



**TOWN OF STAFFORD CONNECTICUT**

## **REQUEST FOR PROPOSALS**

### **LICENSED ENVIRONMENTAL PROFESSIONAL (LEP)**

**TO SUPPORT**

### **REMEDIATION ACTIVITIES FOR THE EARL M. WITT SCHOOL**

**LOCATED AT**

**20 HYDE PARK ROAD  
STAFFORD, CT**

Issue Date:	Wednesday, November 16, 2022
Optional Site Visit:	Wednesday, November 30, 2022, at 1:00 p.m. <i>Meet at the Witt School Site, 20 Hyde Park Road, Stafford, CT 06076</i>
Inquiry Submission:	5:00 p.m. on Monday, December 5, 2022
Response to Inquires:	5:00 p.m. on Wednesday, December 7, 2022.
Proposals Deadline:	5:00 p.m., Monday, December 19, 2022
Proposal Submission To:	David Perkins Zoning Officer & Land Use Technician Town of Stafford 1 Main Street Stafford, CT 06076 Office: 860.331.0243 Email: <a href="mailto:dperkins@staffordct.org">dperkins@staffordct.org</a>

## EXECUTIVE SUMMARY

The Town of Stafford, Connecticut, was awarded a \$650,000 FY2022 U.S. Environmental Protection Agency (EPA) Brownfields Cleanup Cooperative Agreement to pay for remediation activities for the Witt School located at 20 Hyde Park Road. The grant includes a \$130,000 cost share from the Town so the total budget for the project is \$780,000.

The Site consist of two adjoining parcels of land located at 20 Hyde Park Road and 21 Hyde Park Road in Stafford, Connecticut. The approximate 9-acre, 20 Hyde Park Road property (Parcel ID: 70-82) is currently improved with a vacant, two-story plus basement approximate 20,200 square-foot, brick, former school building. Much of the building is slab-on-grade with portions below grade. The building was reportedly originally constructed in 1939 with additions in 1953 and 1991.

The remainder of this parcel also contains tennis courts and ballfields. The Town currently uses this land for Town functions such as concerts and festivals including the construction of amphitheater sometime after 2012. The 148-acre, 21 Hyde Park Road property (Parcel ID: 67-12) consist of a separated 4,700 square foot building constructed in 1900, a small pond known as the “Hyde Park Duck Pond” with an adjacent asphalt paved parking lot, and undeveloped woodlands.

Assessment activities have been completed and cleanup work plan approved. Any reuse of the Site will require corrective action to address the hazardous building materials. Selected corrective actions for the Site include the removal of asbestos containing material, PCB materials and other hazardous materials.

The Town is seeking proposals from firms so it may select a Licensed Environmental Professional (LEP), who will work with town staff, the EPA, the Connecticut Department of Energy and Environmental Protection (DEEP), other stakeholders, and the community in overseeing this cleanup project and managing this grant.

### I. SCOPE OF SERVICES REQUESTED

The following list of activities represents the scope of services being requested:

#### ***TASK 1 – COOPERATIVE AGREEMENT OVERSIGHT***

Specific subtasks for Task 1 include:

- **Reporting and Tracking:** prepare quarterly reports, Federal Financial Report forms; enter site data into the Assessment, Cleanup and Redevelopment Exchange System (ACRES); Final Technical Grant Report; and maintain grant files, including establishment of an information repository.

#### ***TASK 2 – PUBLIC MEETINGS AND COMMUNITY INVOLVEMENT***

Specific subtasks for Task 2 include:

- **Community Relations Plan:** Assist Town staff in preparation of a plan to involve public in cleanup activities, with focus on how the Town and local community will be made aware of project, meeting times and dates, and comment periods; and aid in preparation of a ‘fact sheet’ regarding the cleanup project, including answers to frequently asked questions, that can be made available for the public. Participate and consult on planning activities.
- **Implement 30-Day Public Comment Period on Analysis of Brownfields Cleanup Alternatives:** Update existing ABCA to equivalent IRule requirements for the Evaluation of Corrective Action Alternatives (ECCA), and present at a public meeting to receive and respond to questions and

comments.

- **Public Meetings:** participate in up to 3 public meetings during the grant cycle held before, during and after site cleanup.

### ***TASK 3 – SITE SPECIFIC CLEAN UP ACTIVITIES***

*(Final Cleanup Plans, VTDEC Submittals, and Bidding)*

Specific subtasks for Task 3 include:

- **Final Corrective Action Plan (CAP)/Abatement Plan:** prepare draft cleanup/abatement plan in conjunction with the town and its partners; finalize cleanup/abatement plan and submit to DEEP and EPA, as appropriate, for review and approval.
- **Prepare Site-Specific Quality Assurance Project Plan (SSQAPP):** prepare an SSQAPP for any environmental confirmatory sampling to be conducted on site, in accordance with DEEP and Occupational Safety and Health Administration regulations; and submit SSQAPP to DEEP and EPA for review and approval.
- **General Scope of Work:** Components of project include removal of asbestos containing material, PCB materials and other hazardous materials.
- **Historic Preservation:** assist EPA Project Officer in collecting information and determining if Section 106 applies.
- **Green and Sustainable Remediation:** The cleanup plan will include ways to make the proposed cleanup “greener” or “more sustainable.” This includes evaluating the options in relation to some or all of the following: reasonably foreseeable changing climate conditions (e.g., sea level rise, increased frequency and intensity of flooding and/or extreme weather events, etc.); the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources; reduce volume of materials taken to landfills; and recycle and re-use materials generated during the cleanup process.
- **Assistance with Bidding and Selection of Environmental Contractor:** preparation of bid package, including detailed demolition design documents (plans, specifications), Davis-Bacon requirements, and bid form; work with the Town in good faith efforts to meet the Disadvantaged Business Enterprise (DBE) goals for the project; preparation of a budget detailing how funds will be used to clean up the site; conduct site visit with interested contractors; review of submitted bids and recommend contractor for award.

### ***TASK 4 – OVERSEE SITE CLEANUP***

*Specific subtasks for Task 4 include:*

- **Oversight of Cleanup Activities:** conduct appropriate site inspections to ensure proper procedures are being followed and that work is performed according to bid documents; ensure that wage rates and posters are available to workers on-site; collect, review, and maintain payrolls; conduct on-site labor interviews; ensure cleanup is conducted according to applicable to State and Federal rules, regulations, and guidelines; and ensure work is proceeding according to the established timeline.
- **Project Updates:** prepare and submit weekly updates, including photographs of work in progress.
- **Confirmatory Sampling:** collection of post-cleanup samples, if necessary.
- **Cleanup Documentation:** prepare and submit close-out documentation to DEEP indicating that cleanup is complete and identifies any institutional controls and long-term monitoring; receive final cleanup documentation from DEEP and submit to EPA; Prepare final technical report and grant closeout material.

## II. PROPOSAL FORMAT

The following items must be included in a firm's response:

**Organizational Profile:** Provide an overall history and description of your firm and any teaming firms.

- **Qualifications:** Provide a list of people expected to work on the contract, including names, education, professional licenses, registrations or certifications, and role in the contract. Subcontractors should be included in this list and identified as such. The Project Manager/Primary Contact should be clearly identified and should meet the requirements of EPA's definition of a Licensed Environmental Professional. Firms must have on staff a Connecticut Registered Professional Engineer (PE) with more than 15 years' experience who will stamp the cleanup documents. This person must be clearly identified in the proposal.
- **Experience:** Contractors should have demonstrated experience with both federal (EPA preferred) and state Brownfields programs.
- **Project Approach and Timeline:** describe the approach to be taken toward completion of each of the tasks outlined above.
- **Representative Projects:** list three representative examples of related projects your firm has performed which illustrate your firm's role and experience in providing the scope of services requested. For each example (project), include a brief description and a reference with contact information.

Proposals should be limited to ten (10) single sided pages. The following shall be included and will not count towards the 10-page limit:

- 1-page cover letter
- Cover page
- Table of contents
- Proof of insurance
- Up to a maximum of five (5) resumes (limited to 2 pages per individual)

A separate cost proposal should also be submitted and does not count towards the 10-page limit. Costs should be broken down to show hourly rates for staff, expected expenses (materials, travel, etc.), and overhead. An itemized breakdown of any predicted subcontractor costs and expenses should also be included.

## III. OPTIONAL SITE VISIT

Wednesday, November 30, 2022, at 1:00 p.m. Meet at the Witt School Site (20 Hyde Park Road, Stafford, CT 06076).

## IV. SUBMISSION PROCEDURE AND DEADLINE

Proposals are **due by 5:00 PM on Monday, December 19, 2022**. Please submit one (1) paper copy of the proposal and one PDF. All proposals must be printed on 8.5" x 11" paper and stapled. Please refrain from binding or using alternative packaging with proposals. All materials, both digital and print, must be received prior to the deadline.

**Please address all mail submissions to:**

David Perkins  
Town of Stafford  
1 Main Street  
Stafford Springs, CT 06076

Please mark your envelope with: *Stafford Brownfields Cleanup LEP Proposal*

Please email a PDF copy of the Firm's submission to [dperkins@staffordct.org](mailto:dperkins@staffordct.org).

Please utilize the subject line: *[Your Firm's Name] Stafford Brownfields Cleanup LEP Proposal*

The Town reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the Town to be in the best interests of the Town even though not the lowest cost. The Town is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the Town to pursue an agreement or contract with any firm. Minority-owned, women-owned, Section 3 businesses and locally owned businesses are strongly encouraged to apply.

## V. SELECTION CRITERIA AND PROCESS

**Proposals will be evaluated by the Town in consideration of the following criteria:**

- The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and the responsiveness to the work program.
- Knowledge and experience with the Site.
- The respondent's qualifications and experience for performing the requested scope of services, with particular attention on experience with successful projects similar in size and nature/complexity.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with DEEP, EPA, and other interested stakeholders.
- Experience with EPA's cleanup program, ABCAs, and implementation of cleanup in the public sector.

## VI. PERIOD OF PERFORMANCE

The period of performance for this grant is 7/1/2022 – 9/30/2025 with pre-award.

## VII. ADDITIONAL RESOURCES

**Firms considering responding to this request for proposals may find the following documents helpful:**

- [Cleanup Grant Proposal](#)
- [Cleanup Workplan](#)
- [Hazardous Building Materials Investigation](#)
- [Analysis of Brownfields Cleanup Alternatives – November 2021](#)
- [staffordct.org/departments/grants\\_community\\_development/brownfields\\_initiative.php](http://staffordct.org/departments/grants_community_development/brownfields_initiative.php)
- <https://www.explorestaffordct.com/brownfields>

## VIII. QUESTIONS

All questions must be directed, in writing to David Perkins at [dperkins@Staffordct.org](mailto:dperkins@Staffordct.org) **no later than 5:00 p.m. on Wednesday, Monday December 5, 2022**. The Town of Stafford will issue a written **response to any inquires or questions by 5:00 p.m. on Wednesday, December 7, 2022**. All responses issued will be done so as part of an addendum to be included at the location of the posting on [here](#) at staffordct.org.