

**REQUEST FOR PROPOSALS**  
**Northwest Region Brownfields Program**  
**Area Wide Planning Project, Richford, Vermont**

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**RFP SCHEDULE**

January 23, 2012	RFP published and advertised
February 2, 2012	Deadline to RSVP for site visit
February 9, 2012	Site visit
<b>February 27, 2012</b>	<b>Proposal deadline</b>

Questions in writing may be sent via email to Greta Brunswick at [gbrunswick@nrpcvt.com](mailto:gbrunswick@nrpcvt.com).

Proposals must be clearly marked, and be mailed to:  
Greta Brunswick, Senior Planner  
Northwest Regional Planning Commission,  
155 Lake Street,  
St. Albans, VT 05478.

***The deadline for submission is Monday February 27th at noon.***

Proposals sent via email will not be accepted. Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals, and consultants are required to document whether the consultant or firm is a DBE or WBE.

**INTRODUCTION AND PROJECT BACKGROUND**

The Northwest Regional Planning Commission (NRPC) has been awarded Brownfield assessment grant funding from the US Environmental Protection Agency (EPA) to support the redevelopment and remediation of brownfields in Franklin and Grand Isle Counties. As part of this grant's implementation, NRPC is seeking to procure a consulting team to produce an area wide revitalization plan and implementation program focused on key brownfields sites in the designated downtown of Richford, Vermont. The study is located at the heart of Richford Vermont's downtown measuring approximately 26 acres with 53 individual parcels.

NRPC is seeking a consultant to conduct planning that:

- Studies existing environmental, land use and infrastructure conditions for the brownfields study area;
- Studies market conditions relating to the re-use of brownfields sites in the study area;

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- Engages neighborhood residents and other stakeholders to develop a vision for re-use of up to 6 key brownfield sites in the study area;
- Develops area-wide and site-specific strategies for revitalization of the study area; and
- Develops a prioritized area wide and site specific implementation plan.

## SELECTION OF PROPOSALS

### Selection Process

The project team will review written proposals and may select up to three (3) consultant teams for interviews. Following any interviews, the project team will select one (1) consultant team for the project.



### Proposal Content and Organization

Consultants must follow the instructions contained in this RFP in preparing and submitting their RFP proposals. All proposals submitted must be double-sided and use recycled paper where possible, and should include the following information:

- 1) The name, title, responsibilities, and resumes of all those who will be assigned to this project, which may include a combination of civil engineers, planners, landscape architects, qualified environmental professionals, structural/architectural engineers, economic analysts, realtors/brokers, or others as applicable.
- 2) A plan of services which should describe how the consultant/design team will satisfy the scope of work in Attachment A. Some detail should be provided regarding specific methodologies or approaches being proposed. A matrix shall be included which identifies the hours generally expected to be provided by task. Proposed costs associated with each task shall be included, including per hour staff costs, expected expenses (materials, travel, etc.), and overhead/profit.
- 3) A description of similar projects completed by project staff within the past ten (10) years that most relate to the desired goals of this proposed project. The description and submission material should focus on the similarity rather than the quantity of previous projects.
- 4) A list of at least five (5) references for the prime consultant and for any sub-consultants/team members.
- 5) List of resources, personnel, data, or other assistance that the consultant expects or

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requires from the NRPC in order to complete each task.

- 6) Signed Certificates of Non-Collusion and Tax Compliance, and Declaration of MBE/WBE participation (see Attachments B, C, and D).
- 7) Proof of insurance, including proof of coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate, motor vehicle liability coverage of \$1 million combined single limit, proof of Workers Compensation coverage per State of Vermont, and professional errors and omissions coverage of \$1 million.
- 8) List of any actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed. Consultants should explain if/why they are/are not at fault in these cases or how they have taken steps to avoid repetition of these actions/litigations.
- 9) If this team has not worked together on similar projects please describe in detail or in an organization chart the responsibilities of each sub consultant/team members for this project.

Quality Requirements: The following shall be considered minimum standards necessary to perform the scope of work

- 1) Possession (by at least one project staff member assigned to the project) of a current registration in the state of Vermont as a Professional Engineer for at least ten (10) years.
- 2) The principal staff and subcontractors assigned to the project must have demonstrable and verifiable qualifications and experience on all components of the work plan, including with EPA and Vermont Brownfields programs and completing public charrettes or other visioning exercises.

### **Submission Requirements**

Five (5) copies of the proposal and the accompanying cost estimate should be submitted by Monday February 27th at noon to:

Greta Brunswick, Senior Planner  
Northwest Regional Planning Commission  
155 Lake Street  
St. Albans, VT 05478

Proposals received after Monday February 27th at noon will not be considered. No facsimile-machine or email produced proposals will be accepted.

Upon submission, all proposals become the property of the Regional Commission. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant. The Regional Commission retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Regional Commission. This solicitation in no way obligates the Regional Commission to award a contract.

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### **Proposal Evaluation**

Evaluation of the proposals will consider, but may not be limited to, the following:

- 1) Qualifications and experience of staff expected to work on the contract;
- 2) Adequate resources and staffing to do the work, including availability of pertinent technical disciplines;
- 3) Knowledge of the area;
- 4) Knowledge of project requirements;
- 5) Written presentation, including ability of the average citizen to understand information conveyed in the qualifications proposal; and
- 6) Cost proposal.

Additional criteria, such as the ability to relay complex information to citizens in a publicly friendly manner, may be used to evaluate consultants during any interview process.

Failure to include any of the information specified in this RFP may automatically lead to the qualification's proposal not being reviewed. Attachments other than requested above will not be considered as part of the evaluation process.

### **STANDARDS FOR DELIVERABLES**

- 1) The consultant will provide the Town of Richford, NRPC and the VT DEC with ESRI shapefiles of data displayed on maps included in all reports. Data readily available through the Vermont Center for Geographic Information (VCGI) does not need to be included in the GIS data package. Geographic data should be in State Plane (NAD83, meters). Please also provide a disclaimer on data accuracy.
- 2) Except for appendices, all reports are to:
  - o be presented for ease of readability by the average citizen;
  - o include charts, graphs and other graphics as appropriate;
  - o include executive summaries or abstracts suitable for broad distribution; and
  - o include a glossary of technical terms, and a list of references or citations for all sources of data and information.
- 3) All documents must be provided in both paper and digital form.
- 4) All written reports must be double-sided. The use of recycled paper is strongly encouraged.
- 5) Copies of all reports and documents, including drafts, should be provided to the Regional Commission no less than two weeks prior to any scheduled review or public discussion.
- 6) All data, databases, reports, programs and materials, in digital and hard copy formats, created under this project shall become the joint property of the Northwest Regional Planning Commission, the Town of Richford, the State of Vermont, and the U.S. Environmental Protection Agency.

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## **CONTRACTING PROVISIONS**

### **Contract Completion**

A performance deadline under the scope of work will be negotiated with the selected consultant team. The project team is expecting the project to range from six (6) to eight (8) months from the contract date.

### **Payment**

The amount and timing of payments will be determined during contract negotiations. Requests for payments shall be made directly to the Regional Commission. As noted, the Regional Commission is working under a cooperative agreement with the US EPA for services and products related to the EPA's Brownfield Program. The Regional Commission therefore will not be considered liable or obligated to the selected consultant(s) for all phases of this project in the event that the agreement between the Regional Commission and the EPA is terminated for any reason.

### **Ownership of Material**

All rights, titles to and ownership of the data, material, and documentation resulting from this project and/or prepared for the Regional Commission pursuant to this contract shall remain with the Commission, its member towns, property owners, and/or US EPA.

### **Compliance with State and Federal Laws**

All consultants, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. The consultant, in designing the work plan, must take into account compliance with all application regulations in CFR 40, part 31. Consultants are advised to review all relevant federal regulations before submitting a proposal. Those requirements imposed upon the State of Vermont and the Regional Commission, respectively, as recipients of federal funds are thereby passed along to the consultant and any subconsultants, and those rights reserved by the U.S. EPA are likewise reserved by the State of Vermont and the Regional Commission. All consultants and any subconsultants must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. Consultant(s) shall further certify that it will comply with the provisions of the Americans with Disabilities Act.

The EPA has a MBR/WBE "fair share" goal/objective of 1% MBE and 1% WBE for the Brownfields Program. Consultants awarded contracts under this RFP agree to ensure, to the fullest extent possible, that at least the applicable "fair share" objects of Federal funds for prime contract or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities. Consultants are required to include the applicable "fair share" objectives in bid documents and to require all prime contractors do the same for subcontracts. It is further stated that it is the policy of the State of

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Vermont that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

## Attachment A

### Scope of Work

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#### Task 1: Project Planning and Coordination

As directed by NRPC, the consultant will participate in activities to ensure that the project meets all milestones and schedules. The consultant will be responsible for coordinating the activities of any sub-contracted consultants involved in the project. The consultant will be expected to:

1. Participate in all team meetings, including internal communications, meeting scheduling, writing and distributing meeting minutes, etc. The project team is expected to include:
  - Northwest Regional Planning Commission
    - Catherine Dimitruk, Executive Director – Project Oversight
    - Greta Brunswick, Senior Planner – Project Management
    - NRPC staff, Regional Planner – Backup Project Management
  - Richford Economic Advancement Corporation
    - Albert Perry
    - Joe Pollender
    - Bill McGroarty
  - VT Department of Environmental Conservation
    - Trish Coppolino, Brownfields Coordinator
2. Review existing plans and documents. The objective of this sub-task is to compile and analyze planning information relevant to the project area. Plans to review include, but are not limited to:
  - Richford...Still a Real Vermont Town: A Strategy for Economic Development and Downtown Revitalization, 1999
  - Richford Community Visit Report and Action Plan, 2007
  - Richford Municipal Plan, 2007
  - Town of Richford Zoning Bylaws, 2010
  - The Case for Richford
  - Architects plans for proposed park and recreation facilities along river East of Main and Troy streets
  - Proposal for extending Missisquoi Valley Rail Trail through the village and connecting with Canadian trail at Richford-Abercorn border

#### Task 2: Community Engagement and Participation

NRPC is committed to a high level of transparency and community participation in planning for community revitalization. Participation will be sought in two forms – through the creation of a stakeholders group (organized by NRPC and REAC) to regularly advise the planning process, and

through multiple publicized community meetings. The consultant will attend all the meetings outlined in this section. Based on NRPC input, the consultant will be responsible for the preparation of agendas, schedules, meeting minutes and meeting summaries.

1. Kick-off/scoping meeting with representatives from the REAC, NRPC and VTDEC. Products: Scoping meeting with appropriate parties. Written meeting summary outlining agreements and/or understandings reached.
2. Working meetings with NRPC, REAC, VTDEC and stakeholders group. Products: Written meeting summaries outlining comments, progress, and/or understandings reached.
3. Organization of 2-3 public meetings, community input sessions or charrettes to educate stakeholders/the public and to generate support for the plan. Products: Marketing content for publicizing 2-3 public meetings, community input sessions or charrettes; Attendance and facilitation at all public meetings, community input sessions, or charrettes; Visual aids and handouts for all public meetings, community input sessions, or charrettes; Identification of engagement strategy to engage groups such as but not limited to government entities, community groups, and businesses, that can assist in the implementation of the plan; Analysis of identified community priorities – this will include identifying concerns and opportunities within the study area as identified by the community and stakeholders.

### **Task 3: Existing Conditions Inventory and Analysis**

The consultant will conduct an inventory and analysis of existing conditions in and adjacent to the study area. A base level inventory and analysis will be completed for all sites in the study area, while for up to 6 key brownfield sites with adaptive re-use potential, the level of inventory and analysis will be increased (key brownfield sites henceforth). The inventory and analysis shall include:

#### **1. Base Level Analysis**

##### **a) Environmental Assessment and Identification of Brownfield Properties**

- o Environmental records review – Environmental records for properties within the study area, adjacent to the study area and properties immediately up-gradient of the study area will be reviewed. The review will determine the current regulatory status for each site and the actions needed to obtain site closure. The Brownfields Response Program will attempt to gather VT DEC files relating to the assessment area for the consultant. The files will include documentation from the Underground Storage Tank program, Resource Conservation and Recovery Act program, Hazardous Waste Sites program and Solid Waste Program. The Brownfields Response Program can also contact the Water Quality program to determine if there are any historic files on the subject site related to site visits, onsite discharges or storage. These files, if available, will most likely be reviewed in Middlesex at the BGS document storage office. It is possible that some paper files will not be available for review. For the purposes of this proposal, assume that VT DEC file review will take place at the new Waste Management Division

offices in Barre, Vermont. Standard Environmental Record Sources listed in Section 8.2.1 of ASTM E1527-05, Standard Practice for Environmental Site Assessments; Phase 1 Environmental Site Assessment Process will be reviewed, including additional records [List out records in final RFP].

- Historic records review – Historic records for properties within the study area, adjacent to the study area and properties immediately up-gradient of the study area will be reviewed. Sanborn Fire Insurance Maps, aerial/orthophotographs, manning's directory and other historic records, as allowed by copyright and as practical, should be included in the final report.

- b) **Land Use Base Level Analysis** – The consultant will research, document and analyze general land use patterns in the study area to inform brownfields cleanup and re-use, including land use and zoning, historic or archeologically significant properties, transportation networks, and natural resources and environmental features.

## 2. Additional Scope for Key Brownfields Sites

### a) Environmental Assessment and Identification of Brownfield Properties

- Site reconnaissance – A visual inspection of key brownfield sites will be conducted to identify potential visible, undocumented threats or constraints as detailed in ASTM E1527-05 Section 9.0. The consultant will work with project team to assure that site access is obtained for all key brownfield sites.
- Interviews – Current and past owners and occupants of key brownfield sites will be contacted and interviewed as detailed in ASTM E1527-05. The content of interviews should pertain to the identification of areas of environmental concern.
- Recognized environmental conditions – The consultant will identify recognized environmental conditions (RECs) and known or suspected contaminants for each key brownfield site.
- Activity or use limitations and highest and best use – The consultant will identify environmental constraints on each key brownfield site's redevelopment (such as existing or potential Activity and Use Limitations, aka AULs). The consultant will determine the highest and best use for each key brownfield site, given known constraints and limitations.

- b) **Building Inventory** – The consultant will conduct an inventory of building characteristics and conditions for key brownfield sites, which will include number of buildings and building footprints, square footage, number of floors, material of structure(s), current town assessed and real estate appraised values, taxes, and other conditions proposed by the consultant.

- c) **Infrastructure Conditions** – The consultant will conduct an inventory of existing infrastructure serving key brownfield sites. Current location and level of service will be documented. Types of infrastructure to be studied include:

- Potable Water (Town of Richford)
  - Wastewater (Town of Richford)
  - Stormwater (Town of Richford)
  - Electricity (Vermont Electric Cooperative)
  - Heating Fuel (70% fuel oil, kerosene, etc.; 18% wood; 9% bottled, tank or LP gas; 2% electricity or other fuel. From 2010 American Community Survey for entire Town of Richford)
  - Telecommunications (Verizon, AT&T, Fairpoint, Comcast, Hyperion Fiber Optic Network)
  - Roadways, sidewalks, bikeways (Town of Richford)
  - Railroad (Canadian National Railroad)
  - Transit (Green Mountain Transit Agency)
  - Interior building systems (for buildings with adaptive re-use potential)
- d) **Maps and GIS Data** – The consultant will include maps as appropriate to illustrate existing conditions within the study area and at key brownfields sites. The consultant will be expected to create GIS data based on their analysis as appropriate, including digitizing building footprints.

***Deliverable: Existing Conditions Inventory and Analysis with maps, photographs, and other attachments.***

#### **Task 4: Market Study**

The consultant will conduct a study of market conditions pertaining to the re-use of key brownfield sites in the study area. The study will include the following components:

1. **Market Study** – Determine current/future demand for housing, retail, industrial and commercial uses in the study area based on baseline conditions and on re-use visioning as determined through community input – include analysis of demographics; evaluation of current shopping and residential patterns; analysis of retail and housing landscape; preparation of competition analysis.
2. **Site Analysis/Site Design** – Assess current infrastructure and physical constraints on possible development within the boundaries of key brownfield sites; determine preferred building layout and design based on previous site design work and provide conceptual site planning, possibly integrating additional parcels under consideration; participate in public discussion and respond to community input in re-use planning.
3. **Project Feasibility Analysis** – Determine overall economic feasibility of preferred development scenarios for key brownfield sites based upon market study, site analysis and design, and existing environmental information; provide recommendations for alternative organizational and financial development structures.
4. **Fiscal Feasibility Analysis** – Prepare a projection (based on the recommendations of the market analysis above) of the direct, current, public cost and revenues associated with the potential residential and non-residential growth within the study area.

***Deliverable: Market Conditions Study Report with maps and illustrations.***

## **Task 5: Develop Area Wide Brownfields Revitalization Plan and Implementation Program Document**

The consultant will prepare a final area wide brownfields revitalization plan and implementation program document that will include the following:

1. Establish a vision connecting brownfields re-use to redevelopment goals in the study area
2. Identify reuse strategies and scenarios, and develop a market strategy for each key brownfield site
3. Identify environmental assessment and cleanup needs to achieve re-use at each key brownfield site
4. Develop a prioritized area wide and site specific implementation plan (site specific for up to six key brownfield sites)
5. Create a timeline to implement plan
6. Identify potential funding available for the implementation of the Plan
7. Provide a property profile for each key brownfield site
8. Include a PowerPoint summary of key conclusions and implementation steps

***Deliverable: Final Area Wide Brownfields Revitalization Plan, with attachments.***

## **Task 6: Develop Geo-Referenced Database of Project Data**

The consultant will develop a geo-referenced database that can be easily accessed and used by laypeople. The database will allow the user to view spatial and tabular data produced by the project and to generate area wide and property specific profiles with selected data. The consultant will be expected to provide directions and training on use of the database. The database should allow for the user to add updates to data as needed.

***Deliverable: Geo-referenced database accessible online or on cd.***