



3817 McMasters Avenue, Suite D, Hannibal, MO 63401 | 573-221-1033 | director@hredc.com

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFP)
Professional Environmental Services for
Marion Ralls Regional Port Authority Brownfield Assessment Grant

Submittal Due Date and Time:
January 8, 2023 by 12:00 pm CST

Question Submittal Deadline:
December 22, 2023 by 12:00 pm CST

Mail or deliver documents to:
Maria Kuhns
Marion Ralls Regional Port Authority
3817 McMasters Avenue, Suite D
Hannibal, MO 63401
Director@hredc.com
573-221-1033

Introduction

The Marion Ralls Regional Port Authority, d.b.a. Hannibal Regional Port Authority, hereafter known as “MRRPA” is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms (Respondents) to provide environmental assessment services as outlined in the RFP. The MRRPA partnered with Marion and Ralls Counties, hereafter known as “the Coalition” to apply for and was selected for award of a U.S. EPA Brownfields Coalition Assessment Grant. The Coalition intends to select a single Respondent that meets the threshold and selection criteria outlined in this RFP to enter into a contractual agreement with the MRRPA.

The RFP is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

Only proposals received no later than **12:00 pm on January 8, 2023** will be considered. Upon receipt, all RFP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the Coalition will assess each Respondent’s qualifications based upon the selection criteria. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top two scoring respondents may be selected for an interview with the selection committee. Interviews will be held **during the week of January 15, 2023** with specific date and time to be determined.

Questions must be submitted via email to Maria Kuhns, director@hredc.com, by **12:00 pm CST December 22, 2023**. Questions and written responses will be provided to all interested Respondents, via email. It is the Respondent's responsibility to provide a current email address.

Background

In 2023, the MRRPA was awarded a brownfields coalition assessment grant from the U.S. Environmental Protection Agency for assessment of sites affected by petroleum and/or hazardous material substances and also perform necessary community engagement activities and planning after conclusions of the site assessments in the Coalition communities of Marion and Ralls counties, Missouri.

Assessment activities are expected to begin by Spring 2024 and be completed in the summer of 2027 to enable timely submission of final reports/documentation. Costs will need to be allocated among the various tasks, as appropriate, and all assessment activities must meet federal and state requirements. Of the \$700,000 secured by MRRPA, \$583,350 is budgeted to contractual obligations to the Qualified Environmental Professional. Further breakdown of contractual expenses are as follows:

Contractual Expenses: \$583,350

Expires 9/30/2027

\$19,500 for cooperative agreement oversight

\$25,000 for community outreach services

\$391,850 for site work

\$147,000 for planning

The Coalition anticipates the selected Respondent will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with the Coalition, coalition members, and the EPA to finalize the list of sites to be assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments on the selected parcels to determine the scope and extent of contamination of each site.
- Develop costs-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.
- Perform area wide planning activities including educational site visits, public meetings and summary of site redevelopment profiles including implementation strategies for development and how to utilize available resources.

Scope of Work

The proposed scope of work under this RFP consists of working with the MRRPA's Executive Director on the following four tasks:

- **Cooperative Agreement Oversight**

- Preparation of necessary quarterly reports, final report, and annual report to the EPA
- Enter site information into the EPA Assessment, Cleanup and Redevelopment Exchange System (ACRES)
- **Community Engagement**
 - Hold 6 one-hour public meetings or open house events to inform community of project and mission
 - Manage content for brownfields dedicated program webpage within the existing host website for MRRPA, www.hredc.com.
 - Develop community involvement plan
 - Present Coalition goals and activities to Marion and Ralls County commissions semi-annually during regularly scheduled commissioners' meetings
 - Draft a program specific brochure
- **Site Work**
 - 23 Phase I ESAs
 - 7 Phase II ESAs
 - 5 ACM/LBP Inspections
 - 4 Cleanup Plans
- **Planning**
 - Develop 1 Area Wide Plan OR 4 Site Reuse Plans
 - Prepare a generic Quality Assurance Project Plan

The resulting contract will be for 4 years. The Coalition may amend or extend this contract beyond the initial 4 years to accommodate the terms and conditions of future EPA grants awarded to the Coalition within this 4-year project period provided a market survey conducted by the Coalition indicates that the prices the contractor proposes are reasonable.

Terms, Conditions and Exceptions

- a. The MRRPA does not create any obligation, expressed or implied, of any kind or description in issuing this RFP or receiving a response. Neither this RFP nor the response shall be construed as a legal offer.
- b. The MRRPA reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the MRRPA to do so.
- c. The MRRPA reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFP, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the MRRPA deems necessary.
- d. Work performed under agreements resulting from this RFP may be subject to federal contractual provisions. The MRRPA hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the

MRRPA and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).

- e. In the event the selected Respondent does not enter into the required agreement with the MRRPA to carry out the purposes described in this RFP, the MRRPA may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the MRRPA unless a written agreement has been entered into.
- g. By submitting a response to the RFP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. The MRRPA will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.
- i. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFP, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of the MRRPA or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. The MRRPA will determine whether a conflict of interest exists and whether it may reflect negatively on the MRRPA's selection of a Respondent. The MRRPA reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- j. The MRRPA will own all documents, including electronic media presentations, produced as a result of the contract. The QEP may use generated documents under the signed contract only with expressive permission from MRRPA.

RFP Submission Requirements

Responses must be received no later than **12:00 P.M, Central Time, Monday, January 8, 2023** to be considered. Respondents must submit in a sealed envelope marked "Brownfield Program Proposal" one original written single sided response, plus four (4) paper copies, and one (1) electronic copy in PDF on a USB flash drive of qualifications. Please include cost proposal within your response. Proposals may be delivered by US mail, by any express mail service or hand carried. The proposal must include the following information.

- a. Cover Letter describing the Respondent's general understanding of the scope of work and any key issues associated with performing the required services. The cover letter shall not to exceed one page, must be signed by an individual(s) authorized to bind the

Respondent contractually, and include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information. Respondent will clearly identify the cost of services associated with each of the outlined tasks. The total cost of services will be identified in the cover letter with further itemization of all costs in the response materials

- b. Resumes of primary personnel assuming responsibilities for this project, not to exceed one (1) page per resume.
- c. Detailed description of Respondent's approach to the scope of work and relevant experience, not to exceed 15 pages including:
 - i. Ability to meet all applicable state and federal regulations governing environmental site assessments,
 - ii. Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities,
 - iii. A listing of subcontractors to be used for activities identified in the Scope of Work along with the services they will provide and a description of Respondent's process to select and oversee subcontractors. The use of WBE/MBE¹ organizations are encouraged,
 - iv. Methodologies to perform site assessments and confirmatory sampling,
 - v. Technologies or testing methods utilized to assess specific types of contamination,
 - vi. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services,
 - vii. Strategy and timeline for completing the project including key milestones,
 - i. For Phase I ESAs: Please indicate the earliest date by which work may commence and anticipated completion
 - viii. Experience conducting assessments on contaminated properties and remediation to address state and federal requirements,
 - ix. Discussion on Respondent's Health and Safety practices/programs including Respondent's record for the last three years, and,
 - x. List of other projects along with references for up to three (3) recent and similar projects.
- d. Cost proposal including rate schedule in a separate, sealed envelope.

Note that the cover letter, resumes, and cost proposal are not included in the 15-page limitations. Complete RFP packages shall be submitted in a sealed envelope to:

Maria Kuhns, Executive Director
Marion Ralls Regional Port Authority
3817 McMasters Avenue, Suite D
Hannibal, MO 63401
director@hredc.com

¹If Minority or Women's Business Enterprise firms (MBE/WBE) are to be included in the project team, please attach a one-page letter from each firm indicating their desire to be included in the project team.

Responses not received by **12:00 P.M, Central Time, Monday, January 8, 2023** WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

The MRRPA will not be held responsible for response envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Faxed or emailed responses will not be accepted. Any questions regarding this RFP must be submitted in an **e-mail to Maria Kuhns at director@hredc.com no later than 12:00pm CST, Friday, December 22, 2023**. A timely written response, which includes electronic transmittal, to all e-mail questions will be provided to the Respondent and all firms who received the RFP. Inquiries pertaining to the RFP are NOT to be directed to any other member of the MRRPA. Any such action may disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.

Selection Process

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the threshold criteria and the requirements of this RFP. Respondents passing the threshold requirements will be further evaluated against the selection criteria. Both the Threshold and Selection criteria are detailed below. It is expected that the review committee will include five people. Each reviewer will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All of the scores will be combined for each Respondent to determine a total score. If determined necessary by the selection committee, the top two scoring Respondents will be invited to participate in an in-person (or virtual) interview **during the week of January 15, 2023**, specific date and time to be determined.

Threshold Eligibility

- a. Respondent has at least one (1) full-time Missouri licensed professional geologist in good standing.
- b. Respondent has at least one (1) full-time Missouri professional engineer in good standing.
- c. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-21.
- d. Respondent has a minimum of ten (10) years' environmental professional experience.
- e. Respondent must have knowledge of and experience with development of Phase I ESAs, Phase II ESAs, and Quality Assurance Project Plans.
- f. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- g. Respondent must have demonstrated experience in conducting community outreach and public meetings.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

Evaluation Process

Respondents will be ranked based on qualifications and project understanding as determined to be in the best interests of the MRRPA. Those that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below.

Written Proposal Criteria	Rating Score (1-5)	Weight	Comments
Identification of key personnel and experience/capability		3	
Resources and key personnel available to perform work in reasonable time frame		2	
Respondent's approach to successfully complete each scope of services task		4	
Ability to handle multiple projects simultaneous and meet deadlines		4	
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified		5	
Reasonable overall costs/hours/rate schedule		5	
Interview Criteria		Weight	
Participation from project manager and other key personnel		3	
Presentation specific to applicable scope of work tasks		4	
Responses to questions		2	
Ratings:			
Clearly Outstanding in this item	5		
Well qualified in this item	4		
Average in this item	3		
Weak in this item	2		
Unsatisfactory in this item	1		
Insufficient Response	0		

Project Timetable

November 28, 2023	RFP materials e-mailed to potential Respondents and posted on/in the Hannibal Regional Economic Development Council (HREDC) website and on the HREDC social media (HREDC is the administrating organization of the MRRAP). Notice sent to Hannibal Courier Post.
December 22, 2023	E-mailed RFP questions received no later than 12:00pm CST
January 8, 2023	Sealed Proposals received by the MRRPA no later than 12:00pm CST
January 9, 2023	Respondents' materials provided to Selection Committee for individual evaluation
January 15, 2023	Selection Committee evaluations returned to the MRRPA for compilation; Finalists contacted to schedule interviews Recommendations of Respondents for approval
January 22, 2023	Intent to Award sent to final selection