

CITY OF Moline, Illinois
REQUEST FOR QUALIFICATIONS
SITE ASSESSMENT AND RELATED ACTIVITIES

Introduction

The U.S. Environmental Protection Agency (U.S. EPA) has awarded the City of Moline, IL with a \$200,000 community-wide assessment grant for hazardous substances for the period October 1, 2006 through September 30, 2009. The chosen consultant will be required to comply, and assure all subcontractors comply, with the Administrative Conditions and Cleanup Terms and Conditions as outlined in the USEPA Cooperative Agreement.

The City of Moline is seeking experienced environmental consulting firms who have the capability to:

- Conduct Phase I and Phase II Environmental Site Assessments
- Develop clean up plans for high priority redevelopment areas
- Assist with outreach activities including producing fact sheets and brochures
- Execute the City's grant work plan (enclosed)

Background

For the last 15 years, the City of Moline has been redeveloping its downtown and riverfront. Similar to many river communities, the riverfront was Moline's economic engine. Manufacturing located along the Mississippi River in order to generate electricity and to transport raw materials and finished product. As the economy began to transition from manufacturing-based to service oriented, the downtown and riverfront experienced disinvestment. Vacant industrial sites contributed to blight and hampered redevelopment efforts.

In July, 2000 the City of Moline enrolled in the state of Illinois' Municipal Brownfields Redevelopment Grant Program. The program provides funding for brownfield assessment-related activities. The City and the state have worked well together to return several brownfield sites to productive use. The City is nearing its funding limits through this program, however, and is seeking additional funding sources.

Due to the limited funding remaining, the City of Moline along with its downtown redevelopment partner, Renew Moline, began crafting a downtown redevelopment strategy. In August, 2005 the City created the Brownfields Advisory Committee (BAC). The committee consisted of downtown stakeholders interested in the downtown's redevelopment. Over the next several months the *Moline Brownfields Site Prioritization Strategy* was formed. One hundred and fifty one sites were tentatively identified as potential brownfield sites near the riverfront and downtown area.

A two tiered evaluation of each site occurred during the prioritization process. The City's downtown master planner was engaged to prioritize each site based on its redevelopment potential. Each site was ranked from one to 151. The BAC also ranked

each site according to what the committee thought was important in regards to community redevelopment.

The City of Moline is seeking a consultant who will assist the City in its redevelopment goals. The consultant would work with the City and the Brownfields Advisory Committee in implementing the *Moline Brownfields Site Prioritization Strategy* in conjunction with the overall downtown redevelopment objectives articulated in the *Moline Centre Plan*. Although most of the identified potential brownfields sites are located in the downtown, sites throughout Moline will be considered for assessment under this grant.

SCOPE OF SERVICES

Responses to the request for qualifications will provide a basis for the selection of the consultant. Following is a preliminary description of the scope of services intended to clarify the work to be performed by the consultant. The final scope of services will be negotiated with the firm deemed most qualified and modified as necessary.

The scope of services will include, but is not limited to, the following:

1. Become familiar with the findings and recommendations of the Brownfields Site Prioritization Strategy. It is anticipated these sites, as listed in the work plan, will be the first assessed. These sites have been evaluated as to their redevelopment potential.
2. Obtain access agreements from owners of candidate sites identified for assessments.
3. Conduct the requested Phase I and Phase II Environmental Site Assessments and any cleanup planning, if appropriate.
4. Prepare and secure EPA approval of a Quality Assurance Project Plan (QAPP).
5. Assist with community outreach efforts including quarterly meetings and materials.
6. Provide the City with appropriate materials to be included in the quarterly, annual and final reports to the EPA. All materials shall be in the format requested by the EPA.

RESPONSE TO REQUEST FOR QUALIFICATIONS

Responses must be organized in the manner set forth below, separated into sections and titled appropriately. All information and materials requested shall be provided in the proposal under a single cover. All responses are to be in the original format; no marketing materials will be accepted.

All statements of qualifications should address the following.

Company Information:

A. Provide a general overview of the company, including the firm's full name and address, services offered, specialties, awards given by municipalities, state engineering associations or national associations, or others. Responses must include a statement that, to the best of the company's knowledge, there are no circumstances that shall cause a conflict of interest in performing services for the City of Moline. **Limit: 2 pages**

Company Experience:

B. Describe the company's experience in the identification of brownfields, including field testing and analysis, and the development of remediation plans acceptable to environmental regulatory agencies without the need for extensive revisions. Discuss experience in obtaining access agreements. Describe and explain the total number of Request for Information and Change Orders for each project. Include a one-page summary matrix of additional relevant experience. The project descriptions must contain the scope of services performed, location, engineering fee, schedule of completion, and a reference (contact person). **Limit: 6 pages**

C. Describe your firm's working knowledge of the Quad Cities, and of Moline in particular. This means having done projects either in Moline or elsewhere in the Quad Cities. **Limit: 1 page**

D. Summarize your firm's experience in community outreach. Include workshops, media presentations and collaborative work with citizen-based groups to chart project strategy. Describe any recent experience (within the past three years) relative to community planning in concert with local governments, non-profit organizations, businesses, and residents in planning with a brownfields component. **Limit: 2 pages**

E. Provide a list of clients for whom similar work has been conducted. Please provide names, titles, organizations, addresses, telephone numbers, and e-mail addresses of the clients. Representatives of the City, at their discretion, may call any of the clients listed or any other known clients to verify the performance of the firm(s) in question. **Limit: 6 pages**

F. Discuss the firm's experience working with the U.S. EPA Region 5 office in regard to assessment and clean up grants. **Limit: 2 pages**

Personnel

G. Please provide an organizational chart with personnel included and identify the principal in charge of the branch office that will perform the work for this project. Also, please provide an organizational chart for key personnel to be assigned to the project. Who will be the principal on the project? Where does he/she live and work? What percentage of his/her total time will be spent on the project?

Describe the qualifications of the project manager and all project personnel. Include specialized skills. Include resumes for all project personnel listed that show the following:

Name, specialty, and job title

Years of relevant experience with firm (and previous employers)

Academic degree(s), discipline, year degree(s) received and name of institution

Professional certifications

Office location where employed

Provide a synopsis of experience, training or other qualities that reflect each individual's related experience with brownfields and expected contribution to the project.

Identify the potential for utilizing subcontractors, and describe corporate policies on using WBE/MBE firms. **Limit: 15 pages**

H. Discuss the capacity of your firm to accept new work in environmental assessment and planning. **Limit: 2 pages, plus 1 graph or equivalent**

Approach to the Project:

I. Please explain your firm's approach to addressing the scope of services for the City of Moline, including:

- Methods of obtaining access to active and/or privately owned sites
- Sources and methods to be used to research properties
- Innovative technology that may be used to profile regulated substances and hazardous wastes
- Methods of communication with the project team
- Cost-saving measures for assessment purposes
- Models or methods to calculate environmental liability associated with impacted properties

Limit: 6 pages

J. Provide an estimated schedule of work based on the preliminary scope of services. **Limit: 2 pages**

K. Provide audited financial statements dated within the last 12 months showing current financial status and capacity to undertake this project. **No limit**

L. List all material litigation, administrative proceedings and bankruptcy proceedings that have occurred within the past 10 years either directly or indirectly involving the company. Include the nature and status of each such litigation and proceedings.

Please Note:

In its sole discretion, the City of Moline may withdraw this request either before or after receiving proposals, may accept or reject proposals, and may accept proposals that deviate from the format suggested in this request as it deems appropriate and in its best

interest. In its sole discretion, the City may determine the qualifications and acceptability of any party or parties submitting proposals. Any misrepresentation shall be grounds for rejection of the proposal.

Inquiry and Submission Procedures

All communications regarding this RFQ and subsequent submittals should be directed to:

Patrick Burke
Economic Development Manager
City of Moline
619 16th St.
Moline, IL 61265
309-797-0705
pburke@moline.il.us

One (1) signed original and three (3) photocopies should be delivered no later than **Friday September 15, 2006** to the address above.

Late submittals will not be accepted. It is the responsibility of respondents to ensure that their documents arrive prior to the deadline stated above.

EVALUATION OF RESPONSE

Submittals will be reviewed and respondents will be evaluated according to the following evaluation criteria in no particular weight or order:

- Experience of key staff on similar projects;
- Commitment of key staff to the project;
- Candidate firm or consulting team's ability to accomplish proposed work in a timely manner;
- Project approach, including public participation, organization and management;
- Client recommendations

The Selection Committee may conduct interviews with final candidates and recommend the "most qualified" consulting team or firm. Once authorized to proceed, the "most qualified" consulting team or firm will be expected to immediately assist in developing a final scope of services and contractual agreement with said agreement to be executed within 30 days from authorization.

The Selection Committee reserves the right to waive any irregularity in any submittal or reject any proposals as the Committee may, in its sole discretion determine.

Any costs incurred by candidate firms or consulting teams in preparing submittals are the sole responsibility of the respondent.

ADDITIONAL PROVISIONS

Insurance

The consultant will be expected to acquire, maintain, and provide proof of acceptable amounts of insurance during the life of this contract that covers workmen's

compensation, employer's liability, comprehensive general liability, and professional liability covering acts, errors and omissions in the performance of this contract.

Signature by Responsible Party

All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership or corporation. No consultant may assign or transfer any legal or equitable interest in the proposal after the date and hour set for the receipt of proposals.

City's Rights Reserved

The City reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which, in the judgment of the City is most advantageous to the City and to re-advertise if desired, and to select for interview those respondents whose proposals, in the sole judgement of the City, best meet its needs.

Conflict of Interest

The consultant must disclose any interest of the firm or its employees, either direct or indirect, that would conflict in any manner or degree with the performance of its services in connection with this project.

Indemnification

The consultant agrees to protect, defend, indemnify, and hold harmless the City of Moline, its elected and appointed officials, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, and for injuries to any person or persons caused by the consultant's proposals or subsequent submittals. The consultant's obligation to protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair completion, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

City Use

The City shall have the unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared under this process.

Verbal Agreement

No verbal agreement or conversation with any elected or appointed official, agent or employee of the City, either before, during or after the submittal of this proposal, shall affect or modify any of the terms or obligations herein contained, nor shall such verbal agreement or conversation entitle the consultant to any additional compensation or consideration whatsoever under the terms of this request for qualifications.

Changes

The City may request changes in the scope of services. Such changes shall be incorporated in written amendments to this request for qualifications.

Anti-Discrimination

The consultant shall not discriminate against any person or applicant for employment because of race, color, creed, religion, sex, national origin or ancestry, age, marital status, physical or mental disability, or political beliefs or affiliations.

US EPA Community-Wide Brownfield Assessment Grant Work Plan City of Moline, IL

Goal 4: Healthy Communities and Ecosystems

Objective: 4.2: Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Sub Objective: 4.2.3. Inventory, characterize, assess, and conduct planning and community involvement activities to encourage revitalization and reuse of brownfields sites.

CFDA: 66.818

CERCLA Authority: 104(k)(2)&(3)

DCN: STX

Budget FY: 06

Appropriation: E4

Budget Org: 05F0AG7

Object Class: 4114

Program Results Code (PRC): Hazardous Sub 402D79(Action Code: NY)

Project Contact: Patrick Burke, Economic Development Manager, City of Moline, IL

Phone – 309-797-0705

Fax – 309-797-0479

Email – pburke@moline.il.us

Project Period: October 1, 2006 – September 30, 2009

Grant: \$200,000 community-wide assessment grant for hazardous substances

Background

Similar to many river communities, Moline's history can be traced to riverfront industry. The Mississippi River was used to produce energy and also as a means to transport raw materials and finished products. As the region's and nation's economy has slowly transitioned over the last half century, Moline's riverfront and downtown has experienced the brunt of this transition. As viable downtown industries left downtown, our city has been left with a significant number and acreage of vacant or underused brownfield sites. The loss of these industries led to the loss of thousands of jobs which, in turn, led to a decline of commercial businesses and widespread disinvestment in our downtown.

To counteract this trend, Moline has developed a vision for our central business district and riverfront, the Moline Centre Plan, and has followed through with this vision to implement a number of successful redevelopment projects over the past two decades. We have worked closely with our non-profit redevelopment partner, Renew Moline, with Deere & Company, and with community residents and organizations to develop a sustainable economic development strategy to attract reinvestment to our downtown. Our central business district now boasts new housing units serving the diverse needs of our population; entertainment venues including The MARK of the Quad Cities arena and

conference center; tourism destinations based in our rich agricultural history including the John Deere Collectors Center and John Deere Pavillion; and more.

While we have achieved measurable success in projects such as these, we have identified 151 remaining brownfield parcels in downtown Moline, totaling 109 acres, which Moline believes will require some form of City attention or financial assistance to spur redevelopment. We closely examined each of these sites as part of our *Moline Brownfields Site Prioritization Strategy* completed in 2005 in order to develop a strategic direction for our next steps. As we move forward in facilitating downtown brownfields redevelopment, we look to the USEPA to support our initiative through grant funding to conduct environmental assessment at our highest priority sites. We strongly believe that if not for the public sector investments we have made and received from other agencies to date, many of the projects which have generated \$84 million in private sector investment may not have come to fruition.

The City of Moline intends to craft downtown and riverfront redevelopment initiatives based on the *Moline Brownfields Site Prioritization Strategy* and the Moline Centre Plan. Funding from the US EPA grant will focus on this historically significant section of Moline. However, the funding also will give Moline the flexibility to address unforeseen brownfields opportunities that may present themselves outside of this area.

Community Involvement

Brownfield Advisory Committee

Moline has created a vehicle for community involvement specifically related to brownfield redevelopment. In 2005, Moline created the Brownfields Advisory Committee (BAC) to gain input and guidance during the development of the *Moline Brownfields Site Prioritization Strategy*. This committee ranked community goals for downtown redevelopment (i.e. creation of new housing, jobs, open space, etc.), which strongly influenced the final prioritization of brownfield sites. BAC membership represents a variety of interests and includes:

Renew Moline: Renew Moline is a private, not-for-profit organization dedicated to facilitating cooperation between the private sector and government to increase employment, retain jobs, grow the tax base, and enhance the urban environment, thereby improving quality of life for Moline residents.

Moline Center Partners: Moline Center Partners (MCP) is an initiative which uses principles of the national Main Street program to promote downtown as the primary center of community activity. MCP works to stabilize the urban core, strengthen tourism and convention business, retain sales tax revenue within the City of Moline, and stimulate new private investment in downtown.

Project NOW Community Action Agency: Project NOW provides a wide range of social services related to housing, energy assistance, nutrition, and education aimed at low-income families and senior citizens in Rock Island, Henry and Mercer Counties.

MetroLINK: MetroLINK, the Rock Island County Metropolitan Mass Transit District, serves the Quad Cities metropolitan area through bus, para transit, and the Channel Cat Water Taxi. MetroLINK is also leading the initiative to site a regional light rail commuter line in the Quad Cities as part of the Quad Cities Balanced Growth Project.

John Deere Foundation: The John Deere Foundation, the philanthropic arm of Deere & Company, supports programs in education, health and human services, community development, and arts and culture, and was the primary corporate contributor to the John Deere Commons downtown redevelopment project.

The MARK of the Quad Cities: The MARK of the Quad Cities is a 12,000 seat arena and conference center in downtown Moline attracting an average of 700,000 visitors per year. Its development has catalyzed additional downtown redevelopment projects in Moline since it opened in 1993.

Citizens Advisory Council on Urban Policy (CACUP): CACUP serves as a vital link between the citizens of Moline and City Hall. CACUP was created by the City Council in 1975, and members are appointed by the Mayor to work directly with City staff on all major aspects of the CDBG program. The committee's seven members represent a diverse cross-section of the community and are charged with making community development recommendations to the City.

Moline Historic Preservation Commission (MHPC): The MHPC seeks to promote and enhance the educational, cultural, and economic welfare of the City of Moline and its citizens by pursuing the identification and preservation of the community's historically significant resources.

First Lutheran Church: The First Lutheran Church has been an anchor on the west side of downtown for over a hundred years. The church continues to provide social services to downtown residents including the Floreciente Neighborhood.

The Brownfields Advisory Committee was purposefully created to include representatives from key local downtown stakeholder groups so that communication about brownfields redevelopment in the City could reach the membership of each of these organizations. BAC members represent a variety of interests including business development, housing, citizen empowerment, historic preservation, and transit system development. As specific brownfield implementation projects move forward, Moline will look to these representatives to make recommendations based on their individual areas of expertise.

Regional and State Partnerships

Moline also recognizes that a successful downtown revitalization strategy should stem not only from local plans but also from regional initiatives. Consequently, Moline will partner with representatives from the five-community Quad Cities metro area, as well as regionally-focused organizations including the Bi-State Regional Commission and MetroLINK, as we move forward with implementation and planning.

State partnerships also have been and will continue to be important for redeveloping brownfields. We have strengthened our relationship with Illinois EPA in the past few years as we have used our Illinois Municipal Brownfields Redevelopment Grant to bring three large downtown brownfield sites toward environmental closure. Since brownfield redevelopment involves much more than environmental concerns, we also will reach out specifically to State agencies including the Department of Commerce and Economic Opportunity, the Workforce Development Board, and the Department of Transportation.

Methods of Communication

Moline will regularly communicate the progress of brownfields redevelopment projects in the City through a number of different mechanisms. First, Moline will post news related to brownfields redevelopment on the City’s webpage. Secondly, informational fact sheets—designed to be quickly and easily read by the public—will be produced quarterly and will be available on our webpage and at City Hall so that interested citizens can learn about the City’s progress in facilitating brownfields redevelopment. Thirdly, when major milestones occur in the project, we will distribute a press release to the local newspapers, and publish it on our website. This will ensure that citizens can understand how USEPA funds are being spent and learn about the value of City investment being used to catalyze brownfield redevelopment projects. Finally, major updates of project progress will be made at Committee-of-the-Whole meetings. Moline believes it is important to communicate our progress through a variety of means—online, in the newspapers, in handouts, and on television—to reach the broadest audience of community members as possible.

Budget and Tasks

The City of Moline intends to use the brownfield assessment grant funds to conduct phase I and II environmental site assessments, enter sites in the IL EPA Site Remediation Program, inform the community regarding brownfield assessment and redevelopment activity, and attend national conferences.

Assessment Grant Proposal Budget

Budget Categories (Programmatic costs only)	Task 1: Phase I and II ESAs and Cleanup planning	Task 2: IEPA SRP Review and Approval	Task 3: Community Involvement	Task 4: Eligible Programmatic Activities	Total
Personnel					
Travel				\$3,000	\$3,000
Equipment					
Supplies					
Contractual	\$178,000		\$4,000		\$182,000
Other		\$15,000			\$15,000
Total	\$178,000	\$15,000	\$4,000	\$3,000	\$200,000
In-kind City Match			\$5,000	\$7,000	\$12,000

Task 1: Phase I and II ESAs and Cleanup Planning: Funds in this task would be used to conduct Phase I and II Environmental Site Assessments and, where deemed necessary, to develop cleanup plans at several priority sites identified in the 2005 *Moline Brownfields Site Prioritization Strategy*. The development of this strategy entailed an analysis of 151 downtown brownfield sites to determine each sites' redevelopment feasibility and ability to achieve community goals for redevelopment, the outcome of which produced a ranking of these sites which we are now using to guide our decision-making related to brownfield redevelopment. Moline recognizes that the use of grant funds for assessment and planning at these sites is contingent on eligibility determination by USEPA, and would propose additional priority sites from the above referenced report if any of these sites are found to be ineligible. The first priority sites are:

- Midland Iron and Steel Site. This 13.5-acre site near the Mississippi riverfront has historically been used for railroad-related functions including locomotive repair as well as for recycling metal, cardboard, and paper. Moline is engaged in discussions with the property owner about future redevelopment plans for the site. The current owners have conducted several phase I ESAs and limited phase II ESAs. This site will be an excellent candidate for development of a clean up plan as it will be adjacent to the proposed Western Illinois University riverfront campus.
- Jacobs Energy Site. This 5-acre site, adjacent to a residential neighborhood, has been used both as a woodworking facility and a wood recycling facility but also has contained a variety of industrial and commercial tenants.
- West Gateway Properties. The area surrounding the former bus transfer site has drawn interest from several developers. While the bus transfer site is already enrolled in the IL EPA site remediation program, other parcels such as a former car service shop, photography studio, and car dealership are not. This entire area will become a priority for environmental assessment.
- 5th Avenue City-owned Properties. As Phase I ESAs have been conducted on these two properties, Moline proposes conducting Phase II ESAs and developing cleanup plans at these sites where environmental concerns stem from historic garage operations and ASTs at one site, historic dry cleaning operations at the other site, and the presence of former gas stations and unregulated USTs in proximity to both sites.
- Deere & Company Parking Lot. Assessment is proposed for the Deere parking lot which the City seeks to obtain through a land swap with our 5th Avenue Properties in order to facilitate the City's redevelopment plans and to better accommodate Deere employee parking and expansion opportunities. This site historically contained a train station for a passenger rail line.

Moline's use of US EPA funds will be guided by Moline's planning efforts already identified in the *Moline Brownfields Site Prioritization Strategy* and the Moline Centre Plan. To a certain extent, however, the market will dictate brownfield redevelopment opportunities. Moline requests that additional areas for assessment be considered as the need arises.

Deliverables:
Prepare site eligibility determinations

Timeframe:
Jan. – March 2007

Five Phase I Environmental Site Assessments	Jan. – June 2007
Preparation of the QAPP, SAPs, and H&S plans	April – June 2007
Seven Phase II Environmental Site Assessments	July – Dec. 2007
Two clean up strategies	Oct. 2007 – Sept. 2008

Task 2: IEPA SRP Review and Approval: Properties assessed with these grant funds will be enrolled in Illinois EPA’s voluntary Site Remediation Program (SRP). \$15,000 of the budget will be used to reimburse IEPA for their review and approval of environmental reports submitted in pursuit of site closure letters.

Deliverables:	Timeframe:
Phase I and Phase II Environmental Site Assessments approved by IEPA and sites entered into the SRP	April 2007 – Dec. 2007
Clean up strategies completed	Oct. 2007 – Sept. 2008

Task 3: Community Involvement: The City created a Brownfields Advisory Committee (BAC) in 2005. The Community Outreach budget will be used for project contractors to assist with quarterly BAC meeting facilitation and the production of project fact sheets to be distributed community-wide. We anticipate contributing significant in-kind services toward the community outreach component of this project as illustrated by our commitment of \$5,000 in matching expenditures and personnel time toward community involvement activities. We have demonstrated our ability to dedicate City staff time to brownfields redevelopment through our contribution of \$10,700 in the last two-and-a-half years to our Illinois Municipal Brownfields Redevelopment Grant.

Deliverables:	Timeframe:
Prepare brochures or fact sheets for public dissemination	April 2007 – Sept. 2009
Assemble BAC for quarterly meetings	April 2007 – Sept. 2009

Task 4: Eligible Programmatic Activities: The grant dollars allocated under this task will be used to fund a City staff member’s attendance at the national brownfields conference. Additionally, the City is committing an in-kind match of \$7,000 in City personnel time toward reporting activities, coordinating with our USEPA project manager and our Illinois EPA Site Remediation Program project manager, and toward other eligible programmatic activities under this grant.

Deliverables:	Timeframe:
Issue RFP and select consultant	Oct. 2006 – Mar. 2007
Review of eligibility determinations	Jan. – March 2007
Review property profile forms for inclusion with quarterly reports - Quarterly	Nov. 2006 – Nov. 2008
Attend US EPA brownfield conference and if a permitted expense IL EPA training and conferences	
Attend EPA Grants Administrative Training	July 2006
Attend annual EPA meetings as necessary	

Complete quarterly reporting
Complete annual financial status report

Dec. 2006 – Sept. 2009
Sept. 2007 – Sept. 2009