

REQUEST FOR PROPOSALS
FOR CONSULTING SERVICES
FOR
SKAMANIA COUNTY

DATE OF ISSUE: November 8, 2017

CLOSING DATE AND TIME: November 22, 2017, 9:00 a.m.

SCOPE OF WORK: In accordance with RCW 39.80, the Department of Public Works for Skamania County, Washington, is announcing its intent to solicit consulting services to provide technical and project assistance to Skamania County to complete Brownfield Site Assessments based upon the approved EPA Region 10 Brownfields Assessment Cooperative Agreement Community-Wide Work Plan (Work Plan) entered into between Skamania County and the Environmental Protection Agency. Services include, but are not limited to:

- 1) Assisting Skamania County with creating its Public Improvement Plan (PIP) and participate and provide guidance, when necessary, in Brownfield Advisory Committee meetings, particularly with development of selection criteria for ranking potential sites.
- 2) Completing a comprehensive inventory of known and potential brownfield sites by a) conducting tours/windshield surveys of brownfield sites throughout the target area to confirm potential petroleum and hazardous substance brownfield sites, as well as verify current conditions, development opportunities, and constraints; b) survey local developers, real-estate industry representatives, property owners, and other stakeholders to gauge interest in the program and collect additional site information to supplement the inventory; c) work with the BAC and partners to confirm selection criteria and rank sites based on community priorities; and d) produce a Site Inventory Report.
- 3) Researching and summarizing eligibility of sites based on discussions with Department of Ecology and by utilizing the EPA site eligibility worksheet.
- 4) Completing Phase I Environmental Site Assessments (ESA) per ASTM standards to provide all appropriate inquiry defense for prospective property transactions and to identify any recognized environmental conditions (RECs). Approximately four petroleum and four hazardous substance Phase 1 ESAs are anticipated for this project.
- 5) Complete four Phase II ESAs to include full site investigations upon approval of the QAPP, HASP and SAPs as well as coordinate with EPA on the Endangered Species Act and National Historic Preservation Act (NHPA). A final draft document will be submitted to EPA and Ecology after internal client review and approval.
- 6) Prepare Analysis of Brownfields Cleanup Alternatives (ABCA) for each site which a proposed cleanup is anticipated. The ABCA will summarize site description and contamination (i.e., exposure pathways, contaminant sources, types and levels of contamination, etc.); cleanup standards; and applicable laws. The ABCA will also discuss at least two alternatives considered and evaluated in terms of effectiveness, implementability and costs, and then recommend a proposed cleanup plan.
- 7) Provide technical assistance to property owners and local jurisdictions on the purchase, cleanup, and redevelopment of brownfield sites providing them with information and connecting them to the appropriate resources.
- 8) Prepare a final cleanup plan to describe site remediation to address identified contamination.

INSTRUCTIONS TO RESPONDENTS: Interested firms are requested to submit a brief proposal for providing the requested services. Your proposal must be signed by an officer of your firm. You must provide five (5) copies of your response. The proposal should include the following information:

- 1) Name, address, and telephone number of the firm
- 2) Name of the individual who will represent the firm and be assigned to work with the Skamania County staff;
- 3) A brief statement of qualifications of the firm outlining the firm's relevant experience;
- 4) A list of personnel who will be assigned to the project, together with resumes describing relevant project experience;
- 5) A complete fee schedule as well as fee(s) charged and project description(s) for similar activities. These should include a total project cost; and,
- 6) Any comments on the proposed scope of work.

SCHEDULE: Skamania County requires that the successful respondent will begin work immediately on contract issuance; and that the consultant will diligently pursue completion of the investigation.

Work required will proceed along the time line and critical path as agreed upon by the county and the selected respondent as well as EPA approved timeline identified in the Work Plan.

SELECTION PROCESS: Skamania County will utilize the following consultant selection process:

- 1) Respondent must submit five (5) copies of a written proposal by 9:00 a.m. on Wednesday November 22nd, to Gabe Spencer, Skamania County Assessor, PO Box 790, Stevenson, WA 98648-0790. The office is located at 240 NW Vancouver Ave. in Stevenson.
- 2) A review committee will screen and rank the proposals. Skamania County may select a consultant based solely on written proposals.
- 3) Skamania County will select a consultant with whom to negotiate based on information supplied by the selection review committee. Should negotiations prove unsuccessful, a second firm will be selected and so forth as necessary. Respondents are requested to keep their proposal brief but complete. For additional information about the project, contact Gabe Spencer at (509) 427-3720.

LIMITATIONS: The cost of submittal and any related expenses, including travel and presentations shall be entirely the responsibility of the respondent. Skamania County reserves the right to reject any and all proposals. The work specified herein is subject to EEO Compliance Review; and, the consultant's past performances in the use of minority or women's business enterprises as subconsultants will be part of the consideration for selections