

Request for Qualifications (RFQU)

Brownfield Assessment and Cleanup Assistance

1.0 INTRODUCTION

With this Request for Qualifications (RFQU), the Port Authority requests qualification packages from:

- Environmental consulting firms
- Civil engineering firms
- Grant assistance firms

Based on the qualification packages received from this RFQU, the Port Authority will select 2-5 firms from each discipline to provide assistance on current and future Port Authority projects receiving EPA/federal funding.

Selected firms will not be guaranteed work and will be required to submit proposals for professional services contracts on a project-by-project basis based on the actual required scope of work. Selected firms will be eligible for a period of three to five years or until the next routine RFQU solicitation.

The current RFQU solicitation schedule is outlined below:

Solicitation Milestone	Date
1. RFQU Issued (www.stpaulbids.com)	1/30/2023
2. RFQU Advertisement	2/6/2023, 2/13/2023
3. Questions Due (www.stpaulbids.com)	2/15/2023 (5:00 pm CT)
4. Addenda Issued (www.stpaulbids.com)	2/22/2023 (5:00 pm CT)
5. Proposals Due (www.stpaulbids.com)	3/1/2023 (5:00 pm CT)
6. Interviews Scheduled	3/8/2023
7. Interviews Completed	3/15/2023
8. Selection/Award	3/17/2023 (Anticipated)

As a tool to apply an equity lens to all aspects of our work, the Port Authority has set goals to increase vendor diversity and advance equitable development practices.

INCLUSION GOALS

The Port Authority sets goals to increase vendor diversity in our supply chain by reaching out to businesses that have been traditionally underrepresented (minority, women, veterans, etc.) and rejecting systematic advantages. The Port Authority seeks to meaningfully engage Disadvantaged Business Enterprises (DBEs) and encourages participation by minority, women, and veteran-owned businesses as prime consultants, and encourages all consultants to make a significant commitment to use minority, women, veteran owned and other disadvantaged business entities as subconsultants and suppliers. Lists of certified DBEs are maintained by the Central Certification Program (CERT) (<https://cert.smwbe.com>) and the Minnesota Unified Certification Program (MUCP) (<http://mnucp.metc.state.mn.us>).

The Port Authority seeks to meet and/or exceed business inclusion goals laid out in the City of Saint Paul’s Vendor Outreach Program (VOP). The applicable “fair share” goals set by the City of Saint Paul are:

- 5 percent minority-owned business enterprises (MBE)
- 10 percent women-owned business enterprises (WBE)
- 10 percent small business enterprises (SBE)

Only CERT and MUCP-certified firms count towards the above goals.

EQUITABLE DEVELOPMENT GOALS

To continue to foster the Port Authority's mission to advance equitable development practices, firms that are selected under this RFQU will be required to participate in the International Living Future Institute's "JUST" program. This self-reported social justice scorecard daylights how firms are performing on several related corporate policies and activities. The Port Authority views the scorecard as a tool to document the social impact of spending as a public entity, as well as a tool for firms to measure and improve their own internal practices, assist with employee attraction and retention, and to communicate to clients/customers and other stakeholders their progress on these important issues. Vendor selection at the project level will depend in part on the firm's success in implementing the JUST program and the results of their performance on the scorecard and contract terms for professional services will require continued program implementation and routine reporting to the Port Authority. The Port Authority will not publicize reported information from specific firms without that firm's consent, but aggregated and anonymized data may be used by the Port at any time.

2.0 BACKGROUND

As a part of the Port Authority's brownfield redevelopment model, the Port Authority typically conducts extensive assessments to support acquisition, parcel assembly, and site reuse decisions. Following acquisition and parcel assembly, cleanup plans and infrastructure development plans are finalized in concert with conceptual redevelopment plans. Buildings and existing infrastructure are demolished and environmental cleanup is conducted concurrent with the construction of new roads and infrastructure, the preparation of building pads, and the installation of appropriate landscaping. In general, properties are prepared to the point where they are development ready, and then marketed and sold to buyers whose plans are consistent with the Port Authority's economic and community development goals.

The Port Authority utilizes multiple consultants to support brownfield assessment and cleanup projects and provide the following professional services:

- Environmental Consulting: STM Phase I Environmental Site Assessments (Phase I ESA), historical investigation services, preparation of quality assurance project plan (QAPP), Phase II ESAs, site investigation services, remedial/corrective action design plan services and Response Action Plan (RAP) development and implementation oversight, site cleanup and remediation monitoring/oversight, soil and groundwater sampling, hazardous materials building surveys, coordination with Minnesota Pollution Control Agency staff and laboratory services. While not a core eligible cost EPA funding, the work also requires familiarity or expertise with geotechnical engineering for site development.
- Civil Engineering: development of conceptual site plans; coordination, planning, and design of on-site utilities; development of preliminary cost estimates and Engineer's Opinions of Probable Costs; lead survey and title teams in due diligence, acquisition, site development and land sale entitlement processes; serve as team lead in project development meetings; coordination with environmental consultants, write demolition specifications and provide contract administration and contractor oversight; coordination with land buyers on their site plans, construction oversight, and represent the Port Authority on oversight of geotechnical corrections made by end users but paid for by Port Authority. While not a core eligible cost under EPA funding, the work also requires familiarity or expertise with geotechnical engineering for site development.

- Grant Assistance: preparation of state and/or federal grant applications, develop funding strategies, interact with grantors, assist with reporting and deliverable compliance, and generally assist the Port Authority in meeting the terms and conditions of their grant agreements.

The Port Authority receives EPA Brownfield Assessment, Cleanup, and Revolving Loan Fund (RLF) grant funding and additional funding from the Minnesota Department of Employment and Economic Development (DEED), Metropolitan Council and Ramsey County, to conduct Phase I Environmental Site Assessments, Hazardous Material building assessments, Phase II Environmental Site Assessments, and to develop Response Action Plans for eligible brownfield sites. The grants also provide funds to conduct community outreach associated with assessment and planning activities and conduct cleanups related to the above investigations. Consultants retained by the Port Authority may be paid, at least in part, with these grant funds. Accordingly, specific procurement procedures, including this RFQU solicitation, are required to support existing and future projects.

3.0 SCOPE OF SUBMISSIONS

3.1 ENVIRONMENTAL CONSULTING

The Port Authority is interested in selecting 2-5 prospective environmental consulting firm(s) with demonstrated experience and expertise with the following:

- Knowledge of and experience with the relevant regulatory programs, including the Minnesota Pollution Control Agency (MPCA) Brownfield Program.
- Phase I Environmental Site Assessments performed in accordance with the ASTM E- 1527-21 standard, All Appropriate Inquiry standard, and MPCA guidelines.
- Preparation of Quality Assurance Project Plans (QAPP) for EPA-funded Brownfield related assessment and cleanup work, or state or federal Superfund work, and evaluation of data quality based on the QAPP.
- Preparation and implementation of plans for subsurface investigation/remedial investigation to determine the magnitude and extent of soil, soil vapor, and ground water contamination on brownfield properties. This may include the performance of soil vapor risk assessments, ground water receptor surveys, and evaluation of natural attenuation. Experience should demonstrate familiarity with MPCA expectations for conducting a Phase II Environmental Site Assessment. Preference will be given to firms that can also demonstrate familiarity with interfacing with EPA on Sampling and Analysis Plans (SAP).
- Performance of hazardous materials building surveys sufficient to plan for future building demolition or renovation work.
- Development and implementation of remedial/corrective/response actions for soil, soil gas, and groundwater cleanup and/or management in accordance with MPCA guidelines. Experience should demonstrate coordination of cleanup with redevelopment concerns, efficient and cost-effective approaches to planning and conducting cleanup, and beneficial reuse (both on- and off-site) of demolition materials and of clean and moderately-impacted soils.
- Preparation of bidding specifications, including provision of necessary design information such as engineering evaluations, computations, specifications and cost estimates necessary for the preparation of a biddable construction contract.
- Site cleanup and remedial/ response action monitoring/oversight including contractor oversight, intensive MPCA interaction, and cooperation with the MPCA Brownfield Program, documentation, confirmation sample collection and analysis, and report preparation.
- Familiarity with Cultural Resources regulations and activities, including Section 106 Reviews. Demonstrated experience interacting with State Historic Preservation Office and coordinating with Cultural Resources teams to meet requirements and expectations for redevelopment work on properties of known or suspected historical significance.

- Ability to interact with developers relative to redevelopment planning and demonstrated experience thereof.
- Ability to interact with the public to communicate environmental, technical, and public health issues.
- Although not a core component of the Port Authority's environmental work, familiarity and experience with the following areas will be considered an asset in assessing firms for this RFQU: assessment and cleanup of sites under State and Federal Superfund Programs, preparation of Environmental Impact Statements and Environmental Assessments compliant with the National Environmental Protection Act (NEPA), familiarity or expertise with geotechnical engineering for site development.

3.2 CIVIL ENGINEERING

The Port Authority is interested in selecting 2-5 prospective civil engineering firm(s) with demonstrated experience and expertise with the following:

- Develop conceptual site plans accounting for grade, parking, ingress, egress, utility and other site constraints.
- Coordination, planning, design, and contract administration for on-site utility work.
- Subcontract with and manage sub-consultants from a variety of disciplines, on a site- by-site basis. Including, but not limited to geotechnical engineering, structural engineering, architects, landscape architects, Cultural Resources, etc.
- Familiarity with Cultural Resources regulations and activities, including Section 106 Reviews. Demonstrated experience interacting with State Historic Preservation Office and coordinating with Cultural Resources teams to meet requirements and expectations for redevelopment work on properties of known or suspected historical significance.
- Coordinate project team development of excavation volumes, site soils balance, preliminary cost estimates and Engineer's Opinions of Probable Costs for environmental and geotechnical earthwork.
- Lead survey and title team due diligence, acquisition, site development and land sale entitlement process.
- Serve as team lead/project manager in project development and construction meetings.
- Assist environmental consultants in development of Response Action Plans and other environmental documents for review by MPCA, EPA and others, including excavation volume estimates, soil management plans.
- Write demolition specifications and provide contract administration and contractor oversight for site and building demolition, including demolition material recycling, asbestos abatement, and concrete processing for reuse.
- Review and coordinate land buyer site plans and advise on potential cost and construction implications for owner.
- Construction management and oversight, including on-site construction representatives, surveying and contract administration on behalf of owner.
- Assist environmental consultants, owner, buyers and others with permitting processes and agencies, as needed.
- Familiarity or expertise with geotechnical engineering for site development.
- Provide third-party oversight of geotechnical corrections paid for by Port Authority.
- Experience and ability to interact with developers relative to redevelopment planning.
- Ability to interact with the public to communicate environmental, technical and public health issues.

3.3 GRANT ASSISTANCE

The Port Authority is interested in selecting 2-5 prospective grant assistance firm(s) with demonstrated experience and expertise with the following:

- General understanding and experience with state and federal funding opportunities with emphasis on brownfield redevelopment and economic development, including specific experience with EPA brownfields grants, Minnesota Department of Employment and Economic Development (MN DEED) Contamination Cleanup grants, Metropolitan Council TBRA grants, Ramsey County ERF grants.
- Research, preparation, coordination of resources, and writing of grant applications to support Port Authority on Brownfield Redevelopment projects.
- Administration of grant agreements, including documentation and record keeping of quality and timely completion of grant-funded projects.
- Preparation of time sensitive proposals, grant applications, reports, and reimbursement requests to state and federal funding agencies.
- Experience working for economic development agencies.

4.0 SUBMISSION REQUIREMENTS

Respondents must submit a complete and separate qualifications package for each discipline (environmental, civil, and/or grants) in which they would like to be considered. Respondents are welcome to submit for multiple disciplines and may be selected by the Port Authority for more than one discipline.

Each qualifications package must include the following sections, in the order shown:

COVER LETTER

Please provide a cover letter highlighting the firm's corporate history, interest in this RFQU, and proposed team and partners. The cover letter should summarize the firm's qualifications and level of experience to complete the type of work outlined in this RFQU. The letter should also explain the benefits of using the team's services. The cover letter should not exceed two (2) pages.

SECTION 1 – EXPERIENCE NARRATIVE

Please explain and provide evidence of the firm's experience and expertise for the chosen submission discipline(s). This is meant to be a narrative of specific expertise and can be further complimented through the reference to relevant project experience as noted in Section 2 below. The experience narrative should not exceed four (4) pages.

SECTION 2 – RELEVANT PROJECT EXAMPLES

Please include three to six project examples that highlight the team and/or team members' experience with brownfield assessment and cleanup projects in a redevelopment/reuse context. The strongest qualifications package will demonstrate direct experience with the skill areas listed above for the chosen submission discipline(s). *For grant assistance submissions: please include a list of grant applications that you have been involved in and your success in obtaining the associated funding.* There is no prescribed format for this section, but the information provided should not exceed six (6) pages.

SECTION 3 - RESUMES

Please submit resumes for proposed client manager and key team members, highlighting their experience in the chosen submission discipline(s). Each resume should not exceed one (1) page.

SECTION 4 – INCLUSION & EQUITABLE DEVELOPMENT STRATEGIES

Please submit a description of strategy and historical performance of increasing vendor diversity and promoting equitable development.

SECTION 5 – FEE SCHEDULE

Please submit a fee schedule with hourly rates for professional services.

SECTION 6 – CORPORATE INFORMATION

Please submit:

- Name, address, phone number, and email address of the Respondent's assigned client manager
- Respondent's Legal Name, Federal I.D. number and Minnesota Tax I.D. number
- Certificate of Insurance evidencing professional liability coverage
- A summary of any litigation, claim(s), or disputes filed by or against the Respondent in the past five (5) years
- Respondent's statement of certification regarding debarment, suspension, ineligibility, and voluntary exclusion
- Respondent's statement of any conflicts for proposed project team members may have regarding the requested services

5.0 QUESTIONS AND ADDENDUMS

Inquiries associated with this RFQU must be submitted in writing through the City of Saint Paul's Supplier Portal (www.stpaulbids.com) by **5:00 pm CT on February 15, 2023**. Interpretations or clarifications considered necessary by the Port Authority in response to such inquiries, will be made only by written addenda and provided to all Respondents by **5:00 pm CT on February 22, 2023**.

For assistance in utilizing the City of Saint Paul's Supplier Portal please contact Queenie Tran at Queenie.Tran@ci.stpaul.mn.us or (651) 266-8901.

6.0 SUBMISSION PROCEDURES

Qualification Packages must be submitted via the City of Saint Paul's Supplier Portal (www.stpaulbids.com) by **5:00 pm CT on March 1, 2023**.

The cost of preparing qualification packages in response to this RFQU will not be reimbursed by the Port Authority.

7.0 EVALUATION PROCESS

The Port Authority will evaluate submissions based upon the following **QUANTITATIVE** criteria:

- Demonstrated direct relevant experience and expertise in the skill areas listed above for each discipline. (0-50 points)
- Knowledge of and experience with the relevant regulatory programs (Minnesota Pollution Control Agency Voluntary Investigation and Cleanup Program and Petroleum Brownfield Program). (0-15 points)
- Demonstrated familiarity with the EPA Brownfield Program, DEED, Metropolitan Council, Ramsey County and other grant programs and associated grant requirements. (0-15 points)
- Demonstrated experience and ability to interact with developers relative to redevelopment planning. (0-10 points)

- Demonstrated ability to interact with the public to communicate environmental, technical, and public health issues. (0-10 points)

Submissions will also be evaluated based upon the following **QUALITATIVE** criteria:

- Reasonable fee schedule (the Port Authority is NOT necessarily selecting consultants based upon lowest fee schedule).
- Inclusion and equitable development strategies and historical performance.
- Relationships with grant funding organizations, regulators, community groups, and others.
- Organizational and staff approach related to brownfields redevelopment.
- Knowledge and understanding of economic development, community development, real estate transactions, and financing.

8.0 SELECTION PROCESS

The Port Authority's selection process will include the following steps:

STEP 1

The Port Authority's evaluation committee will review all submissions for completeness based on the required elements outlined in Article 4.0 (above). The Port Authority reserves the right to waive minor submission irregularities and accept or reject any submissions at its sole discretion.

STEP 2

The Port Authority's evaluation committee will review submissions based on the evaluation criteria outlined in Article 7.0 (above) and identify top respondents from each discipline to move on to Step 3 in the selection process. The Port Authority reserves the right to negotiate with and/or not select any respondents to move on to Step 3 of the selection process.

STEP 3

As needed, the Port Authority's evaluation committee will interview the top respondents for each discipline identified in Step 2. Interviews with a respondent's proposed client manager and key team members will be scheduled by **March 8, 2023** and conducted on or about **March 8-15, 2023**.

STEP 4

The Port Authority's evaluation committee will make a final selection of firms for each discipline by **Friday, March 17, 2023 (anticipated)**.

9.0 FINAL SELECTION

Selected firms will be eligible to provide assistance on current and future Port Authority projects receiving EPA/federal funding. **Selected firms will not be guaranteed work and will be required to submit proposals for professional services contracts on a project-by-project basis based on the actual required scope of work.** Selected firms will be eligible for a period of three to five years or until the next routine RFQU solicitation. To maintain eligibility, selected firms will be required to submit annual qualification information, including updates on inclusion and equitable development goals.