



City of Cayce, South Carolina

Request for Proposals (RFP)

Brownfields Environmental Consulting Services

RFP Issue Date: 2/9/2023

RFP Contact(s): Michael Conley,
Assistant City Manager
mconley@caycesc.gov

Send RFP Submission To: City of Cayce
Request for Proposals: Brownfields Consulting
Michael Conley, Assistant City Manager
1800 12th Street
Cayce, SC 29033

RFP Closing Date & Time: 3/17/2023, FRIDAY, by 2:00 PM

Number of Sealed Submissions: One (1) original sealed submission and
One (1) electronic copy on a CD or flash drive or capable of
being emailed or downloaded.

Important Information: www.caycesc.gov
Please carefully review all addenda and additional
instructions located in the "Latest News" tab of the City of
Cayce website for this Request for Proposals.

I. INTRODUCTION

The City of Cayce, located in Lexington and Richland Counties, and borders the west bank of the Congaree River across from the state capital, Columbia. Incorporated in 1914, Cayce covers 17.4 square miles in the heart of South Carolina's Midlands and has over 14,000 residents and 700 businesses. Rich in natural and cultural resources, Cayce boasts 20 miles of trails along the Congaree River and Congaree Creek. It is also home to larger industries like Dominion Energy, CMC Steel, and a Martin Marietta granite quarry. As a full-service City, Cayce provides water and sewer utility service far beyond its borders to a large portion of Lexington County; manages police and fire protection; maintains its parks and trails; and provides sanitary collection services. Additional information about the City can be found at www.caycesc.gov.

II. PURPOSE OF REQUEST FOR PROPOSALS

The City of Cayce (City) is seeking professional services from a qualified and experienced Environmental Consulting firm (firm) to conduct consulting services for the Environmental Protection Agency's Brownfields Assessment Grant. The firm will assist the City with the management and execution of the brownfield assessment cooperative agreement (work plan).

The City of Cayce has been selected and awarded a \$500,000 federal brownfields grant for FY22. The City is seeking a firm with proven documented experience in addressing contaminated properties (e.g., providing assessments on brownfield sites) and related services for local governments that are similar to the City of Cayce. This solicitation is being issued to comply with federal procurement standards outlined in CFR §200.318 - CFR §200.327 that are applicable to hiring of consulting firms to assist communities with grants awarded.

Specifically, the City seeks to select a firm or team with documented experience providing:

- Phase I & II Environmental Site Assessments (ESAs)
- Cleanup, planning and remediation design
- Grant programmatic assistance
- Community engagement support
- Other services related to EPA Brownfields Assessment, Cleanup and Revolving Loan Fund (RLF) Grants

The selected firm will provide support in the identification of potential funding sources and will assist the City in executing the existing brownfield assessment cooperative agreement work plan already on file with the EPA.

Expected tasks include the below, but are not limited to:

- Assist the City of Cayce with budget management and tracking of grant funds.
- Assist the City of Cayce with quarterly and annual EPA reporting requirements.
- Provide grant programmatic and regulatory support as required.
- Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
- Provide tools and support in creating a brownfields property inventory including prioritization of properties.
- Preparation of a written Generic Quality Assurance Project Plan (QAPP) in compliance with EPA requirements.
- Preparation of Site-specific QAPP Addendum for each property where a Phase II ESA will be performed.
- Perform and complete Phase I and Phase II environmental site assessments (ESAs), site investigations, remedial planning and other environmental requirements under applicable State of SC environmental regulations and ASTM standards.
- Perform other eligible assessment activities including, but not limited to, asbestos surveys, mold surveys, lead paint surveys, and wetlands and natural resource surveys.

- Attend meetings with the City of Cayce and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Participate in and coordinate community outreach and public engagement activities as requested.
- Prepare Grant Close-out Report(s).

The objectives of the City and this RFP are to complete the following:

- As closely as possible, execute the existing EPA approved workplan
- Develop a successful Brownfield initiative by assisting the City with development, implementation, and management of the project and grant program
- Identify and pursue future Brownfield funding and resources
- Encourage community involvement in the Brownfield process
- Identification of prospective developers who will be interested in redeveloping catalytic brownfields properties
- Leverage state Brownfield program benefits.

III. SCOPE OF WORK

All anticipated and future work performed by the selected firm will be in compliance with EPA grant terms and conditions. The firm will be expected to perform the following tasks on an as-needed basis:

1. **Property Identification and Inventory:** The firm will work with the City to identify, develop, and refine a catalog of potential Brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
2. **Site Characterization and Assessment Activities:** As part of the work, the firm will be asked to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs. Included in this task is development of the following plans:
 - Generic Quality Assurance Project Plan (QAPP);
 - Site specific Quality Assurance Project Plans (SS-QAPPs);
 - Health and Safety Plans (HASP);
 - Site investigation reports; and
 - Asbestos and lead-based paint surveys.

Documents are required to follow applicable state and industry standards.

3. **Community Involvement Assistance:** The firm will support the City in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment planning and execution process of the projects. The following activities may be included.
 - Develop a community engagement plan that details a strategy for involving the community in Brownfield activities.
 - Conduct public meetings and hearings to solicit community interest and provide educational information.
 - Facilitate a Brownfield working group that will be tasked with reviewing and recommending sites to be assessed.
 - Develop and implement effective methods of communicating information about the Brownfield program to the public (website, information sheets, mailings, etc.).
 - Consult with prospective private landowners and developers to encourage participation in the program.

4. **Cleanup and Development Planning:** The firm will complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA), site remediation work plans, conceptual redevelopment site plans, etc. In addition, the firm may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options regarding the redevelopment of specific properties. The firm may also assist in the negotiation of Brownfield agreements with state and federal regulatory agencies.
5. **Cleanup and Remediation Activities:** The firm will be asked to complete cleanup and remediation of selected Brownfield properties in accordance with the State Brownfield Program, other agency requirements, and/or EPA requirements. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HASP), securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordinating and overseeing site remediation activities, and/or completing the site remediation activities.
6. **Other Brownfield Related Duties:** Other duties may be required for a successful program but have not been anticipated in this call for services.

IV. RESPONSE FORMAT/MINIMUM QUALIFICATIONS/CRITERIA

The submission narrative shall be no longer than 25 pages and shall include the information outlined below. To ensure fair and equitable evaluation, submissions must be organized into the following separate sections.

1. Experience and Capacity

The response shall include a summary of the following (references and sample projects should be from the last three (3) years):

- History of the firm's experience in addressing contaminated properties (e.g., brownfield sites) as described herein;
- Grant programmatic experience/capacity to support projects that address contaminated properties;
- Description of the firm's organizational structure and the names and experience of key individuals who will be involved in the successful execution of the grant funded project. The response shall include an organization chart;
- Documented experience working with federal and State regulatory agencies;
- Disclosure of any potential conflicts of interest;
- Documentation of insurance.

2. References

The response shall include at least five (5) references for similar services, from within the last three (3) years, that have been provided by your firm and the dates of service. Please include the following:

- Reference Name
- Reference Email Address
- Reference Phone Number
- Description of similar services provided

3. Proposed Methodology

A description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement of why your firm should be selected.

4. Project Budget

The City of Cayce and the successful firm will develop a project scope of services to fulfill the project requirements of the brownfield grant funds. The consultant should show budget breakdown consistent with SF-424A reflecting these budget justifications categories:

- **Outreach:** including but not limited to, community involvement plan, brownfield website, outreach brochure/handouts, social media posts, and community education meetings;
- **Site Inventory:** including but not limited to, potential brownfield site inventory and creation of evaluation ranking tool;
- **Assessment:** including but not limited to, Phase I ESA's, Generic QAPP, and Phase II ESA's;
- **Remediation/Reuse Planning:** including but not limited to, ABCA's, vision sessions/charrettes, and Brownfield revitalization plan;
- **Programmatic Support:** including but not limited to, ACRES database reporting, yearly financial reporting, quarterly reporting, MBE/WBE forms, and programmatic support for the four-year grant period;
- **Supplies;** and
- **Travel** (2 attendees of National Conference).

The total budget for the EPA brownfield assessment grant is \$500,000. The budget for any future related grants executed under this contract will be negotiated with the consultant, if and when, such funding becomes available. It will be the City of Cayce's option to utilize this contract for future brownfield grants beyond the initial EPA assessment grant application and implementation.

V. SELECTION CRITERIA

The responding firms will be evaluated on the following criteria, each holding a possible score of 10 points*.

- Cost (budget itemization by categories such as phase 1, phase 2, etc)
- Reasonableness of pricing for services (e.g., rates);
- Experience and ability to complete the work;
- Demonstrated experience in supporting entities in grant administration along with a demonstrated ability to work with federal and State Agencies;
- Approach and understanding of the scope of work;
- Proven track record of community engagement;
- Experience in conducting environmental site assessments;
- Quality of performance on similar projects; and
- References

*Notes of scoring criteria:

1 to 10 scale evaluation

1 being "below expectations/qualifications/experience"

10 being exceeds "below expectations/qualifications/experience"

90 is the highest score and 10 is the lowest.

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

VI. TERM

The City anticipates contracting with the selected firm for an initial term of four (4) years. The City of Cayce may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY22 Brownfield Assessment Grant or future EPA grants awarded to the City of Cayce within this four-year period.

VII. GENERAL REQUIREMENTS

1. General Proposal Requirements

It is requested that proposals be prepared in a comprehensive manner as to content. Although permissible, there is no necessity for expensive binders, color displays or other promotional material. The proposal should be prepared in a format that will permit ready identification of your response to each component of this RFP in a concise manner.

The proposal must be signed by the duly authorized partner or officer who will have overall responsibility for work under the proposal.

All pricing proposals must remain in effect for at least one hundred twenty (120) days beginning the next business day after the proposals are due to the City. The City is not responsible for any costs incurred in the preparations and presentation of your proposal.

The selected proposer will be expected to enter into a contract or engagement letter with the City in a form acceptable to the City.

2. Delivery Method

Submissions must be **delivered by 3/17/2023, Friday, by 2:00 PM**. Electronic copies will be accepted via email to the contact listed in the RFP document. If emailing proposal, emails must also be received no later than the date specified in the schedule below. It is the responsibility of the Proposer to ensure that emails are successfully delivered to the RFP contact. Request for proposal submissions should be labeled "Request for Proposals: Brownfields Grants Consulting" to the mailing information detailed below. Late submissions will not be considered or accepted after the deadline.

3. Request for Proposals must be sealed and addressed to the following.

Request for Proposals: Brownfields Grants Consulting

Michael Conley
Assistant City Manager
City of Cayce
1800 12th Street, Cayce, SC 29033
(803) 205-4436

Request for Proposals must include the following sealed documentation.

- One (1) original sealed submission and
- One (1) electronic copy on a CD or flash drive or capable of being emailed or downloaded.

The City reserves the right to reject any and all submissions, to waive any information or irregularities and to make the selection among the submissions as are deemed in the best interest of the City. The City is not liable for any incurred costs to prepare or present a response to this RFP.

VIII. RFP SUBMISSION INFORMATION

1. Schedule

Request for Proposals Issued	February 8, 2023
Notice of Intent to Respond Due Date	February 24, 2023

Questions/Clarifications Due	March 3, 2023
Responses to Questions Distributed	March 10, 2023
Proposals Due	March 17, 2023
Interviews of Selected Firms	March 29-31, 2023
Intent to Award	April 7, 2023
City Council Approval	April 19, 2023

The City reserves the right to cancel and/or modify the RFP dates at any time.

2. Intent to Propose

The City has elected not to conduct a pre-proposal conference prior to the receipt of proposals. However, prospective proposers that are interested in receiving addenda to this RFP, including responses to submitted questions from all participating firms, should complete Attachment 1: Notice of Intent to Respond and submit it to mconley@caycesc.gov no later than the date specified in the Schedule above. This will allow the City to provide timely information to interested parties. Submitting the Notice of Intent to Respond form does not obligate the prospective proposer in any way.

The effect of all addenda to the RFP documents shall be considered in the proposal and said addenda shall be made part of the RFP documents. Before submitting a proposal, each proposer shall ascertain whether or not any addenda have been issued. Failure to include information provided on any such addenda in proposer’s proposal may render the proposal invalid and result in its rejection. All addenda and additional information will be available at www.caycesc.gov.

3. Submission Instructions

One (1) sealed original paper proposals and required forms along with one (1) searchable electronic copy on a CD or USB flash drive in Microsoft Word or PDF format. Electronic copies will be accepted via email to the contact listed in the RFP document. If emailing proposal, emails must also be received no later than the date specified in the Schedule above. It is the responsibility of the Proposer to ensure that emails are successfully delivered to the RFP contact. Proposals should be clearly marked “Request for Proposals: Brownfields Grants Consulting” as shown on the title page of this formal solicitation.

IX. Competency of Proposer

The proposer, if requested, must present within a reasonable time evidence satisfactory to the RFP Evaluation Committee of ability to successfully perform comprehensive professional audit services, and the possession of necessary facilities, labor, materials, equipment, software, supplies, expertise, financial resources, and adequate insurance to comply with all of the terms of the professional audit services agreement. No contract will be awarded to any firm that is in arrears or is in default with the City upon any contract or has failed to perform faithfully on any previous contract with the City.

X. Withdrawal of Proposal

Submitters may withdraw their submitted Proposal at any time by giving written notice to the RFP Contact.

XI. Proposal Errors

Submitters are cautioned to verify their Proposal prior to submission. Negligence on the part of the submitter in preparing the Proposal confers no right of modification of the Proposal after the closing time for its receipt. Inadvertent errors (such as the omission of one page of a multi-page document) that have a correction submitted after the designated submission time may be considered at the sole discretion of the City if the submitter submits with the correction sufficient information to prove that the error was inadvertent. Such amendments are not favored and, in the case of doubt, requests will be denied.

XII. Late Proposals; Misrepresentations

Late Proposals will not be accepted. The City does not specify the method by which Proposals are to be delivered; therefore, it cannot be held responsible for any delay, regardless of reason, in the receipt of Proposals. Proposals delivered by mail or messenger will be considered only when said Proposals are received on or before the due date and time. The City does not guarantee that Proposals received in the building by mail or messenger will be delivered at or before the time the proposal is due. Any material misrepresentations made by the submitter(s) will void the response and eliminate the submitter(s) from further consideration. The City reserves all rights with regard to this solicitation.

XIII. Grounds for Protests

Protest of this RFP Solicitation: Any Proposer who is aggrieved in connection with a solicitation document shall file a written protest to the City Manager, thegler@cityofcayce-sc.gov, within four (4) calendar days of the date of posting of the solicitation, RFQ, RFP, or other solicitation document or any addendums to it on the City's website.

Protest of Award: Any Proposer who is aggrieved in connection with the award of the contract shall file a written protest with the City Manager within four (4) calendar days of the date the Intent to Award memorandum is posted on the City's website. Any matter that could have been raised pursuant to the section above on protest of contents of solicitation, may not be raised as a protest of award.

Exclusive remedy: The rights and remedies granted in this section to Proposers, either actual or prospective, are to the exclusion of all other rights and remedies of Proposers against the City.

Failure to file a timely protest: If Proposer fails to request a protest within the four (4) calendar days, the solicitation or award shall be final.

XIV. Procedures for Protests

Protest: A protest must be in writing, filed with the City Manager, and set forth the grounds of the protest and the relief requested with enough specificity to give notice of the issues to be decided. The protest must be received by the City Manager within the time provided.

Burden of Proof: The protestant bears the burden of proving the validity of the protest or claim against the City.

Administrative Review and Decision: The City Manager will conduct an administrative review of all claims set forth within the protest document and shall issue a decision in writing within four (4) calendar days of receiving the protest.

Appeals of Decision: Any appeal of the City Manager’s decision pursuant to the above paragraph must be filed with the City Manager, in writing, within four (4) calendar days of the date of the decision. The City Council shall hear and decide any appeals at its next regular or special council meeting.

Stay of Award: The contract award is stayed until issuance of a final decision by the City. Once a final decision is issued, the filing of a petition to appeal that decision does not stay enforcement of the City’s decision to award the contract.

XV. Incurred Cost

All costs incurred in the preparation and submission of Proposals shall be borne by the submitter.

XVI. Record Retention

All working papers and reports must be retained, at the consultant’s expense, for a minimum of three (3) years unless the firm is notified in writing by the City of the need to extend the retention period. In addition, the firm shall respond to the reasonable inquiries to review documents relating to the matters of this grant.

XVII. Return of Proposals

The City is under no obligation to return any Proposals or materials submitted by the submitter as a response to this RFP.

XVIII. ADDITIONAL INFORMATION

Issuance of this RFP and receipt of submissions does not commit the City to award a contract. The City reserves the right to postpone receipt or selection date, accept or reject any or all submissions received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP process.

XIX. TERMINATION

The City reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum thirty (30) days written notice.

Termination or cancellation of the contract will not relieve the Proposer of any obligations for any deliveries entered into prior to the termination of the contract (i.e. reports, statements of accounts, etc., required and not received).

Termination or cancellation of the contract will not relieve the Proposer of any obligations or liabilities resulting from any acts committed by the Proposer prior to the termination of the contract.

XX. FREEDOM OF INFORMATION

All proposals will be treated as public information unless it is specifically requested that portions of the bid be exempt from disclosure under the Freedom of Information Act, SC Code of Laws Section 30-4-40 (a) (1). It is the Proposer’s responsibility to notify the City of any proprietary information listed in proposals submitted. Any information in which the proposer considers proprietary MUST be clearly marked “proprietary” next to the relevant part of the text in order for it to be treated as such. If a contract is signed with your institution, the contract document is not exempt from disclosure.

All Freedom of Information (FOIA) requests must be sent to the City Clerk, PO Box 2004, Cayce, SC 29171.

Attachment 1 (Not Required): Notice of Intent to Respond

In order to provide timely updates to this Request for Proposal, including responses to questions submitted, we ask that potential bidders complete the following form and return it by e-mail to Michael Conley at mconley@caycesc.gov by February 24, 2023.

Business Name: _____

Contact Person: _____

Contact E-mail: _____

Physical Address: _____

Mailing Address: _____

Phone #: _____

Yes, we plan to submit a proposal to provide services to the City.

No, we do not plan to submit a proposal at this time.

Reason: _____

Attachment 2: Sample SF-424A Section B

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
7. Program Income	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

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