

REQUEST FOR QUALIFICATIONS

for

**BROWNFIELD SITE REUSE ASSESSMENT AND
REVITALIZATION PLANNING SERVICES**

by

CITY OF PITTSBURG

RESPONSES DUE:

3:00 p.m., Monday, February 10, 2020

City of Pittsburg
Environmental Services Division
65 Civic Avenue
Pittsburg, CA 94565

CITY OF PITTSBURG

REQUEST FOR QUALIFICATIONS (RFQ) TO PROVIDE BROWNFIELD REVITALIZATION PLANNING SERVICES

Dated: January 13, 2020

INTRODUCTION

The City of Pittsburg has been awarded Multipurpose Brownfield funding from the US EPA, and desires to retain the services of a firm or firms (“Consultant”) to perform site reuse assessments and develop a comprehensive Revitalization Plan for underutilized brownfields.

The City intends to enter into a Professional Services Agreement (PSA) for Professional Services. The City may select more than one firm or may not select any firm, dependent on the response received to this RFQ.

The “PSA will be valid until March 2021 by the City Council and will have a negotiated rate schedule established at the time of PSA execution. The fee for each task as defined by the Scope of Work will be per the pricing schedule negotiated for the PSA, which will remain in effect for the duration of the agreement.

RESPONDING REQUIREMENTS

To be considered for pre-qualification and potential selection for services, interested firms must submit three (3) copies of their response to this Request for Qualifications (RFQ) including all items described herein.

All responses must be received no later than **3:00 PM, Monday, February 10, 2020**, in the City of Pittsburg Waterfront Division located at 65 Civic Avenue, Pittsburg, California 94565. Submittals received after this date and time will not be evaluated or considered, except in the event the City issues additional or subsequent RFQ's.

Submittals shall be addressed and mailed/hand delivered to:

City of Pittsburg
Environmental Services Department
Attn: Sara Bellafronte
65 Civic Avenue
Pittsburg, CA 94565

BACKGROUND

As a historically industrial City, there are several brownfields in Pittsburg at which redevelopment would have the potential to alter the community in positive ways. Many brownfield properties in Pittsburg are located along the waterfront. California Legislature granted sovereign tidelands and submerged lands located within the City limits to the City of Pittsburg under Senate Bill 551, Chapter 422, Statutes of 2011. These granted lands (Trust Lands) are held in trust for the people of California. The City is required to operate its granted Trust Lands in conformance with the California Constitution, granting statutes and the Public Trust Doctrine. The City developed a Trust Lands Use Plan (Attachment 1) to guide redevelopment and responsible long-term use of the Trust Lands. The City's Environmental Services Department and Waterfront Division are responsible for fostering projects that promote public benefit and redevelopment of underutilized properties per the TLUP.

The City of Pittsburg has been awarded Multipurpose Brownfield funding from the US EPA. This unique funding allows for a range of environmentally geared expenditures including environmental assessments, cleanup planning, remediation, revitalization planning and other activities that foster redevelopment of brownfields. Under the Cooperative Agreement between the City of Pittsburg and the US EPA, the City of Pittsburg must acquire the services of a qualified environmental professional for these tasks. The qualified environmental professional must also adhere to the provisions of the Cooperative Agreement (Attachment 2).

Of the \$800,000 of awarded funds, up to \$139,000 may be spent on contracted reuse planning activities such as those listed in the Scope of Work. The City may but is not obligated under this RFQ to award a contract for all \$139,000.

While this RFQ is primarily focused on work associated with the performance of site reuse assessments and the development of a Revitalization Plan, the City at its option may use the consultant selected through this competitive process to support other grant-funded tasks including but not limited to environmental site assessments in conformance with ASTM Standard 1527,13 or 40 CFR Part 312, reporting, site remediation, monitoring and mitigation activities, and cleanup planning services. The City will not be under any obligation to award any contracts or to use any Agreement, and may issue additional requests for proposals at its discretion.

SCOPE OF SERVICES

TENTATIVE PROJECT SCHEDULE

Complete by:	Tasks / Outputs / Deliverables
March 17, 2020	<ul style="list-style-type: none">• Execute consultant contract
March – Sept. 2020	<ul style="list-style-type: none">• Site Reuse Assessments Phase<ul style="list-style-type: none">◦ Includes at least one community workshop
Sept. 2020	<ul style="list-style-type: none">• Revitalization Plan Draft 1
Oct. 2020	<ul style="list-style-type: none">• Community Workshop
Dec. 2020	<ul style="list-style-type: none">• Revitalization Plan Draft 2
Feb. 2021	<ul style="list-style-type: none">• Community Workshop
March 2021	<ul style="list-style-type: none">• Final Revitalization Plan

POTENTIAL REVITALIZATION REGIONS

Revitalization Regions for the purpose of this RFQ are groups of parcels similar in nature to which a single revitalization plan can be applied. Some candidate Revitalization Regions under this agreement include:

Former NRG Power Plant: This 1,000-acre site abuts residents, a park, the San Joaquin River, and is in a FEMA Special Flood Hazard Area. It housed a refinery and fuel storage for the Pittsburg Electric Generating Station. The site is contaminated with petroleum, metals, and perchlorate. The site is an advantageous opportunity for achievement of the City's PCB load reduction which the California Regional Water Quality Control Board requires for a San Francisco Bay Region Municipal Regional Stormwater Permit (SFBRMRSP). The former land usage and size of the parcel is a transformative opportunity for regional green infrastructure and recreational improvements. Transformation of NRG's 1,000 acres from vacant industrial sites to open space, parks, commercial, residential, and more will provide services, jobs, recreation opportunities, and inclusion for some of the most impacted residents in Contra Costa County. The sheer size of the area's redevelopment will have benefits that cross boundary lines into unincorporated Bay Point to the west and the rest of the county's Northern Waterfront.

75 Bliss Avenue: This site sits in the core of the City's manufacturing and community commercial centers and is surrounded by a host of sensitive populations. The site was a car dealership, then U-Haul storage yard, and has been vacant since 2010. This 1-acre City-owned parcel is representative of about 35 sites in the City's Opportunity Zone totaling approximately 50 acres. The ~35 Opportunity Zone sites are underused. They are zoned for Planned Development or Business Commercial under the Railroad Avenue Specific Plan (RASP), which, with the opening of the adjacent Pittsburg Center BART station in spring 2018, has been activated. As these sites undergo fluctuations in ownership and use, they are ideal for assessment, cleanup, and reuse planning, and together

offer incentivized opportunity for investment and revitalization. Focus of Multipurpose funding in the City's Opportunity Zones will elevate areas of historical poverty while catalyzing investment in local businesses, infrastructure, and development.

Additional Revitalization Regions will be located within Pittsburg city boundaries and determined on a per-parcel basis.

TASKS

1. Site Reuse Assessments

The Site Reuse Assessments will inform the resulting Revitalization Plan which will be based on the community's vision, site and surrounding area conditions such as environmental, economic, real estate market, assets, challenges and vulnerabilities

Development of comprehensive and complete Site Reuse Assessments may include but is not limited to the following tasks:

- **COMMUNITY & STAKEHOLDER OUTREACH:** Personal, informational, interactive, and wide-reaching community involvement is critical to this project. In addition to print and online media, the City and selected consultant will collaborate to conduct up to three community and stakeholder workshops to develop specific and actionable methods to meet community wants and needs for the Revitalization Regions. These workshops and other outreach efforts will serve to inform the Revitalization Plan.
- **EVALUATION OF INFRASTRUCTURE:** Uncovers the short- and long-term availability of public and private infrastructure servicing the brownfield site. Identifies necessary infrastructure improvements and priority investments to support brownfield site reuse.

An Infrastructure Evaluation depends on the type of property, its location, assets and the potential site reuse options. Includes an Infrastructure Inventory, which is a list of all infrastructure existing or available to and on the site, such as:

- Onsite infrastructure (such as fire and life safety; utilities such as boiler house, electrical substation; security; specialized industrial equipment, assets, services and chemicals).
- Infrastructure serving the site (electric, natural gas, fiber optic cable, water, sewer, stormwater, wastewater systems and other utilities or resources).

Evaluations should also include:

- Identification of necessary infrastructure improvements and priority investments to support brownfield site reuse.
 - Short and long-term availability and location of infrastructure servicing the brownfield site. Infrastructure to be investigated includes water, sewer, electric, broadband, gas, roads, nearby transit and on-site improvements.
 - Inventory of existing or available infrastructure with analysis of age, condition and capacity.
 - Availability and location analysis of infrastructure showing potential issues/benefits for site reuse scenarios.
- **MARKET FEASIBILITY STUDY:** Determine the depth and condition of the local and regional real estate markets and their ability to support the development(s) suggested by the Revitalization Plan.

Studies Include:

- A desktop review of publicly available real estate and economic development data, including recent development activity in the area.
 - Identification of key trends and demographics.
 - Solicitation of stakeholder input to identify community needs
 - Discuss market study results with local real estate and economic development professionals to obtain insights and feedback
- **PHYSICAL ENVIRONMENTAL CONDITIONS:** As determined by previous Phase I and/or Phase II environmental site assessments.
 - **LAND USE ASSESSMENT:** Uncovers regulatory opportunities and constraints for a brownfield site. Addresses the land entitlement process, timeframes and potential approval barriers that can add time and money to the brownfields revitalization project.
 - Identify, collect, and review local, regional and state land use regulations.
 - Interviewing key land use officials.
 - Documenting the necessary approval and permitting processes.
 - **COMMUNITY HEALTH ASSESSMENT:** Incorporates public health data and indicators into site selection, assessment and cleanup decisions. Prioritizes community input regarding safety, social and environmental concerns at the site. Shapes a reuse approach that helps alleviate, not exacerbate, local public health challenges.

Community Health Assessments include:

- Analyzing existing community health information such as a community health improvement plan or other health agency-led assessments.
- Engaging various community organizations such as youth groups, school teachers, churches and nonprofit organizations to gain perspectives on community health, environmental hazards, and social challenges affecting the brownfields area. Challenges may pertain to:
 - Safety: abandoned and derelict structures, open foundations, compromised infrastructure, inadequate lighting or barriers, etc.
 - Health: high incidence of diabetes, heart disease, asthma, drug addiction, etc.
 - Social: blight, crime, vagrancy, reduced social capital, community connectedness.
 - Economic: reduced tax base and private property values may lead to reduced social services.
 - Environmental: biological, physical and chemical effects resulting from site contamination, groundwater impacts, surface runoff migration of contaminants, wastes dumped on site, etc.
- Collecting or linking baseline health and environmental measures to inform redevelopment planning options. For example, health monitoring or health impact assessment results that show limited access to health care services or a lack of sidewalks, recreational opportunities or food access for the brownfields community can encourage increased health care services, green space, parks, trails and/or fresh grocers during site redevelopment planning
- SITE DISPOSITION STRATEGY (if applicable): Establishes a framework for deciding how to transfer a brownfield site in a manner that provides value to the seller and buyer and supports site goals for sustainable reuse and remediation. Framework includes an analysis of pros/cons that help characterize risks associated with the range of brownfield site transfer options.

Site Disposition Strategies shall:

- Include a written document that evaluates and compares disposition alternatives for the brownfield site, such as property sale, ground-lease, or lease with option to-purchase.
- Discuss benefits and challenges, liabilities, obligations and risk transfer options.
- Recommend a preferred alternative and associated actions for implementation.

- **BRANDING PLAN:** Collaborate with the City to actively solicit beneficial end-users of the Revitalization Regions through a branding plan.
- **PLAN TO PRESERVE HISTORIC PROPERTIES AND THREATENED AND ENDANGERED SPECIES:** Per the National Historic Preservation Act and the Endangered Species Act.

2. Revitalization Plan

A Revitalization Plan compiles and reflects feasible and actionable approaches to reusing and improving brownfield sites. It is informed by Site Reuse Assessments and includes a multi-step implementation strategy for site remediation and redevelopment that will lead to desired revitalization outcomes described in the grant application (Attachment 4). An effective plan is realistic, doable and includes short- and long-term wins. Revitalization Plans guide the redevelopment process for a brownfield site or area and creates opportunities to convene and attract public funding (state, local or federal); tax incentives; and other investments (e.g., private and foundation funds) to support sustainable reuse. This Revitalization Plan will build from community, TLUP, RASP, and General Plan values (see attachments 1 and 3 respectively).

At a minimum, the Revitalization Plan shall address:

- Site revitalization goals, objectives, and reuse concepts/designs
- Proposed land use regulation (e.g., zoning v. form-based code, easement, covenant, etc.).
- Site improvements needed (including remediation if necessary)
- Implementation strategy, including potential funding sources, regulatory requirements, steps and processes needed to reach Revitalization Plan goals, feedback and progress reports to ensure that the plan is on track.
- Site reuse vision (if applicable)

PROJECT STANDARDS

1. **TIMELY REPORTING:** The City will be responsible for submitting quarterly, annual, and final project reports per the federal fiscal calendar. The consultant will be responsible for providing information to the City for these reports in a timely fashion so the City may meet the deadlines of the appropriate regulatory agencies.
 - Quarterly Reports due January 31, April 31, July 31, and October 31, and include documentation of expenditures, progress updates, findings, updates to plans
 - Final Report includes: overall project goals, identified successes, lessons learned/best practices, partnering/leveraging, workplan accomplishments, EPA acknowledgement, ACRES Spreadsheet, final budget.

2. COMPLIANCE WITH LOCAL, REGIONAL, FEDERAL, AND STATE LAWS:
 - As required by CERCLA §104 (K)
 - As outlined in the Cooperative Agreement
3. QUALITY ASSURANCE: Per the US EPA Brownfields Grant Program as applicable to potential environmental assessment or remediation work.
4. IDENTIFICATION OF FIRM OR FIRMS: If the above Scope of Work exceeds a singular firm's capabilities or capacity, firms may submit joint statements of qualifications, form teams, or name subcontracts that will be utilized on the project. Duties, billing and division of labor must be made clear in the SOQ.
5. MBE/WBE INVOLVEMENT: Per the Cooperative Agreement, the City is required to make purchases for construction, equipment, services, and supplies from Minority-owned and/or Women-owned Business Enterprises. The following table demonstrates the minimum required expenditure percentages of the entire project budget in each category. The selected consultant must either be an MBE or WBE, or must demonstrate that these minimum expenditure percentages can be met through subcontracting.

	Minimum Amount of Total Contract Expenditures	
	MBE	WBE
Construction	2%	1%
Equipment	2%	1%
Services	2%	1%
Supplies	2%	1%

INTENT TO SUBMIT

Any firm that plans to submit a Statement of Qualification (SOQ) should send a statement of intent by electronic mail to sbellafronte@ci.pittsburg.ca.us by: **Monday January 27, 2020 at 4:00 PM.** The statement shall include the firm name, contact person, email contact and telephone number. All statements of intent shall be by electronic mail. No statements of intent will be accepted by telephone call, mail or in person. Submitting such a notice will not be considered a commitment to submit an SOQ.

QUESTIONS AND CLARIFICATIONS

Questions pertaining to this RFQ should be sent by email to sbellafronte@ci.pittsburg.ca.us. Email responses to inquiries will be sent to all firms that submit a statement of intent.

Technical questions will be addressed in a conference call on Monday, February 3, 2020 at 4:00pm. Please call (712) 775-7031 and enter Access Code 833-019-215 to join in on the call.

SUBMITTAL TIME AND PLACE

The SOQ submittal shall be delivered no later than 3:00 P.M. Pacific Standard Time on **Monday, February 10, 2020 at 3:00pm**. The envelope should be clearly marked as "Pittsburg - EPA Multipurpose Grant Statement of Qualifications" and submitted to:

City of Pittsburg
65 Civic Avenue
Pittsburg, CA 94565
Attn: Sara Bellafronte

The submittal should include three stapled, binder-clipped or comb bound copies and one thumb drive copy of the submittal. **Submittals received by fax or email will not be accepted.** It must not exceed a total of fifteen (15) single-sided, 8.5" x 11" pages (not including resumes and price list – both of which should not exceed 2 pages each) and a cover letter for the initial submission. As a minimum, the proposal should contain the following information:

1. Date of proposal.
2. Information on your firm.
3. Legal name, address, and telephone and fax numbers of the principal office (national headquarters) and local office. If services will be provided from additional locations, provide this information for these sites also.
4. Year established.
5. Type of organization (partnership, corporation, etc.).
6. Name, title, address, and telephone and fax numbers (and E-mail address if available) of the person to who correspondence should be directed
7. Names of principals, their professional qualifications and registration numbers.
8. Information on staff that will be responsible for the projects, their professional qualifications, and resumes of experience.
9. Information on sub-consultants or laboratories that will be used and in what capacity.
10. Information with relevant details on three past projects which you would like the City to consider in evaluating your qualifications.
11. List all relevant projects or assignments.
12. References for at least five of your most current projects, including phone numbers.
13. Describe your staffing availability or how you will staff up to meet the requirements of this contract.

14. Describe your firm's project management organization and approach.
15. Demonstrate ability to provide timely service on an "on-call" basis (response time).
16. A list of geotechnical or testing services provided by the Consultant that are not included in the Scope of Work section of this RFQ and may be available for use under the proposed agreement
17. The successful Consultant shall be compensated for the services it furnishes to the City on a time and expense basis. A copy of the consultant's schedule of hourly rates and reimbursable expenses shall be submitted with the proposal. The schedule of hourly rates should include at a minimum the required items to complete assignments as stated in the scope of work. This schedule shall also address costs associated with travel time to and from the project site or manufacturer's facilities whether included in the hourly rate or as a separate hourly rate.

Each applicant shall bear all costs associated with their proposal. All submitted proposals, will become, and remain the property of the City of Pittsburgh. Proposals or additional information received after the submittal deadline will not be considered in the selection process unless requested by the review panel. If in the City's opinion participation was not adequate, additional RFQ's may be issued.

CONSULTANT QUALIFICATION AND SELECTION PROCEDURE

The Selection Panel will be composed of City Staff. The Selection Panel will review written submissions, screen the submissions for the top three firms (short list). All firms submitting will be notified of the short list in writing.

Short listed firms may be asked to be present for an interview by City Staff. Interviews are tentatively scheduled for the weeks of February 17-28, 2020. The City reserves the right at all times to issue additional RFQ's for specific projects and/or the right to short list and/or select without an interview and issuing and/or requesting additional information from the qualified firms on the short list.

The City reserves the right to reject any and all proposals received in response to this RFQ. The City is under no obligation to award and/or enter into any contract. Financial or time limits may be extended at the City's discretion.

SUMMARY OF SCHEDULE

The schedule below is subject to change.

Issue Date	January 13, 2020
Intent to submit SOQ	January 27, 2020 at 4:00 pm
Conference Call for Inquiries	February 3, 2020 at 4:00 pm
SOQ Submittal Deadline	February 10, 2020 at 3:00 pm
Interviews Scheduled	Weeks of February 17-28, 2020
Anticipated Selection Date	March 16, 2020

EVALUATION CRITERIA

Proposals will be evaluated according to each Evaluation Criteria and scored on a zero to five-point rating. The scores for all the Evaluation Criteria will then be multiplied according to their assigned weight to arrive at a weighted score for each proposal. A submittal with a high weighted total will be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any submittal is five hundred (500) points.

Rating Scale		
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of submittal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of submittal by Evaluation Committee members.
4	Above Average/Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

The proposals will be evaluated and scored based upon the following:

- **Resource capability (weight: 10)**
 1. Firm's ability to include or get input from internal staff or other company offices as needed

2. Firm's ability to include or get input from sub-consultants as needed if relevant expertise is not available from internal staff
- **Personnel with related experience (weight: 15)**
 1. Proposed team members, as demonstrated by enclosed resumes, have relevant experience for their role in the project.
 2. Key positions required to execute the project team's responsibilities are appropriately staffed.
 - **Firm's related experience (weight: 15)**
 1. Relevant experience, specific qualifications, and technical expertise of the firm and sub-consultants for projects similar in nature, if not matching, the scope of work included in the project.
 2. Ability to demonstrate successful prior work on Federally Funded (preferably EPA) projects
 - **Firm's ability to complete federal aid projects (weight: 15)**
 1. Demonstrated knowledge and experience by key staff of the documents, documentation, and steps required to prepare PS&E documents for federally funded projects as a design consultant.
 2. Demonstrated knowledge and experience by key staff with including necessary language and forms required by the US EPA
 - **Project management approach (weight: 10)**
 1. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 2. Team successfully addresses constraints for work.
 3. Project team and management approach responds to project issues.
 4. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule milestones.
 5. Ability to creatively and safely incorporate workforce development groups into project execution
 - **Project schedule (weight: 10)**
 1. Schedule shows completion of the work within the outlined project timeline.
 2. The schedule serves as a project timeline, stating all major milestones and required submittals for project management and Federal-Aid compliance.
 3. The schedule addresses all knowable phases of the project, in accordance with the general requirements of this RFQ.
 - **Familiarity with Public Works and Federal Projects (weight: 20)**
 1. Team and its leaders have experience working in the public sector and knowledge of public sector procurement process.

2. Team leadership understands the nature of public sector work and federal work and their decision-making process.
 3. Proposal responds to need to assist the City during the project to meet federal requirements.
- **MBE/WBE (no weight. Either 5 points for yes, or 0 points for no)**
 1. Business is a Minority-owned Business Enterprise or a Women-owned Business Enterprise

OTHER REQUIREMENTS

The Consultant will be required to execute the City's Professional Services Agreement (PSA.) A sample copy of the PSA is attached as Attachment 5. Please review the PSA closely. With the exception of project name, description, contact information, and amount, this agreement will not be altered prior to execution by both parties. Special requirements of the agreement include submittal of worker's compensation and liability insurance certification, and obtaining a City business license.