



The City of Carlin, Nevada

REQUEST FOR PROPOSALS

For

**Environmental Consulting Services for a
Brownfields Site Assessment Project**

October 19, 2011

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1. Introduction

The City of Carlin (City) has been awarded a \$400,000 Brownfields Assessment Grant from the United States Environmental Protection Agency (US EPA) to assess properties possibly contaminated by petroleum and hazardous materials.

The City is seeking experienced Environmental Engineering Services Consultants for the purpose of conducting assessments of “Brownfields Sites” within the City’s boundaries and to assist with project implementation, completing EPA-approved work plan tasks, administration, and execution of this grant.

Grant funds will be used to involve the community in the decision making process, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, create a GIS inventory of sites, to perform health monitoring activities, if needed, and to conduct cleanup planning of assessed brownfields properties.

The City will use the data gathered and planning provided through the grant activities to determine redevelopment and use plans for the properties assessed.

2. Background

The City of Carlin, with a population of approximately 2,370, is located near the western border of Elko County in northeast Nevada, approximately 23 miles west of the city of Elko, the county seat, along Interstate 80, the major transportation corridor in the region. The city slogan is *"Where the Train Stops...and the Gold Rush Begins"*.

Carlin's city limits encompass 9.0 square miles. Approximately 75% of the land within the city limit lies north of the Humboldt River with the remaining 25% south of the River. Important tributaries to the Humboldt River, which flow through the city, are Maggie Creek and Mary's Creek. The two creeks generally serve as the east and west boundaries of the city.

History

Located on the banks of the Humboldt River, Carlin is the oldest community in Elko County. Situated in a valley, the area is lush with natural springs and meadows. In the early 1800's, the area was a central trading area for native Americans. The City of Carlin had it's beginnings as a campsite favored by immigrants traveling the California Trail during the Gold Rush period of the late 1840's, and grew quickly after it became the eastern terminus of the Central Pacific Railroad's Humboldt Division in late 1868. Extreme cold winters enabled 45,000 tons of ice to be harvested, providing refrigeration

for approximately 300 cars daily, carrying fruits and vegetables to the eastern market. During 1907, the Western Pacific Railroad (now Union Pacific) was built through the city, south of the Southern Pacific (formerly Central Pacific).

For many years, until the 1950's, Carlin was principally a railroad city. The main business district was located on the south side of the Southern Pacific Railroad while much of the railroad shop facilities and the roundhouse were situated north of the main line tracks. Residential areas were located on both sides of the Southern Pacific Railroad with most of the dwellings established north of the railroad shops. With the replacement of steam engines by diesel power, Carlin's maintenance facilities were no longer needed. As the significance of the railroad decreased, the business district south of the railroad declined and business began relocating nearer Highway 40, (now Interstate 80) on the north side of the City.

After a long period of little growth or change, a modern gold mining boom has affected the City. In the 1960's, gold mining came into prominence and became the major employment base in the general vicinity of Carlin with the development of the area commonly known as the *Carlin Trend*. The 1980's were a time of substantial expansion of the gold mining industry in the area around Carlin making the region one of the premier gold mining areas of the world. This boom has brought dramatic growth and change to Elko County and Carlin. Today, Carlin is the gateway to the world's largest gold mines. The Carlin Trend boasts two of the largest open pit gold mines in the world, processing approximately 3 million ounces of ore annually and cumulatively over 50 million ounces of ore. The Newmont Gold Quarry site is visible from Interstate 80 and the northern slopes of the City.

Problems

Despite the positive development and growth, brought on by the growth of mining in the area, the City's downtown area remains underdeveloped and, in some instances, blighted. The once prosperous downtown is now a scar of the city's past. On the surface, empty rail lines, vacant properties, and dilapidated structures are all that remain of this once prominent railroad town. Beneath the ground surface, soil and groundwater contamination has left homes unsafe for occupancy and seriously impacts the City's ability to safely redevelop the area for the use of the public and to spur economic growth.

3. Scope of Work and Services

The selected engineering consultant will be responsible for the following:

Task 1 - Task 1-Site Prioritization

Task Description

The City of Carlin has tentatively developed a list of sites based in four Target Areas:

- Area #1 -Railroad Street- 60 lots ranging from 0.10 to 30 acres
- Area #2- Main Street- 40 lots ranging from 0.10 to 50 acres
- Area #3- Oak Street- 20 lots ranging from 0.10 to 10 acres
- Area #4- East Chestnut Street- 30 lots ranging from 0.10 to 5 acres

The Target Area defines an area that includes approximately 150 lots within the City on streets adjacent to Railroad property. For purposes of work under this RFP, up to 25 eligible Hazardous Substances sites and up to 25 eligible Petroleum product sites will be evaluated according to weighted ranking criteria to identify the highest priority sites for assessment under this grant.

The City of Carlin intends to begin its activities under the Brownfields Program by developing weighted site ranking and selection criteria to prioritize up to 50 the eligible properties that have already been inventoried in the four Target Areas. Each grant will have its own set of ranking criteria and associated scoring matrix based on input from Brownfields Steering Committee, residents, local organizations, and local government offices. Site Ranking/Selection criteria will include such categories as: degree of potential contamination, likelihood that contamination will negatively impact human health and the environment, redevelopment potential, stakeholder concerns, project viability, and accessibility of the property. Although Carlin anticipates that the bulk of potential brownfields sites have already been identified through the initial inventory process, the City recognizes that conditions change and additional sites or concerns may be identified at a later date during the grant period, necessitating a reevaluation of the priority of properties for assessment. Carlin therefore anticipates that while the majority of work under this task will be completed within the first six months of the grant implementation, some work under this task will likely be ongoing throughout the grant period.

Task Deliverables

- Weighted Site Ranking and Selection Criteria,
- Completion of 50 individual site score sheets for eligible sites, 25

- hazardous substances and 25 petroleum
- Prioritized list of brownfields sites segregated based on type of contamination, either Hazardous Substances or Petroleum.

Task 2 - Phase I and II Environmental Site Assessments (ESAs)

Task Description

It is the goal of the City of Carlin to move quickly from Task 1 to Task 2 assessment activities in order to maximize the potential for redevelopment at as many of the identified properties as possible. EPA Site Eligibility Determination Checklist forms will be prepared for EPA Region 9's and NDEP review and approval prior to starting site assessments.

While it is the hope of the City that many of the sites can be cleared once the Phase I Environmental Site Assessment (ESA) is complete, it remains likely that Phase II ESAs will need to be conducted at many of the selected properties due to the high potential for contamination. The selected engineering firm will create a programmatic Quality Assurance Project Plan (QAPP) for sampling activities prior to conducting Phase II evaluations. The City will subsequently develop individual site Field Sampling Plans (FSPs) and Health and Safety Plans (HSPs) and submit them to EPA for approval prior to conducting Phase II ESAs. As with the Phase I ESAs, EPA approval for activities will be sought at each stage of additional assessment work. Assessment activities will begin as soon as possible once the grant period begins, but will not be undertaken until EPA Region 9 has approved the site for a Phase II ESA. It is anticipated that assessment work will commence within six months of award, and will continue throughout the grant period.

Carlin anticipates conducting up to nine Phase I ESAs and up to four Phase II ESAs under each grant.

Deliverables

- 18 ESAs
- 1 QAPPs
- 8 FSPs
- 8 HSPs
- 8 Phase II ESAs
- EPA Site Eligibility Determination Checklist forms will be prepared for EPA Region 9 review and approval prior to starting site assessments.

Task 3 - Cleanup and Reuse Planning

Task Description

Carlin's strategy throughout the Brownfields Program will be to maintain momentum by continually working to move its brownfields sites toward redevelopment. The development of a viable cleanup and/or reuse plan is an essential part of the City's strategy for movement toward redevelopment. The cleanup plans will provide a blueprint for stakeholders to utilize in determining priority projects, as well as provide milestones and measures of success during the redevelopment process. Cleanup and reuse plans will be developed in a manner consistent with EPA guidance and the NDEP Voluntary Cleanup Program requirements, including stakeholder concerns.

Deliverables

Up to six Cleanup and Reuse/Redevelopment Plans

Task 4 - Public Outreach

Task Description

The City intends to build and maintain support for the Brownfields Program through up to ten public meetings, up to five interactive charrette workshops, and up to ten listening sessions to ensure community engagement and buy-in during the duration of the grant implementation period. Carlin views its focus of continual progress toward redevelopment and communication of that progress to affected stakeholders as critical to the long-term success of the program. In addition to listening sessions, public meetings, and charrette workshops, Carlin expects its public outreach to take the form of educational materials including brochures and Fact Sheets with information on the program and selected properties. Carlin will also include information on its Brownfields Program and progress at selected sites throughout the City and as updates on the City's website. Information to be included on the City's website may include Phase I and Phase II reports, as appropriate, quarterly progress reports, and program fact sheets.

Deliverables

- 10 public outreach meetings
- 10 Listening sessions
- 5 Charrette workshops

- City Council briefings
- At least two educational brochures
- Website content relevant to the City's Brownfields Program including Environmental Site Assessments
- Quarterly progress reports
- Program fact sheets.

Task 5 - Institutional Controls

Task Description

In order to prevent future brownfields from developing, the selected engineering consultant will work closely with the City in the development of institutional controls. Institutional controls may include modifications to existing ordinances, drafting of new ordinances, development of zoning guidelines, and related regulatory controls to prevent new brownfields from developing within the City. Development and implementation of institutional controls will be determined as warranted from findings of assessments public outreach activities.

Deliverables:

- Zoning overlay
- One to two new or revised City ordinances
- Guidance documents

Task #6 - Program Reporting

Task Description

The selected engineering consultant will track expenditures, prepare quarterly reports tracking progress and measures of success including Minority Owned Business Enterprises/Woman Owned Business Enterprise (MBEIWBE) utilization, preparing and updating Property Profile Forms (PPFs) on EPA's online database Assessment, Cleanup and Redevelopment Exchange System (ACRES), annual financial status reports, and prepare a final report of the program's activities and successes for submittal to EPA upon completion of the grant period.

These activities will be performed under the oversight of the City and with City approval and participation in preparation of all reports.

Deliverables

- 12 quarterly reports
- 18 Property Profile Forms
- 8 Updated Property Profile Forms after Phase II ESA
- 3 MBE/WBE utilization updates
- 4 annual financial status report
- Final progress report.

4. Consultant Qualifications & Background

Following the submittal format and requirements outlined in Section 6 below, Consultant must provide the following information about their company so that the City can evaluate the Consultant's ability to support commitments set forth in the response to the RFP. The Agency, at its discretion, may require a Consultant to provide additional documentation to support and/or clarify requested information. The Consultant should describe the company's background including:

- Prior experience with US EPA Brownfields Assessment Grant Administration/experience.
- How long the company has been in business
- A brief description of the company, including past history, present status, future plans, etc.
- Note any parent/subsidiary relationships
- Note any name changes/acquisitions
- Company size and organization
- Total number of employees.
- Number of full-time and part-time employees;
- Number of technical staff and certifications
- A detailed résumé and contact information for the Project Manager and any other employees who will be involved in the project
- Provide 3 to 5 examples that best reflect your work and relevancy to this project
- Describe your experience with conducting brownfields and environmental services for government agencies
- Provide background and experience levels of those employees that will be assigned to this project
- List any partnerships you may have with partners such as photographers, graphic artists, etc.

5. General Consultant Requirements

In addition to any specific technical input listed in the Scope of Work, the Consultant(s) will be expected to:

- Act as project manager of team to ensure timely completion of the work.
- Work with assigned Agency project manager
- Coordinate with Agency project manager to ensure timely delivery of milestones in accordance with RFP.
- Work with various City departments, if applicable, to accomplish the Scope of Work.
- Assume responsibility for research and gathering any relevant information.

6. Submittal Requirements

All proposal information packages should be submitted using the following format providing relevant information under each heading:

1. INTRODUCTION

- Overview of Company and Key Brownfields Team Members
- Project Understanding

2. QUALIFICATIONS

- Familiarity with EPA Regulatory and Financial Grant Compliance
- Knowledge of Various Brownfields Financial, Legal, Legislative and Redevelopment Tools
- Community and Stakeholder Outreach
- Technical Expertise in Meeting ASTM Standards Thru Phase I and Phase II ESAs

3. EPA AND LOCAL BROWNFIELDS PROJECT EXPERIENCE

- Experience Working Under EPA Brownfields Community-Wide Site Assessment Grants in EPA Region 9.
- Description of 2 or more EPA Brownfields Community-Wide Site Assessment grant projects in EPA Region 9 with at least two projects in the State of Nevada in which the consulting firm, as prime consultant, has provided similar services to those outlined in this RFP
- MBE/WBE Utilization

- Local Government Brownfields Experience (Cite up to 5 projects)
- Experience Writing Successful EPA Brownfields grant applications

4. PROJECT TECHNICAL APPROACH

- Brief narrative outlining their understanding of the above project and its requirements, including processes and a timeline for how the project will be completed.
- Consultants must provide an outline for implementation of the plan for each project task including deliverables

5. ORGANIZATIONAL CHART and COMPANY HISTORY

6. REFERENCES

7. RESUMES

8. CERTIFICATION AND CONTACT INFORMATION

- Complete the Proposal Certification Form, located at the end of this document, and include it in this section
- Certification form must be signed by a company representative with authority to legally bind the company to the requirements of the Proposal
- Ensure that the Certification Form includes name, title address, and telephone number of the contact person and individual with authority to bind the company and also who may be contacted

9. BUDGET

- Provide Budget and Itemized Costs for all activities, tasks and deliverables, including travel.
- The Budget & Costs must be sealed in a separate envelope accompanying the Proposal.

10. SUBMISSIONS and COPIES

- Three (3) copies of the proposal sealed in one package
- One (1) copy of the budget and costs sealed separately from the proposal.
- Sealed envelopes must be clearly marked with the name and address of the business in the upper left hand corner

- Sealed envelopes must be marked “**BROWNFIELDS ASSESSMENT GRANT PROPOSAL**” in the lower left hand corner.
- All proposals must be submitted to:
City of Carlin
Attn: City Manager
PO Box m787
Carlin, NV 89822
- AN ELECTRONIC COPY IN PDF FORMAT ON DISC SHOULD BE INCLUDED WITH THE PAPER COPIES OF THE PROPOSAL
- Sealed proposals will be accepted until the time given within this document at the location stipulated in this document. Any proposals not received by that time at that location may be removed from consideration. Any proposal which does not conform to these requirements in their entirety may be removed from consideration

7. Right to Reject and Accept

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal and review process.

8. Criteria for Evaluation of Proposals

OVERVIEW

Proposals will be evaluated according to the following:

- Understanding of the Project and needs of the City associated with the Brownfields program
- Response to the Scope of Work in the “Project Technical Approach” section of the Proposal
- Qualifications of the company, team and individuals assigned to the Project
- Experience in Brownfields Assessment Projects and in Nevada projects specifically
- References
- Completeness of Proposal Submission

9. Selection Committee Process

Selection Process Outline:

1. The City's BROWNFIELDS ASSESSMENT GRANT RFP will be opened to the public on October 19, 2011
2. The City's BROWNFIELDS ASSESSMENT GRANT RFP will be closed to the public on November 16, 2011 at 5 pm. All proposals are held in City Clerk's Office. Staff will review proposals to ensure proposals submitted not-on-time will be eliminated from the selection process.
3. Selection Committee will be provided copies of proposals and will evaluate them based on criteria set forth in the Request for Proposal
4. Selection Committee, based upon evaluation of proposals, may ask Consultants to provide a formal presentation in December 2011
5. The Selection Committee will make a selection based on their evaluation of all accepted proposals
6. The Selection Committee will review and compare Budget and fee schedule for application within the City's project budget.
7. Selection Committee will make a recommendation for a Consultant to the Carlin City Council for approval in January 2012
8. If approved by the City Council, the Professional Services Contract will be executed with the selected engineering consultant and the project will begin as coordinated by the City's Brownfields project manager.

10. Requirements for Selected Consultant

1. The selected consultant will be required to execute the City's approved Professional Services contract.
2. The selected consultant will obtain a Business License within the City of Carlin before commencement of work.
3. The Consultant will provide all required insurance

PROPOSAL CERTIFICATION FORM

*To be executed and included with the Consultant's Proposal under the Section 8
Certifications and Contact Information*

REQUEST FOR PROPOSALS – ENVIRONMENTAL ENGINEERING SERVICES

City of Carlin, Nevada
US EPA BROWNFIELDS ASSESSMENT GRANT PROJECT

**NOTE: PLEASE ENSURE THAT THIS CERTIFICATION IS SIGNED AS
REQUIRED. FAILURE TO SIGN THIS FORM MAY RENDER THE PROPOSAL
INVALID.**

Issue Date:
October 19, 2011

Issuing Agent:
**City of Carlin, Nevada
PO Box 787
Carlin, NV 89822**

Proposal Due Date:
November 16, 2011 at 5 pm

Submissions to:
**City of Carlin
Attn: City Manager
PO Box 787
Carlin, NV 89822**

Number of Proposal Copies: **Three (3) sealed copies with attachments.
FEE SCHEDULE IN SEPARATE SEALED ENVELOPE.**

In compliance with this Request for Proposal and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned further certifies that all representations and certifications contained in its proposal are complete and accurate as required.

Name of Firm: _____

Address of Firm: _____

Contact Name: _____ Title: _____

Signature: _____ Date: _____

Phone Number: _____ Email Address: _____

Federal Employee ID Number: (if applicable) _____