



REQUEST FOR QUALIFICATIONS

Qualified Environmental Professional Community-Wide Brownfield Assessment Grant Implementation for the Greater Syracuse Property Development Corporation dba Greater Syracuse Land Bank

Date Issued: July 24, 2023

Written Questions Due: August 4, 2023

Proposals Due: September 8, 2023

Interviews: September 13-15, 2023 (if necessary)

Anticipated Contract Award Date: September 21, 2023

Project Starts: October 1, 2023

Purpose:

The Greater Syracuse Property Development Corporation (GSPDC) was awarded a \$1,000,000 FY23 EPA Community-Wide Brownfield Assessment Grant as a coalition with two local nonprofits – the Northeast Hawley Development Association (NEHDA) and Blueprint 15. We anticipate that we will be under contract with the EPA to start work on this grant as of October 1, 2023.

The GSPDC is seeking a qualified environmental consultant with the capacity to conduct and prepare Phase I and II ESAs, regulated building materials surveys, Remedial Action Plans, and Sampling and Analysis Plans, to prepare all reporting documents required by the EPA, assist with community engagement plan, and to provide professional services to implement the GSPDC’s FY23 EPA Community-Wide Assessment Grant.

The GSPDC invites interested parties to submit Statements of Qualification (SOQ) for a four (4) year contract to provide environmental and engineering consulting services to assist in the implementation of the grant. The GSPDC may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY23 Brownfields Assessment Grant or future EPA grants awarded to the GSPDC within this four-year period provided a market survey conducted by the GSPDC indicates that the prices the contractor proposes are reasonable.

Scope of Work:

All anticipated and future work performed by the selected Qualified Environmental Professional (QEP) will follow EPA grant terms and conditions. The selected QEP is expected to perform the following tasks:

Task 1: Project Management

- Manage project budget to ensure completion of project goals.
- Serve as technical liaison between the GSPDC, EPA Region 2 staff, and NYS DEC staff.
- Assist the GSPDC with all necessary reporting forms to the EPA, including quarterly, semi-annual, and closeout reports, financial reimbursement forms, ACRES / Property Profile Form, annual projections, MBE/WBE/DBE forms, and all other required forms to ensure compliance with EPA standards and regulations.
- Assist in writing grant applications for additional assessment or cleanup grants.

Task 2: Community Engagement & Site Inventory

- Participate in discussions with community stakeholders and assist the coalition with developing outreach materials to property owners.
- Assist the coalition with inventorying and prioritizing brownfield sites for assessment.

Task 3: Brownfield Assessments

Preparation of:

- Site eligibility forms
- Phase I ESAs
- Sampling and Analysis Plans and Phase II ESAs
- Regulated Building Materials (RBM) surveys
- A generic Quality Assurance Project Plan (QAPP)

Our work plan recently submitted to the EPA anticipates:

Eligibility Determination Forms	70	hours
QAPP	1	QAPP
Phase I ESAs	20	sites
Phase II ESAs	18	sites
RBM Surveys	10	sites

Task 4: Remedial/Reuse Planning

- Develop site-specific cleanup plans.

- Develop site-specific reuse plans.
- Develop Analysis of Brownfields Cleanup Alternatives (ABCAs).

Our work plan recently submitted to the EPA anticipates:

Site-Specific Cleanup Plans	8	sites
Site-Specific Reuse Plans	2	sites

Submitting a Proposal:

Proposals must include the following without exceptions:

1. A written statement of the consultant’s understanding of the project.
2. The name, resume and role of the individual(s) working on the project. Note: Resumes should not exceed two pages.
3. Specific examples of comparable work completed within the last five years – indicate whether these projects are completed or current.
4. A brief description of the work schedule explaining how the consultant will meet the scope of services.
5. A list of professional references including phone numbers.
6. An itemized budget by task as relevant to Scope of Services, materials, and travel. You may also provide hourly rates, but we are specifically interested in comparing the projected cost per deliverable by type.

Selection Process:

The GSPDC will utilize a selection committee to review and evaluate all responses to this RFQ. Each response will be evaluated based on the selection criteria outlined in this RFQ. The GSPDC reserves the right to award based on the initial RFQ response without oral presentations, but oral presentations may be requested.

From all qualifications submitted, the best may be invited to make oral presentations to the selection committee. The number of oral presentations will depend on the strength of the submissions. The selection committee will choose one of the responding QEPs with which to negotiate to enter into contract.

The selection committee reserves the right to issue a new RFQ should it determine the qualifications submitted or the subsequent oral presentations indicate the QEPs are not able to meet the GSPDC’s needs.

The GSPDC reserves the right to reject and/or honor any and all statements of qualification.

Selection Criteria:

- 25% - Capacity to successfully complete the project on schedule
- 15% - Depth of experience with comparable projects
- 25% - Technical expertise and experience of key personnel
- 25% - Reasonableness of cost/price proposal based on a comparison of prices among competing offerors and other available information on market rates.
- 10% - References

Proposals Due:

One electronic copy in PDF format is required and should be submitted to: kwright@syracuselandsbank.org.

Proposals are due no later than 3:00 PM on September 8, 2023.