

REQUEST FOR PROPOSAL

ENVIRONMENTAL SERVICES FOR THE REMOVAL OF THREE (3) UNDERGROUND STORAGE TANKS

The Village of Agency, Missouri is requesting submittal of bids for the environmental oversight and the removal of three (3) underground storage tanks (USTs). The site is the former Woody's Grocery retail convenience store located at 11301 SE State Road FF, Agency, Missouri. The site is 2.5 acres, MOL, and contains two 8,000-gallon clad steel USTs and one 6,000-gallon clad steel UST. The canopy and dispensers have been removed from the site. The USTs were installed in April 2004 and taken out of service in August 2011.

Funding for the removal of the USTs is through the U.S. Environmental Protection Agency (EPA) Cooperative Agreement BF-97746001 with the MO-Kan Regional Council, 224 N 7th Street, St. Joseph, Missouri. The project manager is Gary Miller, Mo-Kan Regional Council. As such, the removal oversight and the removal of the storage tanks will be conducted in a manner that conforms to the requirements of the EPA and the Missouri Department of Natural Resources (MDNR).

General Requirements:

- The selected consultant/contractor must certify that all employees working on the project site have OSHA training.
- The selected consultant/contractor must provide evidence of participation and enrollment in the federal E-Verify program.
- The selected consultant/contractor will provide signage the EPA is funding the project.
- The selected consultant/contractor will provide evidence they are fully licensed, insured, and bonded to provide such services in the State of Missouri. Commercial general liability insurance shall have limits of, at least, \$1,000,000 per occurrence/\$2,000,000 aggregate. The Village of Agency shall be listed as an additional insured.
- Workers Compensation insurance shall include a disease-policy limit of, at least, \$100,000 per employee.
- The selected consultant/contractor will have a Missouri licensed geologist or engineer supervising the site activities and approving the final report..
- The selected consultant/contractor will provide at a minimum three references of recent similar work.

Other Terms and Conditions:

- The contract/agreement for the requested services will be subjected to the applicable terms and conditions of the federal cooperative agreement (Appendix A) and the subgrant agreement with the Village of Agency (Appendix B).
- The consultant/contractor shall prepare a Quality Assurance and Project Plan (QAPP) for the project that shall be reviewed and approved by the Brownfield Voluntary Cleanup Program (BVCP) and MDNR. EPA will also review the QAPP and will be notified of the BVCP's approval of the plan. The MDNR's template QAPP (available online) is suggested.
- Davis-Bacon Act prevailing wage – all construction activities must comply with prevailing wages for this project which is located in Buchanan County, Missouri. The consultant/contractor for this project shall provide a list of all "occupational titles" as it relates to State and/or Federal wage orders. The current wage orders are included in

Appendix D and E. The wage determination will be updated 10 days before the closing date.

Scope of Work:

The Scope of Services to be completed includes the removal of three USTs, all product lines, and the fuel dispenser islands. A complete scope of work is listed in Appendix C.

Proposal Submittals:

The consultant/contractor proposals shall contain the following.

- A brief summary of qualifications and relevant experience
- A scope of work, including a brief project approach
- A cost proposal, including detailed itemized cost information for each task
- A schedule
- A projected utilization of minority-owned and women-owned business enterprises by firm, tasks, and dollar value or contract percentage
- A list of all subcontractors

In addition to the requirement items, proposals may include means, methods, or suggested alternative tasks or approaches and related cost information.

Please submit all questions concerning this proposal via email to Gary Miller – gary@mo-kan.org. Questions and answers will be shared with all potential bidders that have informed Mo-Kan of their interest to bid on this project. No questions will be answered seven days prior to bid closing.

Proposals are due by close of business 5:00 PM CST, November 26, 2018. Proposals should be clearly marked – “Village of Agency, RFP”. Proposals must be delivered with two hard copies and an electronic copy to:

Mo-Kan Regional Council
Ref: Village of Agency, RFP
224 N 7th Street
Saint Joseph, Missouri 64501-1906

Sealed bids will be opened at the Village of Agency’s monthly Board of Trustee’s meeting. The meeting will be held at the Agency Community Center, located at 11351 SW State Route FF, Agency, Missouri 64401. The meeting begins at 6:00 PM CST. Bid opening will be at 6:15 PM CST.



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