

# Request for Proposals – Remedial Investigation/Feasibility Study Goodwill Industries, Seattle Chinatown International District Seattle Chinatown International District Preservation and Development Authority (SCIDpda)

## **Date Issued**

January 2, 2019

## **Deadline**

February 1, 2019, by 4 pm

## **Project Contact**

For questions related to the RFP, please contact MaryKate Ryan at [marykater@scidpda.org](mailto:marykater@scidpda.org).

## **Project Description**

This Request for Proposal (RFP) seeks qualified consultants to assist SCIDpda with a focused Remedial Investigation environmental study to examine environmental liabilities for the Seattle Goodwill Industries site at the SE corner of Little Saigon in the Chinatown International District. This project is conditional under an Integrated Planning Grant from the WA State Department of Ecology.

## **Background**

As a historic neighborhood, the Chinatown International District has many advantages: it is a major transit hub, adjacent to downtown Seattle, home to immigrants supported by culturally-competent services, and thriving small businesses that reflect a Pan-Asian culture unique in the region. The CID also faces many challenges: 34 percent of residents live at or below the poverty level, many of whom are seniors (25% are over 65 and 42% are over 55); the area has among the poorest health outcomes in the county; and public safety, homelessness and public sanitation are ongoing issues. Our assets also contribute to some of our challenges: development pressures threaten to displace our vulnerable residents and the locally-owned small businesses that define our culture. This work is funded through Washington State's Department of Ecology's Integrated Planning Grant (IPG) program and will help SCIDpda partner to redevelop this site.

## **Consultant Scope of Work**

Task 1. Compile Information for Subject Properties

- Tax parcel numbers (per King County Assessor records)
- Street address(es) (per King County Assessor records)
- Current property owner(s), their addresses, and contact phone numbers
- Acres in parcels
- Brief description of present parcel status (buildings, businesses, land use, etc.)
- If parcel is all or part of a Site on Ecology's Confirmed and Suspected Contaminated Sites List; include Cleanup Site ID #, if listed

- Compile results of any previous Phase I and II Environmental Site Assessments (or other site investigations) completed on the parcel
- Deliverables:
  - Summary table of subject property information
  - Scaled property map showing parcel boundaries and street addresses
  - Bibliography and digital scans (PDF files) of parcel investigations and reports

#### Task 2. Identify Parcel Data Gaps and Prioritize Supplemental Phase I and II ESA Work

- Identify number, locations, and depths of soil and groundwater sampling for Phase II ESAs
- Assist SCIDpda and Ecology with execution of access agreements, if needed
- Deliverables:
  - Project Work Plan and Schedule for Phase I and Phase II ESAs

#### Task 3. Complete Phase I and II ESAs

- Prepare ESA Work Plan
  - Phase I ESAs: per ASTM E1527-13 standard
  - Phase II ESAs: basic planning documents consistent with MTCA and Grant Requirements
    - Sampling and Analysis Plan (SAP)
    - Quality Assurance Project Plan (QAPP)
    - Project-Specific Health and Safety Plan (HASP)
- Complete Site Assessment and ESA Reports
- Deliverables:
  - Draft and Final ESA Work Plan
  - Draft and Final ESA Reports

#### Task 4. Complete Preliminary Evaluation of Parcel Environmental Conditions and Regulatory Process Options

- Prepare an updated profile for each parcel to include:
  - Status of knowledge regarding nature and extent of contamination
  - Additional assessments required to fill data gaps
  - Potential integration of property development with parcel cleanup
  - Addendum to include Lab Reports if organic materials found for cleanup
  - Parcel area photographs

#### Task 5. Public outreach summary.

- Create a 1-2 page summary of environmental activities and publically-sharable findings in plain language, and have translated into Vietnamese and traditional Chinese. This handout will be used in SCIDpda's outreach plans.
  - Summary document versions in English, Vietnamese, and Chinese.

### **Budget**

Not to exceed \$170,000, including contingency.

### **Project Schedule**

Step	Activity	Lead	Target Date
1	Sign contract with consultant	SCIDpda	February 2019
2	Kickoff meeting	SCIDpda	March 2019
3	Preliminary materials review letter report	Consultant	July 2019
4	Remedial investigation report	Consultant	December 2019
5	Feasibility study	Consultant or sub-consultant	April 2020
6	Conclusion meeting with property owner	SCIDpda	May 2020

### **RFP Schedule**

*RFP released: 2 January 2019*

*Submittals due by 4PM: 1 February 2019*

*Notification to short-list: 13 February 2019, followed by interviews with top consultant choices*

*Consultant selection by SCIDpda: 28 February 2019*

*Contract signing: March 2019*

### **Proposal Components**

For your proposal, please include the following:

1. Letter of interest: One page, identify lead firm, project manager, and relevant prior work particularly in the Seattle area.

2. Proposal: 11 pages maximum (or 5 sheets, double-sided). Page limit excludes letter of interest, cover page, and resumes. Proposals are encouraged to be printed double-sided and shall include the following:

- Consultant and/or Firm Profile – Firm profile to include number of employees, office locations, number of years in business, relevant expertise, and identification of any sub-consultants (it is not necessary to identify document translators at this time). If consultant, provide staffing and/or subcontracting plan with above elements.
- Project Approach - Description of the project understanding and team’s approach to satisfying the requirements of this RFP.
- Team Qualifications - Qualifications of project manager and key staff assigned to work on the project. *Qualifications should address prior environmental assessment work, any work within the CID, and ability to convey results in plain language*
- Relevant Project Descriptions & References - Description of similar recent projects completed, including the year completed, how well the project met the scope, timeline, and budget, and how well the project performed over time, if implemented. Include references information for associated project stakeholders.
- Contact information for 2-3 references related to these projects.
- Detailed Scope of Work- Response to proposed scope of work provided in this RFP, including recommended revisions and/or efficiencies.

- Cost Estimate- Cost estimate per task. Consultant may suggest edits to the scope to accommodate the allotted budget. *Travel costs are not an eligible expense and may not be included in the cost proposal.*
- Schedule- Response to proposed project schedule with any suggested edits, additions, or amendments.
- Proof of insurance.

3. Resumes- Provide one for each member of the project team. Limit each resume to two pages (1 sheet, double-sided).

**Submittal Requirements**

**Submissions are due in hand by 4 pm on closing date. Two hard copies and one electronic copy, as detailed below, must be submitted.**

Please provide 2 copies of the submittal in an 8 ½ x 11, double-sided format with 10-12 point font size. Copies may be delivered by mail or hand delivered to:

*Seattle Chinatown International District Preservation and Development Authority (SCIDpda)*

*Attention: MaryKate Ryan*

*C/O Hing Hay Coworks*

*409B Maynard Ave S*

*Seattle, WA 98104*

Also provide an electronic copy in PDF format to: [marykater@scidpda.org](mailto:marykater@scidpda.org)

**Evaluation Criteria**

The evaluation team will rate and select the winning contractor based on the following criteria:

<b>Criteria</b>	<b>Points</b>
Expertise in and qualifications for Environmental Site assessment; experience working with Washington State Department of Ecology Integrated Planning Grants a plus	40
Enthusiasm for the project and its potential to spur redevelopment in Seattle’s Chinatown International District; specificity of proposal to the needs of this neighborhood and these urban sites.	30
Experience working with and writing for property owners lacking environmental science backgrounds and brownfields experience, ability to use plain, non-technical language to summarize findings in a manner that can be easily translated into other languages.	30
<b>Total Points</b>	<b>100</b>

**Criteria Points**

*Total Points 100*

**About the SCIDpda**

The SCIDpda is a community development organization whose mission is to preserve, promote, and develop the Seattle Chinatown International District (CID) as a vibrant community and

unique ethnic neighborhood. Formed by the community in 1975, SCIDpda works to revitalize and preserve the neighborhood by providing services in four areas: affordable housing and commercial property management, real estate development, culturally-relevant senior service programs, and community economic development and community engagement through our Community Initiatives program. We have a 43-year record of success increasing neighborhood sustainability through innovative programs and projects that balance development and preservation.

As a neighborhood-based community developer, SCIDpda engages and mobilizes community members to develop collaborative solutions to meet neighborhood priorities—because a community’s strength comes from its members taking the initiative to shape its present and future. More information about us can be found at <https://scidpda.org>