

# The Corporation for New Milford Economic Development

## REQUEST FOR PROPOSAL

### ENVIRONMENTAL CONSULTING SERVICES

The Corporation for New Milford Economic Development is seeking proposals for professional services from qualified environmental professionals and/or consulting firms to perform environmental assessments of property and structures.

Specifications for the RFP may be obtained on The Corporation for New Milford Economic Development website at [www.corporationnmed.org](http://www.corporationnmed.org), or by requesting them at [gocarpp@gmail.com](mailto:gocarpp@gmail.com).

It is the sole responsibility of the responder to see that the proposal is in the hands of the proper authority prior to the opening.

There will be a site visit on Friday April 5, 2024, at 12 p.m. at the Town of New Milford's Public Works Facility, 6 Young's Field Rd., New Milford, CT 06776.

Provide three (3) hard copies of each proposal to P.O. Box 387, New Milford, CT 06776 postmarked no later than April 29, 2024. One electronic/digital copy must be submitted to [gocarpp@gmail.com](mailto:gocarpp@gmail.com) no later than 1 p.m. on April 29, 2024. Proposals will be opened at New Milford Town Hall immediately after.

All questions regarding this proposal should be directed via email to Alexander Carpp at [gocarpp@gmail.com](mailto:gocarpp@gmail.com). Answers will be posted on the Corporation website at [www.corporationnmed.org](http://www.corporationnmed.org). The deadline for questions is April 15, 2024.

Minority and women owned individuals or firms are encouraged to submit proposals.

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### **ENVIRONMENTAL CONSULTING SERVICES**

#### **INTRODUCTION**

The Corporation for New Milford Economic Development (“The Corporation”) is seeking proposals for professional services from qualified environmental professionals and/or consulting firms (“The Consultant”) to perform environmental assessments of property and structures located at 6 Young’s Field Road, 20 Youngs Field Road and 72 Housatonic Avenue (“The Properties”). Consultant LEPs must be licensed in the State of Connecticut to provide environmental engineering services and must also demonstrate understanding with Federal and Connecticut law, policies, and guidelines, CERCLA, EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

The Corporation was awarded a December 2023 Brownfield Assessment Grant for these services from the CT Department of Economic and Community Development (DECD). The work will involve site assessments and other environmental services for the eventual re-use of the Properties currently used by New Milford’s Department of Public Works (DPW).

The Assessment Grant will allow for Phase I, II, and potentially III Site assessments in accordance with ASTM standards. The Consultant must also prepare a Hazardous Materials Assessment and Plan for the buildings located on the Properties to determine the scope of clean-up for the purposes of future private development, including residential uses. The scope of work also includes a Cost Estimate and Remedial Action Plan.

The Town of New Milford has tasked the Corporation with the preparation and management of the grant and the RFP process. The Corporation will contract with the selected consultant and the Corporation will manage the process of site assessments and other environmental services identified in the grant.

It is anticipated that the Corporation will select those firms/individuals deemed “most qualified” and will invite them to make a detailed presentation to the Corporation.

#### **1. BACKGROUND AND DESCRIPTION OF PROJECT SITE**

##### **General Project Area:**

The approximately 8-acre project location lies within an important part of the Town of New Milford’s Riverfront Revitalization Plan. It is directly east of the Historic Village Center and Downtown Business District on the east, and the Housatonic River on the West.

Since 2016, the Plan has been a priority project for the Town. It is a catalytic project that will result in growing the tax base, creating additional workforce and affordable housing opportunities, improving public access, and creating enhanced and safer recreational facilities.

There has been a consistent effort by developers to purchase and redevelop properties in downtown New Milford. The challenge for developers has always been a lack of available property that could be assembled near the downtown area and its train station.

The scope of work proposed will result in recommendations and protocols that will guide the Town in terms of uses when seeking developers to have a project that is permitted, safe and productive.

### **Detailed Site Information:**

The Town of New Milford will be relocating its Public Works Department and facilities to a new location (projected date of 2026), at which time the Properties will become available for development. The Town will consider plans to reuse the Properties for several potential uses, including but not limited to private development and municipal recreation projects related to the goals of the Riverfront Revitalization Plan.

The project location is comprised of 3 parcels totaling 7.8 acres.

The Town has included the Properties in its Riverfront Revitalization Plan and in its 2021 POCD to encourage private investment.

The Town Public Works Complex includes a number of buildings used for offices, garages, equipment and materials storage, and maintenance and repairs of department vehicles. A number of buildings date from 1940.

Several buildings include hydraulic lifts which could include fluids containing contaminating substances such as PCBs. The buildings may also have asbestos and other hazardous materials in the utilities and the roof materials. Some areas of the site are unpaved and have likely absorbed oil and gas from the numerous vehicles that are routinely refueled and repaired as part of the Public Works operation.

Additionally, portions of the Properties are located up slope facing a public recreation area and across from the River giving concern to the possibility that there may have been some migration of hydrocarbons into these areas.

## **2. SCOPE OF SERVICES**

The chosen applicant is expected to complete the following scope of work:

- Conduct up to three (3) Phase I and potentially three (3) Phase II site assessments of properties.
- Conduct up to three (3) Phase III site assessments of properties (TBD).
- Perform one (1) (potential) Hazardous Materials Building Material Assessment for all buildings on site.
- Compile a Remedial Action Plan (RAP) and Cost Estimate for remediation and demolition of all structures.

## **3. PROPOSAL REQUIREMENTS**

- Title Page and Cover Letter: Include the name of the Consultant, telephone numbers and email addresses of the primary contact person(s), the date, years in business, and

other relevant company information. Include a list and contact information for any proposed subconsultants and describe the work they will perform.

- **Experience and Examples:** Describe Consultant's experience in DECD Brownfield Assessment projects to demonstrate the Consultant's understanding, abilities and familiarity with projects of this type, including a list of Brownfield Assessment projects which have been completed in the last five years. Include examples for which the firm has supplied the same or similar services. Provide up to three experience summaries.
- **Professional References:** Include the name, address, phone number and email address for at least three professional references.
- **Key Staff:** Identify the designated Project Manager or primary contact and key supporting staff, along with their availability for this project, specific experience based on the themes of study, and capacity to provide the requested services. Include resumes and a list of professional licenses for each of the individuals. Clearly identify any subconsultants and their role in the project.
- **Scope and Approach:** State the services your firm/team is proposing to provide. Describe the process and timeline that would be utilized to complete the project for the items listed under Scope of Services and Deliverables. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal.
- **Cost:** Fee Proposal based on the scope of services and the proposed approach detailing the time and budget allotted to each Consultant and subconsultant by task.

Include a detailed budget proposal as follows:

- Estimated Cost of completing up to three (3) Phase I and Phase II site assessments.
- Estimated Cost of completing up to three (3) Phase III site assessments of Properties.
- Estimated Cost of completing one (1) Hazardous Materials Building Material Assessment and Plan for buildings on the property.
- Estimated Cost of doing a Remedial Action Plan and Cost Estimate for all activities.
- Provide an hourly fee schedule for the personnel involved in the project.

The Fee Proposal should include any and all fees for travel, materials, time and delivery and all tasks as described in the Consultant's response to the RFP.

*Note: The Corporation is exempt from federal and state taxes, including transportation taxes. Upon the Consultant's request, the Corporation will provide an exemption certificate.*

- **Availability**
- **Anticipated number of calendar days to complete this project following issuance of Notice to Proceed.**
- **Corporation Support:** A description of anticipated type and level of support the Consultant will require such as staff support, provision of meeting/studio space, materials, etc.
- **All proposals shall include the following completed forms: Indemnification, Acknowledgement and Agreement Addendum and the Non-Collusion Affidavit of Prime Bidder.**

By submitting a response to this RFP, Consultant acknowledges:

- a. To have read the entire RFP and all attachments.
- b. Agreement to all terms and conditions.

#### **4. EVALUATION AND SELECTION CRITERIA**

Proposals will be evaluated on a combination of qualifications, experience and proposed fee, by a Selection Committee comprised of members of the Corporation. This Committee will review the proposals, short list, and may choose to interview proposers. The Committee will make the final selection of the consultant for this project. The project will not be deemed to be awarded until a written contract, in a form acceptable to the Corporation, has been fully executed by both parties. Proposals will be evaluated based on, but not limited to, the following criteria:

1. Professional qualifications, background and experience of the Project Manager and key project team members as presented in the submitted proposal.
2. Demonstrated experience and technical competence with comparable projects, and successful completion of similar scope(s) of work.
3. Completeness and comprehensiveness of proposal and evidence that the Consultant expresses a clear understanding of the scope of services as committed to by the Consultant in its response to this Request for Proposals.
4. Availability and ability to meet project work schedule.
5. Fee Proposal and total cost.
6. References, feedback record, and quality and performance of past services.
7. Compliance/completion with/of submission requirements noted above in Section 3.

Although the Corporation is not bound to select the lowest price proposed, fee proposals will be considered in the selection of the Consultant. The Corporation reserves the right to negotiate fees with the selected consultant. An inability to agree on fees may cause the Corporation to move to the next proposer.

#### **5. QUESTIONS, COMMENTS AND CONTACT**

All questions shall be submitted via email to [gocarpp@gmail.com](mailto:gocarpp@gmail.com) no later than April 15, 2024. Responses will be posted no later than April 19, 2024, via the Corporation website, <https://www.corporationnmed.org>, in written format as part of an addendum to this RFP.

#### **6. SCHEDULE**

Release of RFP:	March 18, 2024
On-Site Meeting	April 5, 2024
Deadline for Questions:	April 15, 2024
Deadline for Receipt of Proposals:	April 29, 2024
Opening of Proposals:	April 29, 2024
Finalist Interviews:	May 23, 2024
Contract Awarded by Corporation:	May 28, 2024
Tentative project completion date:	January 31, 2025

The successful Consultant will be expected to execute a standard contract for environmental consulting services as approved by the Corporation. This contract will be made available to CT DECD for review and approval prior to execution.

**7. SUBMITTAL REQUIREMENTS**

An electronic/digital copy must be submitted to [goearpp@gmail.com](mailto:goearpp@gmail.com) no later than 1 p.m. on April 29, 2024. Provide three (3) hard copies of each proposal to P.O. Box 387, New Milford, CT 06776 postmarked no later than April 29, 2024. It is the sole responsibility of the supplier to ensure that its proposal is received within the required time period. The Corporation is not responsible for any errors or irregularities with the delivery method utilized for submittal of the Proposal. Any proposals received after the closing date and time will not be accepted.

**8. ADDENDA, REJECTION, CANCELLATION, NEGOTIATION, PREPARATION COST**

The Corporation reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The Corporation reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the Corporation's best interest. All materials submitted in response to this RFP become property of the Corporation. The Corporation will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Consultant agrees to be bound in this respect and waives all claims regarding such costs and fees.

**9. WITHDRAWAL OF PROPOSAL**

Any bidder may withdraw its proposal by email notification at any time prior to the scheduled closing time for receipt of proposals. Each proposal shall be considered binding and in effect for a period of ninety (90) days after the closing date.

**10. AWARD OF CONTRACT/ACCEPTANCE OF PROPOSAL (TERMS AND CONDITIONS)**

The contents of the RFP and the Bidder's proposal, as submitted and/or modified, shall become contractual obligations to be executed by the authorized contracting agents of both parties. The terms and conditions including a proposed payment schedule will be negotiated between the Corporation and the selected Consultant.

**11. INSURANCE REQUIRED**

Within thirty (30) days of award and during the term of the services provided as part of this RFP, the successful bidder must procure and maintain, at its expense, Automobile Liability, Professional Liability, Worker's Compensation and Employees Liability, Commercial General Liability and any other related insurance that fully meets the guidelines as set forth by CT DECD.

The Consultant selected must include one or more certificates of insurance naming The Corporation for New Milford Economic Development. The Town of New Milford must be named as *Additional Insured*.

**12. STANDARD OF CARE**

The Consultant must comply with all applicable local, state, and federal laws and safety standards, and must certify that all work required in its proposal will conform to and comply with all safety standards and regulations.

**13. EQUAL EMPLOYMENT OPPORTUNITY**

If awarded, the Consultant will comply with Conn. Gen. Stat. § 4a-60, Nondiscrimination and affirmative action provisions in awarding agency, municipal public works, and quasi-public agency project contracts.