

LETTERS OF INTEREST (LOI)

BROOKE-HANCOCK JEFFERSON BROWNFIELD COALITION
BROWNFIELD ASSESSMENT PROJECT FOR HAZARDOUS AND PETROLEUM SUBSTANCES

*“3-2-1” BROWNFIELDS COALITION CORRIDOR OF OPPORTUNITY
“THREE COUNTIES, TWO STATES AND ONE GOAL!”*

1. Project Title: FY 2020 Brownfields Coalition Assessment Grant# 96378801
Brooke/Hancock County, WV and Jefferson County, OH
2. Coalition Members: Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ) dba Brooke-Hancock Regional Planning & Development Council-Region XI
Business Development Corporation of the Northern Panhandle (BDC)
Jefferson County Port Authority (JCPA)
3. Funding Agency: U.S. Environmental Protection Agency (US EPA)
4. Issuing Agency: Brooke-Hancock-Jefferson Metropolitan Planning Commission (BHJ)
5. Contact Person: Michael J. Paprocki, BHJ Executive Director
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Fax: (740) 282-1821
E-Mail: mikepap@bhjmpc.org
Web Site: www.bhjmpc.org
6. Copies of LOI: Interested Consultant services has the option to submit five (5) paper copies of the LOI by a direct mail delivery service or e-mail one (1) copy of the LOI in Portable Document Format (PDF) to the Contact Person listed above.
7. Proposed Budget: The total Contractual Budget is \$563,250. The grant award has four (4) contractual tasks: Site Inventory & Prioritization, Site Assessments, Remedial & End-Use Planning, and Community Outreach. Although the US EPA has eliminated the Petroleum and Hazardous accounting requirement, the Coalition may select individual Consultant services to complete Hazardous and Petroleum Assessment activities.
8. Submittal Deadline: March 26, 2021 postmarked, delivered or electronic mail (email) no later than 1:00 PM. Mail, hand deliver, or email to Contact Person and address as listed above. Electronic submissions in Portable Document Format (PDF) are

acceptable when emailed with Delivery Receipt to mikepap@bhimpc.org.

9. Anticipated Selection Date: April 16, 2021 - The Coalition will select the highest rated LOI to begin negotiations for contracted services. (the Coalition reserves the opportunity to select individual LOIs, for Hazardous and Petroleum Assessments, eligible Reuse and Remedial Planning activities, and eligible Community Outreach activities).

10. Anticipated Award Date: April 22, 2021

11. Anticipated Completion Date: September 2023

Note: The Coalition reserves the right to reject any or all LOIs.

Requirements for Submitting the Letter of Interest and Selection Process

A. Instructions for Preparing and Submitting a Letter of Interest

1. Provide the information requested in the Letter of Interest Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Letters of Interest shall be limited to ten (10) 8½" x 11" single sided pages.
3. Please adhere to the following requirements in preparing and binding letters of interest:
 - a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
 - b. Center the page numbers at the bottom of each page.
 - c. Use 8½" x 11" paper only.
 - d. If submitting by direct mail delivery, bind each copy of the LOI by stapling at the upper left-hand corner only. Do not utilize any other binding system. Do not provide tabbed inserts or other features that may interfere with machine copying.

Key Components of the Letter of Interest (LOI)

A. Content of the LOI:

1. Team Approach – Not to exceed five (5) pages

- a. Identify the qualifications of your firm to perform the described tasks according to the regulations of the US Environmental Protection Agency Brownfields Assessment Program, West Virginia Department of Environmental Protection (WVDEP), Ohio Environmental Protection Agency (OEPA), Ohio's Bureau of Underground Storage Tank Regulations (BUSTR) or WVDEP's Underground Storage Tank (UST) Regulations.
- b. List significant subconsultants, their current prequalified categories, and percentage of work each subconsultant will perform.
- c. List Project Manager and other key staff members, including key subconsultant staff. Include project engineers and staff members that will be responsible for completing the proposed Scope of Services.

2. Experience – Not to exceed three (3) pages

- a. Describe the technical capacity, experience, and qualifications of key staff members (and sub-consultants) on similar brownfield assessment projects. Give examples how your project team can complete assigned tasks in a timely manner and discuss their availability to this project relative to their present workload.

3 Project Approach – Not to exceed two (2) pages

- a. Address your project team’s technical approach and understanding of the project. Describe any innovative ideas or other relevant information concerning how your project team may be uniquely qualified for this Brownfield’s Assessment project. Possibly discuss how your team’s project specific plan can ensure increased quality assurance or reduced project delivery time as compared to your potential competitors.

Consultant Selection Rating Form

Project:

Selection Committee Members: _____

Firm Name: _____

Category	Total Value	Scoring Criteria	Score
Management & Team			
Project Manager	10	See Note 1, Exhibit 1	
Strength/Experience of Assigned Staff including Subconsultants	25	See Note 2, Exhibit 1	
Project Cost Containment	10		
Firm's Current Workload/ Availability of Personnel	10	See Note 4, Exhibit 1	
Consultant's Past Performance	30	See Note 3, Exhibit 1	
Project Approach	15		
Total	100		

Exhibit 1 - Consultant Selection Rating Form Notes

1. The selection will rank the proposed project manager for each Consultant service with the highest scoring project manager receiving the greatest number of points, and lower ranked project managers receiving commensurately lower scores. The basis for each project manager's ranking and score is experience on similar projects and past performance for a Coalition member or other outside agencies that the Consultant service may have or have not documented in the LOI.
2. The selection team will score and rank the consulting firm's experience and strength of the assigned staff, including subconsultant staff as noted for Number 1 above.
3. The selection team will rank the Consultant's workload and availability of qualified personnel, equipment, and facilities on a relative differential scoring type basis. The selection team shall consider an equitable distribution of work to all qualified firms submitting a LOI.
4. The selection team shall rank and score the Consultant's past performance on similar projects using a relative, differential scoring type basis, with the highest ranked Consultant receiving a commensurately greater number of points. The selection team should consider WV DEP or OEPA performance ratings if available, and consult other agencies as appropriate.

Note: The Selection Team is the representative employees of the Coalition. The Coalition may contact any outside agencies, clients, or other references that the Consultant service may have or have not documented in the LOI.

SCOPE OF SERVICES

Contract Tasks for Hazardous & Petroleum Site Assessments.

Task 1: Site Inventory and Prioritization - \$12,750

EPA Program funded contractual activities, with Coalition assistance, are site inventory by gathering recognized and potential brownfields sites in target areas, rank and prioritize the potential sites for Phase I or Phase II investigation, and End Use Planning activities including an evaluation of site access issues. For this task coalition members, with assistance of the Qualified Environmental Professional (QEP), will identify and work with potential site owners and investors, perform initial site research, draft the Property Approval Questionnaire (PAQ) forms, and, if needed, complete Property-Specific Site Determination Information (PDI) or Petroleum Site Eligibility Determination requests.

Task 2: Phase I & Phase II Environmental Site Assessments - \$355,500

Prior to initiating any Phase I or Phase II work the Coalition will draft the Property Approval Questionnaire (PAQ) and forward to the QEP for review. If needed, the Coalition and QEP will jointly prepare a Property-Specific Site Determination Information (PDI) or a Petroleum Site Eligibility Determination to obtain EPA approval to proceed with environmental assessment work.

Once the QEP completes the Phase I activity, the QEP submits a draft report to the Coalition for review and comment. Upon agreement, the QEP then submits final Phase I report to the US EPA and provide the Coalition a final report. The QEP performs all Phase I ESA work in accordance with USEPA All Appropriate Inquiry standards (ASTM E1527-13) and meet the requirements of the Ohio Voluntary Action Program (VAP) or the West Virginia Voluntary Remediation Program (VRP) so each site qualifies for State and USEPA cleanup funds. The QEP may perform up to eleven (11) Phase I ESA reports, eight (8) hazardous substance sites and 3 petroleum sites. Estimated costs is \$50,500.

Phase II contractual work includes meet with Coalition team members to discuss Phase I results and submit to US EPA a Sample Analysis Plan (SAP) that adheres to the approved Quality Assurance Project Plan (QAPP). Once approved to proceed, the QEP will complete hazardous substance site Phase II work according to ASTM 1903-11 and VAP and VRP guidance and petroleum sites will follow either OH's Bureau of Underground Storage Tank Regulations (BUSTR) or WVDEP's Underground Storage Tank (UST) Regulations. All site assessment costs will factor in any applicable or associated state voluntary program costs. The QEP submits final Phase II report to the US EPA and provide the Coalition a final report. The QEP may perform up to eight (8) Phase II ESA reports, six (6) hazardous substance sites and two (2) petroleum sites. Estimated cost is \$305,000.

Task 3: Reuse and Remedial Planning - \$180,000

The coalition estimates that the QEP will initiate and complete remedial and end use planning activities to prepare an approximate nine (9) brownfield sites for revitalization and redevelopment. The coalition may select sites for planning previously assess under coalition grants awarded in 2016, 2017, and 2019. Examples of planning activities may include market studies, infrastructure evaluation, site reuse visioning, evaluation of market viability, and land use assessment. Eligible Planning Activities Under an EPA Brownfield Assessment are found at: <https://www.epa.gov/brownfields/information-eligible-planning-activities>.

Planning work assists potential property owners and developers to integrate remedial alternatives with property redevelopment. The coalition uses the planning documentation to pursue cleanup funds through the USEPA, WVDEP, City of Weirton RLF, and JobsOhio. End use planning also allows the coalition to pursue other infrastructure and redevelopment funds from a variety of federal, state and local government programs as well as private charitable foundations and investors. Estimated cost is \$180,000.

Task 4: Community Outreach - \$17,000

The coalition engages government officials, neighborhood associations, business/property owners, developers, and other parties through a Brownfield Task Force. The coalition, with QEP assistance, will hold virtual task force meetings quarterly and plan, at a minimum, one public event. The coalition may require the QEP to perform or sub-contract with marketing, community outreach, and video production services to assist in conducting public events, and/or produce printed brochures, visual displays, and fact sheets. The coalition must approve all subcontracted services. Estimated cost is \$17,000.