

**REQUEST FOR PROPOSALS
ENVIRONMENTAL ENGINEERING SERVICES
ENVIRONMENTAL SITE ASSESSMENT
CITY OF MILFORD, DELAWARE**

INTRODUCTION

Notice is hereby given that the City of Milford ("City") will retain an environmental engineering firm to provide professional and technical services necessary to complete a Phase I Environmental Assessment on one parcel of land to be owned by the City of Milford, in accordance with the terms and conditions contained herein. Proposals will be received up to the hour of 11:00 a.m. on Monday, July 17, 2017, at the office of the City Manager, 201 South Walnut Street, Milford, DE 19963.

PROJECT DESCRIPTION

The City is requesting Proposals from firms qualified and interested in providing a Phase I Environmental Assessment using current American Society for Testing and Materials (ASTM E 1527) standard practices including records review, site reconnaissance, interviews and report to identify recognized environmental conditions for the property described on Exhibit A, located within the City of Milford, Delaware.

Growmark FS Inc owns one parcel of land at the corner of Northeast Front Street and Northeast Fourth Street which is to be the subject of this Phase I Environmental Assessment. Growmark FS Inc has accepted an offer from the City for the purchase of the property and the City intends to complete all necessary due diligence within the time specified in the purchase agreement. The site is located in the "I-1" Limited Industrial Zoning District.

1. The parcel is known as the "Growmark property"; located at 401 NE Front Street; tax map and parcel ID MD-16-183.07-01-65.00; Deed book 512 Page 22.

The City anticipates that the pole building will be unoccupied by the date of the Notice to Proceed. Access permission is expected to be available for scheduling a site visit before the date and time proposals are due.

SCOPE OF SERVICES

The final report must include findings and recommendations based on but not limited to:

1. A review of the project's current regulatory compliance posture, based on recorded fact, regarding any known or identified regulated activity;

2. A review of the chain of title for the property in order to identify any possible ownership(s) or use(s) that may have caused the presence of any asbestos, toxic or other hazardous materials or wastes at the Property. This review is limited to the available, recorded documentation only;
3. A review of the Environmental Protection Agency (EPA) National Priorities List (NPL); the Resource Conservation and Recovery Act (RCRA) generators and TSO facilities list, Comprehensive Environmental Response Compensations, and Liability Information System (CERCLIS); additionally, the research must identify any pertinent state listed sites noted with the distances per current ASTM practices;
4. Visual and physical observation of the property and adjacent properties at property line as limited by obstructions per current ASTM practices;
5. The EPA Emergency Response Notification System list (ERMS) for activity at the Property;
6. The State list of Leaking Underground Storage Tank sites (LUST) within one-half mile of the Property;
7. General review of the geologic, hydrogeological, hydrologic and topographic conditions as they relate to potential pathways or migration conduits to and from the Property. Topography shall be noted to the extent visually or physically observed or determined from interviews, as well as the general topography of the area surrounding the Property. The physical setting evaluation shall be made utilizing physical observations and the available USGS 7.5 Minute Topographic Map.
8. Other appropriate sources.

The final report must also include:

1. Cost estimates and recommendations for any pertinent Limited Phase II Assessment and/or any additional testing and appropriate hazard remediation, abatement or reduction;
2. An evaluation of the scope or magnitude of environmental hazards identified in the Phase I.

GENERAL REQUIREMENTS AND INFORMATION

Firms interested in performing the above services are invited to submit a clearly marked proposal to:

ENVIRONMENTAL ENGINEERING SERVICES
PHASE I ENVIRONMENTAL ASSESSMENT
City of Milford
201 S Walnut Street
Milford, DE 19963
Attn: Ms. Terri Hudson, City Clerk

All firms are encouraged to research the site prior to submitting a proposal. A non-mandatory pre-proposal meeting for interested bidders will be held at 201 South Walnut Street on Monday, July 10, at 11:00 a.m. during which the property may be toured.

Each proposal must include the following:

1. The firm's Federal Tax Identification Number.
2. A Statement of Qualifications (SOQ) detailing, among other things, the firm's experience with Phase I Environmental Assessments using ASTM E 1527-00 standards.
3. The location of the firm's office. Firms with an out-of-State headquarters or corporations not incorporated in Delaware must include a copy of their registration to do business in the State as provided by the Delaware Department of State.
4. The organization of the project team, roles and responsibilities of individual members, resumes of individual consultants proposed to conduct the work, and a brief reference list of clients served by the firm, along with telephone number and names of contact persons.
5. Proposed price to provide the full scope of services.
6. A statement of the firm's ability to complete the project within the required time table.
7. Proposals must be submitted in a sealed package, clearly marked.

The City must receive two (2) copies of the proposal by Monday, July 17, 2017, at 11:00 a.m. Late submittals will not be accepted.

City will consider the following factors in order to select the most qualified bidder:

1. Specialized experience and technical competence of the firms in environmental engineering and the qualifications, professional and educational, of all members of the project team.
2. Experience on similar projects.
3. Quality of the proposal.
4. The proposed cost for the professional services.
5. Current workload and the capacity of the firm to perform the work in the required time frame.
6. Location of the firm.
7. Special requirements of the project.
8. Other factors, if any, specific to the project.

City will not be liable for any costs associated with the development or presentation of any proposal or materials submitted in response to the Request for Proposals. The proposal and all materials submitted by the respondent shall become the property of the City and each

Respondent agrees that it will have no claim, of any nature, against the City for any costs or liabilities incurred in connection with this request.

The City also reserves the right to accept or reject, at any time prior to the City's execution of a contract in connection with this request, any or all proposals, or any part of any proposal, submitted in response to this request, and to waive any defect. Any Respondent selected to enter into contract negotiations will be expected to enter into a formal contract with the City containing terms and conditions acceptable to the City, including but not limited to, the City's insurance and indemnification requirements. The City reserves the right to discontinue negotiations with any selected Respondent if the City does not reach an agreement acceptable to the City, at its sole discretion, within a time period acceptable to the City, at its sole discretion.

The City expects to select an environmental engineering firm by the end of July and work as specified in this RFP shall be completed within 60 days of contract execution.

For additional information concerning Request for Proposals procedures and regulations (i.e., submission deadline, forms required, etc.), interested parties may contact: Christine Crouch, Deputy City Clerk, City of Milford, 201 S Walnut Street, Milford, DE 19963, or by email at ccrouch@milford-de.gov or by phone at (302) 422-1111.

It is understood that any/all changes or revisions to our published specifications will be through written addendum.

Exhibit "A"

Legal Description of Real Property

All that certain real property consisting of 15.571 acres of land, more or less, located at the intersection of Northeast Front Street and Northeast Fourth Street, mostly north of Northeast Front Street and mostly northeasterly of Northeast Fourth Street, Milford, Kent County, Delaware, bearing tax map parcel number MD-16-183.07-01-65 00.



Brady Drive

Growmark Property
(Approx. 15.8 Acres)

Existing Milford
Police Department

NE Front Street

North 4th Street