

TOWN OF BROOKFIELD
REQUEST FOR QUALIFICATIONS and PROPOSALS
FOR
BUILDING AND SITE ENVIRONMENTAL
ENGINEERING SERVICES
FOR
New Elementary School
State Project Number 018-0056 N

May 26, 2020

**WRITTEN PROPOSALS DUE ON TUESDAY, JUNE 9, 2020
BY 12:00 NOON
AND MUST BE SUBMITTED ELECTRONICALLY TO
Mr. Paul Checco, Chairman
Brookfield Municipal Building Committee c/o
John. J. Butkus, AIA
Senior Program Manager
ARCADIS
John.butkus@arcadis.com**

**QUESTIONS: CONTACT THE PROJECT MANAGER, ARCADIS
Attn: JOHN J. BUTKUS, AIA, BY EMAIL (john.butkus@arcadis.com)
NO QUESTIONS WILL BE ACCEPTED AFTER 3:00 P.M. ON June 4, 2020.**

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**Request for Qualifications and Proposals
Site and Building Environmental Engineering Services
New Brookfield Elementary School**

I. INVITATION TO SUBMIT QUALIFICATIONS AND PROPOSALS

The Town of Brookfield, acting through the Municipal Building Committee (Town) is seeking to engage an environmental engineering firm to provide site and building environmental services for the New Elementary School construction project (the "Project"). Interested firms should provide statements of qualifications and unit cost competitive pricing for the assignment. Qualifications and Proposals shall be addressed to Mr. Paul Checco, Chairman, Municipal Building Committee and submitted electronically in care of:

John J. Butkus, AIA
Senior Program Manager
ARCADIS
John.butkus@arcadis.com

All submissions must be received by date and time on cover.

INITIAL SCHEDULE

The following represents the expected selection timeline:

RFP available	5/26/20
Proposals due	6/9/20 by 12:00 Noon
Recommendations to award	6/16/20

II. Minimum Qualifications

- Eligible respondents will be those qualified professionals that effectively demonstrate the following:
1. Experience and expertise in (i) hazardous or regulated materials, including, without limitation, lead, mercury, chemicals, radioactive contaminated materials, mold, indoor air quality, and asbestos, (ii) PCB consulting, and (iii) possessing the professional credentials to undertake and successfully complete the services outlined in this RFQ/P.
 2. Knowledge of Federal and State laws and regulations governing the services outlined in this RFQ/P. Experience with State DPH, DAS, DEEP, and U.S. EPA technical processes and staff responsible for overseeing the project.
 3. Extensive knowledge of and experience utilizing the EPA 2012 PCB Bulk Product Waste Reinterpretation.
 4. Experience with monitoring the performance of asbestos abatement work in an occupied school facility.
 5. Considerable experience utilizing asbestos abatement alternative work practices in a school facility.
 6. Familiarity with the Universal Waste Rule, including maximizing recycling opportunities whenever practicable.
 7. The experience and knowledge necessary to facilitate a strong working relationship with the DAS Office of School Construction Grants and Review (OSCGR). Special consideration will be given to firms who successfully demonstrate experience doing asbestos abatement while students occupy the facility, and to firms who demonstrate experience with the EPA 2012 PCB Bulk Product Waste Reinterpretation.

To demonstrate such qualifications, provide project data on no less than five projects of similar scope completed within the last ten years, along with resumes of key staff and the licenses and certifications they hold which respond to the scope areas outlined above. Provide client and contractor/construction manager references for each of the highlighted projects, along with design start/construction (remediation or abatement) completion dates for each. Also provide cost data for the highlighted projects that lists the estimated cost of abatement/remediation at time of bidding and the actual costs at construction completion.

III. PROJECT DESCRIPTIONS

The Project consists of construction of a new elementary school on the site of the existing Huckleberry Hill Elementary School in Brookfield, CT. Design is in process and general construction is anticipated to commence by the spring of 2021. Work to abate and demolish the existing building is scheduled to begin in July of 2022.

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General Project information is as follows:

New Elementary School:

- Construction of a new elementary school on portions of the Huckleberry Hill School site. Total developed site area is approximately 15 acres.
- Scope of work includes Site testing and if required, remediation.
- A Phase 1 ESA has been completed. Phase 2 and, if necessary, Phase 3 work would be performed under this contract.
- Construction start in the spring of 2021 is anticipated

Existing Elementary School:

- Scope of work includes Site and Building Materials testing and if required, abatement/remediation.
- The project involves wholesale demolition of the existing building
- Existing building square footage – 67,621 sq.ft
- Abatement/Demolition start in the summer of 2022 is anticipated

IV. SCOPE OF SERVICES – GENERAL DESCRIPTION

The selected Firm shall conduct a meeting with the Town’s designated representative, the Project’s Construction Manager, Program Manager, and Architect (collectively, the “Project Team”) prior to the commencement of inspections to review the areas impacted by the project, and to discuss testing and remediation options that are available for consideration. The successful firm shall provide all materials, all labor, all professional licenses and certifications, et cetera as necessary to properly conduct all work and/or services set forth in this RFQ/P in connection with (i) hazardous material inspections (asbestos, lead, PCBs, mold, universal wastes, and regulated materials), (ii) the hazardous materials inspection report, (iii) PCB inspections, (iv) remediation design, (v) remediation monitoring services, and (vi) remediation final report. Analysis of samples shall be performed by an independent laboratory that is not affiliated with the firm performing the services outlined in this RFQ/P.

- A.** Phase 1 Environmental Site Assessments (ESA) in accordance with ASTM Standard E 1527 I is on record and will be provided by the Town to the awarded firm.
- B.** Hazardous Materials

Review all materials provided by the Department in their assessment. The Project must comply with NESHAP. The selected firm must coordinate with the A/E firm currently working on the project to ensure that proper design and/or repair of areas to remain are properly addressed in the construction documents by the design team. **Invasive testing is anticipated and will be performed in collaboration with the A/E firm and the Construction Manager.** The Firm will provide in general the following services (as applicable):

1. Conduct a complete hazardous material survey of the existing facilities according to all applicable codes and laws required for school facility occupancy. The survey includes but is not limited to the following inspections: Regulated Asbestos Containing Materials, Lead, Mold, Other Materials/Universal Wastes (in both building materials and equipment) including mercury and identification of potential PCB containing materials. No testing of materials for presence of PCBs shall be conducted without discussion with the Project Team and authorization from the Town. Once testing of specific materials in specific areas is approved, the following process shall be followed:
 - a) If test results identify concentrations of PCB's 1 mg/KG or less, no further testing need be performed.
 - b) If test results identify concentrations of PCB's greater than 1 mg/Kg but less than 50 mg/Kg, the remediation design shall comply with State DEEP

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Regulations. The Firm shall issue the appropriate notifications to State and Local Authorities.

- c) If test results identify concentrations of PCB's greater than 50 mg/Kg, the remediation design shall comply with U.S. EPA Regulations and be submitted to EPA for review and approval prior to commencing with the remediation work. The Firm contract shall issue the appropriate notifications to State and Local Authorities.

The timing of testing for hazardous materials at the existing school is critical, as the school will remain occupied until the new school is complete. Although some abatement work can be done in the summer prior to completing the new school, nothing should be done at the existing school that could potentially cause the school to be closed.

- 2. Provide a written summary report of the survey's findings. Report shall contain an inventory of each identified (or assumed) hazardous building material, its location and quantity. The report must summarize findings and conclusions (information, format and quality must be at a minimum to OSCGR standards and be suitable for bidding purposes as bid documents).
 - 3. Project Design – The Firm will prepare specifications and drawings for abatement of hazardous materials (adequate for bidding purposes). The specification will address proper worker protection, work practices and removal procedures, waste segregation and waste disposal. The Firm will assist in the bid process, conducting a pre-bid meeting with contractors, reviewing all bids received and reviewing qualifications of the contractors based on their experience and that of the state and/or federal regulatory agencies.
 - 4. The Firm will provide cost estimates of the work to be performed to the client for budgetary and bidding purposes. Estimating final costs in a format acceptable for submission to the OSCGR is included.
 - 5. Hazardous Materials Abatement Construction Administration – The Firm will conduct a pre-construction meeting to review Project schedule and clarify any questions prior to the commencement of hazardous materials abatement activities. The Firm will serve as the owner's on-site consultant during abatement activities to ensure contractor is performing the work properly and in compliance with the Project specifications, and any applicable state and federal environmental regulations.
 - 6. On-site monitoring and inspections – The Firm will provide all required monitoring during the abatement process along with all required inspections in accordance with state and federal environmental regulations.
 - 7. Report – The Firm will submit a Documentation of Records report of the abatement program to the client including the consultant's daily log sheets, air sampling results, wipe sampling results, a copy of the contractor's logbook of persons entering the work area, and all certificates confirming the proper transportation and disposal of all hazardous materials as required by state and federal environmental regulations.
- C. As may be necessitated due to the findings of the Phase 1 Environmental Site Assessment provided by the Town in Item "A" above, provide a Phase 2 Detailed Environmental Site Assessment (ESA) in accordance with ASTM Standard E 1903-11 or current version of same.

The Firm will be required to perform a detailed environmental site assessment in the areas where construction is expected to occur. The Firm must coordinate with the selected A/E firm currently working on the Project. The scope consists in general of the following:

- 1. Create a drilling program that will satisfy a Phase 2 Detailed Environmental Site Assessment.
- 2. Provide a health and safety plan that describes the appropriate procedures to be followed and the personal protection gear to be worn during the assessment.

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3. Conduct a geophysical survey (ground penetration radar/magnetometer) to delineate locations of existing buried tanks (USTs) or suspect locations of USTs which may have not been properly documented.
4. Field screen soil samples for the presence of volatile organic compounds (VOCs) using a photoionization detector (PID).
5. Install temporary groundwater monitoring wells.
6. Conduct a level survey and measure product, if present, and groundwater depths in each well to determine direction of groundwater flow below the site.
7. Submit soil samples and groundwater samples to a State-certified laboratory for analysis as required by State and Federal regulations and guidelines.
8. Produce a Phase 2 Detailed Environmental Site Assessment Report for the building site(s) including boring logs, results of laboratory analytical tests on soil and groundwater samples, discussion of results, conclusions and recommendations for delineation of extent of contamination and for accelerated remedial action, if product releases are established for the site.
9. Note: The Phase 2 environmental site assessment report must be prepared under the direction of a Licensed Environmental Professional.
10. Include in the Phase 2 environmental site assessment report an executive summary. The consultant must give proper and complete recommendations as to following steps if any are required as a result of investigations (i.e. Phase 3, pre-characterization, etc.).
11. Produce a Phase 2 environmental site assessment, summarizing findings and conclusions (information, format and quality must be at minimum Office of School Construction Grants and Review standards).

D. Radon

1. The Firm must provide design criteria for the design of the new construction to incorporate a radon system (drawing details and specifications of all aspects involved).
2. Follow-up Measurements – Post-Construction
Take post-construction radon measurements in all new construction with ground contact. Conduct testing during the first heating season following the completion of construction. All follow-up measurements in a school should be conducted simultaneously.

E. Site Soil Remediation Design

1. Provide in your proposal unit costs for the design, monitoring and documentation of site soil remediation, should it become necessary based upon the findings of the Phase 1 and Phase 2 ESA efforts. Include a narrative of your Project approach for the execution of such tasks, including the testing protocols you would recommend. Protocols should discuss the steps required to minimize the handling, stockpiling and testing of contaminated materials in order to best control the Project budget. Reuse on site is preferred to disposal, however, it can be assumed that environmentally unsuitable soils will also be considered to be structurally unsuitable for this proposal. Separate proposals for this work will be requested if such services are determined to be necessary.

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V. THE RESPONSE - WRITTEN

Provide, in a separate sealed envelope, your firm’s fee proposal structure, detailed separately for each of the projects described in paragraph III, in accordance with the format as described below:

The following fee structure format has been established for the purposes of this proposal request. All schedule of values items must be not-to-exceed or lump sum fees. To assist with comparison of proposals, include the anticipated number of samples required in each category.

- 1. **Review of Phase I environmental site assessment report** \$_____
- 2. **Phase II environmental site assessment report and data**
 - Field Monitoring and Sampling \$_____
 - Geophysical survey \$_____
 - Lab costs \$_____
 - Data Analyses and Report \$_____
 - GeoProbe
Includes mob./demob. per day \$_____/day
 - Hollow stem auger
Includes mob./demob. \$_____/day
 - Number of test borings required per site _____
 - Total length of test borings _____/LF
 - Cost per linear foot of test boring \$_____/LF
 - Other not-to-exceed expenses
(description required) \$_____
 - Monitoring Wells (each) \$_____

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3. Hazardous Materials Scope (Provide quantities/extended costs for each project)

A.	Asbestos, Lead Based Paint and Other Named HazMat Survey	<u>Units</u>	<u>Unit Cost</u>	<u>Ext. Cost</u>
1.	Labor, field work and report preparation	lump sum		\$ _____
2.	Laboratory analysis of PLM samples/each	each	_____ \$ea	
3.	Laboratory analysis of PLM sample by point counting	each	_____ \$ea	
4.	Inspection for lead based paint by XRF	lump sum		\$ _____
5.	Inspection for PCB/Mercury cont. mat. & univ. waste	lump sum		\$ _____
6.	Inspection for PCBs in caulk inc. analysis by Soxhlet	each	_____ \$ea	
B.	TCLP Testing			
1.	Collection and analysis of TCLP lead samples	each	_____ \$ea	
2.	Hourly rate for bldg. mat & soil insp. if PCBs in caulk	rate/hr	_____ \$hr	
3.	PCB samples w/analysis by Soxhlet Method	each	_____ \$/ea	
4.	Labor to prepare PCBs plan and responses/edits to EPA Q&A	lump sum		\$ _____
C.	Design for Hazardous Materials Abatement			
1.	Prep. of hazmat specs. (1 spec. for 4 phases for ea. Scope)	lump sum		\$ _____
2.	Variance Applications	lump sum		\$ _____
3.	OSGR Meeting	lump sum		\$ _____
4.	Pre-bid Meeting	lump sum		\$ _____
D.	Construction Administration/Project Monitoring-HazMat			
	(The prices provided in this section shall be considered valid for a period of 4 years)			
1.	Pre-Construction Meetings	lump sum		\$ _____
2.	Project Monitoring			
	a. Weekdays (7am-5pm)	rate	_____ \$/half-day (up to 4 hrs)	
		rate	_____ \$/full-day (up to 8 hrs)	
	b. Nights (5pm-7am) per hour	rate	_____ \$/hr	
	c. Weekends and holidays per hour	rate	_____ \$/hr	
3.	PCM Air Sample Analysis			
	a. During abatement perimeter air samples (24 hr TAT)	each	_____ \$/ea	
	b. Final Clearance air samples @ AIAHA lab (Rush)	each	_____ \$/ea	
i.	TEM Air Sample Analysis			
	c. FedEx delivery + 24 hour TAT	each	_____ \$/ea	
	d. FedEx delivery + 12 hour TAT	each	_____ \$/ea	
	e. FedEx delivery + Rush lab time	each	_____ \$/ea	
4.	PLM Bulk Sample Analysis by Point Counting			
	a. FedEx delivery + 24 hour TAT	each	_____ \$/ea	
	b. FedEx delivery + 12-hour TAT	each	_____ \$/ea	
	c. FedEx delivery + rush lab time	each	_____ \$/ea	
5.	Project Mgmt by a CT licensed APD			
	8 wks @ 1 meeting/week	lump sum		\$ _____
6.	Final Close-out Report	lump sum		\$ _____

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4. Radon

Testing (follow-up measurements)	\$ _____
Personnel monitoring	\$ _____
Radon system drawing details/specifications	\$ _____

5. Hourly Rates - Provide a schedule of hourly rates for all personnel anticipated to be involved in the proposed Project as shown below. All Unit Prices are inclusive of wages, taxes, travel, reimbursable expenses, overhead and profit.

<u>Name</u>	<u>Position</u>	<u>Hourly Rate</u>
	Project Manager	\$ _____/Hour
	Licensed Inspector	\$ _____/Hour
	Licensed Inspector	\$ _____/1/2 Day Rate
	Licensed Inspector	\$ _____/Full Day Rate
	Licensed Project Monitor	\$ _____/Hour
	Licensed Project Monitor	\$ _____/1/2 Day Rate
	Licensed Project Monitor	\$ _____/Full Day Rate
	Licensed Project Monitor	\$ _____/Hour-Overtime
	CADD Operator	\$ _____/Hour
	Admin./Clerical	\$ _____/Hour

***No separate reimbursable expenses are allowed on the project. Costs for such items must be included in the above fees (i.e. printing, copies, consumable supplies, etc.).**

VI. METHOD OF SELECTION

Respondents will be evaluated based on their experience, capacity and proposal by the Municipal Building Committee who will make the award.

VII. GENERAL TERMS AND CONDITIONS

A prospective respondent must be willing to adhere to the following general conditions and must positively state their acceptance and compliance with them in their response to this Request for Qualifications and Proposals.

General Conditions

All contracts executed between the Town and the successful respondent are subject to these provisions and language requiring such compliance will be included in all contracts.

Submittal Rejection: The Owner has the right to reject any and all proposals and waive any and all irregularities therein, if it is found to be in the best interest of the Owner. Proposals not received by the stated deadline are ineligible for consideration and will not be opened. The Owner may change the deadline at any time in order to assure adequate review of the proposals.

Contract and Method of Payment: The final form of contract and scope of services will be negotiated between the Town and the highest ranked respondent after the selection process is completed. Invoices with proper documentation can be submitted on a monthly basis, based on the Town’s established payment schedule.

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Limitation of Liability: The Owner assumes no liability for costs incurred by consultants in responding to this RFQ/P or any associated processes.

Insurance Requirements:

Contractor shall agree to maintain in force at all times during the contract the following minimum coverages and shall name Town of Brookfield as an Additional Insured on a primary and non-contributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. The Additional Insured Endorsement shall be written on ISO Form 2010 and 2037 or its equivalent and shall include coverage for Products/Completed Operations after the work is complete. Neither the General Liability Policy nor the Umbrella policy shall have any exclusion or limitation for XCU coverage.

Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best’s Rating of “A-“ VIII. In addition, all Carriers are subject to approval by Town of Brookfield.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Umbrella	Each Occurrence	\$5,000,000
	Aggregate	\$5,000,000
Professional Liability	Each Occurrence/Aggregate	\$5,000,000
Pollution Liability	Each Occurrence/Aggregate	\$5,000,000

If any policy is written on a “Claims Made” basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers’ Compensation and Employers’ Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
		EL Disease Each Employee \$1,000,000 EL Disease Policy Limit \$1,000,000

Original, completed Certificates of Insurance must be presented to the Municipal Building Committee prior to contract issuance. Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be cancelled, limits reduced or coverage altered, 30 days written notice must be given to the Town.

Fee Amounts: All prices and costs shall be stated in units of quantity, less federal, state, and local taxes.

Non-collusion: The bidder certifies by signing the cover letter that the proposal is made without prior understanding, agreement, or accord with any other person or entity submitting a proposal for the same product or service. Certification is also made that this proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or entity engaged in the same line of business or commerce.

END OF REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/P)