. Changes after awarding a contract shall be governed by the terms of that agreement.

**Questions/Additional Information**

Deadline for submission of questions: Friday, February 19, 2021 by 4:00pm CST. All questions and inquiries concerning this RFQ shall be submitted via email to Lesley Long at [lesley@scpsc.org](mailto:lesley@scpsc.org).

**PROPOSAL REQUIREMENTS**

**Submission**

Proposals, in accordance with the format prescribed below, will be received by SCPDC until 4:00pm CST, Monday, March 1, 2021. Any responses received after the advertised receipt date and time shall be rejected. Note that the submission of any proposal indicates acceptance by the firm of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

**TYPE OF PROPOSAL REQUIRED:**

In accordance with the following guidelines:

1. **Cover Letter/Company Overview:** Cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The firm's legal name, address, telephone number, fax number, project point of contact, email address of the point of contact for technical and contractual clarifications throughout the evaluation period, and Federal Identification Number. Give the company/firm/team history, background and general understanding of the scope of work and experience.
2. **Qualifications and Experience:** General qualifications and experience of the firm to conduct environmental site assessments, remediation and project closure work similar to other EPA Assessment Programs and/or Grants. Examples of similar projects completed by the firm. Provide at least three references, giving the name of the project, project period, and project cost. (Include the names of clients, primary contact person and phone number).
3. **Key Staff:** Please provide the following in narrative form.
  - o Environmental Professionals that meet the definition per EPA's AAI with relevant degree(s)/work experience stated in their resume. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.

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- The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
  - 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.
  - 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. SCPDC reserves the right to check LDEQ's certification database to ensure compliance.
  - Resumes and certifications of all proposed staff as well as those of any subcontractors.
    - Hold a current Professional Engineer's (P.E.) or Professional Geologist's (P.G) license from the State of Louisiana and have the equivalent of three years of full-time relevant experience;
    - OR
    - Hold a current license or registration from the federal government or the state of Louisiana to perform environmental inquiries as defined by the AAI rule and have the equivalent of three years of full-time relevant experience;
    - OR
    - Hold a Baccalaureate or higher degree from an accredited institution of higher education in a discipline of engineering or science and have the equivalent of five years of full-time relevant experience.
4. **Project Approach:** Provide a detailed project approach for implementing the scope of work, methodologies to perform site assessments, and confirmatory sampling, while providing regulatory and reporting support for the SCPDC Brownfield Assessment Program. The firm should also demonstrate the ability to handle multiple simultaneous projects and meet SCPDC's Brownfields Assessment grant deadlines.
5. **Cost/Rate Schedule:** Cost proposal, including salaries and direct/indirect costs. The cost proposal should include time and costs for: up to 40 Pre-Phase I inventory site screenings; up to 24 Phase I ESAs; up to six (6) Phase II ESAs; one (1) electronic and one (1) hard copy of the draft report; One (1) electronic and two (2) hard copies of any final report(s). As part of the cost proposal, also provide a complete rate schedule and pricing for staff and equipment to be utilized for projects. Proposed rates shall be valid for the duration of the contract. Due to the general fund sources that are available for the Projects, effectively and completely completing all services in a cost-efficient manner is critical. The budgeted cost will be negotiated per assessment/task based on the type of assessment, the investigation work plan and the successful consultant's

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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 SCPDC's Brownfields Assessment Program and approved by EPA for Brownfields funding. Services will commence with the issuance of a work order/notice to proceed by SCPDC, authorizing the consultant to incur charges. Prior to SCPDC 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 will be billed on a time and materials basis.

6. **MBE/WBE Contractor:** Firms are encouraged to utilize Minority Business Enterprise/Women Business Enterprise (MBE/WBE) companies as appropriate. Minority-Owned, Disadvantaged and/or Women Owned businesses, which have experience in successfully overseeing and implementing Brownfield remediation projects should provide documentation of certification.

The successful firm will be required to provide a minimum \$1,000,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance coverage as contracted. All insurance must name SCPDC as an additional insured.

Costs for proposal development in response to this Request for Qualification (RFQ) are entirely the obligation of the proposer(s) and shall not be chargeable in any amount to SCPDC.

SCPDC reserves the right to use any and all information presented in response to this RFQ. Acceptance or rejection of the proposal does not affect this right. The selection of firms is not a guarantee or work, based in part, on the availability of funding.

**Selection Criteria**

SCPDC desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service at the most reasonable rates. To accomplish this goal, SCPDC's criteria for selection will include, but not be limited to:

1. Company Letter/Overview (Commitment, History, Background, etc.) – 10 points
2. EPA Funded Brownfield Assessment & Remediation Experience including Program Compliance, reporting and references – 10 points
3. Key Staff Brownfields Experience/Qualifications – 10 points
4. Project Approach – 10 points
5. Cost/Rate Schedule – 10 points
6. MBE/WBE Contractor – 10 points

Total – 60 Points

Based upon the evaluation of proposals submitted, the SCPDC may select finalists who may be required to make formal presentations before a review committee regarding their qualifications, project experience, and ability to provide the required services to best serve the needs of the SCPDC Brownfield Assessment Program.

SCPDC's review committee may elect to negotiate with the top ranked firm and to accept modifications to the proposed scope of services and/or cost schedule when such action is in the best interest of the participant to do so. Additional clarifying information may be requested to aid in the decision-making process.

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**SCOPE OF WORK**

**BACKGROUND**

SCPDC has an existing Brownfields Assessment Grant (BF-01F21101) and a proposed 2021 Brownfields Community Wide Assessment Grant from the Environmental Protection Agency (EPA) for assessment of sites affected by petroleum and/or hazardous materials within SCPDC's seven (7) parish region district. While some potential sites have been identified; part of the process will be for the consulting team to coordinate with SCPDC and its region's officials and hold public meetings in the target neighborhood to identify and map other potential sites. SCPDC's overall goal is to identify potential petroleum/hazardous material sites, have assessments performed, and then seek funding for cleanup to return the properties to permitted uses within SCPDC's regional area.

The firm will serve as a valuable expert consultant to help ensure that the funded assessment projects are conducted in accordance with state and federal environmental standards and improve the environmental health of the community. The firm will also assist by providing direction to the SCPDC staff about cost-effective means of achieving regulatory closure for hazardous and petroleum contaminated sites. SCPDC's Brownfield Assessment Program is funded by the US Environmental Protection Agency (USEPA) and allows for the assessment, cleanup and redevelopment of potential brownfields sites. The contract period will be contingent upon the availability of funds.

SCPDC anticipates the selected consultant will achieve the following goals with the Brownfields Assessment Program:

- Work with SCPDC, regional area officials, EPA and the Louisiana Department of Environmental Quality (LaDEQ) to update the site inventory list and finalize a 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 SCPDC and regional area officials to conduct public meetings in the target community.

**SITE LOCATIONS AND SIZES**

Site(s) may be located anywhere within the SCPDC seven (7) parish region service area, which includes the parishes of Assumption, Lafourche, St. Charles, St. James, St. John the Baptist, St. Mary, and Terrebonne.

**MINIMUM REQUIREMENTS**

The Scope of Work to be performed by the selected consultant may include any of the activities described 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.

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

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**Pre-Phase I Site Inventory Screenings**

Pre-Phase I Site Inventory Screenings (SIS) should include information & data gathering to include property search & ownership information from Sanborn maps & EDR databases, current status, Brownfield eligibility, past & current land use, current zoning, a broad list of potential contaminants on the site & site map/photographs.

**Phase I Environmental Site Assessments (ESAs)/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:

- 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;
- To serve as AAI as defined by PL 107-118;
- 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
- To define any continuing or threatened future releases of hazardous substances at the subject site.

Phase I ESAs shall include, but are not limited to, the following, to the extent necessary to achieve the objectives and performance factors:

- 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.
- Interviews with Report "Users" (per ASTM 1527-13) including both SCPDC and the Site Applicant.
- Reviews of historical sources of information.
- Searches for recorded environmental liens.
- 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

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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.

- Visual inspections of the facility and adjoining properties.
- The relationship of the purchase price to the value of the property, if the property was not contaminated.
- An evaluation of vapor migrations per ASTM E2600-15.
- Commonly known or reasonably ascertainable information about the property.
- 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.
- 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.

- 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.
- 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.
- 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).

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);



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- 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):

- 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.
- 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.
- **Qualifications and signature** of the Environmental Professional(s) per AAI.
- 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), the selected Consultant shall submit a Draft Phase I ESA Report to SCPDC 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

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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 SCPDC (actual number will be indicated in writing by SCPDC when the report is finalized).

**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 SCPDC and EPA approve the Phase I ESA report and SCPDC receives the deliverables as stated above.

**Phase II Environmental Site Assessments (ESAs)**

Phase II ESAs will meet the requirements for an LDEQ Risk Evaluation/Corrective Action Program (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 SCPDC and the Site Applicant, some sites may be entered into LDEQ's Voluntary Remediation Program (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**

- Review and interpret relevant and existing data/reports, including any Phase I environmental site assessments for the property.
- Perform site reconnaissance by inspecting the site, preparing sketches, maps and photographs, verifying potential sampling locations and conducting interviews.
- 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.
- Meet with SCPDC'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, SCPDC and the Site Applicant will determine if the site will be a traditional RECAP investigation or a VRP investigation.
- 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 SCPDC and LDEQ comments. The work plan will clearly state:

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- 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.

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

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

- 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, 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 SCPDC and EPA comments. **NO PHASE II ACTIVITIES INVOLVING DATA COLLECTION SHALL COMMENCE PRIOR TO EPA'S APPROVAL OF THE QAPP.**
- Prepare a site-specific Health and Safety Plan (HASP).

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

**Task 3: Investigation Implementation & Report Preparation**

- 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.
- Notify SCPDC, the Site Applicant, the site owner and, if applicable, LDEQ, at least seven (7) days prior to the initiation of field work.

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- Provide all equipment necessary to perform assessment activities as applicable to the investigation.
- When sampling activities are completed, remove the equipment and plug and abandon all borehole(s) in accordance with the LADOTD/LDEQ Handbook.
- Decontaminate equipment following the decontamination procedures listed in the approved work plan and EPA standards.
- 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 SCPDC's Brownfields Program Manager. The selected Consultant shall drum all decontamination and purge water. The selected Consultant may be authorized by SCPDC 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 SCPDC's Brownfields Program Manager during initial or supplemental work order negotiations.
- 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 SCPDC if laboratory-related problems cause a schedule delay. Additionally, they will notify the SCPDC's Brownfields Program Manager in writing so that he can take corrective action as necessary. SCPDC 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](http://www.deq.louisiana.gov/portal/tabid/2412/Default.aspx).
- Prepare a RECAP investigation report/ VRP report as applicable and submit it to SCPDC 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 SCPDC 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.

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For soil sampling, unless otherwise directed by SCPDC, 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 SCPDC, 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 SCPDC.

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 discuss the findings with SCPDC, 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

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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.

**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 SCPDC and EPA approve the non-VRP report or LDEQ and EPA approve the VRP investigation report and all deliverables including investigation photos are received.

**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 SCPDC'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 SCPDC 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 SCPDC and the selected Consultant in the contract.

Assist SCPDC with performing outreach and conducting public informational presentations/press events and associated materials to educate the public on the benefits of SCPDC's brownfields program, to obtain selection criteria and prioritization of sites, and to share results of Phase I and II ESAs.

**SCPDC to Review all Documents**

All documents will be submitted to SCPDC for review and approval prior to submittal to LDEQ, to EPA, or to any outside party. SCPDC 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. SCPDC maintains the right to send additional comments until all SCPDC concerns are addressed. SCPDC will notify the selected Contractor in writing when documents are ready to be finalized and submitted to an agency or party outside of SCPDC.

**General Report/ Deliverable Requirements:**

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

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Each cover page shall include:

- South Central Planning & Development Commission logo
- Prepared for: South Central Planning & Development Commission for Louisiana Region 6 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 SCPDC Contract/Grant/Task or Fund Codes – to be provided by SCPDC Project Manager
- Month and Year (exact date for Phase I ESAs)
- Relevant art work, maps, imagery and pictures

Typically, no more than fifteen (15) working days after receipt of all field and laboratory data, one (1) electronic copy of all draft reports shall be submitted to the SCPDC for review;

Typically, no more than five (5) working days after receipt of comments, one (1) electronic and two (2) copies of the final report shall be submitted to SCPDC.

After approval of the workplan and at least seven (7) days prior to the initiation of field work, the environmental professional shall contact and coordinate field activities with the landowner (contact information to be provided upon request) and notify SCPDC.

While work is in progress, brief email status reports shall be submitted weekly to SCPDC.

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.

**PROJECT SCHEDULE:**

It is the intent of SCPDC to enter into a contract with the successful respondent, contingent upon the availability of funds.

**GENERAL TERMS & CONDITIONS:**

Issuance of this RFQ does not commit SCPDC to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. Costs for proposal development in response to this Request for Qualification (RFQ) are entirely the obligation of the proposer(s) and shall not be chargeable in any amount to SCPDC 's Brownfield Assessment Program. The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided through the US Environmental Protection Agency (USEPA) Brownfields Grant Program. The consultant must take into account compliance with all applicable regulations. Applicants are advised to review all applicable federal regulations prior to submitting a proposal.

1. Respondents to this RFQ will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building material sampling, remediation strategies and clean-up programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFQ. Firms should be prepared to demonstrate a strong environmental engineering background.

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2. SCPDC reserves the right to reject any or all proposals or any part thereof, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of SCPDC.
3. Reports and materials developed by the successful applicant under a contract that may result from this RFQ are considered public information and may not be copyrighted.
4. Applicants must submit complete responses to all of the information requested. Applicants who do not respond to the entire content of the RFQ may be disqualified.
5. The cost/rate proposal shall include a complete rate schedule and pricing for staff and equipment to be utilized throughout the contract period.
6. The successful applicant will assume sole responsibility for the complete project as required in this RFQ. SCPDC will consider only one individual/firm/company as the sole point of contact with regard to contract matters.

**G. QUESTIONS/ADDITIONAL INFORMATION:**

Deadline for submission of questions: February 19, 2021 by 4:00pm CST. All questions and inquiries concerning this RFQ shall be submitted via email to Lesley Long at [lesley@scpdc.org](mailto:lesley@scpdc.org).