

**City of Troutdale, Oregon**  
**REQUEST FOR STATEMENTS OF QUALIFICATIONS**  
**Environmental Consulting Services**  
**Under the City's Cooperative Agreement**  
**With the U.S. Environmental Protection Agency**  
**For**  
**BROWNFIELDS ASSESSMENT OF RIVERFRONT REDEVELOPMENT SITE**

**Due: May 10, 2013 2:00 PM**

The City of Troutdale is seeking statements of qualifications from qualified professional environmental consultants for assessment and remediation services for the Riverfront Redevelopment Site EPA Brownfield Grant Project located on approximately 20 acres of land lying south of I-84, north of the Union Pacific Railroad tracks, east of the Columbia Gorge Premium Outlet Mall, and west of the Sandy River in Troutdale, Oregon.

**INTRODUCTION**

The City of Troutdale is soliciting Statements of Qualifications (SOQs) from environmental consulting/engineering firms with experience in environmental site investigation, remediation and redevelopment of contaminated sites. The City received a U.S. EPA Brownfields Assessment 2012 Grant in an amount of \$200,000 (Grant #00J68301). The City will contract with a firm to implement the scope of work outlined in the City's approved U.S. EPA Work Plan and Cooperative Agreement with the U.S. EPA. Firms interested in being considered should reply with a statement of qualifications no later than 2:00 PM, May 10, 2013. Statements received after this deadline will not be considered.

The City does not intend to do an RFP following this request for Statements of Qualifications. Responding firms will be evaluated and ranked in order of their qualifications. Following this internal evaluation, the City of Troutdale will make its selection and will enter into contract negotiations with the firm most highly qualified to perform the services described herein. The City reserves the right to reject any and all submittals.

**Professional Service Title:** Environmental Professional

**Professional Service Description:** The Environmental Professional (EP) will be responsible for performing the remedial investigation to determine the nature and extent of contamination, and for performing the data collection and analysis to support the ecological and human health risk assessments. Data collection and analysis will follow and build from the results of soil, soil vapor and groundwater sampling conducted at the Troutdale Riverfront Redevelopment Site during the summer of 2012. Those results are contained in the Supplemental Site Characterization Report, dated November 2012,

prepared by AMEC Environmental & Infrastructure, Inc. The report is available at [http://www.ci.troutdale.or.us//uragency/documents/brownfiel/SSCR\\_Final.pdf](http://www.ci.troutdale.or.us//uragency/documents/brownfiel/SSCR_Final.pdf).

The EP will also prepare the Quality Assurance Project Plan (QAPP), Sampling and Analysis Plan (SAP), and Health and Safety Plan (HASP) and will assist the City and the Project Director in public outreach and in preparing reports detailing the results of the assessment work.

### **SCOPE OF SERVICES**

The Scope of Services is listed in the Brownfields Assessment Work Plan that is established in the Cooperative Agreement between the City of Troutdale and U.S. EPA Region 10. The Work Plan describes target goals and hypothetical pricing. The Work Plan can be accessed at

[http://www.ci.troutdale.or.us//uragency/documents/brownfiel/RGWP\\_RFQ.pdf](http://www.ci.troutdale.or.us//uragency/documents/brownfiel/RGWP_RFQ.pdf).

This information is provided as a guideline for your firm to use as a basis for your response to this SOQ.

**Project Tasks and Budgeted Hours:** The following are tasks to be performed and the estimated hours to be spent for each task.

I. Site Assessment and Characterization

A. Site Characterization – Assessment of Nature and Extent of Contamination

Task Description: Produce and implement three sampling and analysis plans for three distinct areas of the site and phases of the work, including: 1) the buried animal carcass area; 2) sitewide groundwater investigation; and 3) riparian/open space area.

Budget: An estimated 400 hours of environmental professional time is allocated to this task.

B. Endangered Species Act and National Historic Preservation Act Requirements

Task Description: Working with the Project Director, provide information to EPA concerning the location of any threatened or endangered species under the Endangered Species Act (ESA) and whether such species and its habitat could be adversely affected by the project. Identify whether the site is considered to be a concern by the State Historic Preservation Officer. Identify any tribes who may believe the site or project could disturb cultural resources and whether the project could have adverse effects on those cultural resources.

Budget: An estimated 20 hours of environmental professional time is allocated to this task.

C. Quality Assurance Project Plan (QAPP), Sampling and Analysis Plan (SAP) and Health and Safety Plan (HASP)

Task Description: Working with the Project Director, prepare a site specific QAPP, SAP and HASP. Revise QAPP, SAP and HASP as needed.

Budget: An estimated 57 hours of environmental professional time is allocated to this task.

## II. Risk Assessment and Cleanup Planning

### A. Human Health and Ecological Risk Assessment

Task Description: Working with the Project Director, identify and evaluate human and ecological receptors, along with potential pathways for the Contaminants of Concern (COC) to reach the receptors. Prepare documentation to support risk-based closure.

Budget: An estimated 135 hours of environmental professional time is allocated to this task.

### B. Analysis of Brownfield Cleanup Alternatives

Task Description: Prepare Analysis of Brownfields Cleanup alternatives or the equivalent State required documents. Revise as needed.

Budget: An estimated 68 hours of environmental professional time is allocated to this task.

## **REQUIRED MINIMUM QUALIFICATIONS**

The City will only consider those individuals or firms with a qualified Environmental Professional on staff, as defined by the U.S. EPA All Appropriate Inquiries (AAI) Rule (40 CFR. § 312.20), and who have documented prior work experience providing environmental consulting services similar to those required to complete the scope of work as outlined above. **To be evaluated for consideration under this SOQ the required Minimum Qualifications are mandatory and must be clearly described in the body of the submittal.**

The selected environmental consultant will be knowledgeable and proficient in conducting Hazardous Substances Assessments as well as completing the specified brownfield remediation activities. The selected firm will be subject to federal contract requirements, including, but not limited to, Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) program, project certification process and minimum Federal (Davis-Bacon) wage rates, where applicable.

## **EVALUATION CRITERIA**

The consultant will be evaluated and ranked based on proven expertise, experience and technical merit. Added consideration will be given to those applicants who have successfully completed similar projects. After a consultant is chosen, they will be asked to develop a work plan, budget and schedule for the project. If an acceptable work plan,

budget, schedule, and contract cannot be developed, the selection panel will meet and select another consultant from the original SOQ submittals and restart negotiations.

<b>Criteria Description</b>		
1	Specialized experience in the type of work to be performed. Project understanding and approach.	20 Points
2	Capacity and capability to perform the work, including any specialized services within the time limitations for the work.	20 Points
3	Educational and professional record, including past record of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability to meet schedules, and contract administration, where applicable. Include contact information for referenced projects.	20 Points
4	Availability to perform the assignment and familiarity with the area in which the specific work is located, including knowledge of design or techniques peculiar to it, where applicable.	20 Points
5	Demonstrated ability to conduct community outreach activities related to the work to be performed.	10 Points
6	Experience providing environmental services as part of U.S. EPA Brownfield Assessment, Revolving Loan Fund, and/or Cleanup Grant.	10 Points
	<b>TOTAL</b>	100 Points

**QUALIFICATION STATEMENT REQUIREMENTS**

The consultant is to provide adequate information that will render it qualified and capable of effectively accomplishing the project. The qualification statements shall address all items outlined in this request, and shall not exceed twelve (12) printed pages, excluding the front and back covers, appendices, attachments, etc. Each proposal page is limited to 8.5 x 11 inches of single-spaced with 1-inch margins. Proposal pages may be double-sided, but not exceed the printed page limitation.

Please structure the SOQ in the order of the evaluation criteria to expedite the review process.

Applicants are also encouraged to include a cover letter.

**DELIVERY OF QUALIFICATION STATEMENTS**

Deliver three (3) hard copies of the qualification statement to:

**Craig Ward, City Manager**  
**City of Troutdale**  
**219 E. Historic Columbia River Highway**  
**Troutdale, OR 97068**

**RE: Riverfront Redevelopment Site EPA Brownfield Grant Project  
SOQ for Environmental Consulting Services**

Any qualification statements received after **2:00 PM May 10, 2013** will not be considered.

Electronic submittals will not be accepted.

**Start Date:** Work on this project is expected to begin on or around July 1, 2013. The environmental professional must be available to commence work at that time.