

TOWN OF EAST HADDAM

Selectman's Office
P. O. Box 385
Moodus, CT 06469

Request for Qualifications/Request for Proposal

Environmental Consultant – Brownfield Assessment Town of East Haddam

Prepared By:

Town of East Haddam

Board of Selectmen

Irene M. Haines – First Selectman

Erik W. Dill – Selectman

Tanya M. Bourgoin – Selectman



April 2024

**Legal Notice
Town of East Haddam
Request for Qualifications / Request for Proposals**

**State of Connecticut Department of Economic Community Development
Municipal Brownfield Grant Program
Environmental Consultant - Brownfield Assessment**

The Town of East Haddam (the “Town”) is soliciting qualifications and proposals (RFQ/RFP) from a qualified consulting team that includes Environmental Consulting LEP, Professional Engineering, and a Planner to conduct a Brownfield Assessment and provide redevelopment planning activities for 10 parcels in our historic Village District. Most of the grant (75%) is anticipated for assessment and remedial planning activities on the two Town-owned parcels at 1 & 7 Main Street. The remaining (25%) of the grant will be used for assessment and planning for the remaining privately-owned parcels in the Village to facilitate reuse/redevelopment.

The information required for this Request for Proposal must be identified as “**RFQ/RFP for East Haddam Village**” and must be submitted with two (2) copies and one (1) electronic copy, to Town of East Haddam, Municipal Office Complex, Selectman’s Office, 1 Plains Road, P.O. Box 385, Moodus, CT 06469, no later than **Tuesday, May 21, 2024 at 2:00pm**. Electronic copies of the proposals shall be provided on thumb drive. Late proposals will not be considered. All costs incurred in the preparation and presentation of the RFP shall be wholly absorbed by the respondent. Any material submitted shall become the property of the Town of East Haddam and is available for review under the Freedom of Information Act.

The Town reserves the right to waive any informalities or defects in any qualification/proposal. The Town reserves the right to accept anything other than the lowest bid if the Town, in its sole discretion, deems it to be in the best interest of the Town to do so. Qualifications, amendments to qualifications, or withdrawal of qualifications, after the time set for acceptance, will not be considered.

Dated at East Haddam, Connecticut
This the 26th day of April 2024

Irene M. Haines
First Selectman

**TOWN OF EAST HADDAM
REQUEST FOR QUALIFICATIONS AND PROPOSALS**

**State of Connecticut Department of Economic Community Development
Municipal Brownfield Grant Program
Ten Properties within East Haddam Village with the Town owned 1 &
7 Main Street as a primary focus**

1. PURPOSE

The Town of East Haddam, CT is seeking a qualified consulting team that includes Environmental Consulting LEP, Professional Engineering, and a Planner. The Town of East Haddam is requesting this Brownfield Assessment to conduct assessment and redevelopment planning activities for 10 parcels in our historic Village District. These parcels represent significant redevelopment potential for bolstering the local, regional, and state economy through tourism and job creation. It is estimated that 500,000 tourists visit East Haddam annually to enjoy our world class natural resources, vast open space, and farmland, as well as our rich historic setting and cultural venues. Our Plan of Conservation and Development highlights the need for redevelopment that will enhance and restore the character of the East Haddam Village through a viable and vibrant mix of residential, commercial, public, and private developments. To that end the Town has completed several planning studies for the area and established the East Haddam Redevelopment Agency via a Town ordinance for the purpose of facilitating redevelopment of the Village Center. Most of the grant (75%) is anticipated for assessment and remedial planning activities on the two Town-owned parcels at 1 & 7 Main Street. The remaining (25%) of the grant will be used for assessment and planning for the remaining privately-owned parcels in the Village to facilitate reuse/redevelopment.

The East Haddam Village is a nationally recognized historic district. This unique area is adjacent to and overlooks the Connecticut River and East Haddam/Haddam Swing Bridge and includes the Goodspeed Opera House (circa 1876), Gelston House Restaurant (circa 1853) and 65 other structures built between 1750 and 1880. The Village was historically mixed with shipbuilding yards, docks, lumberyards, and warehouses as well as stores, shops, and residences. With the decline of the river-based commerce and mills, the Village went through a period when it was more residential in character. Today, with the resurgence of the Goodspeed Opera House and Gelston House, the Village is poised to become an area of vibrant economic and cultural activity once again. All the structures located on the 10 target properties would be considered historic except for the garage structure at 24 Lumberyard Rd. The consulting firm will have to coordinate with SHPO and the East Haddam Historic Commission during assessment and planning activities to incorporate historic preservation, as well as reuse or relocation of historically or architecturally significant structures. Furthermore, any new development would need to be compatible with the scale

and character of the Village as outlined in the East Haddam Village Zoning requirements and District Guidelines.

2. OVERVIEW

The Town owns the 1 & 7 Main Street parcels (primary focus of grant). Four of the parcels are owned by Goodspeed for parking, storage, and staff housing. Two of the parcels are owned by LJC Enterprise (LaVita restaurant), and the remaining two parcels are private residential/commercial properties. We are requesting a Phase I ESA for all properties (access not necessarily required for private properties). Phase II/III activities are only planned for the Town owned properties currently.

1 & 7 Main Street had previous investigations, some remediation, and triggered a Significant Environmental Hazard Notification in 2000 due to lead, arsenic, chromium, and petroleum detected in groundwater. These properties have significant redevelopment potential due to location (across from the Goodspeed Opera House abutting the Connecticut River) but have been vacant since 2018. The Town has had developer interest, but further assessment work is needed to develop a plan and cost estimates for remediation. The 24 Lumberyard Road property operated as a gas station and auto repair garage from 1920s until Goodspeed Landing LLC purchased it in 2003. The 7 other abutting properties will be included in Phase I ESA activities and as part of Village reuse/redevelopment planning.

No DEEP or EPA enforcement actions, consent orders, or notices of violation are known to exist for the 10 target properties. A Significant Environmental Hazard (SEH) Notification Form was filed for the 1 & 7 Main Street properties in September of 2000 because of petroleum constituents and metals (lead, arsenic, and chromium) detected in groundwater exceeding the groundwater protection criteria with potable wells nearby. Surrounding supply wells were subsequently tested and results suggested petroleum and metals impacts to the wells, but the consultant determined these results were not valid based on multiple lines of evidence. The wells were resampled, and no contaminants were detected. Additional assessment is needed to confirm an SEH does not exist and to close out this SEH with DEEP.

These previous studies, assessments, and recent Municipal Brownfield Grant Application are available at easthaddam.org/bids under Supporting Documents 1 & 7 Main Street, East Haddam CT.

3. SCOPE OF SERVICES

The work program and final scope of the project, including deliverables, will be clarified once a consultant/firm is selected. The Final Report should include the

following components:

1. Environmental Site Assessments with Cost Estimates:

Most of the grant (75%) is anticipated for assessment and remedial planning activities on the two Town-owned parcels at 1 & 7 Main Street. The remaining (25%) of the grant will be used for assessment and planning for the remaining privately-owned parcels in the Village to facilitate reuse/redevelopment.

Update existing Environmental Site Assessment (ESA) and refine limited Phase III to identify data gaps for 1 & 7 Main Street and preparation of abatement design and technical specifications and perform a Phase I ESA for the privately-owned properties as described above.

The updated ESA and Phase I ESA shall be conducted in accordance with ASTM E1527-013 and CT DEEP Site Characterization Guidance Document (SCGD). Provide a detailed scope of work to include compliance with ASTM E1527-13, the applicability of the CT Transfer Act as it relates to the site; the text of the report shall be supplemented with the review of all available documentation from previously conducted environmental activities and/or reporting including the interpretation of the findings and an evaluation for development and incorporation into the Conceptual Site Model (CSM).

The scope of services for Environmental Site Assessments, as outlined in this RFQ/RFP, is preliminary. The final scope of services will be negotiated with the selected firm and modified as needed.

2. Remedial Action Plan & Opinion of Probable Remediation Cost

- i. Prepare a Remedial Action Plan (RAP) in accordance with DEEP requirements that describes proposed remedial options that are protective of human health and the environment and achieve compliance with the RSR cleanup criteria for residential use.
- ii. Prepare a detailed cost estimate for the selected remedial option to achieve compliance with the RSRs at each AOC.
- iii. Provide a draft RAP with specifications and opinion of Probable Remediation Cost for review before a final report is prepared.
- iv. Provide a project schedule broken down by task milestone dates.

4. PUBLIC OUTREACH / MEETINGS / PROJECT COORDINATION

- Participate in a minimum of 3 meetings with the East Haddam Redevelopment Agency and Committee and municipal officials to discuss progress and results of assessment activities and re-use planning.
- Prepare written quarterly updates to the Town and DECD. These will include financial summaries on expenditures, technical summaries on work completed, and schedule updates.

5. **PROJECT SCHEDULE**

The Consultant should be prepared to enter into a contract and begin work as directed by the Town of East Haddam on or about July 1, 2024. It is anticipated that the contracted services as described in this RFP shall be completed in accordance with the schedule provided in Section 3.2 (iv) above.

6. **GENERAL**

Respondents to this RFP will represent a firm, company, or team possessing experience and expertise in Brownfields Redevelopment (environmental, engineering, and planning) and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. The technical lead for the project is required to be a Licensed Environmental Professional (LEP). Teams should be prepared to demonstrate a strong environmental engineering background, and a good working relationship with the staff of Connecticut Departments of Energy and Environmental Protection and Economic and Community Development.

The selected consultant/firm must meet all State and Federal affirmative action and equal employment opportunity practices and other practices as outlined in Executive Order Number Three, Sixteen and Seventeen.

The consultant/firm shall obtain and maintain, at its expense, Professional Liability Insurance in a minimum amount of \$1,000,000. The consultant/firm shall obtain and maintain, at the consultant's/firm's expense, such insurance as will protect the consultant/firm from claims under Workers' Compensation and Comprehensive General Liability Insurance that will protect the Town of East Haddam from all claims of bodily injury, death or property damage which may arise from the performance by the consultant/firm or the consultant's/firm's employees in their functions and services to the Town of East Haddam. Limits of insurance shall be \$1,000,000 per occurrence, \$2,000,000 aggregate. Workers' Compensation shall be in accordance with Connecticut Statutes. The selected consultant/firm shall, within five (5) days of award, provide proof of this insurance. The Town of East Haddam shall be listed as an additional insured.

After review of the Qualifications/Proposals received, the Town will conduct interviews of the consultants/firms it judges to be the most qualified to perform the

required services based upon the criteria in this RFQ and a ranking system that will be formulated. The following factors will be evaluated and weighted appropriately in the selection process:

- The technical competence of the consultant/firm
- The quality and performance of past services on similar projects.
- Experience with DEEP and DECD Brownfield programs
- Experience of key personnel including the sub-contractors
- Demonstrated knowledge of environmental remediation and brownfield redevelopment.
- The expected quality of the scope of work and deliverables the consultant proposes to provide for the established budget.

The Town of East Haddam reserves the right to reject any and all proposals and to waive any informality in the process. It shall be understood that the award made by the Town of East Haddam shall be final and conclusive and without recourse or appeal by the remaining consultants/firms.

A successful consultant/firm will be expected to execute a standard contract for professional services as approved by the Town of East Haddam. This contract will be made available to DECD for review and approval prior to execution.

The successful respondent will assume sole responsibility for the complete project as required in this RFQ. 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 identified and to the extent necessary their qualifications shall be provided. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of the Town.

The successful firm may utilize the services of specialty subconsultants on those portions of the work that under normal contracting practices are performed by specialty subconsultants. The successful firm shall be fully responsible to the Town for the performance, finished products, acts, and omissions of its subconsultants and persons directly or indirectly employed thereby.

7. SUBMITTAL DOCUMENTATION

Submittal Letter

Interested consultants/firms shall submit a cover letter addressed to Selectmen's Office, Town of East Haddam signed by an authorized principal or agent of the firm. The letter shall provide an overview of the proposal, as well as the name, title, phone and fax numbers, and email address of the person to whom questions concerning the request for proposals may be directed.

History and Resumes

The consultant/firm must include a brief history of the company including:

- Consultant/firm size and organization
- Length of time the consultant/firm has been in business.
- Products and services offered.
- Experience with DECD Brownfields programming.
- Resumes of key individuals that will be assigned to this project.

Scope of Services

The consultant/firm shall provide a detailed Scope of Work which outlines various services it will provide for the project. All services not specifically mentioned in the RFP, which are necessary to ensure that the intent and scope of services are met, shall be included in the Proposal.

Key Issues, Experience, and Ability to Perform

Provide examples of previous work on similar projects to demonstrate the consultant's/firm's understanding and familiarity with projects of this type, including a list of Brownfield Redevelopment projects which have been completed in the last five years, resumes for all professionals to be assigned to this project including information regarding the qualifications of any proposed subcontractors. The lead project manager/LEP must be identified.

References

At minimum, a list of at least 3 previous and/or current contracts which are similar to the Town's scope of services, including:

- a) Dates of contract duration
- b) Services performed and fees for services.
- c) Name, address, telephone numbers of clients which may be contacted for verification of information submitted.
- d) Statement as to whether project was completed on time and within budget.

8. SUBMISSION

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Review of Responses and Selection

The selection committee to screen and evaluate RFQ/RFP responses will be the Redevelopment Agency. The Agency shall select a qualified short list of no more than five (5) firms and request fee proposals, interview qualified firms, and make a final selection.

Request for Fee Proposal

The selection committee shall notify the short-listed firms of their selection and request each firm to submit their fee proposal for complete services based on the scope of services, as amended if necessary and the required time frame for providing professional services. Also, the hourly rates and expense schedule shall remain in place during the first three years of the project.

The Committee shall establish evaluation criteria and forms to be used during the interview process for the purpose of evaluating and ranking each respondent's qualifications.

Evaluations criteria:

- Proposed scope of work;
- Qualifications and experience of personnel to be assigned to the project team;
- Ability to provide the services within proposed project schedule time constraints;
- Firm's awareness of project issues, opportunities, and constraints;
- Project team's composition and experience on similar projects;
- Quality and performance of past services; and
- References.

The committee shall review the responses and rank the firms according to their qualifications and criteria important to the project.

9. POINT OF CONTACT

Questions may be directed to Linda Zemienieski by email only. Electronic submittals shall be sent to admin@easthaddam.org.