



UPDATED

INSTRUCTIONS FOR PREPARATION AND SUBMITTAL

OF

TECHNICAL PROPOSALS

FOR

The Brownfield Redevelopment and Voluntary Cleanup

Program

January 2023

REDEVELOPMENT UNIT

ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

P.O. BOX 301463

MONTGOMERY, ALABAMA 36130-1463

**INSTRUCTIONS FOR PREPARATION AND SUBMITTAL
OF TECHNICAL PROPOSALS
FOR ALABAMA'S BROWNFIELD REDEVELOPMENT AND VOLUNTARY CLEANUP
PROGRAM
CONTRACT EVALUATION
FY 2023**

The Alabama Department of Environmental Management (ADEM) is initiating procurement procedures to obtain environmental services to perform various brownfield related activities throughout the State of Alabama. This work will be funded through the Brownfield Redevelopment Bipartisan Infrastructure Law Fund and is subject to the State of Alabama procurement regulations. The program is currently seeking applicants with which to contract to perform assessment, cleanup, and community engagement activities at various brownfield sites. The selection process will be based on the submittal of technical proposals that contain information regarding the applicant's personnel, experience, and knowledge of brownfield redevelopment activities.

The following instructions are designed to minimize the technical proposal preparation cost and response time. They should help to ensure that all proposals are reviewed and evaluated in a consistent manner. Information submitted in a form inconsistent with these instructions could result in a loss of credit or proposal rejection.

One original signed transmittal letter must accompany the technical proposal submittal. This letter shall bear the name, title, address, and telephone number of the official contact and alternate contact. The individual(s) named must be available to be contacted by telephone and attend meetings as required for negotiations and contract signing.

This is a competitive process, which will result in the awarding of contracts to the most qualified applicants based on the review by the Department of submitted technical proposal and interviews.

I. The technical proposal should contain sections addressing the following six areas in sequential order indicated below:

A. GENERAL INFORMATION REGARDING THE APPLICANT

Provide the following information in a clear and concise format:

- 1) Applicant name, street address, mailing address, phone number, and fax number.
- 2) Name of proposed key contact and alternate contact. Include name, title, address, phone number and email address.
- 3) Date of applicant's incorporation and/or organization.
- 4) Is applicant registered with the Alabama Secretary of State's Office and the Alabama Department of Revenue Franchise Tax Division? (Each contractor should contact these two agencies to determine if their applicant will be required to be registered with the agencies.)
- 5) Does the applicant hold a current Alabama General Contractor's License? (Submit a copy with the proposal.)

- 6) Does the applicant have a Certificate of Authorization from the Alabama State Board of Licensure for Professional Engineers and Land Surveyors? (Submit a copy with the proposal.)
- 7) Each applicant submitting a proposal must obtain all other applicable licenses, permits, etc., to provide the services described in these instructions in conformance with state and local laws and regulations. A statement verifying that the applicable licenses, permits, etc., have been obtained by the applicant must be provided in the proposal.
- 8) Each applicant must agree, for the duration of the potential contractual agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. A statement verifying that the applicant will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama must be included in the proposal. The Davis Bacon Act must be adhered to for workers employed with the applicant and contractors.

B. BACKGROUND AND EXPERIENCE OF PERSONNEL WHO WILL PERFORM THE WORK

Provide a resume of all key professional personnel to be used for the brownfield projects, including resumes of all key subcontractor professional personnel to be used. Clearly specify which personnel are in-house and which are subcontracted. Include their qualifications, specialized experience gained during their entire career, and their proposed responsibilities for these projects.

A professional engineer or geologist registered in the State of Alabama must be included in this section who has the necessary experience to prepare a cleanup plan and under whose registration plans and specifications for proposals would be submitted. The registration number of the Professional Engineer(s)/Geologist must be included in this submittal. Any company which directly employs a professional engineer to perform these services must obtain a certificate of authorization from the Board of Registration for Engineers and Land Surveyors. The registration number and a copy of the Certificate of Authorization must be included in the submittal.

Applicants must adequately demonstrate that sufficient technical staff is available to meet assessment and cleanup requirements in a timely and technically adequate manner. **Proposals must include at least one full time professional in the area of geological support and/or one full time professional in the area of engineering support or full credit cannot be given.**

Technical Proposals not including an Alabama Registered Professional Engineer or an Alabama Licensed Professional Geologist will be considered incomplete and will be rejected.

Please attach a listing of all training your professional personnel have received. The information should include who has received the training, the name of the training course, where the training course was held, who taught the course and when the course was held.

Also, provide a listing of assessment and cleanup projects your applicant has performed on sites located in Alabama. Please indicate the site number, if applicable, and the name and location of the site.

C. KNOWLEDGE OF TECHNICAL CONSIDERATIONS NECESSARY TO PERFORM ASSESSMENTS AND REMEDIATION

Describe the technical approach that would be used to assess and remediate a brownfield site where both soil and groundwater have been impacted. At a minimum, a discussion of the following must be presented, or the discussion will be considered incomplete and will not be given full credit. **The author or authors of this discussion must be indicated, and the resume of the author(s) must be included in Section B above.** Please present the following discussion in the sequential order indicated below:

1. Describe the methods and procedures that would be used to conduct an initial site investigation at a site. Discuss how field screening methods might be applied during assessment activities to provide for faster and less costly site assessment.
2. Discuss how a comprehensive investigation will be conducted to determine full horizontal and vertical extent of contamination. Include a discussion on the determination of rate and direction of contaminant migration and appropriate testing procedures for determining aquifer characteristics.
3. Provide a discussion of different monitoring well types and the proper use of each type in the assessment of groundwater contamination.
4. Discuss cleanup technologies for soil and groundwater including the applicability, advantages, and disadvantages of different methods. Discuss innovative technologies and how these technologies may or may not be technically appropriate to provide cleaner, faster, and more effective cleanups based on site conditions.
5. Include a discussion on risk-based corrective action and the criteria and procedures that would be considered in evaluating risk and developing risk-based target levels for remediation at sites.
6. Discuss how the safety of personnel would be addressed while working at a brownfield site as well as any safety training required, safety equipment required under different site conditions and necessary public safety contacts that will be notified in case of an emergency.

D. PROJECT ORGANIZATION AND MANAGEMENT

A discussion of the applicant's organizational capabilities as well as an organizational chart must be included, which clearly represents the applicant's capability to provide all the services indicated below. All subcontractors must be identified, and their intended scope of work clearly detailed. The organizational chart must clearly indicate which individuals and their associated applicants will be responsible for the following actions:

- Analytical Laboratory(s): (Name and address of laboratories performing the analyses)

- Groundwater and Soil Investigative Services: (Applicant and individual names, and addresses)
 - Geologists:
 - Engineers:
 - Other:

- Groundwater and Soil Cleanup Services: (Applicant and individual names, and addresses)
 - Geologists:
 - Engineers:
 - Other:

- Drilling Firms: (Name and address of drilling firms performing the drilling operations)

- Outreach Activities to include:
 - Visioning Workshops
 - Community Meetings

- Management methods must be discussed relating to:
 - Use of Subcontractors
 - Cost Control
 - Schedule Control
 - Project Tracking
 - Data Management

E. QUALITY ASSURANCE PROJECT PLAN

Interested applicants shall submit a Quality Assurance Project Plan (QAPP) that establishes their commitment, competence, and methodology for ensuring adequate quality controls. This plan shall address project management, measurement/data acquisition, assessment/oversight, and data validation and usability. Index of appendices can be submitted if preferred.

F. PAST PERFORMANCE OF ASSESSMENT AND CLEANUPS OF BROWNFIELD SITES

List sites where assessment and/or cleanup services have been provided during the last three (3) years. The Department will be looking for significant demonstration of experience in the areas of assessment, cleanups of brownfield sites, and community engagement experience. Please list as many sites as possible. The percent of work that is accomplished by in-house personnel must be indicated.

II. Applicants Will be Considered for Interviews and Potential Contracts Upon Satisfaction of the Following:

- A. The applicant receives a satisfactory rating from the Department's evaluation of the technical proposal using the following criteria:
 - 1. Background and Experience of Personnel Who Will Perform the Work
 - 2. Project Organization and Management
 - 3. Past Performance of Brownfield Related Services
 - 4. Proximity of the applicant's office to the site locations
 - 5. Acceptable draft QAPP
- B. Interviews will be conducted at the ADEM Montgomery offices with representatives of the applicant whose proposals received the highest evaluations. The number of contracts awarded is at the discretion of the Department. No minimum amount of work is guaranteed to result from the execution of a contract to provide the identified services.

III. General Information

The deadline for receipt of Technical Proposals is **February 17, 2023 5:00 p.m.**

- A. The technical proposal should be submitted by **email** to:

Ms. Crystal Collins
Brownfield Redevelopment Program
ADEM Industrial Hazardous Waste Branch
ccollins@adem.alabama.gov

- B. One original signed transmittal letter must accompany the submitted technical proposal. The letter shall provide the name, title, address and telephone number of the official contact and the alternate contact.
- C. Technical proposals will be independently evaluated by members of a review committee consisting of Department supervisory and/or senior staff members and according to the criteria of Section II-A of these instructions. The top ranked firms will be selected for contract consideration and negotiation.
- D. The Department will acknowledge the receipt of all technical proposals. The evaluation process is projected to be complete by **March 17, 2023**. The Department will notify all applicants submitting proposals of the results of their evaluation.
- E. Misrepresentation of any information in a proposal or future technical submittal shall be cause for disqualification of an applicant from further contract consideration.
- F. The Department limits pass-through charges of subcontracted work to a maximum of 10% of the subcontracted charges. System installation and purchase charges and some other remediation

charges are limited to a 5% pass-through. Invoices for subcontracted work are required to be paid prior to seeking payment from the Department.

- G. The Department limits mileage reimbursement for one trip to 450 miles one way and 900 miles round trip.
- H. Contractors selected through this procurement process will be expected to make reasonable attempts to notify potential Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) of subcontracting opportunities when their proposals for services are sufficient and financially competitive. Efforts to notify and obtain services of these applicants must be documented to the Department on a quarterly basis.
- I. Contracts will be for three-year periods. Renewal of a contract is subject to contractual performance and site requirements.
- J. Applicants will be subject to audits in accordance with State law.
- K. To address questions regarding these instructions, please contact:

Crystal L. Collins, Chief
Brownfield Redevelopment Program
Industrial Hazardous Waste Branch
Land Division
P.O. Box 301463
Montgomery, Alabama 36130-1463
(334)279-3067
ccollins@adem.alabama.gov