

**City of Hartsville  
Federal Brownfields Assessment Grant  
Request for Qualifications**

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**Professional Consulting Services**

**Introduction**

The City of Hartsville, South Carolina ([www.hartsvillesc.com](http://www.hartsvillesc.com)) has been awarded a \$400,000 Brownfields Assessment Grant from the U.S. Environmental Protection Agency (EPA) to assess both hazardous (\$200,000) and petroleum (\$200,000) sites. Grant funds will be used to involve the community in the decision making process, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, and to conduct cleanup and redevelopment planning of assessed brownfield properties.

The City of Hartsville is seeking professional services from a qualified and experienced consultant to assist with management and execution of this grant and future related grant projects. The City is looking for firms with documented experience providing assessments on Federal Brownfields (environmental) assessments and related services for local governments with similar characteristics to Hartsville. The City of Hartsville is also looking for a consultant to provide support in the identification of potential funding sources for cleanup activities including identifying and assisting with grant applications.

**Overview**

The City of Hartsville is a small community located in rural Darlington County. It is a suburb community for the nearby larger City of Florence and is located within an hour's drive from Columbia, the state capital. Hartsville was named for its founder Captain Thomas E. Hart who established the first non-native American settlement here. The City was significantly affected by the Civil War, yet was rebuilt by the vision of James Coker, who founded Welsh Neck High School (which later became Coker College), several businesses, industries and eventually a railroad spur. Hartsville is still known today as a quiet college town due to the presence of Coker College, a four year baccalaureate granting institution, which is the largest college in all of Darlington County as well as one of the top-rated schools in the southern United States.

Brownfields properties are scattered throughout the City. The Sixth Street Corridor was once a thriving commercial district with gas stations, dry cleaners, and a bulk oil tank plant. Other areas of the City include a cotton gin, former warehouses, textile manufacturing facilities, former schools, a former railroad, the old Hartsville Oil Mill, etc. A concern is that the historic knowledge of what businesses were conducted in some buildings has been, lost leaving uncertainty about what potential environmental contamination exists.

The City of Hartsville plans to use EPA grant funds to improve the overall environmental and economic health throughout our community by continuing our efforts towards redevelopment. The City desires to inventory the brownfields sites and set priorities on

assessment with community input. In addition to the aforementioned gas stations, cotton gin, dry cleaners, and bulk oil tank plant, Phase I ESAs will be performed on some of the commercial facilities that are in disrepair to determine previous usage. Properties for which Phase II ESAs will be performed will be determined by the Phase I ESAs and the priorities of the community and the City. A determination of the presence of recognized environmental conditions on a property will greatly assist its redevelopment potential. Likewise, a determination of the nature and extent of contamination on those properties that are found to be contaminated will aid in their reuse. Grant funds will be used for the following three (3) tasks: Community Outreach, Environmental Site Assessments (ESAs), and Cleanup/Redevelopment Planning.

## **Scope of Work**

The City of Hartsville is seeking professional consulting services from qualified firms or individuals to manage and/or perform the following professional services:

- Manage all grant activities to ensure compliance with EPA requirements while achieving the City's objectives.
- Serve as technical liaison between the City, the South Carolina Department of Health and Environmental Control (SCDHEC), and EPA.
- Negotiate assessment requirements on the City's behalf with SCDHEC and EPA.
- Communicate progress regularly to the City, SCDHEC, and EPA.
- Develop Public Involvement Plan to lead project outreach activities.....
- Perform Public Involvement activities as directed by the City, such as drafting community notices, facilitating community meetings, attending neighborhood association meetings, developing a project specific website, preparing outreach materials, etc.
- Prepare Property Profile Forms for designated sites for assessment activity and be familiar in entering site data into the EPA's Assessment Cleanup and Redevelopment Exchange System (ACRES.)
- Complete Phase I Environmental Site Assessments at designated sites according to the American Society for Testing and Materials (ASTM) standard E 1527-05 and the EPA's All Appropriate Inquiries rule.
- Complete a Threatened and Endangered Species Survey in compliance with the Endangered Species Act (ESA), a Historical and Cultural Resource Survey in compliance with the National Historic Preservation Act (NHPA), and a Wetlands Survey in compliance with the Clean Water Act Section 404 at properties designated for Phase II Environmental Site Assessments.
- Prepare a Generic Quality Assurance Project Plans (QAPP) based upon the new guidance issued by EPA Region 4 for sites that require Phase II Environmental Site Assessments.
- Prepare Site-specific QAPP Addendums and Health & Safety Plans (HASP) according to EPA requirements for each site undergoing a Phase II Environmental Site Assessment.
- Complete Phase II Environmental Site Assessments at designated sites according to the site-specific QAPP, EPA, SCDHEC and ASTM Standard E-1903-97.
- Assist with preparing and negotiating Voluntary Cleanup Contracts/Brownfield Agreements with SCDHEC as needed.
- Conduct site-specific risk assessments as needed for designated sites where Phase II Environmental Site Assessments have been completed.

- Develop integrated cleanup and redevelopment plans in the form of an Analysis of Brownfields Cleanup Analysis as needed for designated sites using risk-based corrective action.
- Prepare monthly reports documenting activities and prepare quarterly reports to be submitted to EPA.
- Prepare all necessary reporting forms to be submitted to EPA on behalf of the City, including the financial reimbursement forms, the MBE/WBE forms, etc.
- Complete and distribute a final close-out report summarizing all grant activities.

The consultant will need to have a good working knowledge of ASTM Phase I and Phase II Environmental Site Assessment requirements and EPA's All Appropriate Inquiries rule requirements and regulations.

### **Projective Deliverables**

The selected consultant will deliver the following reports/plans to the City as a part of this project:

- Monthly Reports
- Public Involvement Plan
- Quarterly Reports
- Property Profile Form
- Generic Quality Assurance Project Plan
- Site Specific QAPP Addendum
- Environmental Health and Safety Plan
- Phase I & II Environmental Site Assessment Reports
- Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports and Wetlands Survey
- Cleanup and Redevelopment Plan
- Close-out Report

### **Term and Negotiation of Contract**

The term of the contract shall be set forth in the contract and shall require the Consultant to complete all work in a timely manner so that the City can meet its deadline requirements under the EPA grant.

The City expects to execute the contract as soon as possible after the deadline date for submittal of statements of qualifications. The City reserves the right to completely terminate all negotiations in regard to the City of Hartsville Brownfields Program and request new submittals of qualification statements if a satisfactory agreement is not reached within six (6) weeks after the deadline for submittal of statements of qualifications.

### **Consultant Selection**

The City will select a consultant based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area, knowledge of the objectives and goals of current redevelopment and revitalization plans in the City, technical approach, and standard billing rates.

Qualifying firms must demonstrate experience in managing EPA Brownfields Assessment Projects within South Carolina and EPA Region 4. A familiarity with Hartsville and the surrounding area preferred.

Responses to this Request for Qualifications (RFQ) shall include the following sections:

- A. Consultant's Qualifications and Capabilities (35 points):**  
Describe the qualifications and capabilities of the consultant as they relate to managing EPA grants and EPA Brownfield projects, authoring grant applications and securing additional grant funding, and managing and complying with Federal contracts.
- B. Past Project Experience (25 points):**  
Include project summaries of relevant EPA Brownfield projects completed in South Carolina and EPA Region 4. Summarize the scope of work, and provide client contact information.
- C. Key Staff Assigned to the Project (15 points):**  
Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent the majority of hours billed to the project. Resumes shall not exceed 3 pages in length. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Professional Geologist, Professional Engineer, SC Certified Lab, Certified Well Driller, etc.) must be used to perform work as required.
- D. Technical Approach (15 points):**  
Describe the Technical Approach that will be used to complete the tasks described in this RFQ. Address the firm's qualifications and experience with completing the specific EPA requirements and processes.
- E. Standard Billing Rates (10 points):**  
The specific scope of environmental assessment activities is currently undefined. Therefore, provide hourly rates for all personnel assigned to the project. The scope and costs of each environmental assessment will be negotiated with the selected consultant after award based upon the hourly labor rates provided.

## **Selection Criteria**

Responses to this RFQ will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. Proposals will be evaluated and scored utilizing the above points for each of the five required sections. An RFQ evaluation committee comprised of City of Hartsville staff will evaluate and rank all proposals submitted.

The City has the right to reject and/or honor any and all proposals.

Oral presentations to the City may be requested. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFQ response without oral presentations.

## References

The response shall include at least three (3) references for similar services that have been provided by your firm and the dates of service. Please include the reference name, company, and phone number. Also include a description of the services and key personnel that were involved in the project.

## Questions and Responses

Once the RFQ has been advertised, Respondents are specifically directed not to contact elected City officials or City personnel for meetings, conferences or technical discussions related to this RFQ. Failure to adhere to this policy may result in disqualification of the Respondent. All questions regarding this RFQ can be presented in writing to Brenda Kelley, P.O. Drawer 2497, Hartsville, SC 29551.

## Submissions Deadline

All responses to this RFQ must be received no later than 5:00p.m., Friday, September 17, 2010 for consideration. Responses to this RFQ must include **one (1) original and four (4) copies** of the qualification statements. **Responses will not be accepted by facsimile or email. Late responses will not be accepted.** Submissions should be directed to:

### Mail

Brenda P. Kelley  
Planning & Zoning Administrator  
Post Office Drawer 2497  
Hartsville, South Carolina 29551

### Hand Deliver/Express Delivery

City of Hartsville  
Planning Department  
145 West Carolina Avenue  
Hartsville, South Carolina 29550  
(843) 383-3009

Submissions must be clearly marked on the outside mailing envelope:  
"City of Hartsville Brownfield Assessment Project"