SCOPE of SERVICES
for
Brownfield Redevelopment Program – On-Call Environmental Contractors
RFQ #2015-001

Projects/Agency.
All activities that are conducted under the terms of the master contract/Agreement will be funded and managed or administered by the specific City Department/Agency/Division requiring services (hereinafter referred to as “Agency.”) That Agency will retain control over the management and execution of its respective projects. Each Agency will determine its own needs for environmental services and funding sources and will facilitate other arrangements (e.g. rights of entry) for the selected contractor/consultant (“contractor.”)

When an Agency has a need for environmental services, that Agency will describe its needs and request a site/project specific work plan and cost estimate, with a not-to-exceed dollar amount (“quote”) from contractor(s.) Contractor will provide a quote for the project using the negotiated fees and addressing other criteria specified by the Agency and relevant to a successful solution for the project (e.g. timeline.) Lump sum pricing may be approved for certain projects at the Agency’s discretion. The requesting Agency will review the quote(s), including project scope and costs, prior to notifying the selected contractor to initiate activities for the project. The requesting Agency will be responsible for making payments for the services performed. DMD will utilize project-specific supplements to the Agreement. Other Agencies will execute a cover agreement incorporating agency-specific quote(s) to purchase services off of the Agreement.

This contract will require environmental services to be performed on properties owned by the City or its Departments or Agencies and on privately-owned tax-delinquent properties and properties that may be under consideration for acquisition (to which the City has a legal right of entry.)

All activities conducted under this master contract must comply with the regulatory requirements and guidelines of the Indiana Department of Environmental Management, Department of Housing and Urban Development (HUD), United States Environmental Protection Agency (EPA), the Occupational Safety and Health Administration (OSHA), and all other applicable federal, state and local regulatory agencies.

As part of its qualification to provide the environmental services below, a contractor is obligated to remain current with all standards related to such services and to perform in accordance with current requirements. The activities that may be conducted under master contracts pursuant to this RFQ include, but are not limited to:

1. **Phase I Environmental Site Assessments (ESAs)** Phase I ESA Reports must be completed in accordance with the most recent applicable ASTM standard and in accordance with the EPA’s All Appropriate Inquiries Rule. At the request of the City, Phase I ESA reports
may be required to include regulatory file reviews, recommendations, and/or other information regarding real property, such as asbestos and hazardous materials surveys.

2. Phase II Environmental Site Assessments Phase II ESA activities may include magnetometer surveys; underground storage tanks (UST) assessments; soil boring and groundwater monitoring well installation; surveying; soil and groundwater sampling and analysis; building surface sampling and analysis; report preparation and submission; air and vapor sampling; and public health risk assessments. All Phase II investigations must be performed within all applicable regulatory guidelines and extra care must be taken to use the most cost effective means to conduct the investigation. The selected environmental consulting company must utilize all applicable reimbursable programs or other similar resources to minimize cost expenditures.

3. Remediation Activities Incidental to Assessments Remediation activities may include identification and assessment of remedial strategies; cost estimating; removal and management of above ground and underground storage tanks and piping systems; design, construction, and operation of remedial systems; developing and utilizing innovative technology and remediation techniques; handling and disposal of contaminated soil and groundwater along with waste transport and disposal of hazardous and non-hazardous materials; earthwork associated with contaminated soil management; demolition or deconstruction of structures when the structure itself is contaminated or needs to be removed to access contaminated soils; and preparation of remedial action plans, remediation work plans etc.

4. Pre-demolition Facility Assessments Pre-demolition Facility Assessments will entail inspecting both the interior and exterior of a property for asbestos, lead paint, solid hazardous wastes and stored hazardous materials, and supplying the City of Indianapolis with a written report indicating the presence of asbestos, lead, and/or other hazardous materials, their type, location and accurate square and/or linear footage. Cost estimates for removing any confirmed asbestos containing material, lead impacted areas and/or other hazardous material shall be provided separately from each type written-report or electronically submitted report. Assessments must be completed per Department or Agency-specified protocols.

5. Asbestos and Lead-Based Paint Abatement Asbestos and lead-based paint abatement activities may include abatement planning, execution, and monitoring for demolition or rehabilitation projects.
Deliverables will be as described in the project-specific supplements to the Agreement or cover agreements incorporating agency-specific quote(s.)