

*REQUEST FOR PROPOSALS FOR QUALIFIED ENVIRONMENTAL  
PROFESSIONAL SERVICES*

**MONTGOMERY COUNTY, NY COMMUNITY WIDE HAZARDOUS  
SUBSTANCES ASSESSMENT**

**Issue Date: February 15, 2021**

**Proposals due: March 19, 2021 3:00 PM**

Montgomery County  
**BUSINESS DEVELOPMENT CENTER**  
9 Park Street  
Fonda, NY 12068-1500  
Phone: 518-853-8334

## **REQUEST FOR PROPOSAL**

### **MONTGOMERY COUNTY, NY COMMUNITY WIDE HAZARDOUS SUBSTANCES ASSESSMENT**

#### Introduction:

The selected Qualified Environmental Professional (QEP) will complete 4 Phase I environmental site assessments (ESA) to evaluate the potential for on-site contamination and hazardous building materials. The QEP will also complete Phase II ESAs for four (4) hazardous substances sites. The successful firm will complete remedial action plans and reuse plans with appropriate Clean-up Alternatives including sustainable design and real estate market analysis for the sites with completed phase II ESAs. Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the Montgomery County Business Development Center Senior Planner, assisted by the County Treasurer and the County Attorney, with technical assistance and oversight to be performed by the Qualified Environmental Professional (QEP) firm selected through this RFP process. The qualified firm must complete all tasks and not exceed the EPA brownfields assessment grant award of \$300,000.

#### Task 1: Outreach

The County in cooperation with the successful firm will conduct a community involvement and awareness campaign, in cooperation with a Brownfields Taskforce. The campaign will involve the community in the decision-making process, and identifying potential reuse options. Planned outreach includes providing up-to-date project information on the county's website, creating/disseminating information via flyers distributed at community meetings, bulletin boards, releasing articles through the local newspapers, local radio stations, and conducting outreach meetings with community organizations.

#### Task 2: Site Reconnaissance and Site Data Collection

- Enter sites on GIS mapping tool.
- Graphical capturing of brownfield sites for planning and marketing work.
- Convene steering committee.
- Compile data for Phase I investigation.
- Evaluate site access issues.
- For each selected site, provide site eligibility information to EPA for review.
- Obtain EPA approval for Phase I.

### Task 3: Phase I and Phase II Environmental Assessments

*The following task elements will be completed at the four priority properties described in this RFP.*

#### Phase I investigations:

- Conduct planning meeting with QEP to discuss approved sites
- QEP obtains access agreement and performs Phase I investigation
- QEP submits draft Phase I report to project team members
- Team reviews/comments on draft Phase I
- QEP submits final Phase I report to project team members

#### Phase II preparation:

- Meet with steering committee to review Phase I results and project direction
- Obtain EPA approval to proceed with Phase II
- Meet with QEP to Plan Phase II
- Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities
- QEP submits EPA approved generic QAPP w/ updated organization chart

#### Phase II investigation:

- QEP submits draft site-specific QAPP addendum to project team for review and comments
- EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to team
- QEP performs field work according to plan
- Grantee monitors site work and communicates any concerns with EPA/state
- Grantee tracks green and sustainable site assessment efforts used during Phase II investigations
- QEP submits draft Phase II report to project team for review and comments
- QEP submits final Phase II report to project team
- Project team & steering committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination

### Task 4: Reuse and Remediation Planning

#### Implement outreach strategy in priority property communities:

- Meet w/ local community organizations and/or attend local town meetings
- Publish program info in local papers and post notices in town halls & community centers
- Give brownfield presentations at local meetings
- Ads/postings in local target areas
- Improve community knowledge on brownfield issues

#### Hold local public meeting on Phase II sites and findings:

- Discuss Phase II results, and potential cleanup and redevelopment plans
- Encourage public participation and support of BF project(s) going forward

#### Cleanup & reuse planning:

- Throughout Phase II process, strategize with steering committee on reuse plans for the site
- Conduct marketing to leverage developer/lender interest in the property
- Develop draft cleanup alternatives and remediation plans for the site
- Incorporate Green and Sustainable Remediation (GSR) principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA)
- Perform public outreach and involvement in cleanup and reuse planning

Outputs:

- Internal cleanup and reuse planning meeting(s) with county staff.
- 4 draft cleanup alternatives plan
- 4 draft remedial action plan
- GSR language in ABCA
- 1 public meeting on project results
- Potential for developer / lender workshop and transaction forum

Task 5: Reporting

- Prepare reports for each reporting period via The Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- Enter site data in ACRES
- Prepare final report and grant closeout material
- “Success Story” fact sheets
- Regular communication of project status and next steps; current database for congressional reporting
- Maintain grant files, site project files, and financial records suitable for audit purposes.

Priority Properties

**Five Corners, Amsterdam, NY (SBL: 56.5-3-70 & 56.5-3-44):** Located along a busy road, between industrial areas, commercial space and low-income residential neighborhoods, this site is a gateway to the county creating a first impression for tourists and businesses of a dilapidated and neglected area. The site, which is included in Amsterdam’s NYS Brownfield Opportunity Area (BOA) program, was reportedly occupied by Kelloggs and Miller, a producer of linseed oil and potentially a fuel oil storage company. No investigations have been completed to date. Based on historical use, the site’s soils and groundwater likely contain VOCs and petroleum contaminants. The BOA notes that the site’s location, along a busy road bordering an Opportunity Zone, makes it one of the most potentially valuable commercial properties in the County.

**Medical Linen Systems, 10-16 New Street St. Johnsville, NY (SBL: 9.13-1-1.1 & 9.13-1-1.2):** This 0.4-acre former laundering service facility is occupied by a dilapidated building. Approximately 30 corroded, bulging drums were noted inside the building near a storm drain that discharges to the Mohawk River. The site’s building has unrestricted access and there is evidence of trespassing. In 2017 the EPA responded to the site and removed imminent hazards including the abandon drums. However, no site investigation has been conducted to evaluate the impact on soils and groundwater from the site’s historical operations. Documentation from previous investigations and assessments is available to review and can be provided.

**87 North Division Street, St. Johnsville, NY (SBL: 8.1-1-7):** A 4 acre site bound to the west by Zimmerman Creek, occupied by dilapidated buildings and abandoned cars. Little is known of the site operations. Reportedly the site was developed in the 1800s as a tannery by A&R Averill and has since operated as a distillery and a paper mill. No environmental investigations have been completed. The site's soil and groundwater may be adversely impacted by VOCs due to historical operations. This site presents a direct threat to human health and the environment due to the dilapidated buildings and the potential for on-site soil and groundwater contamination. Limited documentation from previous investigations is available to review and can be provided.

**The Arkell & Smiths Sack Co. 44 Mill St, Canajoharie, NY (SBL: 63.18-1-1.2)** A 2.6 acre site located in a primarily residential area. The on-site facility was built in the 1860's and was used by the Arkell and Smith Company until 1952. The plant made the first packages for sugar and flour from paper instead of traditional cotton fibers and in the 1870s made the first modern sugar bag. A fire in the 1880s destroyed some of the plant. The partial collapse of the roof of the facility occurred on June 28, 2013 on the Mill Street side. Interviews with the Mayor of Canajoharie indicate the potential presence of asbestos throughout the facility. A visual survey conducted by the U.S. Environmental Protection Agency (EPA) on December 15, 2015, indicated broken windows throughout, possible signs of trespassing, and general property neglect. Documentation from previous investigations and assessments is available to review and can be provided.

Project Schedule:

All proposals must include a schedule for the scope of work.

Proposal Contents:

In order to help review each submission, Montgomery County is asking that your Request for Proposal be organized according to the following format.

1. Title Page
2. Letter of Introduction
3. Table of Contents
4. Firm's Approach & Project Schedule
5. Staff Assignment. Please provide resumes of staff you will assign if your firm is selected.
6. Experience, in particular to the requirements of this Request for Proposal.
7. References
8. A breakdown of billing rates for labor and any associated work that will need to be provided as part of the scope of work.
9. Cost Proposal. Please show a total cost, and the breakdown by task.

The Advisory Committee and Montgomery County shall review all proposals received as a result of the RFP.

The following criteria will be used in evaluating consultant responses:

- The firm's quality and completeness of the response.
- The firm's experience working with NYS-funded capital projects.
- The firm's understanding of the proposed work plan.
- Applicability of proposed alternatives or enhancements to information requested.
- The firm's cost-effectiveness of the proposal.

- The firm's qualifications and relevant experience with respect to the tasks to be performed.
- The firm's reputation among previous clients.
- The firm's ability to complete all project tasks within the allotted time and budget.

Evaluation: The proposals shall be evaluated and subsequently ranked based upon a combination of qualifications, technical merit, comprehensiveness, and fee.

Right to Award: The County reserves the right to award all or part of the project and to reject any or all proposals. Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration. All respondents will be notified of the selection as soon as possible after the submission deadline. The County may conduct interviews with one or more proposers. The County reserves the right to reject all proposals.

#### INFORMATION, SUBMISSION AND DEADLINE

One (1) original and five (5) hard copies of the proposal must be submitted by 3:00pm Friday, March 19, 2021. Additionally, proposers must submit one copy in PDF format by thumb drive or disc. Proposers are advised not to rely on next day mail services. Proposals must be received in the office of the County Purchasing Agent before the above specified date and time. Faxes and electronic transmissions are not accepted. NOTE: Please call 518-853-3351 to make an appointment for drop off as County offices currently have limited access.

#### Receipt of Proposals:

- A. Proposals must be received no later than **March 19, 2021 at 3:00 PM** at the Montgomery County Purchasing Office. Please address all proposals to:

Montgomery County  
Purchasing Office  
20 Park St., Annex  
Fonda, NY 12068

All submittals shall be in a sealed marked envelope. Envelopes should indicate the name of the vendor and the title of the RFP.

- B. **Four copies of all Proposals must be submitted.** One copy must be clearly marked **ORIGINAL**, and the others marked **DUPLICATE**. Please also provide electronic media containing your Proposal in PDF/file form.

- C. Montgomery County reserves the right to reject any or all proposals in whole or in part.

#### Contact Persons:

Your contacts for this RFP are:

Alex Kuttesch  
Senior Planner  
9 Park St.  
Fonda, NY 12068  
Phone: 518-853-8202  
Email: akuttesch@co.montgomery.ny.us

Jaclyn Hernigle  
Montgomery County Purchasing Department  
County Annex Building  
PO Box 1500 - 20 Park Street  
Fonda, NY 12068-1500  
Phone: 518-853-3351

Attachments

- 1) Bid Proposal Certification Form
- 2) Sexual Harassment Prevention Policy and Training Certification Form

## BID PROPOSAL CERTIFICATIONS

Firm Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Bid \_\_\_\_\_

**I. General Bid Certification**

The Bidder certifies that he will furnish, at the prices herein quoted, the material, equipment and/or services as proposed on this bid.

**II. Non-Collusive Bidding Certification**

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion: consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore, Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized) \_\_\_\_\_

Title \_\_\_\_\_

**SEXUAL HARASSMENT PREVENTION POLICY AND TRAINING CERTIFICATION**

Firm Name \_\_\_\_\_

Business Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date of Bid \_\_\_\_\_

**Certification**

The bidder certifies under the penalty of perjury that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees in compliance with Department of Labor regulations.

Signature (Authorized) \_\_\_\_\_

Title \_\_\_\_\_