



# **SOUTH BELOIT**

SouthBeloit.org

The City of South Beloit, IL

## **REQUEST FOR PROPOSALS**

For Qualified Environmental Professional Services to Perform

Brownfield Clean Up Project

519 Blackhawk Blvd

South Beloit, IL 61080

**Issued:** February 13, 2025

**Submittals Due No Later Than: Wednesday, March 26, 2025**

**Submit Proposals via mail or hand delivery to:**

City of South Beloit

Brownfield Clean Up Proposal

Attn: City Clerk, Tracy Patrick

519 Blackhawk Blvd

South Beloit, IL 61080

[t.patrick@southbeloit.org](mailto:t.patrick@southbeloit.org)

(815) 389-3023

## **A. Introduction and Overview**

The City of South Beloit has recently received Brownfields Cleanup Grant by the U.S. Environmental Protection Agency (EPA) and intends to hire a qualified firm or team of firms, hereinafter referred to as “Consultant,” to conduct environmental services for the City of South Beloit Brownfields program. The City of South Beloit, hereinafter referred to as “the City”, 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 and will provide technical services to the City with respect to the remediation of eligible properties including:

- Conduct environmental remediation activities meeting regulatory state requirements;
- Perform closure reporting;
- Conduct community outreach.

## **B. Executive Summary**

The United States Environmental Protection Agency (USEPA) has awarded the City of South Beloit a Brownfields Cleanup grant for the remediation of the site located at 420 N. Blackhawk Blvd, which is contaminated by hazardous substances, in the amount of \$1,461,005.00. The City of South Beloit is a community of 7,989 residents located in Winnebago County in north central Illinois.

This subject of this cleanup grant is the Former Mannino Property site, located at 420 N. Blackhawk Blvd. in South Beloit, Illinois. The Site consists of approximately 1.69 acres of land in a mixed residential and commercial area in the City of South Beloit, located on the west side of North Blackhawk Boulevard and north of Charles Street. The Site currently comprises one (1) small parcel of land (PINs: 04-05-301-001) which consists of a vacant lot and razed remains of former buildings. The Site is bound to the west by forested land, the Blackhawk Boulevard right-of-way to the east, a nature conservation area and railroad corridor to the north and west, and an ice cream store to the south. The Site consists of one (1) polygonshaped parcel of land, formerly developed with a 6,500-square-foot, single-story multi-unit commercial building. The structure has been razed, with the concrete slab and foundation remaining in place. The remaining grounds consist of gravel-covered parking lots surrounding the former Site building slab and graveled egress and ingress areas off North Blackhawk Boulevard. Concrete slabs with two (2) former fuel pump islands are located in the north-central portion of the Site. Landscaped areas are along the North Blackhawk Boulevard right-of-way of the Site. Parcel index numbers associated with the Site are 04-05-301-001. The Site buildings were constructed in approximately 1953. According to historical records and the 2018 Phase I ESA, the Site was occupied by commercial truck repair and restaurant operations between as early as 1953 up until 1959. From 1959 to 2014, the Site had expanded its commercial function to include a

filling station. Currently the site is a vacant lot with the concrete slabs and foundational remains of the former building. Several environmental assessments have been completed at the Site, including a Phase I ESA in 2018. Phase II ESA work was completed in 2023 as part of the City's brownfield redevelopment program. Phase I Environmental Site Assessments (ESAs) completed at the Site in 2018 identified recognized environmental conditions (RECs) associated with historical filling station operations conducted on the Site, suspected unregistered "orphan" tanks, nearby manufacturing operations, nearby automotive repair operations and adjacent sites historical filling stations and underground storage tanks. An initial Phase II ESA was completed in 2023 to determine if contaminants of concern (COC) were present in the subsurface outside of the building footprints. The 2023 Phase II ESA identified elevated concentrations of SVOC and Metal contamination in soil and groundwater above Illinois Environmental Protection Agency (Illinois EPA) Tiered Approach to Corrective Action Objectives (TACO) Tier 1 remediation objectives. Also, six (6) underground storage tanks were identified in the northern portion of the Site, adjacent to the former fuel pump islands. Based on the findings of the environmental investigations, the contamination in soil and groundwater directly impacts the Site and the surrounding area. As a result, soil and groundwater contamination remediation action will be necessary to protect human health and the environment and further provide a site ready for redevelopment. The City of South Beloit was awarded a previous US EPA Brownfields Assessment Grant in 2019 – BF00E02757. With the previous assessment grant funding, South Beloit has been able to accomplish the following: 7 sites assessed, approximately 44 acres assessed, 2 sites in SRP. The City of South Beloit was also awarded a US EPA Brownfields Cleanup Grant in 2023 – BF-00E03563, for a site located at 126 Shirland Avenue. This grant is currently underway and proceeding successfully. The long-term goal of the City of South Beloit's Brownfields Program is to conduct the proposed grant activities in order to facilitate brownfield redevelopment to enhance the local economy, create local jobs, increase market value and affordable housing stock, and increase tax revenues for under resourced neighborhoods in the City.

The City is seeking proposals from firms so it may select a Licensed Environmental Professional who will work with City staff, the EPA and other stakeholders in overseeing the cleanup project.

## **C. Scope of Services**

### **Task 1. Program Management**

- a. Project Implementation: This task includes oversight of the City's Cooperative Agreement with US EPA for this project, ensuring compliance with the Agreement, Work Plan, Schedule, and EPA's regulations. This task also includes preparation/submittal of Quarterly and Annual Reports, MBE/WBE reporting, entering information in the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database for the project, procurement of a Qualified Environmental Professional (QEP) to lead the project, management of the federal grant funds

for the project, City of South Beloit staff attendance at a US EPA Brownfields Conference, and final closeout.

- b. Anticipated Schedule: This task will start immediately upon project award and will be ongoing continuously throughout the entire four-year project period.
- c. Task/Activity Lead: This task will be led by the City's Brownfields Project Manager, Sonya Hoppes.
- d. Outputs: Executed Cooperative Agreement, Contract with QEP, 12 Quarterly Reports, 3 Annual Reports, 3 MBE/WBE Reports, Quarterly Updates to ACRES, attendance of City Staff at a National Brownfields Conference, and final closeout documentation to US EPA.

## Task 2. **Community Involvement**

- a. Project Implementation: This task includes cooperation between City staff, QEP, and Project Partners to implement the community involvement plan to inform residents, property owners, and the public about the status of the project. This task also includes website updates and printed public information materials as needed. Public comments, questions, and concerns will be addressed under this task.
- b. Anticipated Schedule: This task will commence immediately upon project award and will continue throughout the entire four-year project period.
- c. Task/Activity Lead: This task will be led by the City's Brownfields Project Manager, Sonya Hoppes, with assistance from the selected QEP and Project Partners.
- d. Outputs: 3 Public Meetings and Meeting Minutes, 3 Website Updates, 3 Fact Sheets

## Task 3. **Cleanup Planning**

- a. Project Implementation: Prior to site remediation work, the QEP will prepare a site-specific work plan including the Health & Safety Plan and Quality Assurance Project Plan, finalize the ABCA, and coordinate with the City and development professionals to finalize the Cleanup Plan, including UST and contaminated soil removal planning and alternative barrier design planning. The City will secure all necessary permits and prepare bid documents to select a competitive, qualification-based Cleanup Contractor in compliance with federal, state, and local procurement requirements.
- b. Anticipated Schedule: This task will commence after the City selects a QEP, approximately 90 days after award, and will continue through the rest of the four-year project period.
- c. Task/Activity Lead: This task will be led by primarily by the QEP.
- d. Outputs: Health & Safety Plan, Quality Assurance Project Plan, finalized ABCA Decision Document, Plans & Specifications, Permits, and selection of Cleanup Contractor to perform remediation activities at the project site, and Contract Documents for the QEP.

## Task 4. **Oversee Cleanup Activities**

- a. Project Implementation: This task includes the cleanup work, including: Concrete Pad Removal, Limited Soil Excavation, Underground Tank Removal, and Alternative Green Engineered Barrier Installation. This cleanup alternative is anticipated to be the most effective and efficient in reducing the impact of the contamination from the former fill station operations and improving the overall health and safety of the area. This alternative reduces exposure to soil

contamination and addresses the removal of six (6) orphan underground storage tanks under State Fire Marshal supervision.

- b. Anticipated Schedule: This task will commence after the first year in the project period, and will continue until project closeout.
- c. Task/Activity Lead: This task will be completed primarily by the Cleanup Contractor, under QEP oversight.
- d. Outputs: Pre-Construction Meeting/Minutes, 1.69 acres of land remediated, including the removal of deteriorated concrete and PNA-contaminated soils, certified removal of USTs, and installation of geofabric and certified clean fill material to surface, Final Cleanup Report. Cleanup will facilitate the redevelopment of the larger Neighborhood Park and connection to the Nature at the Confluence nature center.

**D. Proposal Response (these items must be included in a firm's proposal)**

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 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 South Beloit.

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

- a. **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:
  - City of South Beloit
  - Brownfield Clean Up Proposal
  - Attn: City Clerk, Tracy Patrick
  - 519 Blackhawk Blvd
  - South Beloit, IL 61080
- b. **Contact Information**- The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website.
- c. **Statements of qualifications and experience**- Please include the following:
  - 1. Give the company/firm/team history, background and relevant experience.
  - 2. 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.
  - 3. 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 project manager shall be identified along with the roles of other significant project participants.
  - 4. Experience with contaminated properties and remedial activities OR provide a qualified listing of staff members with experience in these types of activities.

Please provide a minimum of three references, giving the name of the project, description of project, project period, and project costs.

5. Experience with reuse scoping/planning and community outreach. Please provide a minimum of three references, giving the name of the project, description of project, project period, and project cost.
  6. Quality Assurance Methods. Give a description of the quality assistance methods implemented by the Consultant.
- d. **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.
  - e. **Project Schedule**- Proposed project schedule in accordance with basic requirements of this RFP.
  - f. **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/Contractor Scope of Work of this RFP including pricing for staff, equipment, remedial work and report preparation.
  - g. **Proposed Subcontractors**- The successful respondent will assume sole responsibility for the complete project as required in this RFP. The City of South Beloit 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.
  - h. **Proof of Insurance**- A written statement providing the ability to produce a Certificate of Insurance (COI) of an amount no less than one-million dollars (\$1,000,000) with the City of South Beloit listed as an additionally insured.

Note: Bidders are required to comply with all applicable State and Federal policies and rules including the Equal Employment Opportunity Act and the Illinois Department of Labor Prevailing Wage Rates as adopted by the City of South Beloit.

**E. Selection Criteria and Scoring**

The following scoring chart will be used by the selection team to rank proposals.

Criteria	Max Points	Score
Knowledge of regulations and remedial techniques	10	
Experience with comparable environmental remediation, scope, techniques	10	

Project Management	10	
Staff qualifications and firm credentials	5	
Incorporation of sustainable practices in the assessment and remediation planning process	5	
Competitive Fee	5	
<b>TOTAL SCORE</b>	45	

**F. Submission Procedure and Deadline**

Proposals are due by 5:00 pm on Wednesday, March 26, 2025. Please submit four (4) paper copies of the proposal. All proposals must be printed on 8.5" x 11" paper. All materials must be received prior to the deadline.

**Submit Proposals via mail to:**

City of South Beloit  
Brownfield Clean Up Proposal  
Attn: City Clerk, Tracy Patrick  
519 Blackhawk Blvd  
South Beloit, IL 61080

The City reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the City to be in the best interests of the City. The City is not liable for any costs incurred by firms prior to the issuance of a contract, including any costs incurred in responding to this request for proposals. It is expressly understood and agreed that the submission of a proposal does not require or obligate the City to pursue an agreement or contract with any firm. Minority-owned, women-owned, and locally owned businesses are strongly encouraged to apply.

**G. Period Performance**

The period of performance for this grant is October 1, 2024-September 30, 2028

**H. Questions**

All questions must be directed, via email to Tracy Patrick at [t.patrick@southbeloit.org](mailto:t.patrick@southbeloit.org) no later than Wednesday, March 12, 2025. The City of South Beloit will issue a written response to any inquires or questions by Wednesday, March 19, 2025.