



**Edgecombe County  
Request for Proposals  
Site Assessment for  
Princeville 53 Acre Development**

**RFQ # 2019-01**

**Original Issue Date: January 22, 2019**

***Revision Issued: February 1, 2019***

**Response Deadline: February 25, 2019**

**Edgecombe County  
Attn: Purchasing Manager  
Room 402 - County Administration Building  
201 St. Andrew St. – PO Box 10  
Tarboro, NC 27886**

**Reason for Revision**

This Request for Proposals has been revised to comply with applicable State laws and the County's Procurement Policy. All reference to and request for cost information have been removed. Pertinent areas are highlighted.



**EDECOMBE COUNTY  
REQUEST FOR PROPOSALS FOR a SITE ASSESSMENT for  
TOWN OF PRINCEVILLE 53 ACRE DEVELOPMENT**

---

**Introduction**

In October 2016, the Town of Princeville (Town) sustained severe flood damage resulting from Hurricane Matthew. With funding from the NC Disaster Recovery Assistance program, the Town has been able to purchase and annex two parcels totaling ~53 acres. The Town hopes to be able to develop the site for housing, municipal buildings, and possibly commercial interests, in an effort to build back some of its tax base lost from the flooding. Edgecombe County (County) is administering this project for the Town, and therefore is soliciting proposals for a site assessment to be performed on this ~53 acre tract (Parcel #'s 4747-14-7564 & 4747-24-7947).

**I. PROJECT SCOPE**

The County is seeking proposals from qualified professional individuals, firms, partnerships, corporations, associations, or organizations (hereinafter referred to as Firms) for a Phase 1 and limited Phase II Environmental Site Assessment (ESA) and geotechnical site investigation services on recently annexed ~53 acres (bordered easterly between Shiloh Farm Road, westerly CSX right-of-way/US 64 Alternate, and southerly US 64).

The objective of this proposed work is to: assess the potential for, or presence of, Recognized Environmental Conditions (RECs) associated with current or previous property use in accordance with standards promulgated by the US Environmental Protection Agency (EPA) and the American Standard for Testing Materials (ASTM) Standards E1527-13 and E1903; and to accurately determine the subsurface soil and groundwater conditions within the proposed development area by providing a predevelopment geotechnical site investigation and report for the purpose of designing and constructing commercial, residential, and civic buildings on the recently annexed ~53 acre parcel (see attached map).

Through this process the County seeks professional environmental, engineering, and survey services for: determining the suitability and requisite design criteria for siting and constructing a fire station, municipal facility (likely for community center, offices and public works), residential building sites, and associated infrastructure and site improvements. The proposal must follow best practices for collecting information and evaluating the conditions of the site resulting in a geotechnical report indicating findings and recommendations.

The scope of services are further described below as Scope of Service parts (A), (B) and (C).

## **SCOPE OF SERVICES (A)**

### **ENVIRONMENTAL SITE ASSESSMENT**

The consultant retained for the Town of Princeville's Environmental Site Assessment will be assigned the task of completing an identified Phase I and Limited Phase II ESA for the identified 53-acre parcel (see *Appendix A*):

- 1) Completion of a Phase I - ESA and report in accordance with the ASTM Practice E 1527-13 "Standard Practice of Environmental Site Assessments: Phase I Environmental Site Assessment Process."
- 2) The completion of a limited Phase II Investigation and report (to standards recognized in ASTM E1903 – 11) based on known or suspected environmental concerns as identified by the Town or on the Phase I ESA, and as based on the general past uses of the site.

Where warranted and identified by the Phase 1 ESA, the collection of samples to test for the presence of asbestos containing building materials (ACBMs) and lead-based paints within the any existing on-site buildings or foundations. The results of the ACBMs and lead-based paint survey will include recommendations for removal or follow-up testing, if indicated.

This investigation shall include the provision of a no more than total of four (4) soil borings on the site, to a maximum depth of fifteen (15') feet below ground surface or five (5') feet below where water is encountered.

A soil sample to be collected from boring for laboratory analysis of Volatile Organic Compounds (VOCs), Semi-Volatile Organic Compounds (SVOCs), PCBs, and lead, cadmium, and chromium. The soil boring within the open meadow will also be analyzed for Pesticides and Herbicides. If ground water is encountered, each of the four (4) soil borings will be converted into temporary monitoring wells, and ground water samples will be collected and analyzed for the same potential contaminants. If ground water is not encountered within fifteen (15') feet of the surface, then no water sample will be collected at a boring location.

- 4) The preparation of a Phase I and limited Phase II ESA reports. This will include the recommendation for additional project activities, not included within this RFP and cost estimate, as necessary.

## **SCOPE of SERVICES (B)**

### **GEOTECHNICAL SITE INVESTIGATION**

The successful firm will propose an appropriate approach to assess and characterize the site for development and constructability from a geotechnical viewpoint addressing the following points in a detailed final report:

- 1) Typical soil profile
- 2) Subsurface conditions and soil identification
- 3) Settlement analysis

- 4) Bearing capacity
- 5) Groundwater subsurface conditions, and Seasonal High Groundwater determination
- 6) Area watershed analysis including any upgradient impacts to stormwater accumulation as well as site drainage (paying particular attention to impact of NCDOT controlled culvert).
- 7) In-situ infiltration testing
- 8) Seismic analysis
- 9) Design recommendations for construction
- 10) Pavement recommendations for paved areas
- 11) Foundation recommendations for potential building sites
- 12) Earthwork recommendations

## **SCOPE of SERVICES (C)**

### **GEOTECHNICAL SITE INVESTIGATION**

The successful firm will address the following points in a detailed final report highlighted by a complete survey and topographic data:

- 1) Full topographic survey by NC licensed surveyor identifying one foot contours and locations of any soil borings performed. Deliverable will be both digital and printed in a format and scale identified by the Town.

## **II. Project Schedule**

The expeditious redevelopment of the Town from the flooding of Hurricane Matthew is of the utmost priority for Edgecombe County. The County has until October of 2020 to complete this project for the Town. That includes the site assessment and substantial completion of the fire station, municipal facilities and infrastructure to sustain other development. Therefore, time is of the essence. The firm must demonstrate a proven record of meeting critical deadlines for similar services and the ability to adhere to the following schedule.

1. **22 January 2019** - Advertisement of Bid
2. **15 February 2019** - Deadline for submission of questions
3. **25 February 2019** - All proposals due by 5:00 PM local time.
4. **1 March 2019** - Proposal reviews and selection; interviews of firms (if required)
5. **4 March 2019** – Selection Committee Recommendation and Board Approval
6. **8 March 2019** - Notification to selected firm, anticipated contract award date
7. **19 April 2019** – Site assessment complete and report findings and recommendations submitted

## **III. Submittal**

Sealed proposals must be received no later than **February 25, 2019 at 5:00 PM**. Submit eight (8) copies your proposal in a mailing container or envelope that is plainly marked on the outside with “Town of Princeville Environmental and Geotechnical Site Assessment”. Proposals are to be delivered to **Dee Waters, Purchasing Manager, Edgecombe County Administration Building - Finance Department, 201 St. Andrew Street, Room 402, Tarboro, NC 27886**.

The County is not responsible for delays in the delivery of proposals. We will not open any responses received later than the date and time stated above. Emailed or faxed bids will not be accepted.

Requests for information shall be submitted in writing, electronically to [deewaters@edgecombeco.com](mailto:deewaters@edgecombeco.com) or by written correspondence, ATTN: Ms. Dee Waters, Purchasing Manager. All proposers shall refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may participate in the selection process. This is intended to create a level playing field for all potential firms, assure that decisions are made in public and protect the integrity of the solicitation process.

By submission of a proposal, a firm certifies that the it has not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract to any employee, official, or current contracting consultant of the County or the Town. The firm certifies that the financial information in this statement has been arrived at independently and without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such costs with any other proposal or firm.

Proposals shall not be considered confidential, and no information contained therein shall be treated by the County or Town as either confidential, proprietary, or trade secret information. The contents of the proposals shall be considered public records of the County and Town. Any firm submitting a proposal hereunder further acknowledges and agrees that the County and Town are public entities, which is required to abide by laws governing public records and shall not be liable for disclosures required by law. All materials submitted in response to this RFP shall become the property of the County upon delivery to the address set forth above.

The successful Firm may propose to reduce or expand the scope of work based on the needs of the Town. Alterations and additions to the scope of work herein must be separate, clearly identified with an explanation, and noted with corresponding fee adjustment. In addition, the successful Firm must assure that services performed meet all current industry standards, follow best practices, and comply with all laws and regulations concerning data collection and site investigation. Firms are encouraged to completely review the scope of services and submit alternate recommendations with respect to compounds identified for analysis, numbers of borings and depths of such.

#### **IV. REQUIRED PROPOSAL DOCUMENTS**

##### **Cover Letter**

Firms shall provide a cover letter that describes their interest in working with the Count and Town on this project. It should also include the following:

- Firm name, address, contact information, and point of contact;
- A summary of the contents of the proposal; and
- Tax ID number or Federal Employer I.D. Number

##### **Proposal Format**

Included in its proposal, a firm shall submit the following documents to the County, and shall guarantee the accuracy of such information by signature of its authorized representative:

1. Statement of Qualifications and Experience
2. Proposed Work Plan and Schedule

3. List of employees who will be assigned to the team, their roles and their resumes
4. References (min 3-max 5) from recently completed projects (identify project type, project budget, contact person, email, and phone number)

## V. QUALIFICATIONS

After proposals are received, the County will conduct a qualifications-based selection process. The firm must have demonstrated geotechnical and hydrogeological experience in conducting environmental site assessments as well as means of providing the necessary topographic survey.

The successful firm MUST hold a valid North Carolina Professional Engineer's stamp (licensed PE). The successful firm must clearly show the ability to perform a geotechnical and environmental site investigation and report on a 53 ± acre site.

## VI. Evaluation Criteria:

After submission of the proposals, Firms may be requested to participate in an interview process. Each Proposal will be evaluated and ranked on the criteria set forth below. The criteria will be weighted as noted below in determining award.

After the evaluation, the County will identify the Firm that can provide the greatest overall benefit to the Town. Should the firm with the highest score decline the offer, the firm with the second highest score will be extended the opportunity to provide services.

### **Scoring Criteria (100 Points)**

1. 30 points – Project Approach, Proposed Work Plan and Schedule
2. 40 points – Demonstrated ability/capability and experience
3. 30 points – Applicable references and supporting information

Any proposal submitted without the expressed requirements of this RFP, or submitted after the deadline will be rejected. The County will review submitted proposals and select the highest ranked, responsive and responsible firm. The County reserves the right to disqualify any firm on the basis of any real or apparent conflict of interest, openly disclosed or otherwise. Once selected, the County will seek a negotiated fee schedule and a not-to-exceed contract amount. All expenses associated with response to this RFP are the responsibility of the responder.

\*\*\*\*\*RFP Forms Continue on the next page\*\*\*\*\*

**TOWN OF PRINCEVILLE QUALIFICATION APPLICATION RFP # 2019-01**  
**Environmental and Geotechnical Site Assessment**

We, the undersigned, propose to furnish to Edgecombe County services consistent with the RFP 2019-01 dated January 22, 2019. Further, we are separately providing an estimate of costs by the respective division whereas all fees are to be paid upon completion of each: A) Phase I – ESA and Report and Limited Phase II ACBMs and lead-based paint survey, soil borings and sampling, laboratory analyses, and final report; B) Geotechnical Report; and C) Topographic Survey

Company Name: \_\_\_\_\_

Representative: \_\_\_\_\_

Representative's Signature: \_\_\_\_\_

Street Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Federal I.D. Number: \_\_\_\_\_

E-Verify Number: \_\_\_\_\_

Years in Business: \_\_\_\_\_ Number of Years Operating Under Current Business Name: \_\_\_\_\_

Former Name Organization Operated Under (If Applicable): \_\_\_\_\_

Does the vendor or any officer, director or owner of the company have any pending litigation, outstanding financial dispute relating to prior or current performance with Town of Princeville, other government agency, individual, company or other party? (circle yes or no) Yes or No

If Yes, Please describe:

\_\_\_\_\_  
\_\_\_\_\_

Has the vendor or any officer, director or owner of the company had a contract terminated due to non-performance issues in the past three (3) years? (circle yes or no) Yes or No

If Yes, Please Describe:

\_\_\_\_\_  
\_\_\_\_\_

Application Submitted by (Print): \_\_\_\_\_

Date: \_\_\_\_\_

(Signature) \_\_\_\_\_

Appendix A  
Town of Princeville RFP-2019-01

SAMPLE TABLE OF CONTENTS – Phase I – ESA

EXECUTIVE SUMMARY

1.0 INTRODUCTION

- 1.1 Definitions
- 1.2 Reliance on the Report
- 1.3 User Shall Consider the Reason for Significantly Lower Purchase Price
- 1.4 Specific Exceptions and Limitations to the Assessment

2.0 SUBJECT SITE DESCRIPTION

- 2.1 Location and Current Use
- 2.2 Site and Area Features
- 2.3 Adjoining and Near-by Properties
- 2.4 Topography, Surface Water Bodies and Drainage
- 2.5 Utilities

3.0 HYDROGEOLOGIC CONDITIONS

- 3.1 Site Surficial Geology
- 3.2 Soil Conditions
- 3.3 Site Bedrock
- 3.4 Regional Groundwater Conditions

4.0 HISTORIC INFORMATION

- 4.1 Historic Information Sources
- 4.2 Review of Aerial Photographs
- 4.3 Street Directories
- 4.4 Fire Insurance or Other Historic Maps
- 4.5 Site and Area Descriptive Chain-Of-Use
- 4.6 Provided Documents
- 4.7 Historic Summary

5.0 SITE RECONNAISSANCE

- 5.1 Description of Site Processes
- 5.2 Hazardous Substances Usage/Storage
- 5.3 Petroleum Products Usage/Storage
- 5.4 Underground and Above Ground Storage Tanks
- 5.5 Drums and Containers
- 5.6 PCB Usage
- 5.7 Stains, Corrosion, Strained Vegetation
- 5.8 Fill/Solid Waste Disposal
- 5.9 Wastewater

- 5.10 Wells
- 5.11 Sewage Disposal Systems
- 5.12 Drains and Sumps
- 5.13 Pits, Ponds and Lagoons
- 5.14 Non-Scope Issues

## 6.0 REGULATORY INFORMATION

- 6.1 Background
- 6.2 Federal NPL and Delisted NPL Sites
- 6.3 Federal CERCLIS and NFRAP Sites
- 6.4 Federal RCRIS TSD and CORRACTS Facilities

## TABLE OF CONTENTS (Continued)

- 6.5 Federal RCRIS Generators
- 6.6 Federal, State, & Tribal Institutional Control/Engineering Control
- 6.7 Federal ERNS List
- 6.8 State and Tribal Hazardous Waste Sites
- 6.9 State and Tribal Landfill/Solid Waste Disposal Sites
- 6.10 State and Tribal Leaking Underground Storage Tank Sites
- 6.11 State and Tribal Underground Storage Tank Sites
- 6.12 State and Tribal Voluntary Clean-up Sites and Brownfield Sites
- 6.13 Additional Record Sources - Petroleum/Hazardous Materials Spill Sites

## 7.0 INTERVIEWS

- 7.1 User
- 7.2 Owners/Operators
- 7.3 Federal and State Agencies
- 7.4 Local Officials

## 8.0 CONCLUSIONS, RECOMMENDATIONS AND FINDINGS

- 8.1 Recognized Environmental Conditions
- 8.2 Recommendations
- 8.3 Findings
- 8.4 Environmental Professional Statement

## APPENDICES

- A. Drawings and Maps
- B. Limitations
- C. Site Photographs
- D. Regulatory Databases
- E. Support Documentation
- F. Preparer Credentials