

**REQUEST FOR PROPOSALS**  
**PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES**  
**CLEANUP OF FORMER HUNTINGTON EAST PRACTICE FIELD SITE**

**SECTION I: PROJECT SPECIFICATIONS**

The U.S. Environmental Protection Agency (EPA) awarded grant funding to Our Jobs Our Children Our Future, Inc, (DBA Huntington Area Development Council) (HADCO) for cleanup of the Former Huntington East Practice Field, a 7.18-acre site located in east Huntington, WV. A total of \$382,491.00 has been granted toward this project to perform site remediation and cleanup activities as well as the installation of storm water management infrastructure detailed further below. Of that grant award, \$361,251 has been allocated toward cleanup and remediation activities, the budget of which is further detailed in Section IV below.

HADCO is seeking a professional environmental consulting firm with one or more Licensed Remediation Specialists (LRS) on staff who are licensed in the State of West Virginia, to provide professional and technical services necessary to undertake environmental cleanup and other related activities associated with this project. The purpose of this Request for Proposals (RFP) is to select an experienced firm that will provide the highest quality of service to manage this project. Accordingly, technical qualifications and experience specific to projected work activities in this project will be weighed heavily in this selection process and objectively scored by a selection committee including HADCO staff as well as staff of the West Virginia Brownfield Assistance Center at Marshall University.

The selected firm will manage the site's entry into the West Virginia Department of Environmental Protection's (WVDEP) Voluntary Remediation Program (VRP) and be responsible for all necessary VRP cleanup, reporting and management activities. Per our project scope and as required by the VRP program, the selected firm will be responsible for managing the following cleanup activities associated with the project: removal of contaminated surface soils for disposal in regulated facilities or proper mitigation thereof as detailed in the completed Phase II Environmental Site Assessment (ESA) and as further defined in any necessary supplemental Phase II ESA completed as part of this project, installation of 7 groundwater monitoring wells with a minimum of 8 rounds of groundwater sampling over a 2-year period as required by the VRP, and the completion of final reporting and obtaining a Certificate of Completion from the WVDEP. Storm water management elements to control runoff and reduce infiltration to groundwater, thereby reducing residual contaminants impacting groundwater at the site, are also included in the cleanup plan and project scope. The selected firm will be responsible for completing or managing the completion through the use of eligible subcontractors, the design and installation of storm water management controls which meet local and state construction codes and requirements, and which meet HADCO's anticipated site redevelopment plans. Finally the selected firm will be responsible for assisting HADCO staff with all reporting and management activities required by the U.S. EPA in managing the Brownfield Cleanup Grant, including assistance with completing a quality management plan (QMP), all quarterly and annual reporting as needed and with managing the grantee's required Assessment, Cleanup, and Redevelopment Exchange System (ACRES) reporting associated with the project.

## **SECTION II: BACKGROUND AND CURRENT OPERATING ENVIRONMENT**

The Former Huntington East Practice Site is located at the intersection of 7<sup>th</sup> Avenue and 29<sup>th</sup> Street Huntington, West Virginia. The site has been utilized for a variety of purposes; but was undeveloped until around 1900, at which time railroad tracks were built through its southwestern corner. CSX occupied the property through the early 1970s, using it for unknown railroad activities. After CSX, Huntington East High School used the property as a practice field for their football, soccer, and track teams until the mid-1990s, when the school was consolidated and relocated into the new Huntington High School. From then until 2018, Marshall University used it as a practice field for its soccer and rugby teams. The site has been vacant since then. A running track and two small, deteriorated storage sheds remain on the site, and an active rail line is adjacent to the site at the southern edge of the property.

Phase I and II environmental site assessments conducted on the practice field site identified elevated levels of arsenic and polycyclic aromatic hydrocarbons (PAHs), both known carcinogens, as the primary contaminants of concern in the surface soil and groundwater. In one groundwater sample, PAH concentrations exceeded 9.5 µg/L, seventy-nine times higher than the allowable *de minimis* levels. These chemicals likely resulted from railroad activity earlier in the site's history, as they occur naturally in coal and various petroleum products associated with rail yards. Soil and groundwater hazards will need to be mitigated before redevelopment of the site can occur.

The grant performance period started October 1, 2024, and has a projected end date of September 30, 2028 (4-Year Project timeframe). The bulk of the remediation activities outlined in Section III are anticipated to be performed in the first two years of the project, and the project may be completed early if the below remediation activities are completed to standard. This performance period may also be extended beyond the initial four years to accommodate the terms and conditions of the FY25 Brownfields Cleanup Grant due to unanticipated delays or for future EPA grants awarded to HADCO within this four-year period provided a market survey conducted by HADCO indicates that the prices the contractor proposes are reasonable.

## **SECTION III: SCOPE OF SERVICES**

The selected firm will be responsible for performing all remediation and cleanup activities and assisting HADCO with all reporting and program management activities as needed outlined in the following project workplan which has been approved by U.S. EPA.

### **WORKPLAN TASKS:**

#### **Task 1: Project Management and WV Voluntary Remediation Program (VRP) Preparation**

<b>Task 1 – Project Management &amp; VRP Preparation</b>	<b>Anticipated Outputs</b>  (projected activities, deliverables, reports) and <b>Anticipated Outcomes</b>  (projected results, effects, improvements)	<b>Anticipated Accomplishment</b>  Date(s) (Month/Year)	<b>Actual Accomplishment</b>  Date(s)
<i>Subtasks</i> (Commitments) <b>Pre-Cleanup</b>			

<p><i>Reporting</i></p> <ul style="list-style-type: none"> <li>• Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period</li> <li>• Enter site data in ACRES</li> <li>• Prepare final report and grant closeout material</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Quarterly reports and other forms; updated ACRES database; final report and closeout forms</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensures compliance with Terms &amp; Conditions reporting requirements</li> </ul>	<p>Quarterly reports every quarter; MBE/WBE forms 3/30 &amp; 9/30; ACRES updated when site activities occur</p>	
<p><i>Request for Reimbursements or Advances</i></p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Submit electronic requests for payment at least every 180</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Reduce unliquidated obligations</li> </ul>	<p>Ongoing</p>	
<p><i>Work with Community Organizations identified in proposal to ensure commitments are implemented</i></p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Commitments that were identified in proposal are implemented</li> </ul> <p>Outcomes:</p> <p>Increase coordination with stakeholders and others</p>	<p>January 2025 and quarterly</p>	
<p><i>Prepare Community Relations Plan</i></p> <ul style="list-style-type: none"> <li>• Prepare plan to involve public in cleanup activities</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Plan for involving the community in cleanup activities</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Improve understanding and participation in cleanup and redevelopment process</li> </ul>	<p>January 2025</p>	

**Task 2: VRP Activities**

<b>Task 2 – VRP Activities</b> <b>Subtasks (Commitments)</b>	<b>Anticipated Outputs</b> (projected activities, deliverables, reports) and <b>Anticipated Outcomes</b> (projected results, effects, improvements)	<b>Anticipated Accomplishment</b> <b>Date(s) (Month/Year)</b>	<b>Actual Accomplishment</b> <b>Date(s)</b>
<b>Implement 30-Day Public Comment Period on ABCA and Finalize Document</b>	Outputs: <ul style="list-style-type: none"> <li>• Allow for review and comment of cleanup related documents</li> <li>• Approved ABCA documenting how cleanup alternative was selected</li> <li>• ABCA placed in Information Repository</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Allow for consensus on cleanup</li> <li>• Ensure proper cleanup alternative is selected and communicated to the public</li> </ul>	January 2025	
<b>Public Meetings (Including Kick-off Meeting with Community Organization Partners)</b>	Outputs: <ul style="list-style-type: none"> <li>• Held Meetings which inform public of cleanup activities and provide a chance for input &amp; comment</li> </ul> Outcomes: <ul style="list-style-type: none"> <li>• Improve understanding of cleanup and allows for potential modifications based on public input</li> </ul>	January 2025 (kick-off Meeting) and Quarterly	

<p><b>Prepare Workplan</b></p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Amend the workplan as needed to ensure that it meets recipient's and EPA's expectations</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensures compliance with project commitments</li> </ul>	<p>January 2025</p>	
<p><b>Enter site into WV Voluntary Remediation Program (VRP) and Oversee Cleanup Activities</b></p> <ul style="list-style-type: none"> <li>• LRS conducts appropriate site inspections during remediation to ensure compliance with cleanup plans</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Site entered into VRP</li> <li>• Number of Inspections</li> <li>• Site Reports by LRS</li> <li>• Documents placed in Information Repository</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensures cleanup is in compliance with WVDEP standards for VRP sites</li> </ul>	<p>January 2025</p>	
<p><b>Prepare Quality Management Plan, Site Specific Quality Assurance Project Plan and Health and Safety Plan</b></p> <p>Prepare a Quality Management Plan. Prepare a site specific QAPP for any environmental post cleanup sampling to be conducted on sites and submit to EPA for approval</p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• EPA approved QMP</li> <li>• EPA approved QAPP</li> <li>• Place QAPP in information repository</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure proper confirmatory testing methods and analytical data results are achieved</li> </ul>	<p>January 2025</p>	

<p><b>Davis-Bacon Documentation</b></p> <ul style="list-style-type: none"> <li>• <b>Conduct site inspections to ensure proper wage rates and posters are available to workers on-site</b></li> <li>• <b>Collect, review, and maintain payrolls</b></li> <li>• <b>Conduct on-site labor interviews</b></li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Payrolls, labor interviews, etc.</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure compliance with Davis-Bacon requirements</li> </ul>	<p>During Remediation Activities</p>	
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**Task 3: Groundwater Monitoring and Stormwater Management**

<p><b>Task 3 – Groundwater Management and Stormwater Management</b></p> <p><b>Subtasks (Commitments)</b></p>	<p><b>Anticipated Outputs</b> (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</p>	<p><b>Anticipated Accomplishment</b> Date(s) (Month/Year)</p>	<p><b>Actual Accomplishment</b> Date(s)</p>
<p><b>Oversee Installation of Groundwater Monitoring Wells for Groundwater Monitoring</b></p>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Number of wells installed</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure installed wells meet VRP and related State requirements</li> </ul>	<p>Estimated Spring 2025</p>	

<b>Groundwater Sampling for VRP Requirements (conducted over 2-year period)</b>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Number of sampling events, samples collected and analytical results</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure cleanup has met VCP cleanup levels</li> </ul>	<p>Est. Spring 2025 then quarterly</p>	
<b>Oversee Installation of Storm Water Management Controls</b>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Number of stormwater management controls place into service</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure stormwater management controls meets local and state construction codes / requirements</li> </ul>	<p>Late 2025 / early 2026 (subject to change based on weather conditions)</p>	

#### Task 4: VRP Completion

<b>Task 4 – VRP Completion</b>  <b>Subtasks (Commitments)</b>	<b>Anticipated Outputs</b> (projected activities, deliverables, reports) and <b>Anticipated Outcomes</b> (projected results, effects, improvements)	<b>Anticipated Accomplishment</b>  <b>Date(s) (Month/Year)</b>	<b>Actual Accomplishment</b>  <b>Date(s)</b>
<b>Collection of post-cleanup samples (soil only)</b>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Number of samples and analytical results</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Ensure cleanup has met VCP cleanup levels</li> </ul>	<p>When soil remediation activities are complete (est. late 2025)</p>	

<p><b>Cleanup Documentation</b></p> <ul style="list-style-type: none"> <li>• Prepare and submit close-out VRP documentation to state indicating that cleanup is complete and protective to human health and the environment and identifies any institutional controls and long-term monitoring</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Final cleanup reports documenting cleanup is complete</li> <li>• Place documents in repository, etc.</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• State approval of cleanup</li> <li>• Ensure cleanup is protective of human health and the environment</li> </ul>	<p>Estimated Spring 2028</p>	
<p><b>Cleanup Complete Documentation</b></p> <ul style="list-style-type: none"> <li>• Receive final cleanup complete letter from state and submit to EPA</li> </ul>	<p>Outputs:</p> <ul style="list-style-type: none"> <li>• Letter from State</li> <li>• Letter submitted to EPA</li> <li>• Placed letter or documentation in Information Repository, reported in ACRES, and quarterly reports, etc.</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Site is officially clean and ready for reuse</li> <li>• Estimated number of brownfields property acres available for reuse</li> </ul>	<p>Estimated Summer 2028</p>	

**SECTION IV: PROJECT BUDGET**

The following budget items represents the contractual services portion of the cleanup grant which provides the budget for conducting the VRP submission and management, site cleanup and remediation, and installation of stormwater management controls.

**Construction**

- Project Management/VRP Preparation: LRS labor for VRP Application, SAWP, 58 hours at \$125 per hour, \$7,250; vehicle travel costs, 3 days at \$125 per day, \$375;

**\$7,625**



- VRP Activities: LRS / Project Manager and Field Supervision including soil excavation activities, completion of SAWP, Risk Assessment, and RAWP, quarterly meeting attendance (16 meetings), 180 hours total at average rate of \$125.00/hr., \$22,500; Soil Excavation and Disposal – estimate 500 tons landfilled at \$45 per ton, \$22,500; transport of 500 tons of soils to landfill at \$30 per ton, \$15,000; 500 tons of backfill at \$30 per ton, \$15,000; transport of 500 tons backfill at \$15 per ton, \$7,500; excavation equipment, 5 days at \$2,500 per day, \$15,000; Equipment mobilization and demobilization, \$1,500; Field Supervisor, 5 days at \$1,500 per day, \$7,500; Extended Assessment and Confirmatory Sampling (arsenic, VOC's, PAC's, benzo(a)pyrene, benzo(b)fluoranthene, laboratory sustainability fee, includes Level IV Data Package), 26 samples at \$300. per sample; \$7,800;

**\$114,300**

- Groundwater Monitoring & Stormwater Management: Install Groundwater Monitoring Wells (7 x \$3,200 average), \$22,400; Field Supervision / LRS labor / Report Labor, 442 hours at \$125 per hour, \$55,250; vehicle travel costs, 14 days at \$125/ day, \$1,750; Analytical costs, 8 rounds of groundwater sampling at \$1,527/ round, \$12,216; Groundwater sampling supplies and monitoring equipment, 14 days at \$290/ day, \$4,060; Analytical Data Validation Report, \$3,000 lump sum; Stormwater Management Controls including site preparation, catch basin & temporary holding tank installations estimated at \$15,000 per acre (~7 acres total), \$105,000;

**\$203,676**

- VRP Completion: Final VRP Report and Certificate of Completion, LRS / Project Manager / Report Labor, 44 hours at \$125 per hour;

**\$5,500**

**Total Construction \$331,101**

## **Other**

- Project Management/VRP Preparation: WVDEP Application fee for VRP submittal, lump sum;

**\$5,000**

- VRP Activities: WVDEP VRP costs for Review/approval of SAWP and RAWP, split sampling analysis, 3 samples at \$800 per sample, \$2,400; review/approval of SAWP and RAWP, Risk Assessment, Project Manager/Toxicologist/hydrogeologist, 130 hours labor at \$175 per hour, \$22,750;

**\$25,150**

**Total Other \$30,150**

**Total Project Construction Costs \$361,251**

## **SECTION V: SUBMISSION REQUIREMENTS**

### Submission Requirements

Procurement of the said services shall be made in accordance with section 5G of the West Virginia State Code. Firms interested in being considered for selection should respond by submitting an electronic copy response to this RFP solicitation following the proposal content listed below to [aphillips@hadco.org](mailto:aphillips@hadco.org) by close of business on Friday November 15, 2024. The subject line should read: EPA Brownfields Cleanup Grant – (Name of Firm Applying).

Responses not received by close of business on the response due date will not be considered. All questions should be directed to Adam Phillips, Vice President, Real Estate and Business Development, by phone at 304-525-1161 or via email to [aphillips@hadco.org](mailto:aphillips@hadco.org).

## **SECTION VI: PROPOSAL CONTENT & MANDATORY REQUIREMENTS**

The following proposal content and mandatory requirements relate to the goals and objectives and must be met by the Vendor as a part of its submitted qualifications package. Failure to comply with these will lead to disqualification. The mandatory project requirements for the Vendor are listed below.

1. Firm name, address, phone number, email.
2. A list of key staff members who will play significant roles in the project, including the Project Manager, and resumes listing the background and qualifications of those persons. One or more project staff must be a licensed remediation specialist in the State of WV.
3. Documentation that the firm is properly licensed in the State of West Virginia to conduct business.
4. Certificate of insurance that verifies insurance program in place for conducting activities included in this RFP.
5. A general description of the techniques, approaches, and methods to be used in the firm's proposed project approach.
6. A representative listing of projects similar to the proposed project performed by the firm.
7. At least two references with contact information from organizations that have used the firm's services for similar projects.
8. A list of the firm's present workload relative to capacity and availability to provide the requested services.
9. If applicable, a list of significant subconsultants, their current prequalification categories and DBE status, and the percentage of work to be performed by each.
10. The location of the primary office where most of the work will be performed.
11. General agreement to adhere to the project budget outlined in Section IV of this RFP.

## **SECTION VII: EVALUATION AND AWARD**

The goal of the competitive process is to objectively select the firm which will provide the highest quality of service at a realistic fee. Accordingly, qualifications and experience will be weighed heavily. A selection committee including staff of HADCO as well as other local entities with experience in

remediation of contaminated sites shall evaluate the statements of qualifications and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired service. Selected firms will be notified via email of their advancement in the selection process. The following selection criteria has been established to evaluate submitted proposals.

- Approach to and ability to meet the goals and objectives for the project as outlined in the project workplan (35 points possible)
- Compliance with the proposal content and mandatory requirements (35 points possible)
- Example project references (20 points possible)
- Other relevant experience (10 points possible)

Interviews with each selected firm shall be conducted at a to be determined date and time in early to mid-December 2024. Preference will be to conduct the interviews in-person if possible, however, video conference interviews can be scheduled to accommodate the interview process as well. Unless there are only one or two received bid proposals, the committee shall rank in order of preference no less than three professional firms deemed to be the most highly qualified to provide the services required and shall commence scope of services and price negotiations with the highest qualified professional firm for said services. Per Code of Federal Regulations (CFR) Part 2 200.320 (b)(2) (iii), price competitiveness must be a part of the selection process when evaluating proposals. Those vendors selected as finalists should be prepared to propose their most competitively priced bids. Bidding firms may need to provide profit rates as part of the contract negotiation if they are the sole bidding firm for this contract, pursuant to CFR 200. 324 (b). Should the committee be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice should commence. Failing accord with the second most qualified professional firm, the committee shall undertake negotiations with the third most qualified professional firm. Should the committee be unable to negotiate a satisfactory contract with any of the professional firms in order of their competence and qualifications, it shall continue negotiations in accordance with these procedures until an agreement is reached.

All work shall be performed in accordance with the regulations issued by the federal funding source (United States Environmental Protection Agency) and the State of West Virginia pertaining thereto. The selected firm will be required, if applicable, to comply with all federal Davis-Bacon wage requirements for its self and its sub-contractors , Title VI of the Civil Rights Act of 1964, President’s Executive Order 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the Housing and Urban Development Act of 1968, Conflict of Interest Statement, Access to Records provisions, and the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970. The selected firm must also fully comply with the Minority/Women-Owned Business Enterprise and Affirmative Action requirements. If a portion of the project is subcontracted, then “positive efforts” must be made to subcontract to Minority/Women–Owned Businesses. This shall be done in compliance with the six (6) affirmative steps as outlined in 40 CFR 33.240.

HADCO will afford full opportunity to all women-owned and minority business enterprises to respond to this request and will not discriminate against any interested firm or individual on the basis of religion, race, color, national origin, disability, age, or sex in the selection of a competing firm.

Please note that this contract will be awarded to the responsible firm whose proposal is within the competitive range of the grant budget outlined above and which is determined to be the most advantageous to HADCO, price and other factors considered. HADCO will conduct negotiations on an individual project basis following the hierarchy of rankings as determined during the selection process. However, HADCO reserves the right to accept or reject any and all proposals.

Adam Phillips, Vice President Real Estate and Business Development  
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