



# REQUEST FOR PROPOSALS (RFP) FOR HARTFORD BRAINARD AIRPORT PROPERTY

RFP No. 2022-1

Phase I and Phase II Environmental Site Assessments

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**BFJ Planning**

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## **Section I — GENERAL INFORMATION**

### **A. Introduction**

This RFP contains submission requirements, the scope of service, period of service, terms, and conditions, and other pertinent information for submitting a proper and responsive proposal.

RFP No. 2022-1 will be posted on December 5, 2022, and can be downloaded from BFJ Planning's website [www.bfjplanning.com](http://www.bfjplanning.com).

Prospective Consultants desiring any explanation or interpretation of this solicitation must request it in writing by December 15, 2022. The request must be emailed to Thomas Madden, AICP, at [t.madden@bfjplanning.com](mailto:t.madden@bfjplanning.com).

Any information given to a prospective consultant about this solicitation will be furnished as a written amendment to all prospective consultants. If issued, all amendment(s) to this solicitation will be posted on BFJ Planning's website, [www.bfjplanning.com](http://www.bfjplanning.com). All consultants are encouraged to check the BFJ Planning website for amendment(s) issuance.

The RFP submission (with attachments) must be submitted no later than 5:00 PM on Friday, December 30, 2022, and must be emailed to [t.madden@bfjplanning.com](mailto:t.madden@bfjplanning.com).

Proposals received after the due date and time will be ineligible and will not be evaluated.

The proposal(s) must be emailed with the subject heading: Request for Proposals. RFP NO. 2022-01, Name of Environmental Consultant: \_\_\_\_\_.

Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the RFP. Negotiations with consultants with a reasonable chance of being selected may be conducted. After evaluation of the proposals, if any, the contract will be awarded to the responsible Environmental Consultant(s) whose qualifications, project proposal, and other factors considered are the most advantageous to BFJ Planning, Inc.

This RFP does not commit BFJ Planning to award a contract or to pay any costs incurred in preparing a response to this request. BFJ Planning will not be liable in any way for any costs incurred by respondents in replying to this RFP.

BFJ Planning reserves the right to reject any and all submissions.

## B. Procurement Schedule.

BFJ Planning may amend the schedule as needed. Any change to non-target dates will be made by an amendment to this RFP and posted on the BFJ Planning Website.

- RFP Released: Monday, December 5, 2022
- Deadline for Questions: Friday, December 16, 2022
- RFP Informational Conference: Friday, December 16, 2022
- Response to Questions, Monday, December 19, 2022
- Proposals Due: Friday, December 30, 2022 (5 PM)
- (\*) Invitation for Interview: Monday, January 9, 2023
- (\*) Interviews: Week of January 16, 2022
- (\*) Start of Contract: Week of February 6, 2023

Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (\*).

## C. Eligibility & Minimum Qualifications of Proposers.

BFJ Planning will select a consultant based on documented capabilities; past like or similar project experience; key staff assigned to the project; knowledge of airport operations; technical approach to environmental assessment activities; and proven ability to perform within the project budgets.

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Firm has over ten years of experience in the State of CT performing environmental investigation and remediation and engineering services
- A professional services/consulting entity that has experience in similar environmental due diligence assessment:
  - meet ASTM Standard E1527-21 and FAA Order 1050.19C in preparing EDDA for airports.
  - Understanding of CTDEEP PREPARED Municipal Workbook Analysis.
- The firm has more than one LEP with favorable status with the State of CT. An LEP is required to be the project lead for this project.
- There are, on staff, licensed and certified engineers (within the State of CT) where applicable, soil scientists, geologists, as well as experience data validators, risk assessors, remedial engineers, and other support disciplines that can provide a broad range of services necessary to develop comprehensive assessment and planning documents and demonstrate the ability to provide insurance coverage as outlined in Section VII of this proposal.
- Selected contractors will commit to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10) in its selection of subcontractors.
  - Contractors will require the consultants to aggressively solicit the participation of certified minority business enterprises as subcontractors from CTDECD’s Connecticut supplier connection, State of CT BIZNET, City of Hartford Small or

Minority/Women Businesses portal, CTDOT's consultant listing, and CT Source website.

- References: Firms shall submit at least three references.

## **Section II — PURPOSE OF RFP AND SCOPE OF SERVICES.**

### **A. Project Overview**

BFJ Planning was awarded a contract under Public Act No. 22-118, Section 426, which mandates the CT Department of Economic and Community Development (DECD) on behalf of the state to assess the benefits and opportunity costs to the City of Hartford and the State of Connecticut of the current and alternative uses of the Hartford-Brainard Airport property. The state must do so in a way that is consistent with and supports the bill's stated goals of promoting the health, welfare, and safety of people in Connecticut; increasing their quality of life; boosting tourism; stimulating the economy, and enhancing people's ability to enjoy the Connecticut river.

DECD must submit a report of the analysis's findings, by October 15, 2023, to the Finance, Revenue, and Bonding Committee. BFJ Planning will prepare a Draft and Final Report which will synthesize; 1) a decision pathway for continued use or redevelopment of the Airport following Federal and State regulations; 2) a preferred development scenario with a clear regulatory pathway for redevelopment following Federal, State, and Local laws; and, 3) a Final Report summarizing the community engagement program, identify impacts and an environmental remediation phasing plan. The report will highlight development constraints and provide other recommendations to assist the final decision-making by members of the State Legislature. BFJ Planning must submit a draft report by August 31, 2023, to DECD.

BFJ is conducting this RFP process in accordance with its Brainard Airport contract with the State of Connecticut DECD and is issuing separate requests for qualifications/proposals (RFQ/RFP) to engage consultants to undertake (A) economic considerations, (B) environmental components, and (C) analysis of the regulatory components of the requirements stated in the DECD's RFP#22ECD2185.

The work completed by the three sub-consultants will help determine current airport operations and improvements and whether to keep the airport open or seek closure. The subconsultants environmental, economic and regulatory work will help BFJ Planning develop four redevelopment scenarios, which will present alternative approaches for the airport site. The scenarios will be based on the prior existing condition analysis and input from the community workshops.

Hartford-Brainard Airport (HFD) is located three miles from the City of Hartford's downtown business district; it is a public-use, publicly owned airport situated on 201 acres and managed by the Connecticut Airport Authority. The airport is designated as a Regional General Aviation Airport and a Reliever Airport in the FAA's National Plan of Integrated Airport Systems (NPIAS).

HFD can relieve congestion from nearby Bradley International Airport and provides general aviation access to the general area.

The airport consists of one seasonal 2,350-foot-long turf runway and two (4,400 and 2,300 feet long) asphalt runways, one lighted helipad, and supporting infrastructure that includes a taxiway system, aircraft parking aprons, an instrument landing system, air traffic control tower, weather station, vehicle parking, and numerous airport tenant facilities.



Figure 1 Hartford Brainard Airport

## B. Scope of Services Description

The closure of an Airport is considered a federal action, and there is a requirement to conduct an environmental assessment by the National Environmental Policy Act of 1970. The Selected Environmental Consultant will work with the Selected Regulatory Consultant in preparing the Environmental Due Diligence Assessment of the site. This work will help the FAA decide whether to issue a Finding of No Significant Impact or conduct an environmental impact statement. The Selected Environmental Consultant will also assist BFJ Planning in developing community-driven redevelopment scenarios. All Phase 1 and 2 work must be completed by April 2023 to allow time to develop the redevelopment scenarios and prepare a draft for DECD by August 31, 2023.

The Selected Environmental Consultant will be required to:

**1) Prepare a Phase I Environmental Site Assessment (ESA) to Areas of Concern (AOC) and/or Recognized Environmental Conditions (REC) that have resulted from current or historical uses of the site. This is an update of the existing Phase I prepared by TRC Environmental Corporation, Dated September 4, 2012.**

The Phase I ESA shall be conducted in accordance with ASTM E1527-21, FAA Order 1050.19C, and the CT DEEP Site Characterization Guidance Document (SCGD). BFJ Planning has secured an access agreement with the Connecticut Airport Authority for the Hartford Brainard Airport Site. Provide a detailed scope of work in the following:

- a. Compliance with ASTM Standard E1527-23 and FAA Order 1050.19C in its preparation of EDDA for airports.
- b. The text of the report shall be supplemented with the review of all available documentation from previously conducted environmental activities and/or reporting, including the interpretation of the findings and an evaluation for development.
- c. A draft report will be made available to BFJ Planning for review and comment before finalizing the report.
- d. Once the Phase I ESA is finalized, the consultant will provide BFJ Planning with one electronic copy on USB storage and two hard copies.

**Required Meeting:** Following the draft Phase I ESA delivery, the consultant shall meet with BFJ Planning to review the results of the Phase I ESA. The final scope of services (SOS) and fee for Phase II/III will be negotiated and modified as needed after the results of the Phase I ESA have been discussed.

**2) Prepare Phase II/III ESA as needed and in accordance with CT DEEP SCGD.**

The Phase II ESA shall be conducted in accordance with ASTM E1527-21, FAA Order 1050.19C, and the CT DEEP Site Characterization Guidance Document (SCGD). Provide a detailed scope of work in the following:

- a. To collect sufficient information to determine if any releases have occurred at each REC/AOC identified during the Phase I ESA.
- b. To define the nature, degree, and extent of the releases, if any, identified during Phase I or other investigations.
- c. To develop the Conceptual Site Modeling process, complete the investigation, and deliver a report with no significant data gaps.
- d. The consultant will provide a draft Phase II ESA to BFJ Planning. to review and make comments before the report is finalized. Once the draft has been approved, the

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consultant will provide two hard copies and one electronic copy on USB storage of the final report to BFJ Planning.

Any subcontractor costs shall be clearly identified as separate line items and describe how the value was generated. Any markup shall clearly be labeled.

After the Phase II investigation has been implemented and the field data results evaluated, a data summary will be prepared for review/comment, and discussion with BFJ Planning will be necessary before the scope of any required Phase III ESA is finalized.

**Required Meeting:** Following the completion of the Phase II ESA field activities and data analysis, the consultant shall meet with BFJ Planning to review the results and determine the final scope moving forward. The final SOS and fee for the Phase III ESA will be negotiated and modified as needed after the results of the Phase II ESA have been discussed. The consultant shall provide options for budgetary constraints and recommend cost-saving measures as required. It is understood that redevelopment goals may be altered by information uncovered during the Phase II and III ESA. All recommendations for a Remedial Action Plan shall consider new information regarding budgetary constraints.

**3) Remedial Action Plan and Opinion of Probable Remediation Cost.**

Prepare a Remedial Action Plan (RAP) in accordance with DEEP requirements that describe proposed remedial options that protect human health and the environment and achieve compliance with the Remediation Standard Regulations (RSR) cleanup criteria for residential use.

- a. Provide a draft report for review before a final report is prepared.
- b. The report must clearly and logically present the environmental data and explain and validate a Conceptual Site Model (CSM).
- c. For each REC/AOC, the report must determine whether a release has occurred, describe the fate and transport of identified constituents of concern in each identified release area, and evaluate the data concerning compliance with CT DEEP Remediation Standard Regulations (RSR).
- d. The report shall include appropriate tables, including analytical summaries, boring completion and well construction details, sampling rationale, field measurements, a summary of groundwater elevation measurements, and a summary table for CSM.
- e. Appropriate figures should also be prepared, including site location map, AOC and sampling location map(s) (to scale), groundwater elevation contour map(s), and contaminant distribution maps.
- f. Provide a separate Opinion of Probable Remediation Cost Estimate which clearly separates any professional services, i.e., consulting fees, from the physical remedial contractor costs.



**Required Meeting:** The consultant shall meet with the lead contacts to review the draft RAP. Once the draft report is approved, the consultant shall provide one electronic copy and two hard copies of the final RAP to BFJ Planning.

#### 4) Flood Plain Survey and Impacts

As outlined in Public Act No. 22-118, Section 426, BFJ Planning, DECD's selected lead consultant, must provide a preferred development scenario with a clear regulatory pathway for redevelopment following Federal, State, and Local laws. Using the work of the three selected subconsultants (Economic, Environmental and Regulatory), four development scenarios will be developed, leading to a preferred development scenario for the site. The Selected Environmental Consultant will work with the BFJ Planning team to develop an understanding of the environmental implications of the different scenarios.

The Selected Environmental Consultant will review the flooding that has occurred within the boundaries of the Hartford Brainard Airport and develop, in conjunction with BFJ Planning, potential recommendations for the redevelopment scenarios. All recommendations shall be, at a minimum, in compliance with the State of Connecticut Department of Energy and Environmental Protection (DEEP) & Department of Transportation (DOT). Additionally, a summary of all State permits that may be required for each recommendation shall be provided. The Selected Environmental Consultant will provide a report, including maps, of their recommendations.

## Section III — PROPOSAL SUBMISSION OVERVIEW

### A. Submission Format Information

The following describes the minimum information consultants must supply in their proposals. It is open to all consultants to give supplementary facts or materials they consider necessary to evaluate the submitted proposal. Proposals that omit critical elements may be considered non-responsive. Each proposal shall include a Table of Contents listing the proposal contents. Responses to this RFP shall consist of the following:

- A. The **Letter of Interest** must specify the following:
  1. The name and address of the consultant(s).
  2. General Information on the firm and any proposed sub-consultants
  3. The name, title, telephone number, and email address of the individuals within the firm authorized to commit the company to this contract.
  4. The name, title, telephone number, and email address of the individual BFJ Planning should contact regarding questions and clarifications.
  5. A statement that the Consultant's proposal will remain in effect for ninety (90) days after acceptance of the Consultant's proposal by BFJ Planning.

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- B.** The **Technical Response** must contain a description of the consultant's proposed approach to performing the Scope of Services and demonstrate a commitment to sufficient staff resources with appropriate qualifications with specific reference to:
1. Understanding and approach to the Scope of Services.
  2. Description of any special services required.
  3. Name and required services of any subcontractors, including those intended to be used to meet the required DBE or SBE goals established for this project.
  4. Consultant's Qualifications and Capabilities: Describe the qualifications and capabilities of the consultant as they relate to the management of brownfield projects and grants and the demonstrated ability to provide services on multiple projects and perform technical oversight of multiple subcontractors.
  5. Past Project Experience: Include project summaries of relevant brownfield projects completed in the State of Connecticut and EPA Region 1. Summarize the scope of work and provide client contact information for each project.
  6. Resumes of Key Staff Assigned to the Project: Identify specific personnel assigned to the following key roles for the project. Personnel identified in the proposal must be the principal staff working on the project and represent the majority of hours billed to the project. Consultants must provide an organization chart and brief resumes (2 pgs.) for the project manager and the lead technical staff members. Certified or licensed professionals (i.e., CT DPH licensed Asbestos Inspectors, OSHA 40-hour hazwoper Certification, etc.) must be used to perform work as required.
  7. Organization chart showing staff dedicated to this project and their respective roles (s).
  8. At least three (3) references from clients where the consultant has provided similar services.
  9. Standard Billing Rates: Provide standard billing rates for implementing brownfield assessment and cleanup planning services. These rates will be considered during the selection process.
  10. Pricing to include the preparation of the following: (These will be negotiated at each phase of the project as described in the RFP)
    - a. Phase I Environmental Site Assessment, including a review of the previously prepared Phase I by TRC Environmental Corporation, Dated September 4, 2012, for the Connecticut Airport Authority.

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- b. Phase II/III Final Site Investigation, including a review of the previously prepared Phase II/III ESA by the Connecticut Airport Authority.
  - c. Preparation of Phase II/III Final Site Investigation Report
  - d. Remedial Action Plan and Opinion of Probable Remediate Cost
  - e. Flood Plain Survey and Impacts Report
- 11.** Describe and provide detail of your approach to completing these tasks and the basis of your costs. Please include the number of meetings and on-site visits expected.
- 12.** Staffing Expectations: The entity should have adequate staff to deliver the report to BFJ Planning promptly. The entity should also have staff with appropriate credentials and experience to select subject matter experts/entities and to be able to make recommendations.
- 13.** Schedule: Please provide a schedule demonstrating that your firm can meet the timeframes required by DECD and for BFJ Planning to submit a draft report by August 31, 2023.

## Section IV EVALUATION OF PROPOSALS

BFJ Planning intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

The Review Committee will evaluate proposals submitted in response to this RFP. The Review Committee will be composed of BFJ Planning staff. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described herein) will be reviewed, rated, and scored. Proposals that comply with all instructions will be accepted with further consideration.

The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements and score and rank based on the evaluation criteria below and make recommendations for shortlisting to invite for an interview.

Following the Review Committee's preliminary scoring/evaluation process, interviews will be conducted with shortlisted entities to reach final award decisions. The Interviews are an opportunity for the Review Committee to learn more about the proposers' experience, substantiate the preliminary scoring/review, and finalize the scoring and award decisions. The Committee may also have questions about the content of proposals. BFJ Planning will notify proposers if they have been selected for an interview and share a list of interview questions in advance. Participation in an interview does not guarantee an award and may not be required to receive an award.

To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Eligibility and Qualification requirements to respond to the procurement, (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further.

Proposals meeting the Minimum Submission Requirements will be evaluated according to the Established Criteria. The criteria are the objective standards that the Review Committee will use to assess the technical merits of the proposals. Only the requirements listed below will be used to evaluate proposals.

- Organizational Qualifications and Experience
- Diversity, Equity, and Inclusion Considerations
- Staffing Plan; Plan to Hire Sub-Contractors
- Technology and Resources
- Work Plan; Schedule and Timeline
- Budget Narrative; Cost Competitiveness

The price shall be considered but need not be the sole or primary determining factor. Consultants shall state any exception to any liability provisions contained in the RFP in writing at the beginning of negotiations, and such exceptions shall be considered. If a satisfactory and advantageous contract to BFJ Planning can be negotiated that provides the best value to the overall State Contract, the award shall be made to that Consultant. Otherwise, negotiations with the Consultant ranked first shall be formally terminated, and negotiations conducted with the Consultant ranked second, and so on, until such a contract can be negotiated. Notwithstanding the preceding, BFJ Planning, in its sole discretion, may award contracts under this procurement to more than one Consultant, primarily based on focus areas of DBE/SBE/MBE/WBE Consulting and Related Services. Should BFJ Planning determine in writing and its sole discretion that only one Consultant is fully qualified or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that consultant. Consultants whose proposals are not accepted will be notified as soon as BFJ Planning approves the selected contractor or contractors.

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

BFJ Planning, however, specifically reserves the right in its sole discretion to:

- a. reject any and all responses received, to waive any irregularity or informality, and to select, negotiate and accept the Proposal if it is deemed to be in the best interest of BFJ Planning;
- b. additional requested information from any and all Consultants to assist it in its evaluation process,

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- c. negotiate the terms and conditions of any contract with the Selected Environmental Consultant, and, in its sole discretion, award contracts to more than one Consultant, and cancel this RFP at any time before an award, and is not required to furnish a reason why a particular proposal was not deemed the most advantageous.

**Section V FEE STRUCTURE**

The estimated budget is \$200,000-\$275,000 for this portion of the project.

The final scope of services (SOS) and fee for Phase II/III will be negotiated and modified as needed after the results of the Phase I ESA have been discussed. Fees for Phase II/III will be renegotiated after completion of Phase I; this is to include an estimate for these tasks with assumptions for what would be included – i.e., the number of soil sampling locations, types of sampling to be conducted, etc.

- A. A flat fee proposal that is based on an municipal/government hourly rate and expense schedule broken down by direct deliverables that the selected entity is responsible for; and
- B. An estimated fee proposal for any sub-consultants as part of affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10) in its selection of subcontractors. The markup charged for any subconsultant work should not exceed five (5)% and should be included in the sub-consultant line item. The entity most qualified to perform the required services based on the selection criteria while being cost-competitive will be chosen.

**Section VII INSURANCE**

- A. Contractor shall procure and maintain for the duration of the contract the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder:
  - 1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product, and Completed Operations Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to this agreement or the general aggregate limit shall be twice the occurrence limit.
  - 2) Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of The State of Connecticut. Coverage shall include the Employer's Liability with a minimum limit of \$100,000 for each accident, a \$500,000 Disease - Policy limit, and \$100,000 for each employee.

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- 3) Professional Liability: The contractor shall maintain professional liability coverage, providing a total limit of \$1,000,000 to cover any act, error, or omission to cover any claim arising from the performance of the designated professional services (if available).

**B. Additional Insurance Provisions**

- 1) The State of Connecticut Department of Economic and Community Development and Connecticut Airport Authority, its officials, and employees shall be named as Additional Insured on the Commercial General Liability Policy.
- 2) Described insurance shall be primary coverage, and the contractor and contractor's insurer shall have no right of subrogation recovery or subrogation against the State of Connecticut.
- 3) Contractor shall assume any and all deductibles in the described insurance policies.
- 4) Each insurance policy shall not be suspended, voided, canceled, or reduced except after 30 days prior written notice by certified mail has been given to the State of Connecticut and Connecticut Airport Authority.
- 5) Each policy shall be issued by an Insurance Company licensed to do business by the Connecticut Department of Insurance and to have the Best Rating of A-, VII, or better.

**Section VIII EQUAL OPPORTUNITY AND NONDISCRIMINATION****A. Affirmative Action**

BFJ Planning is an equal opportunity employer and requires an affirmative action policy from all consultants as a condition of doing business with BFJ Planning, as per Federal Order 11246. By responding to this RFP, all consultants agree to this condition of doing business with BFJ Planning, and should BFJ Planning choose to audit for compliance, the consultant agrees to cooperate fully.

**B. Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)/ Woman Business Enterprise/Minority Business Enterprise (MBE)**

BFJ Planning's policy is to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit a proposal. Selection will be based on and conditioned upon satisfying the requirements described in this RFP and Scope of Services.