

**REQUEST FOR QUALIFICATIONS  
CONSULTING AND OVERSIGHT SERVICES  
COMMUNITY VENTURES CORPORATION  
LEXINGTON, KY  
BROWNFIELD CLEANUP PROJECT  
(ISSUE DATE: October 12, 2009)**

**INVITATION FOR SOQ**

Community Ventures Corporation is requesting statements of qualifications from qualified firms to prepare contract documents and specifications to oversee a Brownfield cleanup project (which may also include demolition activities) at 265 Midland Ave. a former dry cleaner and any other Brownfield Project that Community Ventures acquires in Lexington, Kentucky. These activities will be funded by an EPA Brownfield Cleanup Grant awarded to Community Ventures Corporation.

A Request for Qualifications and associated SOQ package requirements further explaining the project and its requirements are posted at Community Ventures Corporation website, [www.cvcky.org](http://www.cvcky.org) or available at 1450 North Broadway Lexington, KY 40505, Monday through Friday, 8:30 a.m. to 5:00 p.m.

Responses to this RFQ must be submitted to James Coles, Community Ventures Corporation, 1450 North Broadway, Lexington, KY 40505 on or before 3:00 p.m. local time, **November 16, 2009**.

After careful review and consideration, Community Ventures Corporation will select the best suited firm for the services described herein. Community Ventures Corporation reserves the right to reject any or all proposals and waive formalities.

Community Ventures Corporation is an Equal Opportunity Employer. Local, minority, female owned, and small businesses are encouraged to submit qualifications.

**REQUEST FOR QUALIFICATIONS  
CONSULTING AND OVERSIGHT SERVICES  
COMMUNITY VENTURES CORPORATION  
LEXINGTON, KY  
BROWNFIELD CLEANUP PROJECT  
(ISSUE DATE: September xx, 2009)**

Community Ventures Corporation is seeking a qualified project manager to prepare contract documents and specifications, to oversee its Brownfield cleanup project and to perform, as Owner Agent, the obligations of Community Ventures Corporation under the terms of certain grant agreement documents described below.

**BACKGROUND**

The goal of this Brownfield Cleanup Project is to remediate contaminates and if necessary to accomplish this conduct demolition activities at 265 Midland Ave. and any other potential Brownfield Project that Community Ventures Corporation acquires which may be effected, to residential thresholds to avoid encumbrance and deed restriction.

The subject property is commercially zoned and developed land, located between Midland Avenue and Lewis Street. The property is located in a commercially developed area, initially developed in the early 1900's for residential and commercial purposes. Currently, the property is used for commercial retail; adjacent properties which may be effected are used for commercial retail and residential purposes. Both Phase I & II environmental studies have been performed to define the extent and nature of the contaminations and to develop a plan to mitigate the site. These investigations identified dry cleaning solvents (e.g., tetrachloroethene or perchloroethylene {PCE}) in soils at concentrations requiring corrective action. It is the desire of Community Ventures Corporation to remediate the site to residential thresholds for future mix-use development in order to eliminate potential risks to human health and the environment.

**Environmental Reports**

During the last few years, environmental studies were completed on the property. These included:

- Site-Specific Phase I Environmental Site Assessment, Smith Management Group, June 2009.
- Site-Specific Phase II Environmental Site Assessment, Smith Management Group, June 2009.

Copies of these documents are attached hereto as Exhibit A.

**Source of Funds**

The Brownfield Cleanup Project will be conducted with grant funds awarded to Community Ventures Corporation through the USEPA Brownfield Cleanup Grant Program. All requirements of both the USEPA and Community Ventures Corporation with respect to this project, as set forth in the Co-Operative Agreement between the USEPA and Community Ventures Corporation dated **September 28, 2009** and attached hereto as Exhibit B, together with all regulations, rules and guidelines references therein (collectively, all of these documents are referred to hereinafter as "the Grant

Documents”), must be carefully followed by the selected consultant (the “Consultant”), who will also be required to document compliance with these requirements and to ensure the compliance of all of its subcontractors, and of the chosen cleanup contractor(s) with these requirements. In addition, the Consultant and all contractors must comply with any and all applicable federal, state and local requirements applicable to cleanup projects.

#### **Maximum Project Cost**

The budget for the entire Brownfield Cleanup Project is limited to the funds provided through the USEPA grant (a total of \$200,000). No additional funds are provided for the project. The Consultant together with the selected cleanup and demolition contractor(s) will be required to complete all projects requirements within the scope of these available funds.

No additional funds will be forthcoming, and the Owner’s total obligation to the Consultant and to the selected cleanup and demolition contractor(s) shall in no event exceed the total amount of those funds.

#### **Pre-Submittal Meeting and Project Site Visit**

A pre-submittal meeting and walk-through will be held on **November 2, 2009** at the project site (265 Midland Avenue) at **1:30 p.m.** local time. It is not mandatory to attend.

#### **BROWNFIELD CLEANUP PROJECT SCOPE OF WORK**

The general scope of work for the overall Brownfield Cleanup Project is as follows. Further delineation of the scope of work for this phase of the project will be the task of the selected Consultant.

#### **265 Midland Avenue**

1. In a safe manner, abate and properly dispose of all hazardous substances on the property required by federal, state or local law to be abated (including but not limited to removal of and proper disposal of all contaminants identified in the Phase I & II ESA reports.
2. Protecting all neighboring properties and any and all underground facilities from damage, in accordance with all federal, state and local laws, rules, regulations and requirements after obtaining all appropriate licenses and permits and giving any and all required notifications.
3. Remove, properly empty and properly dispose of any and all underground storage tanks or other containers of hazardous materials identified on the property.
4. Remediate the subsurface soils and water at the site to residential thresholds which comply with state and federal standards and which will permit the intended future use of the site as mixed-use.
5. Backfill and compact the injection site with appropriate materials and in a manner which will restore the surface to an appropriate grade.

Work for the site is to be scoped and phased in a manner which will allow the Owner to terminate the project and leave the property in a safe and acceptable condition at any point at which the project funds are exhausted.

### **CONSULTANT'S SCOPE OF WORK**

- 1. CONFORMANCE WITH NATIONAL CONTINGENCY PLAN AND COMMUNITY INVOLVEMENT PLAN:** Prepare and publish all required notices and otherwise perform all activities required in order to conform with the National Contingency Plan with respect to this project, including but not limited to implementing a Community Involvement Plan for the project in conjunction with Community Ventures Corporation and ensure that all cross-cutting requirements (as defined in the Grant Documents) for the Project are met.
- 2. ANALYSIS OF BROWNFIELD CLEANUP ALTERNATIVES:** The environmental consultant will complete an ABCA in accordance with applicable KDEP and U.S. EPA requirements. The ABCA will describe the findings of previous assessment phases of work and present an evaluation of cleanup alternatives. As part of the ABCA, a Human Health Risk Assessment will be performed to further develop site-specific cleanup standards. Remedial cost estimates will be prepared and clean-up bid specifications and selection criteria will also be completed. The ABCA will address proposed corrective measures relative to contaminant pathways to ensure adequate protection of public health and the environment. Involvement of U.S. EPA and KDEP in the ABCA will necessarily occur throughout the cleanup planning process.
- 3. HEALTH AND SAFETY PLAN:** Prepare, comply with, and ensure compliance of all contractors and subcontractors with a site specific Health and Safety Plan acceptable to the Owner and cause all personnel to conduct activities in accordance with the Site Health and Safety Plan and the requirements of all applicable regulations. Consistent with these requirements, all workers on site shall use personal protective equipment as appropriate for the conduct of the work.
- 4. QUALITY ASSURANCE PLAN PREPARATION AND APPROVAL:** Prepare a Quality Assurance Project Plan (QAPP) meeting USEPA requirements, for any and all sampling which must be undertaken to develop a removal work plan, including complete bid specification for clean up. Obtain approval of the QAPP, together with modifications from the EPA and Community Ventures Corporation.
- 5. SAMPLING AND INSPECTION:** Conduct any and all sampling and inspection necessary to prepare a comprehensive removal work plan (including complete bid specification for clean up, and including identification of subsurface containers and tanks which require removal). Tabulate and provide an interim report containing this data.
- 6. DRAFT AND FINAL REMOVAL PLAN, COST ESTIMATE, CONTRACT DOCUMENT PREPARATION:** Prepare a complete draft and final (after

review and comment on the draft) removal work plan, including cleanup and bid specifications and plans for the project (including but not limited to a Section 7a Compliance/Due Care Plan which must be submitted to and approved by the State of Kentucky) which will govern all cleanup activities. Prepare contract documents for all phases of the Brownfield Cleanup Project.

- 7. BID OVERSIGHT:** Obtain and review at least three bids from qualified contractors acceptable to Owner (hereinafter "Owner"), in strict accordance with all applicable federal, state and local requirements, after providing adequate qualifications materials to Owner for review. Review bids and recommend to Owner the qualified contractors to complete the bid specifications. Owner shall be provided with all bid documents and information for review. After Owner's approval, contract with selected bidder(s) to perform the work.
- 8. PROJECT MANAGEMENT:** As the Owner's project manager, oversee the conduct of the Brownfield Cleanup Project by the selected contractor through completion. Conduct regular site visits to ensure that the project work is progressing in accordance with the specifications and on a timely schedule. Ensure that the contractor obtain all required permits and licenses. Ensure that the project specifications are conformed to in their entirety. Maintain all project documentation. Confirm all quantities used for pricing purpose. Sign, on behalf of Owner, all hazardous waste manifests, waste characterization form and applications for site ID numbers. Respond to contractor questions regarding incorrect or insufficient information contained in the project specifications. Respond to contractor questions related to proposed alternate materials and alternate details and/or changes in the specifications, and communicate the same with the Owner. Conduct verification sampling to confirm that cleanup parameters are achieved.
- 9. QUARTERLY REPORT AND BUDGET PREPARATION:** On the regular project schedule required by the USEPA Co-operative Agreement, and in accordance with all USEPA deadlines, prepare for Owner's submission draft (two weeks prior to the due date) and final (after comment by the Owner) quarterly reports for the project until completion of the project. Prepare quarterly budget updates for the project, identifying separately funds and expenditures from the EPA Grant.
- 10. ATTENDANCE AT WEEKLY PROJECT MEETING:** Attend weekly project meetings with the Owner through completion of the project, providing at each meeting an updated project schedule, a project status report and any draft documents for review.
- 11. PREPARE SEMI-FINAL AND FINAL REPORT:** Upon conclusion of the cleanup and site remediation, prepare a draft and final semi-final and final report in form and substance acceptable to the Owner and the USEPA, as required of the Owner by the Grant Documents, including but not limited to photographing and documenting all stages of the project and including any UST closure reports required to properly close any leaking underground storage tanks identified during the project.

12. **ACRES REPORTING:** On the regular project schedule required by the USEPA, and in accordance with all USEPA deadlines, make data entry input reporting updates on the project for the Owner's submission until completion of the project.

## STATEMENT OF QUALIFICATIONS INSTRUCTIONS

The SOQ Instructions are attached to this Request for Qualifications as Exhibit D. The SOQ Evaluation Form is attached as Exhibit E.

**Owner reserves the right to reject any and all proposals and to waive any informalities or irregularities in proposals in the best interest of the Owner. The Owner shall not be bound by the lowest estimated fee. Once the Consultant deemed to be the best applicant is selected, a contract will be negotiated. The contract shall be deemed as having been awarded upon approval of Community Ventures Corporation during a regularly scheduled meeting, and formal notice of acceptance of its proposal has been duly served upon the intended awarded by an agent of the Owner authorized to give such notice.**

All questions with respect to this Request for Qualifications must be submitted in writing and received by **November 6, 2009, 4:00 p.m.** local time, and addressed to: James Coles, Project Manager, Community Ventures Corporation, 1450 North Broadway, Lexington, KY 40505 or [jcoles@cvcky.org](mailto:jcoles@cvcky.org).

**Exhibit A:** Previous Environmental Studies

**Exhibit B:** US EPA Cooperative Agreement and Work Plan

**Exhibit C:** Instructions for Statement of Qualifications

**Exhibit D:** Evaluation Form for Statement of Qualifications

## REQUEST FOR QUALIFICATIONS

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### General Conditions:

1. Community Ventures Corporation reserves the right to accept or reject any and all SOQ and waive formalities in the best interest of CVC. CVC reserves the right to reject any SOQ that does not represent a complete response and reserves the right to reject all SOQ and to solicit and re-advertise for other proposals. Community Ventures Corporation also reserves the right to reject any SOQ of any Consultant in arrears or in default upon any debt or contract with Community Ventures Corporation or who have failed, in the opinion of this body, to faithfully perform any previous contract with this body.
2. SOQ must be submitted before the deadline and in the attached SOQ FORMAT with all items included in order for the proposal to be considered.
3. The selected consultant will be required to provide a certificate of liability and worker's compensation insurance.
4. Prevailing wage rates do apply to this project.
5. The consultant shall comply with local ordinances.
6. The consultant will obtain all permits needed to complete the work.
7. The work shall be completed by **July 31, 2012**.
8. Each Consultant is responsible for thoroughly familiarizing themselves with project requirements and area as necessary.
9. SOQs shall include understanding of the Project Goals and Scope of Work, Consultant qualifications and experience, references, list of key personnel, organizational profile, schedule of fees, list of sub-consultants, and complete contact information.
10. The SOQ should also quantify number of progress meetings proposed and other tasks to aid in project review.
11. A SOQ does not constitute an agreement or a contract with Community Ventures Corporation.
12. Community Ventures Corporation is not liable for any expenses incurred in connection with the preparation of a response to this RFQ.
13. The proposal must include a declaration that it is made without collusion with any other Consultant submitting a proposal pursuant to this RFQ.
14. Once submitted and opened the SOQ is the property of Community Ventures Corporation and will not be returned to the Consultant.

## **EXHIBIT C**

### **Instructions for Statement of Qualifications**

The Statement of Qualifications (SOQ) information shall be provided as specified below. Applicants who do not follow the guidelines listed below or do not provide comprehensive responses for all requested information will not be considered.

#### **Statement of Qualifications Contents and Evaluation Criteria**

Beyond the required minimum qualifications, the Primary Criteria for evaluating the Statement of Qualifications are:

##### **I. Firm Identification and Background Information**

1. Firm's name, email address, business postal address, contact name, telephone and fax numbers.
2. Federal I.D. number.
3. Kentucky Tax I.D. number
4. The firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
5. Company brochure and promotional materials, if available. Please include these materials at the end of your submission. (No more than 6 pages)

##### **II. Qualifications and Experience of the Firm**

1. Provide a concise history of the firm, its main partners/officers and largest shareholder.
2. Provide a summary of previous USEPA Brownfield Grant experience of the firm, including cleanup grants with similar work products as will be required by Community Ventures Corporation.
3. Provide a detailed description of Brownfield Cleanup experience of the firm. Include project dates, project titles, community located, employees involved and original and estimated final costs. (No more than 12 pages)
4. Include a description of the firm's resources, including staff, equipment and capital available for project use and deployment. Detail efforts made on previous projects to control costs.
5. Demonstrate experience in preparing Analysis of Brownfield Cleanup Alternatives / Quality Assurance Project Plans (QAPPs) as required under federally funded environmental assessment activities.

### **III. Personnel**

1. Identify the AAI Environmental Professional and Project Manager (if different) who will be assigned to the contract, and provide qualifications or resume.
2. Provide a description of the firm's personnel with the qualifications necessary to complete the work in the contract program. The firm may not subcontract or partner with other firms for personnel with qualifications and experience. Include personnel name, title, years of experience, education, billable rate and the number and title of projects assigned to the individual in the last three years.
3. Supply resumes of personnel, including the Environmental Professional, who will be key to the success of the project. Please provide no more than eight (8) resumes.

### **IV. References**

Include two (2) clients for whom the firm has provided USEPA Brownfield Cleanup in the past three years. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

### **V. Required Attachments**

1. Environmental Professional's name and resume qualifications per AAI Rule
2. Standard billable rates for project personnel
3. Firm's Current Certificate of professional liability, malpractice, errors and omissions Insurance (if awarded must name CVC as additional insured).
4. Firm's Current Certificate of General Liability Insurance
5. Firm's Workers Compensation Certificate
6. Firm's Non-Collusion Affidavit

## **Form for Statement of Qualifications**

Each SOQ should be submitted on letter-size (8.5 x 11) paper, with typing on one side only. The SOQ shall conform to the following:

### **Cover Page:**

Environmental Consulting Services to be conducted under Community Ventures Corporation Agreement with the U.S. Environmental Protection Agency SOQ

Statement of Qualifications for:

(Name of individual or firm submitting the SOQ, address, telephone, facsimile and e-mail information)

Date documents are being submitted.

### **Body:**

#### **Statement of Qualifications**

- I.Firm Identification and Background
- II.Qualifications and Experience of Firm
- III.Personnel
- IV.Reference
- V.Required Attachments

#### **Statement of Qualifications Submission Deadline**

In order to be considered for this contract, prospective firms or individuals must submit one (1) original SOQ and two (2) copies of the SOQ to James Coles, Community Ventures Corporation, 1450 North Broadway, Lexington, KY 40505 on or before **3:00 p.m.** local time, **November 16, 2009**. SOQs shall be sealed in an envelope clearly labeled "BROWNFIELD CLEANUP PROJECT RFQ". Late submittals will be rejected and returned unopened to the Consultant.

## EXHIBIT D

### Evaluation Form for Statement of Qualifications

**Name of Project:** Community Ventures Corporation, KY USEPA Brownfield Cleanup Grant RFQ

**Name of Individual/Firm:**

**Name of Evaluator(s):**

Criteria	Rating	Weight factor	Score
Firm and/or individual qualifications		x2	
Background and experience on similar USEPA Brownfield Projects		x2	
Experience of current personnel on similar USEPA Brownfield Projects		x3	
Capacity to perform work and meet schedule		x3	
References on previous USEPA Brownfield projects		x2	
Meeting schedules and deadlines		x3	
Controlling costs and meeting budgets		x3	
Quality of SOQ		x2	

**Total Score = 100**

**Rating:** 1=Poor, 2=Fair, 3=Good, 4=Excellent, 5=Superior

**EXHIBIT A**  
**Environmental Reports**

**EXHIBIT B**

**BROWNFIELDS**

**CLEANUP COOPERATIVE AGREEMENT WORK PLAN**