



Niagara County Brownfield Development Corporation

M E M O R A N D U M

TO: Interested Consulting Firms

FROM: Brian Smith, President
Greater Lockport Development Corporation

Amy E. Fisk, AICP, Brownfield Program Manager
Niagara County Department of Economic Development

DATE: August 28, 2020

RE: Request for Proposals for Remedial Management Services for 13 West Main Street, Lockport, NY

I. Introduction

The Greater Lockport Development Corporation (GLDC) was awarded funding from the Niagara County Brownfield Development Corporation to conduct site remediation at 13 West Main in the City of Lockport. The GLDC is requesting proposals for remedial management services needed for site remediation.

The site is 0.3 acres and is improved with an approximate 17,870 sq.ft, vacant one and two-story masonry building with partial basement. The proposed site reuse is to rehabilitate the existing building into apartments on the second floor and two commercial/retail spaces including a brewpub on the first floor. A developer has been identified for the site and will be involved in the remediation planning process.

Federal funding is being used for this project, therefore all work is subject to the requirements of the Cooperative Agreement between Niagara County and the United States Environmental Protection Agency (USEPA). The Cooperative Agreement is available at <http://www.niagaracountybusiness.com/brownfields.asp>.

Work is being done outside of a New York State brownfields program therefore, document review and approval will be done by USEPA. All work performed must comply with applicable local, state, and federal regulatory requirements, and other professional practices and standards as necessitated by project conditions and job requirements.

Davis Bacon prevailing wage rates apply to all construction, alteration and repair activity involving the remediation of hazardous substances, including excavation and removal of

hazardous substances, construction of caps, barriers, structures which house treatment equipment, and abatement of contamination in buildings. For hazardous substance remediation, the Heavy Construction wage classification should be used. Wage determinations can be found at: <https://beta.sam.gov>

A copy of the Phase I and II ESAs should be used to develop a scope of work for the project and can be download at: <https://www.niagaracountybusiness.com/brownfields>.

II. Proposal Sections

Each proposal should contain the following sections:

1. **Capabilities** - Identify overall capabilities of the firm, including major disciplines or areas of practice, staff size and significant equipment resources.
2. **Qualifications and Experience** - Descriptions of similar brownfield cleanup projects including contact person and telephone number for each project. Firms must demonstrate experience working on similar USEPA funded projects that have been completed in New York State.
3. **Technical Scope of Work** – Provide a proposal for remedial management services using the Phase II ESA and the following tasks as a guide.

Task 1 – Prepare all documents needed for remediation including a Remedial Investigation work plan, Analysis of Brownfield Cleanup Alternatives and EPA Quality Assurances Project Plan (QAPP). USEPA will review and approve project documents. At a minimum, one round of comments on each document is expected. A copy of the approved EPA QAPP from the Phase II ESA will be provided to the selected firm for reference.

Task 2 – Conduct a pre-renovation asbestos survey and develop specifications for abatement that will be included in a Request for Proposals (RFP) as part of Task 6. A room-by-room assessment is required with detailed quantities and locations identified and depicted on building drawings. A comprehensive abatement scope of work is expected which should result in the discovery of little to no unknowns during asbestos abatement work. A building walk-through with the prospective developer will be required so redevelopment plans can be taken into account during the drafting of asbestos abatement specifications.

Task 3 – Conduct pre-renovation mold and lead-based paint surveys and develop specifications for abatement that will be included in an RFP as part of Task 6.

Task 4 – Conduct further soil vapor intrusion testing to address concerns identified in the Phase II ESA.

Task 5 - Implement tasks identified in the Remedial Investigation work plan including

methods to address the aboveground storage tank (AST).

Task 6 - Prepare an RFP and remediation bid documents that will allow remedial contractors to bid on and perform the necessary cleanup work. It is expected that the remedial management firm will also assist with soliciting bids, lead a pre-bid meeting, answer contractor questions, and evaluate and tabulate the submitted bids. The remedial management firm should plan on attending one meeting with the GLDC Board of Directors to discuss contractor recommendations. The GLDC will enter into a contract with the selected remediation contractor.

Task 7 - Oversight of the cleanup.

Task 8 - Air monitoring during remediation.

Task 9 - Sampling and analysis to determine the effectiveness of the cleanup.

Task 10 - Completion of all required reports to document the cleanup conducted including a final Engineering Report and Site Management Plan. At a minimum, one round of comments on each document is expected.

Task 11 - Drafting and filing of any required institutional controls.

Task 12 - Other services as may be required to meet local, state, and federal regulations, including, but not limited, to the USEPA Cooperative Agreements from which remediation funds are being provided.

Task 13 – Weekly email updates are required throughout the course of the project even during weeks where no activity or changes occur.

4. **Organization and Management** - Provide an organizational chart identifying key project personnel, including any subcontractors being used, and describe the qualifications and experience of the staff that will be assigned to the project. Please include the office location of assigned project staff. This section should also describe the firm's approach to satisfying MBE/WBE participation goals as described in the Cooperative Agreement between Niagara County and USEPA. The combined goal for the overall cleanup project is 20%.
5. **Cost Proposal** – Include a cost breakdown of labor and expenses for each of the tasks included in the Technical Scope of Work. Unit rates for reimbursable expenses (e.g., mileage, photocopies, etc.), and subcontract administration fees, if applicable, should be included in each task. A total cost for remedial management services should be provided. The contract for the project will be based on time and materials and will include a not to exceed dollar amount.
6. **Project Schedule** – Include a project schedule showing starting and completion dates for all tasks.

7. **Insurance** - Provide documentation of the firm's insurance coverage.

III. Submittal Requirements

Please submit two hard copies and an email copy of your proposal by **3:00 pm on Wednesday, September 30, 2020**. Proposals should be submitted to:

Brian Smith, President
Greater Lockport Development Corporation
One Locks Plaza
Lockport, NY 14094
bsmith@lockportny.gov

Late submissions will not be accepted.

The GLDC reserves the right to reject all submittals that do not comply with these instructions. Proposals will not be returned and will become the property of the GLDC once submitted. Expenses incurred in the preparation of the proposals are borne out by the respondent with the understanding that they may not apply to the GLDC for reimbursement of these expenses.

IV. Evaluation Criteria

Proposals will be evaluated using the following point system:

Criteria		Points
Factor 1	Scope of Services	50
Factor 2	Proposed Project Cost	25
Factor 3	Experience with similar brownfield projects	10
Factor 4	Capability of the firm and proposed project staff	10
Factor 5	Project Schedule	5
Maximum Point Total		100 points

The GLDC reserves the right to award a contract to a firm other than the firm offering the lowest overall cost. The contract resulting from this solicitation, if any, shall be awarded to the highest rated responsive and responsible firm based on the evaluation criteria set forth in this RFP. Nothing contained herein shall obligate the GLDC to award a contract on the basis of this solicitation. Any contract award is subject to compliance with all provisions of Federal, State and

Local Laws and Executive Orders requiring affirmative action and equal employment opportunity.

It is the intention of the GLDC to select one firm based solely on this RFP and the quality of the submittals received. Selected and non-selected firms will be notified in writing. The selected firm should be prepared to begin work immediately upon execution of an agreement.

All questions regarding this RFP should be submitted by email to bsmith@lockportny.gov with a copy to amy.fisk@niagaracounty.com.