



CITY COMMISSION MEETING 11-12-19

Agenda Item

Request Form

SUBJECT: Rankings for Consultants to Assist with the EPA Brownfield Grant Application.

BACKGROUND INFORMATION: The City requested proposals from environmental and engineering consultants to assist it with brownfield grant writing and programmatic assistance. Three responses were received and reviewed by a committee consisting of the Development Services Director, Senior Planner, and Planner I. After discussion and consideration of the R.F.P. evaluation criteria, the following ranking is suggested:

1. PPM Consultants
2. ECT – Environmental Consulting & Technology
3. SCS Engineers

STAFF RECOMMENDATION: The City Commission approve PPM Consultants as the selected consultant and authorize the staff to negotiate a contract with them to prepare the EPA Brownfield Grant Application.

IV. SCOPE OF WORK

All anticipated and future work performed by the selected firm will be in compliance with EPA grant Terms and Conditions. The consultant will be expected to perform the following tasks on an as-needed basis:

- A. Grant Preparation and Administration: The consultant will be asked to take the lead in the preparation and submission of an EPA Assessment and/or Cleanup Grant(s) application(s) with input and review by the City. Included in this task is the collection of data required in the grant application(s), meeting with existing community groups and assisting in the identification of potential properties or areas to be included in application(s). Once grants have been awarded, the consultant will, with the City's help and guidance, provide grant management and implement the grant project.
- B. Site Characterization and Assessment Activities: As part of the work, the consultant will be asked to complete Phase I and Phase II Environmental Assessments reports. Included in this task is development of the following plans:
1. Generic Quality Assurance Project Plan (QAPP),
 2. Site specific Quality Assurance Project Plans (SS-QAPPs),
 3. Health and Safety Plans (HASP), and
 4. Site investigation reports.
- C. Community Involvement Assistance: The consultant will be asked to support the City in public involvement and community outreach activities to ensure the community concerns are considered and addressed in the assessment planning and execution of the projects. The following activities may be included:
1. Develop a community engagement plan that details a strategy for involving the community in Brownfields activities;
 2. Conduct public meetings and hearings to solicit community interest and provide educational information;
 3. Develop and implement effective methods of communication information about the Brownfields Program to the public (website, information sheets, mailings, etc.);
 4. Meet with land owners, developers and any other stake holders interested in Brownfields development.
- D. Cleanup and Development Planning: The Consultant will be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfields Cleanup Alternatives (ABCA), site remediation work plans, conceptual redevelopment site plans, etc. In addition, the Consultant may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options regarding the redevelopment of specific properties. The Consultant may also assist in the negotiation of Brownfield Agreements with the state regulatory agency.
- E. Other Brownfield Related Duties: Other duties may be required for a successful program, but have not been anticipated in this call for services.

Name of Proposer	Experience & Ability	Demonstrated Brownfield Experience	Approach & Understanding of Scope	Proven Track Record	Ability to Comply w/Federal Grant Requirements	Environmental Assessment Experience	Quality of Performance on other projects	Fee Schedule	Total
ECT – Environmental Consulting & Technology	20 pts	20 points	15 points	10 points	10 points	10 points	10 points	5 points	100 points
PPM Consultants	20	20	15	10	10	10	10	0	95
SCS Engineers	18	20	13	10	10	10	10	0	91

LANE (Director)

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ECT – Environmental Consulting & Technology	20 pts	20 points	15 points	10 points	10 points	10 points	10 points	5 points	100 points
PPM Consultants	20	20	15	10	10	10	10	0	95
SCS Engineers	18	20	10	10	10	10	10	0	85

PATE (Sr. Planner)

Name of Proposer	Experience & Ability 20 pts	Demonstrated Brownfield Experience 20 points	Approach & Understanding of Scope 15 points	Proven Track Record 10 points	Ability to Comply w/Federal Grant Requirements 10 points	Environmental Assessment Experience 10 points	Quality of Performance on other projects 10 points	Fee Schedule 5 points	Total 100 points
ECT – Environmental Consulting & Technology	18	20	13	10	10	10	10	2	93
PPM Consultants	20	20	15	10	10	10	10	0	95
SCS Engineers	17	20	12	10	10	10	10	0	89

SCIBELLI (Planner I)