



**REQUEST FOR PROPOSALS**  
**Environmental Engineering and Re-Use Planning Services - 100 Franklin Drive**  
**RFP #EES-296-051616**

The City of Torrington is issuing this Request for Proposal (RFP) to retain a consultant or consulting team to complete an Environmental Investigations and Redevelopment Planning for a property located at the Nidec Corporation site at 100 Franklin Drive. The City of Torrington was awarded a Brownfield Assessment Grant from the Connecticut Department of Economic and Community Development in order to fully understand the environmental conditions and constraints that exist at this property.

The intent of this RFP is to select a consultant who is qualified to perform environmental investigations and tests as well as redevelopment planning. Applicants should understand that due to the scope of services requested, only a fee proposal for the Phase 1 ESA is required at this time. Upon the findings of the Phase 1 ESA, the City will negotiate with the selected consultant(s), a scope of services and fee for the Phase 2 ESA and re-use plan as described below.

**There will not be a public opening of this bid**

**MBE's, WBE's and SBE's ARE ENCOURAGED TO APPLY**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The Respondent's submittal shall include an original, **seven (7) copies (in addition to the hard copy)** and shall be delivered to the Purchasing Department, 140 Main Street, Room 206, Torrington, CT 06790 during normal office hours by no later than **11:00 AM, May 16, 2016**. Submittals received after this date and time will not be accepted. Sealed envelope(s) should be clearly marked: "**RFP #EES-296-051616, Environmental Engineering and Re-Use Planning Services - 100 Franklin Drive.**" Firms mailing proposals should allow for normal delivery time to ensure timely receipt of their proposals. In the case where City Hall is closed for weather related or some other emergency related circumstance, then submittals shall be due the next day when City Hall reopens for business, no later than 11:00 AM on that day. **No fax or e-mail Bids will be accepted.**

All questions must be submitted by **May 9, 2016 by 12:00 PM**. Questions must be submitted by email to the Purchasing Agent at [pennie\\_zucco@torringtonct.org](mailto:pennie_zucco@torringtonct.org). All questions determined to be of interest to all prospective firms will be answered in writing by an addendum which will be posted on the City and state web sites. It is the responsibility of potential bidders to check these websites for addendum(s). Interested firms should check the website 48 hours before the closing date.

This RFP does not commit the City of Torrington to select any Respondent or enter into any contract agreement. The City of Torrington reserves the right to accept or reject any or all RFP's; to waive any informalities, and if it is deemed to be in the public's best interest, to enter directly into negotiations with one or more Respondents based on responses to the RFP, to request additional information from some or all Respondents. The City of Torrington reserves the right or to accept any bid deemed in the best interests of the City of Torrington.

The City will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.



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**Submittal Requirements**

In your submittal, the City is requesting the following:

1. A cover letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. This shall include the prime consultant contact information and all subconsultants.
2. A description of the project team including the core personnel and their ability to perform integrated environmental services. Include the number of LEPs on staff and experience verifying sites under CT DEEP regulations. Please include resumes. Resumes shall not be more than two pages in length.
3. Three references for projects of relevant scope giving the name of the project, project period, and project cost. (Include the names of clients, primary contact person and phone number.)
4. A narrative that outlines the proposed approach to the project including deliverables. (Please see Proposed Scope of Services and anticipated deliverables below.)
5. Hourly rates and expense schedule
6. Proposed timeline
7. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
8. Proof of Insurance and Liability (See Appendix A)
9. Must include a statement that the proposal remains valid for a period of at least ninety (90) days from the date of its submission.
10. Responses must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.
11. Required Forms - Non-Collusion Affidavit, Appendix A & B and any additional forms the City may require.
12. Provide any additional information about your firm that is relevant to this RFP that you believe will assist the City in making its selection.
13. Sealed Fee Proposal for Phase 1 ESA Only
14. Fee Proposal and hourly rates and expense schedule must include a statement that the fees remain valid for a period of at least ninety (90) days from the date of its submission.

**Schedule**

Applicants are to respond to this request by 11:00 AM on May 16, 2016

All questions must be sent in by May 9, 2016

It is the intent of the City to short list qualified candidates and conduct interviews on May 24, 2016.

A decision is expected by the end of May with project kick off in early June 2016. Expected timeline for the project is from June 6, 2016 to August 31, 2016.

**Term: The successful respondent will be expected to be able to commence services as soon as possible upon award, as determined by the City.** Any contract entered into by the City and the successful bidder shall provide that the City may terminate the contract upon thirty (30) days' notice to the bidder. The information provided

herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.

### **Selection Criteria**

The selection committee will evaluate the applicants based on the following criteria:

- Approach to Proposed Scope of Services
- Qualifications and experience of personnel to be assigned to the project team
- Current workload and demonstrated capacity to meet schedule. Ability to provide the services within proposed project schedule time constraints
- Consultant's awareness of project issues, opportunities and constraints
- Project team's composition and experience on similar projects
- Quality and performance of past services
- Hourly fees and expense schedule
- References
- Specific fee for Phase I ESA

### **Purpose**

The objective of the proposed services is to evaluate the potential presence of site contamination in soil and groundwater and to develop a redevelopment strategy.

This project consists of completion of a Phase 1 Environmental Site Assessment (ESA), followed by a Phase II ESA, and a redevelopment plan for 100 Franklin Drive.

### **History**

Over the last few years, the City of Torrington has ramped up its efforts on brownfield redevelopment. In 2014, the City successfully saved a failing EPA RLF program, borrowed against itself, and remediated city owned property located at 100 Franklin Street by installing a 45 parking space lot as a remedial cap. 100 Franklin Street is a 2 acre property that directly abuts the subject property, 100 Franklin Drive. Combined, these properties total approximately 9 acres of developable land once remediated that sit along the Naugatuck River and within downtown Torrington. Historically, both properties were owned and operated by Torin Manufacturing Company. Today, 100 Franklin Drive is privately owned by its most recent user, The Nidec Corporation. With the success of 100 Franklin Street, the City focused its remediation efforts within this area calling it the "Riverfront Recapture Project." The City hopes to recapture the riverfront by providing a walkable and pedestrian friendly trail along the river that will connect to the Naugatuck River, provide parking for the businesses along Franklin Street and East Main Street, and clean the remainder of the site and/or attract potential developers in redeveloping area with a mixed-use development to include housing and potentially a hotel to service the needs of our businesses within Torrington and Litchfield County. This RFP specifically addresses understanding the contamination and unknowns at 100 Franklin Drive.

### **100 Franklin Drive**

In 2012, an oil spill occurred at the site that significantly impacted the Naugatuck River. The property owners have been working to remediate and identify the source of the spill. The property was under an emergency permit order which included the installation of multiple monitoring wells and a trench-pump system that was installed as a way to prevent any further leakage into the Naugatuck River. While the property has oversight by DEEP and an LEP overseeing the remediation efforts, other areas of the property have not been fully investigated.

The buildings on the property sat underutilized and vacant for a number of years. Over the course of time, the buildings began to fall apart, became blighted and turned into a significant public health and safety hazard. In 2015, the property owners performed a hazardous material and asbestos survey in order to raze the buildings. At the time of demolition, a portion of the buildings were demolished “hot” due to the condemned status of part of the building. While the buildings were demolished, the City agreed to allow the basement to remain because there are concerns of an oil plume under the basement. Therefore, it is presumed that the basement is acting as a temporary cap.

Lastly, during the testing period of the trench system in late 2015, high levels of cadmium were found and required the property owner to file a significant hazard report to DEEP. The property owners have been working closely with DEEP on this matter and have installed additional monitoring wells and are addressing these concerns.

Due to the on-going environmental issues with the site and the City’s attempts to promote redevelopment in the area, the property owners at 100 Franklin Drive and the City of Torrington have partnered in an effort to further investigate the property to understand all of the environmental complexities and to develop a plan or strategy as part of our Riverfront Recapture Project.

It is our intention that the redevelopment plan will look at the future re-use of the 100 Franklin Drive site in conjunction with 100 Franklin Street. In addition, it will identify the connections to downtown Torrington, connections to the Naugatuck River Greenway and potentially include a feasibility study for a hotel that would support the arts community in downtown Torrington as well as our many manufacturing companies in Torrington and the region. While not entirely part of an adopted Municipal Development Plan (MDP) adopted in September 2009, this study could potentially extend the MDP area to include the additional 7 acres along the river at 100 Franklin Drive.

### **Summary Outline of Scope of Services**

**1. Phase 1ESA**– in accordance with ASTM E1527-013 and CT DEEP Site Characterization Guidance Document including but not limited to:

- Review of all environmental reports, tests and data that have been provided by the property owner.
- Discussion with current property owner, property owner’s Licensed Environmental Professional, City officials and state officials.
- Site reconnaissance to document existing conditions and identify potential recognized environmental conditions.
- A current state and federal environmental database report for the site and nearby properties.
- File and database research at the Connecticut Department of Energy and Environmental Protection for environmental file information generated for the site and nearby properties.
- A site history.
- Identification of recognized environmental conditions consisting of locations where contamination could be present as a result of current or former uses and activities.
- A discussion concerning the applicability of the CT Transfer Act as it relates to the site.
- Draft report to be submitted for review and comment.
- Final report based on comments.

**\* Respondents shall submit a separate fee proposal for this task as a lump sum bid. The fee proposal should be submitted in a sealed envelope with the following label “Fee Proposal Request for Environmental Engineering Services and Re-Use Planning – 100 Franklin Drive”**

**2. Phase 2 ESA** in accordance with ASTM E1903-011 and CT DEEP Site Characterization Guidance Document.

The Phase 2 Assessment at the minimum will include a field investigation and soil and ground water sampling throughout the property. Due to the extensive history and the on-going remediation efforts at the site, the

full scope of services for the Phase 2 Assessment will need to be determined upon the finalization of the Phase 1 assessment and discussions with the project team.

**3. Riverfront Recapture Redevelopment Plan**

100 Franklin Street is part of the City's Riverfront Recapture Project. A conceptual masterplan was prepared in September of 2015 that depicted potential re-uses of the site to include mixed use, a hotel and the development of green space as part of the Naugatuck River Greenway.

Once the Phase 1 and Phase 2 reports have been finalized, the City wishes to develop a strategic redevelopment strategy for the Riverfront Recapture area. The redevelopment strategy should also include recommendations for including the Riverfront Recapture area into the existing Municipal Development Plan.

## APPENDIX A

### REQUEST FOR PROPOSALS

#### Environmental Engineering and Re-Use Planning Services - 100 Franklin Drive RFP #EES-296-051616

##### **INDEMNIFICATION**

The respondent agrees to indemnify, defend, and hold harmless the City of Torrington and Nidec America Corporation, its predecessors, successors, subsidiaries, parent corporations, affiliates, officers, directors, shareholders, employees or agents harmless from and against any loss, cost, damage (of any kind including but not limited to personal injury, property damage, and property value diminution), liability, claim, fine, penalty or expense, including court costs and reasonable attorneys' fees, whatsoever arising directly or indirectly from the respondents breach of the contract agreement, or the negligence, intentional misconduct, or violation of law of the LEP Contractor, its employees, agents, or subcontractors in the performance of the contract agreement.

##### **NON-DISCRIMINATION:**

The respondent agrees and warrants that in the performance of the contract pursuant to this solicitation he/she will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut or the City of Torrington.

##### **INSURANCE REQUIREMENTS**

**Certificate of Insurance:** All insurance policies must include a Waiver of Subrogation whereby the insured waives its right to subrogate against the City, its subsidiaries, employees, volunteers, directors and officers. Proof of proper insurance coverage, shall be filed with the City of Torrington Purchasing Agent within 10 days after the award of the bid. The Certificate of Insurance must name the City of Torrington, 140 Main St., Torrington, CT, its subsidiaries, employees, volunteers, directors & officers and Nidec America Corporation as the "Additional Insureds" and filed with the Purchasing Agent prior to commencement of work. Renewal Certificates of Insurance must be mailed to the Purchasing Agent 10 days prior to the expiration of the required coverage.

The respondent shall carry liability insurance in the following minimum amounts:

<u>Kinds of Insurance</u>	In Limits Not Less Than
Workmen's Compensation (including Employer's Liability)	Statutory
General Liability (bodily injury and property damage – combined single limit)	\$1,000,000 per occurrence \$2,000,000 annual aggregate
Automobile Liability (including contractual liability – combined single limit)	\$1,000,000 per occurrence
Errors and Omissions (Professional Liability)	\$1,000,000 each occurrence \$2,000,000 annual aggregate
Pollution Legal Liability	\$2,000,000 each claim

**APPENDIX B**

**REQUEST FOR PROPOSALS**

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**Acceptance of Terms of this Agreement**

Name of Proposer:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Address:

\_\_\_\_\_

City/State/Zip:

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title: \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

It is agreed by the above signed proposer that the signature and submission of this proposal represents the proposer's acceptance of all terms, conditions, and requirements of the proposal specifications, and, if awarded, the proposal will represent the agreement between the parties.

The proposer agrees that the cost of any work performed, materials furnished, services provided, or expenses incurred, which are not specifically delineated in the proposal documents, but which are incidental to the scope, intent, and completion of this contract, shall be deemed to have been included in the prices for the various items scheduled.

\_\_\_\_\_



**SAMPLE FORM**

**Bid #** \_\_\_\_\_

**NON-COLLUSION AFFIDAVIT**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, being first duly sworn, deposes and says that:

1. I am \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid for " \_\_\_\_\_ ";
2. I am fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract, for which the attached Bid has been submitted nor has it in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Torrington or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of it agents, representatives, owners, employees, or parties in interest, including this affiant.

(Printed) \_\_\_\_\_

(Signed) \_\_\_\_\_

(Title) \_\_\_\_\_

Subscribed and sworn to before this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public Printed

\_\_\_\_\_  
Notary Public Signature

My Commission Expires \_\_\_\_\_

(Notary Seal)

**NOTE:** Documents must be signed before and sealed by a Notary Public. Only documents bearing a notary seal will be accepted.