

REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES

PREPARE A SITE INVESTIGATION WORK PLAN & CONDUCT AN INITIAL SITE INVESTIGATION FOR CONTAMINATION @ 139 SPRUCE STREET

I. INTRODUCTION

The State of Vermont, Agency of Natural Resources (ANR), Department of Environmental Conservation (DEC), Waste Management and Prevention Division (WMPD), Sites Management Section (SMS) is seeking voluntary compliance from the City of Rutland regarding the investigation of a petroleum contamination release which occurred sometime prior to 1992 at the DPW garage on Spruce Street.

Per §35-301(b) of the IRule, the SMS has requested the City of Rutland to hire an Environmental Consulting Firm and provide a supplemental site investigation work plan and cost estimate for the petroleum work that meets the IRule content requirement of §35-304(b) to the SMS for review and approval. Correspondence from Robert Farley, Project Manager of the Sites Management Section to the City of Rutland, dated May 28, 2020, explains in further detail what had transpired prior to the request for this additional work. This letter is included in this RFP.

II. SCOPE OF WORK

The City of Rutland is soliciting proposals for engineering services related to preparing a site-specific work plan and conducting an initial site investigation for contamination at the DPW Garage @ 139 Spruce Street (SMS Site #90-0562).

Scope of Work should include:

- 1.) *Preparation of a Site Specific Work Plan and Cost Estimate* (Prior to the start of any work, the City will submit the proposed work plan to SMS for review and approval. All expenditures need to be approved by the SMS to be eligible for PCF funds.)
- 2.) *Conduct Site Investigation*
- 3.) *Prepare a Report Summarizing Findings*

Pertinent files related to this issue have been made available for review by the DEC utilizing the following link and password information:

<ftp://ftp.anr.state.vt.us/Public%20Records%20Requests/Rutland%20City%20Garage%20900562%20FTP%20docs/>

User Name: wmd

Password: Flu\$h3d

Tentative Project Schedule

RFP Submittal Deadline:	October 8, 2020
Expected Date to Award Contract to Consultant:	October 21, 2020

The Consultant shall identify project milestone dates in their proposal based upon the expected contract award date. The project timing shall be in accordance with the IRules. In general, the City is expecting all field work to be complete by the end of 2020 with the final report to follow in early 2021.

III. RESPONSE FORMAT

Responses to this RFP should consist of the following:

A.) A **Technical Proposal** consisting of:

1. A cover letter expressing the firm's interest in working with the City including identification of the principal individuals that will provide the requested services.
2. A description of the general approach to be taken toward completion of the project, an explanation of any variances to the proposed scope of work as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
3. A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
4. A summary of estimated labor hours by task that clearly identifies the project team members and the number of hours performed by each team member by task.
5. A realistic proposed schedule that indicates project milestones and overall time for completion.
6. A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
7. Demonstration of success on similar projects, including a brief project description and a contact name and address for reference.

B.) A **Separate Cost Proposal** consisting of a composite schedule by task of direct labor hours, direct labor cost per class of labor, overhead rate, and fee for the project. If the use of sub-consultants is proposed, a separate schedule must be provided for each.

IV. SUBMISSIONS

Proposals should be submitted to Sara Magro, Purchasing Agent in the City Clerk's Office and sent to arrive at the City offices no later than:

Submittal Deadline: 4:00 p.m. on Thursday, October 8, 2020.

Proposals received after the deadline will not be accepted.

Proposals should be sent to: Sara Magro, Purchasing Agent
City of Rutland
P. O. Box 969
Rutland, VT 05702

Physical Address: City Hall
52 Washington Street
Rutland, VT

In order to be considered responsive to this request, each proposal shall conform to the following requirements:

1. Submit three (3) complete copies of the Technical and Cost Proposals in a sealed envelope.
2. Clearly indicate the following information on the outside of the sealed envelope or package containing the proposal:

Name and address of the Prime Consultant
Due date and time
Envelope contents (e.g., Proposal Documents)
Project name: "Site Investigation Work Plan – Spruce Street"

If any of the above requirements are not met, the Proposal will not be considered.

All questions related to this Request for Proposals shall be directed to James Rotondo, City Engineer at:

Phone: (802) 773-1813
E-mail: jimr@rutlandcity.org
City of Rutland
Department of Public Works
PO Box 969
Rutland, Vermont 05702

Technical Questions may also be directed to Rob Farley, Environmental Analyst at:

Phone: (802) 622-4162
E-mail: rob.farley@vermont.gov
Department of Environmental Conservation
Waste Management & Prevention Division
Sites Management Section
1 National Life Drive, Davis 1
Montpelier, VT 05620-3704

V. COST & OWNERSHIP OF PROPOSAL

All proposals become the property of the City upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the Consultant. The City reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this request for proposals in part or in its entirety if it is in the best interests of the City. This solicitation of proposals in no way obligates the City to award a contract.

VI. CONSULTANT SELECTION

The consultant selection will be made by a committee that includes City of Rutland representatives. The selection committee will review and evaluate all proposals based on the following weighted criteria:

<u>Criteria</u>	<u>Maximum Points</u>	<u>Weight per Point</u>	<u>Total Points</u>
1. Understanding the Scope of Work	5	5	25
3. Qualifications/Experience of Proposed Staff	5	4	20
4. Availability of Technical Disciplines	5	2	10
5. Past Performance on Similar Projects	5	3	15
6. Reasonableness of proposed schedule and labor hour estimates	5	6	30

VII. INSURANCE

Prior to beginning any work, the Consultant shall obtain Insurance Coverage. The certificate of insurance coverage shall be documented on forms acceptable to the City. The City shall be an additional named insured on the Consultant's insurance. The Consultant is responsible to verify that:

1. All subcontractors, agents or workers meet the minimum coverages and limits plus maintain current certificates of coverage for all subcontractors, agents and workers
2. All coverage shall include adequate protection for activities involving hazardous materials
3. All work activities related to the agreement shall meet minimum coverages and limits
4. Minimum insurance coverages are:
 - Statutory Workers' Compensation Insurance & Employers Liability Insurance - \$1,000,000 per occurrence.
 - Commercial General Liability Insurance including but not limited to Bodily Injury, Personal/Advertising Injury, Broad Form Property Damage, Products and Completed Operations Liability and Contractual Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate annually.
 - Property Insurance: "Open Perils" property coverage on a full replacement cost basis for all of the Contractor's real and personal property and the personal property of others in the Contractor's care, custody, or control located on or in any of the City's premises.
 - Commercial Auto Liability Insurance covering all Owned & Hired and Non-Owned vehicles, - \$1,000,000 Combined Single Limit per occurrence.
 - Professional Liability/Errors and Omissions - \$1,000,000

No warranty is made that the coverages and limits listed herein are adequate to cover and protect the interests of the Consultant for the Consultant's operations. These are solely minimums that have been developed and must be met to protect the interests of the City.



AGENCY OF NATURAL RESOURCES

State of Vermont
Department of Environmental Conservation
Waste Management & Prevention Division
1 National Life Drive – Davis 1
Montpelier, VT 05620-3704

May 28, 2019

Via Email

City of Rutland
Department of Public Works
Attn: Jeff Wennberg
PO Box 969
Rutland, VT 05701

RE: Rutland City Garage - 139 Spruce St; SMS Site #90-0562; **Compliance Status**

Dear Mr. Wennberg:

The State of Vermont, Agency of Natural Resources (ANR), Department of Environmental Conservation (DEC), Waste Management and Prevention Division (WMPD), Sites Management Section (SMS), has made prior attempts to gain voluntary compliance from the City of Rutland with the investigation of petroleum contamination release at the referenced property as documented in letters dated: July 15, 1992, November 6, 1998, January 14, 2004 and July 23, 2019.

The SMS made renewed efforts in 2019, including a site visit on August 8, 2019 with you and other City of Rutland Public Work's employees. At that time, we shared documents from our files for what work we are aware took place. Following this site visit, the SMS found the additional Environmental Site Assessment (ESA) – Phase II reports you referenced. This work was completed in 2004 and 2005 for the Rutland Redevelopment Authority as part of a Brownfields Assessment Grant for three properties in the railroad yard area of Rutland City. This work is in the Rutland Railyard Site #2004-3233 project site file. Area 1 in the report is the Rutland City Garage site and referred to as the city's Department of Public Works property. The purpose of this work was to assess the environmental contamination of these properties as it applies to redevelopment.

The Rutland City Garage site ESA included the installation of 4 monitor wells, 10 soil borings for soil sampling, and 19 borings for PID screening. The report conclusions were that soil, soil vapor and groundwater were contaminated with petroleum, and development soils (polynuclear aromatic hydrocarbons (PAHs), lead and arsenic contaminants) above standards on site. With the conclusion of this project the City was instructed not to abandon the monitor wells at the Rutland City Garage site.

The SMS finds that the above work does not satisfy several of the required objectives of a site investigation in §35-302 of the Investigation and Remediation of Contaminated Properties Rule (IRule) for two types of contamination – petroleum from leaky underground storage tanks and development soils. This includes needing to define the degree and extent of contamination, identifying pathways for contaminant fate and transport that could impact sensitive receptors, and developing a Conceptual Site Model. There are two parallel paths the City of Rutland needs to complete to satisfy the requirements of the IRule and achieve site closure. The investigation of the petroleum contamination may qualify for coverage under the Vermont Petroleum Cleanup Fund (PCF) once insurance and deductible requirements are satisfied. The delineation and management of development soil also requires actions from the City without the availability of State funds.



Rutland City Garage, Site #90-0562

May 28, 2020

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Per §35-307(a)(2) of the IRule, the SMS requests that on or before July 1, 2020 the City of Rutland hire an Environmental Consulting firm and provide a supplemental site investigation work plan and cost estimate for the petroleum related work that meets the IRule content requirements of §35-304(b) to the SMS for review and approval.

Feel free to contact me with any questions. I may be reached at rob.farley@vermont.gov and 802-622-4162.

Sincerely,



Robert G. Farley, Project Manager
Sites Management Section

cc. David Swift, DEC Rutland Regional Office
Michael D. Brookman, City Health Officer