

# Request for Proposals: Environmental Consultation Services for The Borough of Pottstown Pollock Park Brownfield Clean-up Project

## Purpose of RFP

The Borough of Pottstown, PA (hereafter “Borough”) invites the submittal of responses to this Request for Proposals (hereafter “RFP”) from qualified firms interested in providing professional environmental consultant services to oversee execution of the PA DEP-approved soil remediation plan and to organize and oversee drafting and execution of a US EPA-approved soil remediation plan as it relates to PCB’s present in the soil, as herein outlined.

## Site Background

Pollock Park is a two (2)-acre municipal park located at 841 Cross Street. The property is owned by the Borough of Pottstown and serves the residents and community members of the borough. The property is bordered by residential neighborhoods to the north and east as well as light industrial properties to the south and west. The park property consists mostly of lawn areas with some paved elements comprising roughly 12,000 ft<sup>2</sup>. In 2017, the park was identified as needing extensive redevelopment to address aging playground amenities and access infrastructure. Development plans have been created envisioning new playgrounds, athletic fields and a dog park at this location. In 2018, phase II environmental investigations conducted as a part of the master plan process discovered soil contamination throughout the park consisting largely of heavy metals, VOC’s, PCB’s and PAH’s. Ground water contamination was identified consisting primarily of trichloroethene, carbon tetrachloride and carboganochlorides. Substances identified as of concern relative to US EPA MSC’s are PCB 125 and PCB 1260. The property has been enrolled in the Commonwealth Act 2 voluntary remediation program since 2019. Throughout subsequent investigations, the park has been signed as closed to the public. Pottstown Borough wishes to remediate the soil and groundwater to the appropriate state and federal standards and reopen the property as a park, seeking to execute master plan redevelopment improvements following contamination remediation.

It is presumed the contamination is attributable to the site’s previous use as a cast iron scrap reclamation yard serviced by rail, operating from 1909 through the 1970’s. Operations employed the use of a massive hydraulic hammer employed in smashing cast iron scrap and other metallic detritus for processing and reuse. Since the identification of contamination, Pottstown Borough has pursued Act 2 voluntary remediation for the property, completed phase II environmental investigations and created a delineation and remediation cleanup plan approved by the PA Department of Environmental Protection. Funding has been secured through the EPA to execute soil and groundwater clean-up. A request for funds to pursue site redevelopment with park improvements has been submitted to the Pennsylvania Commonwealth Finance Authority. Pottstown Borough has remained committed to securing the resources to return Pollock Park to operation as a community park and has made frequent updates on the project a part of public outreach to ensure the citizens of Pottstown that remediation and development remains a priority for these outdoor recreation resources.

## Vision

The Borough of Pottstown seeks to execute the PA DEP approved cleanup plan and to delineate and remove PCB's in the soil in order to remediate contaminated soils and groundwater at the Pollock Park property. The property may then be safely redeveloped as an improved community park offering new recreation amenities to park users.

## Objectives

The Borough of Pottstown seeks to retain a highly qualified firm to oversee execution of the PA DEP-approved soil remediation plan and to organize and oversee drafting and execution of a US EPA-approved soil remediation plan as it relates to PCB's present in the soil. The selected firm will work closely with Pottstown Borough staff, contracted civil engineers and selected contractors to advance the project and receive letters of clearance for all contaminants identified above the applicable MSC's through previously-completed environmental investigations. Substances identified as of concern in the PA DEP cleanup plan consist of the following located primarily in the 2' to 3' deep strata:

Acetic Acid	Xylene (Total)	Anthracene
Bromochloromethane	Antimony	Benzo(a)anthracene
Isopropylbenzene	Arsenic	Benzo(a)pyrene
Methylcyclohexane	Barium	Benzo(b)fluoranthene
2-Butanone	Cadmium	Benzo(g,h,i)perylene
Acetone	Chromium	Benzo(k)fluoranthene
Benzene	Chromium VI	Chrysene
Bromodichloromethane	Cobalt	Dibenz(a,h)anthracene
Carbon disulfide	Copper	Fluoranthene
Chloroform	Iron	Fluorene
Cis-1,2-dichloroethene (cis-1,2-DCE)	Lead	Indeno(1,2,3-cd)pyrene
Cyclohexane	Selenium	Naphthalene
Methylene chloride	Silver	Phenanthrene
Tratachlorethene (PCE)	Manganese	Pyrene
Toluene	Mercury	Aroclor-1248
TCE	Acenaphthene	Aroclor-1254
	Acenaphthylene	Aroclor-126

Substances identified as of concern relative to US EPA MSC's are PCB 125 and PCB 1260.

A Remedial Investigation Report, Risk Assessment and Cleanup Plan is available upon request.

## Scope of Work

The selected firm will be required to perform the following:

- A. Consult with Borough on drafting the work plan and RFP for a qualified civil engineer to work on this project.
- B. Assist Borough staff with drafting of Quality Management Plan and Quality Assurance Project Plan per EPA requirements.
- C. Assist Borough staff with drafting Community Communications Plan per EPA requirements.
- D. Assist Pottstown staff and civil engineer with drafting work plan and bid documents for project execution compliant with PA DEP-approved soil cleanup plan and EPA PCB remediation requirements. This work plan is expected to consist of removal of contaminated soils both in lawn areas and in areas beneath existing asphalt or hardscape, installation of demarcation layer, backfill and grading of new soil cap.
- E. Oversee execution of excavation of contaminated soils.
- F. Delineate the extent of PCB's per EPA protocols.
- G. Prepare PCB remediation plan for US EPA review and approval.
- H. Oversee excavation and removal of PCB-impacted soils.
- I. Collect and analyze post-excavation soil samples.
- J. Oversee installation of demarcation layer, backfill, grading, capping and seeding of excavation to ensure compliance with grading plan and remediation plans.
- K. Prepare PCB remediation report for US EPA review and approval.
- L. Prepare and submit Act 2 Final Report and prepare and record Environmental Covenant.

## Timeline

### Procurement

- 1/10/24 Advertise RFP
- 2/14/24 Deadline for RFP response submissions
- 2/19/24 – 2/21/24 Conduct interviews with top-ranked firms
- 2/29/24 Execute contract with selected firm

### Performance

- 3/4/24 Begin procurement process for civil engineer.
- 4/1/24 Begin process of drafting project design and bid documents.
- 7/8/24 post bid documents for cleanup.
- 8/12/24 select contractor for cleanup execution.
- 9/16/24 Send notice to proceed.
- 9/25/24 – 12/15/24 Excavate and delineate PCB's.
- 3/3/25-4/4/25 Prepare and submit Act 2 Final Report.

## Project Funding

Funding for the work herein described will be provided from a grant from the Environmental Protection Agency Brownfield Cleanup Grant FY23. This grant has been secured.

## Selection Process

The Borough will review all complete proposals and evaluate based on the criteria outlined below. The Borough will select the highest-scoring qualified candidate for the contract award.

The Borough may invite several top-scoring firms to be interviewed prior to making a final selection for this project. If the Borough desires to interview a firm, the firm will be notified of the date and time of the interview.

## Submittal Requirements

Interested parties shall submit the following items (page limit 20).

1. Firm profile including staff size, notable professional certifications of staff who may potentially work on this project and rate structure.
2. Estimated number of staff hours for a project of this type broken down by position.
3. Statement of experience with similar projects. You may cite and describe up to three similar projects.
4. Narrative statement (limited to 3 pages) on management and organizational approach to the project including the following:
  - a. Description of understanding of the project.
  - b. Description of how the firm will organize to perform services.
  - c. Timeline with target dates for completion of project.
5. Three (3) professional references to assist the Borough in determining the firm's capability to complete the project.
6. Cost proposal including detailed budget.

## Evaluation Criteria

Your submittal will be assigned a score out of a possible 100 points based on the following criteria only. The scoring percentage of each is noted in parenthesis after each entry.

1. Demonstrated experience in addressing contaminated properties (20%)
2. Demonstrated experience in successfully completing tasks and projects (15%)
3. Experience and capacity of project team and personnel. Capacity may include staff professional certifications and education and analytical and design tools and other resources or methodologies commonly used by the firm that may be applicable to scope of work (20%)
4. Professional references (10%)
5. Cost proposal (30%)
6. Completeness of Application (5%)

## Additional Instructions

- No gratuities: Respondents will not offer any gratuities, favors or anything of monetary value to any official or employee of the Borough for the purpose of influencing their selection. Any attempt by a Respondent to influence the selection process by any means other than disclosure of qualifications, credentials and proposed costs.
- By submitting a response, Respondents represent and warrant to the Borough that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the Borough for consideration in the selection process may be excluded.
- Interviews: After the initial evaluation of the statements of qualification, Respondents will be notified of their status in the selection process. If interviews are initiated, they will focus not only on the Respondents project approach, but also on an appraisal of the design professionals who would be directly involved in the project.
- Inquiries: All inquiries should be directed to Michael A Lenhart, Parks and Recreation Director, [MLenhart@pottstown.org](mailto:MLenhart@pottstown.org)
- Cost of Responses: The Borough will not be responsible for any costs incurred by anyone in the submittal of responses.
- Contract Negotiations: This RFP is not to be construed as a contract or a commitment of any kind. If this RFP results in a contract offer by the Borough, the specific scope of work, associated fees and other contractual matters will be determined during the contract negotiations.
- No Obligation: The Borough reserves the right to reject any and all proposals
- Professional Liability Insurance: The Respondent shall have the appropriate liability insurance as required by the state of Pennsylvania.

## Submittal Instructions

The Borough will receive responses to this RFP at the address set below until 4:00 PM on 14, February 2024

By Mail:

Pottstown Borough Hall  
ATTN: Michael A Lenhart  
100 East High Street  
Pottstown, PA 19464

By Email:

[MLenhart@pottstown.org](mailto:MLenhart@pottstown.org)