



City of Mendota, Illinois

**REQUEST FOR PROPOSALS (RFP)/
REQUEST FOR QUALIFICATIONS (RFQ)
For Qualified Environmental Professional Services
To Perform Brownfield Cleanup Activities**

CITY OF Mendota, Illinois

PROPOSAL DEADLINE: 4:00 PM, February 21, 2025

Submit Proposals via mail/email to:

Emily McConville
800 Washington Street
Post Box 710
Mendota, Illinois 61342
emconville@mendotacity.com
815-539-7459

**Request for Proposals:
CITY OF MENDOTA, ILLINOIS
BROWNFIELDS ENVIRONMENTAL SITE CLEANUP CONSULTANT
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1. INTENT

The City of Mendota has recently received a Brownfields Cleanup Grant from the U.S. Environmental Protection Agency (EPA) and intends to hire a qualified firm, hereinafter referred to as “Consultant,” to conduct environmental services for the City of Mendota Brownfields Program. The City of Mendota will procure environmental consultant services in accordance with the requirements of the EPA terms and conditions of the Cooperative Agreement. The Consultant will be selected according to selected criteria outlined in the RFP/RFQ and will provide technical services to the City of Mendota with respect to the remediation of eligible properties including:

- Plans and Specifications in order to obtain a Contactor for demolition, UST removal, soil remediation, soil blending and other tasks deemed necessary to remediate the target properties;
- Health and Safety Plan (HASP), Quality Assurance Project Plan (QAPP);
- Perform closure reporting;
- Conduct community outreach.

2. INTRODUCTION

The City of Mendota, LaSalle County is located in north-central Illinois and was settled in mid 1800s. The city has a total area just under 4 square miles and population just over 7,000. The City of Mendota is a non-home rule municipality and has an aldermanic form of government. Mendota is approximately 85 miles west of Chicago, 70 miles east of Moline and 55 miles south of Rockford. The City of Mendota is committed to the revitalization of the downtown district.

3. PROJECT DESCRIPTION

The City of Mendota, Illinois received an EPA Brownfields Cleanup Grant to conduct environmental cleanup in the target sites located at 805 and 807 Illinois Avenue, Mendota, Illinois. The EPA grant performance period is October 1, 2024 through June 1, 2028. Of the \$1,270,305 granted, \$267,865 has been budgeted for the Consultant activities described in this RFP. The grant will be used to perform cleanup activities at the target sites, conduct community engagement and outreach, cleanup planning and reporting under the following tasks:

TASK 1. Project Implementation & Management

This task involves management and oversight of the City’s Cooperative Agreement with the U.S. EPA, obtaining QEP Services, filing of all reports, training and grant cleanup documentation.

TASK 2. Community Involvement

Task 2 involves preparing Community Relations Plan, establishing an information repository, implementing the 30-day Public Comment Period on ABCA, holding public meetings and preparing a Reuse and Redevelopment Plan.

TASK 3. Cleanup Planning

This task involves preparing site specific work plans (HASP, QAPP, ABCA), collecting information and determining if Section 106 of the Historic Preservation requirements is applicable, finalizing the Cleanup Plan, and preparing bid documents in order to obtain a Cleanup Contractor.

TASK 4. Cleanup Activities

The final task involves the implementation of the cleanup plan, collecting Davis Bacon

documentation, demolition of 807 Illinois Avenue, cleanup work at 807 and 805 Illinois Avenue, collecting post-cleanup samples, preparing cleanup documentation and all documentation necessary for the completion and closing out of the project.

4. CONSULTANT SCOPE OF SERVICES

The following is a description of the project tasks to be undertaken by the chosen environmental consulting contractor:

1. Provide assistance with the preparation and submittal of quarterly and annual reports, MBE/WBE reporting, entering information in ACRES and the Final Closeout Report.
2. Provide assistance with the preparation of a community relations plan, establishment of an information repository including website updates and printed public information and the planning/implementation of any public meetings needed to accomplish the project.
3. Provide assistance with the 30-day public comment period on ABCA.
4. Preparation of a Reuse and Redevelopment Plan for the site and surrounding vacant lots.
5. Preparation of site specific work plans including a Health and Safety Plan, Quality Assurance Project Plan, and the finalization of the Analysis of Brownfield Cleanup Alternatives.
6. Provide assistance, as necessary, collecting information order to determine if Section 106 of the Historic Preservation Act.
7. Provide assistance, as necessary, with the Cleanup Plan that includes demolition of the building located at 807 Illinois Avenue, removal of contaminated soil at 805 and 807 Illinois Avenue, removal of an orphan UST, and blending and restoration of remedial soil.
8. Provide assistance, as necessary, with the bid documents in order to obtain a qualified cleanup contractor.
9. Participate in kick-off meetings with the State of Illinois and the EPA.
10. Provide assistance, as necessary, with all required Davis-Bacon documentation.
11. Provide oversight for the cleanup work.
12. Provide the collection of post-cleanup confirmation samples and vapor monitoring.
13. Preparation and submittal of close-out documentation and any other reports necessary to receive a final cleanup complete letter from the State of Illinois in order to submit to the EPA.

5. PROJECT SCHEDULE

The Consultant should be prepared to enter into a contract and begin work as directed on or before April 1, 2025. It is anticipated that the contracted services as described in this RFP shall be completed by June 1, 2028.

6. GENERAL PROJECT REQUIREMENTS

1. The successful Consultant shall comply with all applicable federal, state and local laws and regulations. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Cleanup Grant Program. The Consultant must take into account

compliance with all regulations applicable to the EPA Brownfields Program, and will also be subject to the Terms and Conditions of the Brownfields Grant.

2. Respondents to this RFP/RFQ will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building sampling, remediation strategies and cleanup programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP.
3. Disadvantaged Business Enterprises/Minority Business Enterprises/Women Business Enterprises are encouraged to apply. The City of Mendota is an equal opportunity employer.

7. PROPOSAL REQUIREMENTS

A. SUBMISSION

Proposals are to be submitted by February 21, 2025, via email at emcconville@mendotacity.com with the subject line of "Brownfields Consultant Proposal." The City will affirm that the proposal was received. If no such affirmation is received, proposers should contact the Emily McConville at 815-539-7459. Alternatively, proposals can be mailed to 800 Washington Street, Mendota, IL 61342 with an inner sealed envelope labeled "Brownfields Consultant Proposal." Any responses received after this date and time will be rejected.

B. REQUEST OF ADDITIONAL INFORMATION

1. Questions concerning this proposal must be submitted in writing to:
Emily McConville
800 Washington Street
Mendota, IL 61342
emcconville@mendotacity.com
2. Questions will be accepted before January 31, 2025. Questions may be emailed and written responses will be emailed to all proposers on record as well as posted on the city's website at www.mendota.il.us/bids.

C. PROPOSAL RESPONSE CONTENTS

Respondents must submit complete responses to all of the information requested. Respondents who do not respond to the entire content of the RFP may be disqualified. Proposals should identify the Consultant's planning processes, tasks, types and sources of information to be collected, and staff expected to be involved in the work. The proposal should also note how study results will be presented to the City of Mendota.

Written proposals should include, at a minimum, the following information in the order requested:

1. **Cover Letter.** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to Emily McConville, 800 Washington Street, Mendota, IL 61342.
2. **Contact Information.** The name, address and contact person of the company submitting

the proposal. Include telephone, mobile phone and fax numbers as well as email and website addresses.

3. **Statement of Qualifications and Experience.** Please state the following:
 - a. Give the company/firm/team history, background and relevant experience.
 - b. The name(s), business address, phone number, email address of firms and individuals proposed to participate in all tasks identified in the scope of work.
 - c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and the project manager shall be identified along with the roles of other significant project participants.
 - d. Experience with brownfields remediation planning and remedial activities. Please provide a minimum of three references, giving the name of the project, description of the project, project period and project cost. Include the names of clients, primary contact person and phone number.
 - e. Experience with reuse scoping/planning and community outreach. Please provide a minimum of three references, giving the name of the project, description of the project, project period and project cost. Include the names of clients, primary contact person and phone number.
 - f. Quality Assurance Methods: Give a description of the quality assurance methods implemented by the Consultant. Also, please state whether the firm has prepared an EPA-approved generic Quality Assurance Project Plan.
4. **Scope of Work.** Proposed approach to the scope of work which includes major tasks required to complete the remedial activities. The statement of approach should also include a discussion of quality control for each phase of work outlined in this RFP.
5. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP.
6. **Fee Proposal.** The fee proposal shall include costs associated with the delivery and provision of finished products, and costs associated with carrying out all tasks specified in the Consultant Scope of Work of this RFP including pricing for staff, equipment, remedial work and report preparation.
7. **Proposed Contractors.** The successful respondent will assume sole responsibility for the complete project as required in this RFP. The City of Mendota will consider only one individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project. 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 included in the respondent's statement of qualifications. Subcontractors may not be substituted, nor any portions of the contract assigned to other parties, after contract award without the written consent of the City of Mendota.
8. **Insurance Documents.** Documentation of insurance coverage is required.

8. SELECTION CRITERIA

The following table provides the relevant evaluation criteria.

Evaluation Criteria	Points
Knowledge of regulations and remedial techniques in the State of Illinois	___/10
Experience with environmental remediation under EPA Brownfield Cleanup Grants and/or other federal and state programs	___/10
Project Management capability	___/10
Staff qualifications and firm credentials	___/10
Incorporation of sustainable practices in the assessment and remediation planning process	___/10
Competitive fee	___/10
Total Points	___/60

9. PROCUREMENT SCHEDULE: SUMMARY OF KEY DATES

The following schedule has been proposed for this RFQ/RFP:

<u>RFP Release Date:</u>	<u>January 6, 2025</u>
<u>RFP Questions Due:</u>	<u>January 31, 2025</u>
<u>Answers/Addendum Posted:</u>	<u>February 7, 2025</u>
<u>Proposals Due:</u>	<u>February 21, 2025</u>
<u>Proposal Evaluations:</u>	<u>February 28, 2025</u>
<u>Interviews/Oral Presentations, if held:</u>	<u>March 3-7, 2025</u>
<u>Selection/Notification of Successful Firm:</u>	<u>March 10, 2025</u>