



GOLDEN TRIANGLE

Planning and Development District, Inc.

Post Office Box 828

• Starkville, MS 39760-0828

• Telephone (662) 324-7860

• Fax (662) 324-1911

Robert E. Boykin
President

R. B. Davis
Vice President

Jimmie Oliver
Secretary / Treasurer

Rupert L. "Rudy" Johnson
Executive Director

MEMORANDUM

TO: Interested Individuals

FROM: Phylis W. Benson *pub*
Project Analyst

DATE: October 23, 2017

RE: Golden Triangle Planning & Development District, Inc
Request for Statement of Qualifications for Conducting Environmental
Assessment and Remediation – 2017 Brownfield Project

Please find enclosed the ADVERTISEMENT FOR PROPOSALS regarding the referenced project as it will appear in the Clarion Ledger on October 23, 2017 and October 25, 2017. Should you have any questions or need additional information, please contact this office.

REQUEST FOR STATEMENT OF QUALIFICATIONS FOR CONDUCTING ENVIRONMENTAL ASSESSMENTS AND REMEDIATIONS

The Golden Triangle Planning and Development District ("District"), hereby solicits written Statements of Qualifications (SOQ) from professional environmental consulting firms interested in contracting with the District to perform grant management activities, environmental assessments, remediation planning, and related activities associated with the 2017 Brownfields Community-wide Assessment Grant recently awarded by the United States Environmental Protection Agency ("EPA"). This is Federal Brownfield funding and will require adherence to the conditions required for its use. The firm(s) selected will be eligible to negotiate a contract with the District. No minimum order or work is guaranteed. If the selected firm(s) is unsuccessful in negotiating a contract or does not maintain the minimum requirements, the District, at its discretion, may select the next ranked firm(s) for contract negotiation. All work will be ordered on an "as-needed" basis. The federal Brownfield Grant funding is for a three-year period.

The minimum requirements, which must be satisfied on or before 3:00 p.m. on Wednesday, November 8, 2017 and maintained for the duration of a contract with the District, for an applicant to be considered, are:

- 1.) The applicant must be a "Brownfield Consulting Firm" that has been approved by the Mississippi Commission on Environmental Quality (MCEQ);
- 2.) The applicant must submit six (6) copies, signed by an authorized representative of the applicant, of the SOQ on or before the time and date specified below; and
- 3.) The applicant must not submit an SOQ that exceeds twenty (20) pages (includes every printed page except front and back cover and transmittal letter); and
- 4.) The applicant must submit on a CD and in PDF format example final work product which includes:
 - (a) One (1) Phase I Environmental Site Assessment that meets EPA's "All Appropriate Inquiry" Standard and has been completed by the firm within the last two (2) years; and
 - (b) One (1) Quality Assurance Project Plan (QAPP) that has been approved by the State environmental regulatory agency and/or EPA for a brownfield site and has been completed by the firm within the last two (2) years.

Applicants that do not comply with these minimum requirements and/or do not satisfactorily document in the SOQ that they meet the minimum requirements will not be considered. Selection of the Firm(s), in addition to the minimum requirements, will be based on the following rating criteria: (1) EPA Brownfield Grant management experience, and (2) environmental assessment and remediation experience of key personnel that involved hazardous/toxic substances.

Additional information related to the SOQ, including preparation information and a copy of the SOQ evaluation form to be used by the SOQ review committee, may be found on the District's website via the following URL: www.gtpdd.com/brownfield/SOQ or by contacting Phylis Benson, Golden Triangle Planning and Development District, Inc, P. O. Box 828, 106 Miley Drive, Starkville, MS 39760, telephone number 662-320-2007.

The District reserves the right to waive any irregularities in the request for SOQ process.

Applicants are responsible for ensuring that the SOQs are received by the following person by the required time and assume all risks of delivery. The following person must receive on or before 3:00 p.m., November 8, 2017, six (6) copies of an SOQ:

Mail Address:

Phylis Benson, Project Analyst
Golden Triangle Planning & Development
District, Inc.
Post Office Box 828
Starkville, MS 39760

Physical Address:

Phylis Benson, Project Analyst
Golden Triangle Planning & Development
District, Inc.
106 Miley Drive
Starkville, MS 39759

INFORMATION FOR PREPARATION OF STATEMENT OF QUALIFICATIONS

1. Evaluation of each firm's Statement of Qualifications ("SOQ") will be based upon the "Evaluation Form for Statements of Qualifications Submitted in Response to Solicitation for Environmental Consulting Firms to Conduct Brownfield Grant Management, Environmental Assessments, Remediation, and Related Activities."
 - a. The minimum requirements will be evaluated from a review of the MCEQ Approved Brownfield Consulting Firm list and each firm's SOQ and example work products.
 - b. Once the minimum requirements have been demonstrated, each firm's SOQ will be rated based upon the rating criteria in the evaluation form.
2. The SOQ should be specific and sufficiently detailed to allow a complete evaluation of a firm's qualifications.
3. The SOQ should specifically identify the key personnel who will most likely participate in contaminated site assessments/remediation and their qualifications.
4. The SOQ should comprehensively address each of the rating criteria in the evaluation form and should be prepared in the same order.
5. The SOQ shall be limited to twenty (20) pages (includes every printed page except front and back cover and transmittal letter). Paper size shall be 8½" x 11". The font size shall not be smaller than 12 points.
6. Example work products (Phase I ESA in compliance with EPA's "All Appropriate Inquiry" Standard and a Quality Assurance Project Plan that has been approved by the State environmental regulatory agency and/or EPA for a brownfield site) should be submitted along with the SOQ on a CD in digital PDF format.
7. Each SOQ shall be evaluated using the "Rating Criteria" in the evaluation form.

**EVALUATION FORM FOR STATEMENTS OF QUALIFICATIONS SUBMITTED
IN RESPONSE TO SOLICITATION FOR ENVIRONMENTAL CONSULTING FIRMS
TO CONDUCT BROWNFIELD GRANT MANAGEMENT, ENVIRONMENTAL
ASSESSMENTS, REMEDIATION, AND RELATED ACTIVITIES**

FIRM NAME: _____

1.0. MINIMUM REQUIREMENTS

1.1 Is the applicant an MCEQ Approved Brownfield Consulting Firm?

Yes _____

No _____

1.2 Did Golden Triangle Planning & Development District receive six (6) complete copies of the applicant's Statement of Qualifications ("SOQ"), signed by an authorized representative of the applicant, on or before 3:00 p.m., _____, November ____, 2017?

Yes _____

No _____

1.3 Is the applicant's SOQ twenty (20) pages or less (includes every printed page except front and back cover and transmittal letter)?

Yes _____

No _____

1.4 Did the applicant submit in PDF format a Phase I Environmental Site Assessment that meets EPA's "All Appropriate Inquiry" Standard and a Quality Assurance Project Plan that has been approved by MDEQ and/or EPA for a brownfield site, both of which have been completed by the firm within the last two (2) years?

Yes _____

No _____

[Continue with Section 2.0 if all answers to 1.1 through 1.4 are "Yes." Otherwise, STOP.]

2.0 RATING CRITERIA

2.1 Brownfield Grant Management Experience (50 points possible)

Evaluate the information provided in the SOQ and assign a numerical score from zero (0) to fifty (50) points. Zero (0) points will indicate little or no experience in managing a federal grant of similar nature to an EPA Brownfield Grant. Fifty (50) points will indicate that the firm has actual experience managing an EPA Brownfield Grant. Grant management experience may include tasks that include, but are not limited to the following:

- Developing, modifying, and implementing components of a Grant Work Plan.
- Effectively and efficiently coordinating with local governments, subcontractors, community partners, EPA, and other stakeholders.
- Providing recommendations to achieve the goals outlined in the Work Plan.
- Ensure Project Goals and Objectives are met.
- Ensure Planned Activities and Tasks are implemented.
- Perform Community Outreach when directed.
- Ensure all deliverables, including Reports, Work Plans, contracts, payments, scheduling, materials, etc. necessary for the Project to be effective are completed and met.
- Submit and manage information to EPA using the Assessment, Cleanup and Redevelopment Exchange System (ACRES), an online database for Brownfield Grantees.
- Review Phase I and Phase II Environmental Site Assessments to ensure they are consistent with EPA regulations concerning “All Appropriate Inquiry.”

_____ Points

2.2 Brownfield Environmental Assessment and Remediation Experience of Key Personnel that Involved Hazardous/Toxic Substances Contamination (50 points possible)

Evaluate the information given in the SOQ and assign a numerical score, from zero (0) to fifty (50), where zero (0) points will indicate little Phase I (ASTM 1527-05 or later) and Phase II Environmental Site Assessment experience and fifty (50) points will indicate that the applicant has extensive experience in Phase I and Phase II ESAs, including the development of Quality Assurance Project Plans (QAPPs) under the EPA Brownfield Grant Program for the key personnel identified that will be assigned to each Brownfield project. Evaluation for this criterion may include the following:

- The number, type, and variety of Phase I Environmental Site Assessments that meet EPA’s “All Appropriate Inquiry” standard.

- The number, type, and variety of assessment field activities associated with QAPPs and Phase II ESAs.
- An evaluation of the example work product for the Phase I ESA and a QAPP.

_____ Points

[This completes your evaluation of the SOQs provided by this applicant. Please provide a total of the scores below.]

TOTAL: _____ Points

EVALUATOR COMMENTS

1. Environmental Assessment and Remediation Experience :

2. Brownfield Grant Management Experience:

DATE EVALUATION COMPLETED: _____

EVALUATION TEAM MEMBER NUMBER: _____