



# SOUTH BELOIT

SouthBeloit.org

The City of South Beloit, IL

## REQUEST FOR PROPOSALS

For Qualified Environmental Services to Perform

Brownfield Clean Up Project

519 Blackhawk Blvd

South Beloit, IL 61080

**Issued:** November 20, 2023

**Submittals Due No Later Than:** Wednesday, December 6, 2023

**Submit Proposals via mail or email to:**

City Clerk, Tracy Patrick

519 Blackhawk Blvd

South Beloit, IL 61080

[t.patrick@southbeloit.org](mailto:t.patrick@southbeloit.org)

(815) 389-3023

## **A. Introduction and Overview**

The City of South Beloit has recently received Brownfields Cleanup Grant by the U.S. Environmental Protection Agency (EPA) and intends to hire a qualified firm or team of firms, hereinafter referred to as “Consultant,” to conduct environmental services for the City of South Beloit Brownfields program. The City of South Beloit, hereinafter referred to as “the City”, will procure environmental consultant services in accordance with the requirements of the EPA terms and conditions of the Cooperative Agreement. The Consultant will be selected according to selected criteria outlined in the RFP and will provide technical services to the City with respect to the remediation of eligible properties including:

- Conduct environmental remediation activities meeting regulatory state requirements;
- Quality Assurance Project Plan (QAPP);
- Perform closure reporting;
- Conduct community outreach.

## **B. Executive Summary**

The United States Environmental Protection Agency (USEPA) has awarded the City of South Beloit a Brownfields Cleanup grant for the remediation of the site located at 126 Shirland Avenue, which is contaminated by hazardous substances, in the amount of \$311,400. The City of South Beloit is a community of 7,989 residents located in Winnebago County in north central Illinois.

This subject of this cleanup grant is the CSB Shirland Avenue Property site, located at 126 Shirland Avenue in South Beloit, Illinois. The CSB Shirland Avenue Property site is located along the Illinois-Wisconsin state line in South Beloit and is bounded by the Rock River to the west, Turtle Creek to the south, railroad and industrial operations to the east, and a newly constructed minor league baseball stadium (2021) to the north. The Site consists of two (2) parcels of land which encompass approximately 11.04 acres. The Shirland Avenue site was developed in 1918 with a manufacturing facility used to produce special cooling equipment for railroad refrigerator cars (Lipman Refrigerator Car and Manufacturing Company; later Lipman Refrigeration Corporation). The original facility included a foundry and car shop. After the conclusion of World War I, the demand for refrigerated rail cars decreased and the facility shifted operations to the production of various smaller refrigeration machines. The car shop was converted to assembly and testing, and the facility was expanded to include a cooling coil manufacturing shop, machine shop, and office. The name of the facility changed to General Refrigeration Corporation in 1930. Historical Sanborn Fire Insurance Maps between 1926 and 1950 depict a machine shop, a coil shop, storage areas, woodworking, painting, oil house, railroad spurs, and an earthen-floor foundry. Refrigeration equipment manufacturing operations continued until at least 1958. Subsequent operations at the site included Beloit

Bridge & Iron Steel Fabrication / Beloit Corporation Integrated Products Division between at least 1961 and 1972, which included steel storage, welding, a machine shop, and railroad spurs. The site was briefly occupied by an automotive body shop (Herf's Auto Body) in the early 1980s and was used for food distribution warehousing (Beatrice Foods Warehouse, Kerry Ingredients Certified Parts Corp Warehouse, Equipment Exchange) from 1987 to 2007. The site has been undeveloped since the manufacturing/warehousing facility was demolished in 2007.

The City of South Beloit was awarded a previous US EPA Brownfields Assessment Grant in 2019 – BF-00E02757. With the previous grant funding, South Beloit has been able to accomplish the following: 7 sites assessed, approximately 44 acres assessed, 2 sites in SRP.

The long-term goal of the City of South Beloit's Brownfields Program is to conduct the proposed grant activities in order to facilitate brownfield redevelopment to enhance the local economy, create local jobs, increase market value and affordable housing stock, and increase tax revenues for under resourced neighborhoods in the City.

The City is seeking proposals from firms so it may select a Licensed Environmental Professional who will work with City staff, the EPA and other stakeholders in overseeing the cleanup project.

## **C. Scope of Services**

### **Task 1. Program Management**

- a. Reporting and Tracking: This task includes oversight of the City's Cooperative Agreement with US EPA for this project, ensuring compliance with the Agreement, Work Plan, Schedule, and EPA's regulations. This task also includes preparation/submittal of Quarterly and Annual Reports, MBE/WBE reporting, entering information in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database for the project, procurement of a Qualified Environmental Professional to lead the project, management of the federal grant funds for the project, City of South Beloit staff attendance at a US EPA Brownfields Conference, and final closeout.

### **Task 2. Community Involvement**

- a. Community Relations Plan: Assist City staff in preparation of a plan to involve public in cleanup activities, with focus on how the City will be made aware of project, meeting times and dates, and comment periods; and aid in preparation of a 'fact sheet' regarding the cleanup project, including answers to frequently asked questions, that can be made available for the public. Participate and consult on planning activities.
- b. Implement 30 Day Public Comment Period on Analysis of Brownfield Cleanup Alternatives: Update existing ABCA for the Evaluation of Corrective Action Alternatives (ECCA), and present at a public meeting to receive and respond to questions and comments.

- c. Public Input Meetings: Participate in up to 3 public meetings during the grant cycle held before, during and after site cleanup.

### Task 3. **Cleanup Planning**

- a. Final Corrective Action Plan (CAP)/Abatement Plan: Prepare draft cleanup/abatement plan in conjunction with the City and its partners; finalize cleanup/abatement plan and submit to EPA, as appropriate, for review and approval.
- b. Prepare Site-Specific Quality Assurance Project Plan (SSQAPP): Prepare an SSQAPP for any environmental confirmatory sampling to be conducted on site, in accordance with Occupational Safety and Health Administration regulations; and submit SSQAPP to EPA for review and approval.
- c. Assistance with Bidding and Selection of Environmental Contractor: preparation of bid package, including detailed demolition design documents (plans, specifications), Davis-Bacon requirements, and bid form; work with the City in good faith efforts to meet the Disadvantaged Business Enterprise (DBE) goals for the project; preparation of a budget detailing how funds will be used to clean up the site; conduct site visit with interested contractors; review of submitted bids and recommend contractor for award.

### Task 4. **Oversee Cleanup Activities**

- a. Oversight of Cleanup Activities: Conduct appropriate site inspections to ensure proper procedures are being followed and that work is performed according to bid documents; ensure that wage rates and posters are available to workers on-site; collect, review, and maintain payrolls; conduct on-site labor interviews; ensure cleanup is conducted according to applicable to State and Federal rules, regulations, and guidelines; and ensure work is proceeding according to the established timeline.
- b. Project Updates: Prepare and submit weekly updates, including photographs of work in progress.
- c. Confirmatory Sampling: Collection of post-cleanup samples, if necessary.
- d. Cleanup Documentation: Prepare and submit close-out documentation indicating that cleanup is complete and identifies any institutional controls and long-term monitoring; receive final cleanup documentation and submit to EPA; Prepare final technical report and grant closeout material.

### **D. Proposal Response (these items must be included in a firm's proposal)**

Respondents must submit complete responses to all of the information requested.

Respondents who do not respond to the entire content of the RFP may be disqualified.

Proposals should identify the Consultant planning processes, tasks, types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how study results will be presented to the City of South Beloit.

Written proposals should include, at a minimum, the following information in this order:

- a. **Cover Letter-** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to:  
Tracy Patrick  
519 Blackhawk Blvd  
South Beloit, IL 61080
- b. **Contact Information-** The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website.
- c. **Statements of qualifications and experience-** Please include the following:
  1. Give the company/firm/team history, background and relevant experience.
  2. The name(s), business address, phone number, email address of firms and individuals proposed to participate in all tasks identified in the scope of work.
  3. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
  4. Experience with contaminated properties and remedial activities OR provide a qualified listing of staff members with experience in these types of activities. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project costs.
  5. Experience with reuse scoping/planning and community outreach. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost.
  6. Quality Assurance Methods. Give a description of the quality assistance methods implemented by the Consultant. Also, please state whether the firm has prepared an EPA-approved generic Quality Assurance Plan.
- d. **Scope of Work-** Proposed approach to the scope of work which includes major tasks required to complete the remedial activities. The statement of approach should also include a discussion of quality control for each phase of work outlined in this RFP.
- e. **Project Schedule-** Proposed project schedule in accordance with basic requirements of this RFP.
- f. **Fee Proposal-** The fee proposal shall include costs associated with the delivery and provision of finished products, and costs associated with carrying out all tasks specified in the Consultant/Contractor Scope of Work of this RFP including pricing for staff, equipment, remedial work and report preparation.
- g. **Proposed Subcontractors-** The successful respondent will assume sole responsibility for the complete project as required in this RFP. The City of South Beloit will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. Respondents who intend to subcontract one or more elements of this project to other

firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the respondent's statement of qualifications.

- h. **Proof of Insurance**- A written statement providing the ability to produce a Certificate of Insurance (C o I) of an amount no less than one-million dollars (\$1,000,000) with the City of South Beloit listed as an additionally insured.

Note: Bidders are required to comply with all applicable State and Federal policies and rules including the Equal Employment Opportunity Act and the Illinois Department of Labor Prevailing Wage Rates as adopted by the City of South Beloit.

**E. Selection Criteria and Scoring**

The following scoring chart will be used by the selection team to rank proposals.

| Criteria  | Max Points | Score |
|---|------------|-------|
| Knowledge of regulations and remedial techniques  | 10         |       |
| Experience with comparable environmental remediation, scope, techniques                   | 10         |       |
| Project Management  | 10         |       |
| Staff qualifications and firm credentials   | 5          |       |
| Incorporation of sustainable practices in the assessment and remediation planning process | 5          |       |
| Competitive Fee   | 5          |       |
| <b>TOTAL SCORE</b>  | 45         |       |

**F. Submission Procedure and Deadline**

Proposals are due by 5:00 pm on Wednesday, December 6, 2023. Please submit four (4) paper copies of the proposal. All proposals must be printed on 8.5" x 11" paper. All materials must be received prior to the deadline.

**Submit Proposals via mail to:**

City of South Beloit  
Brownfield Clean Up Proposal  
Attn: City Clerk, Tracy Patrick  
519 Blackhawk Blvd  
South Beloit, IL 61080

**Or Submit Proposals via Email (PDF files) to:**

Tracy Patrick

Subject Line: Brownfield Clean Up Proposal

[t.patrick@southbeloit.org](mailto:t.patrick@southbeloit.org)

The City reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interests of the City. The City is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the City to pursue an agreement or contract with any firm. Minority-owned, women-owned, and locally owned businesses are strongly encouraged to apply.

**G. Period Performance**

The period of performance for this grant is October 1, 2023-September 30, 2027

**H. Questions**

All questions must be directed, via email to Tracy Patrick at [t.patrick@southbeloit.org](mailto:t.patrick@southbeloit.org) no later than Wednesday, November 29, 2023. The City of South Beloit will issue a written response to any inquires or questions by Friday, December 1, 2023.