

I. INTRODUCTION

The Winston County Board of Supervisors (County) was awarded a \$2,297,900 Fiscal Year (FY) 2024 U.S. Environmental Protection Agency (EPA) Brownfield Cleanup Grant to plan and implement cleanup at the Winston County Development Building (Site), located at 923 South Church Avenue in Louisville, Mississippi. The 26-acre site consists of an approximately 400,000-square foot industrial building with a plume of volatile organic compounds in the soil, shallow groundwater, and soil-gas under the building. Environmental investigations have been performed on the site, and these include a 2018 Phase I Environmental Site Assessment (ESA), a Phase II ESA a Sub-Slab Soil Gas and Indoor Air Sampling event, a 2022 Vapor Intrusion Mitigation and Indoor Air Sampling and a 2022 Indoor Air Sampling study. The groundwater sampling revealed elevated concentrations of the Volatile Organic Compounds (VOCs) Perchloroethylene (PCE) and its degradation products, Trichloroethylene (TCE), cis-1,2-dichloroethene, and vinyl chloride on the western portion of the site and downgradient on the eastern portion of the site. The source of PCE, TCE, and their degradation products are commonly related to the use of solvents and degreasers from past uses at the site. The overall reuse strategy for the site is to expand the industrial use of underutilized areas within the building.

Winston County Board of Supervisors is seeking a **Qualified Environmental Professional (Consultant)** as defined in 40 CFR §312.10 to plan and implement cleanup activities as outlined within this RFP, the draft Analysis of Brownfield Cleanup Alternatives (ABCA) and the most recent Environmental Site Assessment (ESA) Reports. The Consultant's responsibilities will include finalizing the ABCA, development of the Cleanup Action Plan (CAP), development of bid plans and specifications, oversight of cleanup activities, post-cleanup reporting, participation in the stakeholder engagement activities, and supporting grant management and reporting activities. The Consultant will work under the direction of the County's staff and/or representatives and will work in collaboration with the other project stakeholders, as necessary. The EPA and the Mississippi Department of Environmental Quality (MDEQ) will be actively involved in the project including reviewing and approving appropriate documents and providing regulatory oversight throughout the duration of the project.

II. SCOPE OF SERVICES REQUESTED

The following tasks represent the scope of services being requested:

Task 1: Support Grant Management and Reporting Activities

The Consultant will assist with grant management and reporting activities in collaboration with the County. Specific subtasks for Task 1 are anticipated to include:

- **Reporting Activities:** The Consultant will provide requested information for Quarterly Progress Reports, Annual Disadvantaged Business Enterprises (DBE) and Federal Financial Reports (FFRs), Assessment, Cleanup and Redevelopment Exchange System (ACRES) reporting, and the Final Performance Report as required by EPA.
- **Check-in Meetings:** The Consultant will attend regular check-in meetings with the County's project management team to provide status updates and keep the project moving forward on schedule.

Task 2: Assist With Community Involvement Activities

The County will coordinate regular stakeholder engagement activities over the course of the project. The meetings will serve to keep project stakeholders operating in an efficient and collaborative fashion. Specific subtasks for Task 2 are anticipated to include:

- **Development of Project Fact Sheets, Meeting Materials, and other Community Outreach Documents:** The Consultant will assist the County in developing content for project fact sheets, meeting materials and other community engagement documents.
- **Public Meetings:** The County will participate in key stakeholder meetings as needed before, during, and after the site cleanup activities.
- **Implement and Document Public Comment Periods for the ABCA and CAP:** The Consultant will coordinate; host and document required public meetings and respond to questions and comments regarding the ABCA and CAP.

Task 3: Cleanup Planning

Specific subtasks for Task 3 are anticipated to include:

- **Finalize the Analysis of Brownfield Cleanup Alternatives (ABCA):** Based on previous environmental reports, a draft ABCA has been prepared dated October 28, 2023. The draft ABCA provided a preliminary evaluation of cleanup options and anticipated cleanup costs. The consultant will work in collaboration with the County to update and finalize the ABCA for submittal and approval by EPA and MDEQ.
- **Develop the Corrective Action Plan (CAP):** The Consultant will prepare the CAP and allow for required review, comment and approval by the County, EPA, and MDEQ. Where practical, the CAP will include ways to make the proposal cleanup “greener” or “more sustainable.”
- **Prepare the Cleanup Quality Assurance Project Plan (QAPP):** The Consultant will prepare an QAPP that identifies appropriate methods for cleanup, field observation and confirmatory sampling to be conducted on site, in accordance with EPA, MDEQ and Occupational Safety and Health Administration (OSHA) regulations. The QAPP will be submitted to EPA and MDEQ for review and approval.
- **Preparation of Bid Package, Contractor RFP and Participation in Contractor Selection:** Qualified environmental and/or remedial contractors will be procured to implement the necessary cleanup activities. The Consultant will lead preparation of the bid package, including preparing detailed plans and specifications, including the inclusion of required Davis-Bacon requirements, EPA’s six (6) Good Faith Efforts for contracting with DBEs and other terms and conditions of the funding/oversight agencies (EPA and MDEQ); development of the Contractor request for bids; preparation of budget details; conducting required site visit(s) with potential contractors; and participating in the review of contractor bids.
- **Coordination with County and Project Team:** Consultant will coordinate and work with the County and other members of the project team as necessary throughout the cleanup planning phase. Consultant shall attend regularly scheduled project meetings with the County and project team.

Task 4: Oversee Site Cleanup Activities

Specific subtasks for Task 4 are anticipated to include:

- **Oversight of Cleanup Activities:** The Consultant will oversee cleanup activities, conduct appropriate site inspections to ensure proper procedures are being followed and that work is being performed safely and in accordance with bid documents; ensure cleanup is conducted according to applicable MDEQ, OSHA, EPA Brownfields and TSCA rules, regulations and guidelines; review contractor/subcontractor invoices; and ensure work is proceeding according to the established timeline.
- **Project Updates:** The Consultant, with the assistance of the County, will prepare and submit monthly updates, including photographs of works in progress.
- **Confirmatory Sampling:** The Consultant will oversee the collection of required samples.
- **Cleanup Documentation:** The Consultant, with the assistance of the County, will prepare and submit close-out documentation to appropriate regulatory agencies indicating that cleanup process is complete and prepare the final technical report.

III. PROPOSAL FORMAT

Technical Proposal

The following items must be included in the Consultant's response:

Organizational Profile: Provide an overall history and description of the Consultant's firm and any subcontractors.

Qualifications: Provide a list of key personnel expected to work on the project, including names, education, professional licenses, registrations or certifications, and role in the project. Subcontractors should be included in this list and identified as such. The Project Manager/Primary Contact should be clearly identified and should meet the requirements of EPA's definition of a Qualified Environmental Professional (QEP).

Experience: Consultant and Subcontractors should have demonstrated experience in performing similar services funded and under the direction of the applicable federal and state agencies.

Project Approach and Timeline: Describe the approach to be taken toward completion of each of the tasks outlined above. Provide a project schedule which includes the tasks outlined above, key deliverables and key milestone dates including but not limited to completion and approval of the CAP and start/completion of cleanup activities.

Representative Projects: List three to five (3 to 5) representative examples of related projects the Consultant's firm has performed which illustrate the role and experience in providing the scope of services requested. For each example (project), include a brief description, dates of service, and a reference with contact information (name, title, organization name, email address, and phone number).

Proposals should be limited to fifteen (15) single sided pages. The following shall be included and will not count towards the 15-page limit:

- Cover page
- One page cover letter
- Table of contents
- Proof of insurance
- Resumes for key individuals (limited to 2 pages per individual)
- Resumes for subcontractors (limited to 2 pages per subcontractor)

Cost Proposal

A separate cost proposal shall be submitted which does not count towards the page limit. Anticipated total costs should be provided for the following tasks/deliverables:

- Updating/Finalizing the draft Analysis of Brownfield Cleanup Alternatives (ABCA).
- Preparing the Corrective Action Plan (CAP) for MDEQ Brownfield Program.
- Preparing the Quality Assurance Project Plan (QAPP).
- Preparing Bid Packages
- Oversight of remedial contractors/subcontractors.

Additionally, a rate schedule should be included in the cost proposal with hourly rates for key staff and anticipated expenses (materials, travel, equipment, etc.) to be incurred for performing all other project activities, which will be performed on a time and material basis and further specified/approved as the project progresses. An itemized breakdown of any anticipated consultant/subcontractor costs and expenses should also be included.

IV. SUBMISSION PROCEDURE AND DEADLINE

Interested firms will submit separate electronic copies of the technical and cost proposals to Glen Haab at glen@winstoncounty.com. The subject line shall be “RESPONSE TO EPA CLEANUP GRANT RFP”.

Proposals are due by 10:00 AM (CDT) on Friday, March 14, 2025.

Winston County reserves the right to reject any and all proposals, to waive or not waive informalities or irregularities in proposals or proposal procedures, and to accept or further negotiate cost, terms, or conditions of any proposal determined by the County to be in the best interests of the County even though not the lowest cost. The County is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the County to pursue an agreement or contract with any firm.

Minority-owned, women-owned, and locally owned businesses are strongly encouraged to apply.

IV. SELECTION CRITERIA AND PROCESS

Proposals will be evaluated by the County and its representatives in consideration of the following criteria:

- The clarity of the proposal, the understanding of the project site, the cleanup project, and its objectives, and the responsiveness to the work program.
- The respondent’s qualifications and experience for performing the requested scope of services, with particular attention on experience with successful projects similar in size and nature/complexity.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the County’s project management team, EPA, MDEQ, and other interested stakeholders.
- Experience with State voluntary cleanup programs, ABCAs, and implementation of cleanup projects.
- Reasonableness of costs presented in the Cost Proposal.

The following criteria will be used to evaluate proposals:

Evaluation Criteria (100 Total Points)

Consultant selection criteria will include demonstratable experience/capabilities with state and/or federal regulated brownfield projects, preparing QAPPs, ABCAs, CAPs, ability to clearly report and communicate findings to a wide and diverse audience, expertise in cleanup procedures or similar nature and complexity, and ability to coordinate effectively with all project stakeholders. The Consultant’s activities associated with each work task needs to follow the proposed costs and anticipated level of effort. The County will act the sole judge of all proposals.

The County will review all qualifications according to the factors and criteria included within this RFP. The County will consider the following factors in its review of the technical RFPs received:

Description	Possible Points
Clarity of Submittal The technical quality, completeness, conciseness, and clarity of the submittal	5 Points
Consultant/Subcontractor Qualifications Qualifications of the Consultant and any subcontractors, including appropriate areas of expertise, relevant experience, and technical capabilities demonstrating qualifications to undertake the project.	20 Points
Personnel Qualifications & Knowledge of Applicable Cleanup Rules & Procedures Qualifications of the proposed key personnel assigned to this project, including technical attributes and relevant experience that makes them uniquely qualified to undertake the project.	40 Points

Ability to Meet Project Timeline, Scope, and Budget Demands Demonstrated ability to meet project timeline, scope, and budget demands.	10 Points
Cost Reasonableness of costs in the Cost Proposal.	25 Points
Total Points Possible:	100 Points

VI. ADDITIONAL RESOURCES

Consultants responding to this RFP should thoroughly review the following important background documents (located on the website below):

- Draft Analysis of Brownfield Cleanup Alternatives (dated October 28, 2023)
- Grant Application (submitted November 13, 2023)
- Phase I Environmental Assessment (dated July 2018)
- Phase II Environmental Assessment (dated November 16, 2018)
- Phase III Environmental Site Assessment (dated May 5, 2020)
- Limited Sub-Slab Soil Gas and Indoor Air Sampling Report (dated March 3, 2021)
- Indoor Air Sampling Report (dated February 9, 2022)
- Vapor Intrusion Mitigation Report (dated June 15, 2022)
- Sub-Slab Depressurization System Installation and Initial Air Sampling Report (dated March 26, 2024)
- Phase IV Environmental Site Assessment (dated May 2, 2024)

VII. QUESTIONS

Specific questions regarding information in this RFP shall be sent via email to Glen Haab, Executive Director for the Winston County Economic Development District Partnership, at glen@winstoncounty.com by 10:00 AM CST on Wednesday, February 26, 2025. Answers will be posted on <https://www.winstoncountymys.org/information--notices.html> by 10:00 AM CST on Wednesday, March 5, 2025.