

Neighbors Allied for Good Growth (NAG)

Request for Proposals Technical Assistance Grant (TAG) Project

Technical Advisor Consultant Former NuHart Plastic Manufacturing Site, Brooklyn, New York

Neighbors Allied for Good Growth (NAG or “TAG recipient”) is seeking the services of a Qualified Environmental Professional (QEP) to serve as a Technical Advisor to review technical documents and information generated during the State Superfund Program remedial process for the Former NuHart Plastic Manufacturing Site located in north Greenpoint in Brooklyn, New York (“NuHart Site”). The Technical Advisor would also summarize and interpret this information for the TAG recipient and the affected community. The technical assistance provided by the Technical Advisor is intended to help NAG and the community to understand the nature and extent of contamination at the NuHart Site and the development and implementation of the remedy for the remediation of the NuHart Site. The services described in this request will be funded by the TAG recipient under a TAG provided by the New York State Department of Environmental Conservation (DEC).

About NAG

Neighbors Allied for Good Growth (NAG, formerly Neighbors Against Garbage) developed out of our neighborhood’s desire to recapture its waterfront, reduce local environmental hazards, and advocate for public policies promoting healthy mixed-use communities. We advocate with and for the people who live and work in the North Brooklyn neighborhoods of Greenpoint and Williamsburg. Our approach to these issues is guided by the principle that our entire community is entitled to participate in decision-making and negotiation processes affecting our neighborhood, leadership of local mobilization efforts, and the design of a future vision for our community.

NAG does not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, and will undertake or continue to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority and group members and women in its work force.

Former NuHart Plastic Manufacturing Superfund Site

The Former NuHart Plastic Manufacturing site is located on Dupont Street in north Greenpoint, adjacent to the developing Greenpoint waterfront and across the street from an existing public park, playground and a proposed public school. According to the draft Remedial Investigation (RI) report, there is an estimated 40,000-60,000 gallons of phthalates underneath the site, which has also migrated offsite into the community. These are chemicals that are considered to be endocrine disruptors, hazardous at low levels of exposure, and linked to reproductive and developmental problems. Additionally there are other contaminants including the carcinogen trichloroethylene (TCE) and petroleum compounds present on and off site.

The NuHart site and many nearby sites are proposed for residential development, and are planned for thousands of new residents within a few-block radius in the next 10 years. The plume of chemicals under the NuHart site has been documented as reaching near the border of the public park and into the street bed adjacent to the proposed public school and potential development sites. Area residents are concerned the NuHart site could potentially impact users of the park and students at proposed school, as well as future building occupants of the NuHart site itself, especially given that there is a credible threat of vapor intrusion due to the presence of TCE underneath the site.

Basic Qualifications Needed for Technical Advisor Applicants

Per Section 4.3 of the Technical Assistance Grant (TAG) Guidance Handbook (DER-14):

Qualified environmental professional means a person, including a firm headed by such a person, who possesses sufficient specific education, training, and experience necessary to exercise professional judgment to develop opinions and conclusions regarding the presence of releases or threatened releases to the surface or subsurface of a property or off-site areas.

a. Such a person must:

i. Hold a current Professional Engineer's or a Professional Geologist's license or registration and have the equivalent of three (3) years of full-time relevant experience; or

ii. Be a site remediation professional licensed or certified by the federal government, a state or a recognized accrediting agency, to perform investigation or remediation tasks, and have the equivalent of three (3) years of full-time relevant experience. Examples of such license or certification include, but are not limited to, the following titles:

(1) Licensed Site Professional, by the State of Massachusetts;

(2) Licensed Environmental Professional, by the State of Connecticut;

(3) Certified Hazardous Materials Manager, by the Institute of Hazardous Materials Management;

(4) Qualified Environmental Professional by the Institute of Professional Environmental Practice.

b. The definition of qualified environmental professional provided above does not preempt state professional licensing or registration requirements, such as those for a professional geologist, engineer, or site remediation professional. Before commencing work, a person should determine the applicability of state professional licensing or registration laws to the activities to be undertaken.

c. A person who does not meet the above definition of a qualified environmental professional under the foregoing definition may assist in the conduct of all appropriate activities if such person is under the supervision or responsible charge of a person meeting the definition provided above.

Mandatory Qualifications for a QEP

Minimum qualifications for a QEP include experience in the investigation and remediation of contaminated state or federal Superfund sites with Light Nonaqueous Phase Liquids (LNAPL) contamination. The QEP must have been involved in at least three remedial projects. The QEP serving as the Technical Advisor would need to have expertise both in understanding and analyzing the technical information available about the Site and in communicating such information verbally and in writing to the community in the plain language needed to make the information accessible, understandable and interpretable. The Technical Advisor would be expected to coordinate effectively with the TAG recipient and this coordination would include assisting the TAG recipient to communicate with DEC regarding technical issues about the site. See the “Scope of Work” section for more details.

Technical Advisor Proposals

The Technical Advisor Proposal will be evaluated on the basis of required experience and cost.

Proposals must include the following:

1. Cover letter expressing your interest in responding to the RFP;
2. Proposed key project personnel by name and title;
3. Resume of technical advisor and any other relevant personnel your firm may employ;
4. Description of at least three qualifying remedial projects that the advisor served as a consultant for; samples of plain language written materials developed; and discussion of participation in public meetings, as described in the section “Minimum Qualifications for a QEP”;
5. Copies of licenses/certifications mentioned in the section “Definition of a Qualified Environmental Professional (QEP)”;
6. Cost breakdown listing estimated expected hours multiplied by hourly rate for each project phase as described in the “Scope of Work” section;
8. A statement
 - a) certifying that the proposer is not currently employed by or affiliated with NAG, is not performing work at the Site for the Federal or New York State government or site responsible parties, and does not otherwise have a conflict of interest in relation to the Site;
 - b) stating that the proposer shall immediately disclose any such information discovered after submission of the proposal; and
 - c) stating that the proposer will provide proof of insurance at the time of contract execution which holds NAG harmless during the contract period.

RFP Evaluation Criteria

The following criteria will be used to evaluate and score the Technical Advisor Proposals. Scoring will be on a point system. Thirty (30) points will be the highest achievable score. In submitting a Proposal, the Proposer is acknowledging that evaluation and scoring of the Proposal is at the sole discretion of the TAG recipient. The components of the evaluation criteria and the points associated with them are identified below:

- A. Professional experience (15 points maximum) as follows:
educational background, experience, involved in at least three (3) remedial projects

B. Communications skills (10 points maximum) as follows:

0 - 5 points for verbal skills

0 - 5 points for written skills

C. Quality of the Proposal (0 - 5 points)

Scope of Work

NAG is seeking requests for proposals for an expert Technical Advisor. The expert Technical Advisor should be very familiar with phthalates, soil and groundwater contamination issues at State or federal Superfund sites, and remedial strategies for addressing LNAPL on and off-site contamination, petroleum contaminated sites, and vapor intrusion. The Advisor must have previous experience as a Technical Advisor for a community-based group.

The expert Technical Advisor would be responsible for:

- Reviewing and commenting on reports generated under the State Superfund Program regarding the NuHart site, particularly the Proposed Remedial Action Plan (“PRAP”), Remedial Investigation (“RI”), Feasibility Study (“FS”);
- Developing detailed technical comments on these reports on behalf of and in coordination with NAG, which NAG will submit to the DEC and share with the community during the public comment period and public meeting;
- Developing outreach materials and coordinating outreach events aimed at educating and empowering local stakeholders potentially affected by the NuHart site about the remediation plans for the NuHart site;
- Reviewing the Remedial Design (“RD”) report, developing public comments and fact-sheets summarizing it and key issues which the Technical Advisor, in coordination with NAG, will post and share publicly; and
- Remaining as an advisor for at least the first year of the remedial action, to review reports and answer questions from concerned neighbors as they come up.

A broad range of work product is proposed in order to reach the broadest range of interested parties in the community. The work products to be produced are as follows:

- Detailed memorandums/comments to be prepared by the Technical Advisor analyzing the RI, FS, PRAP and RD reports generated under the State Superfund Program, which would be sent to DEC and public officials during the public comment process;
- Three to four plain-language factsheets (translated into Polish and Spanish) and short presentations that will be distributed at community meetings and hosted on NAG's website;

- Flyers, brochures or postcards to be distributed at NAG-hosted events and through other local community groups promoting the public comment period and public meeting for NuHart; and

- Meetings and educational events at which the Technical Advisor would present information to community members.

Applicants should take into account the following when creating the part of their proposals relating to public outreach and education activities:

Per Section 5.1 of the Technical Assistance Grant (TAG) Guidance Handbook (DER-14), "If public outreach is a component of the TAG recipient's scope of work, it may expedite the procurement process and reduce administrative costs and effort to solicit potential technical advisors with appropriate skills and expertise to perform public outreach/education activities. If technical advisors do not have the expertise or do not want to perform the outreach, then they can subcontract these outreach activities."

Project Timeline

The following timeline will depend on when the RI, FS, PRAP, ROD and RD reports are released. It is expected that the RI and FS reports may be released as soon as March or April 2015, so work is expected to begin very soon.

Month 1:

- Technical Advisor begins reviewing RI, FS and (when available) PRAP, ROD and RD reports, as well as publicly available correspondence related to the site.
- Technical Advisor begins drafting factsheets and comments on the reports.
- Technical Advisor begins public outreach and creates public outreach materials for comment period in coordination with NAG – developing flyer, postcard, copy for website, etc.

Month 2

- Technical Advisor works in coordination with NAG to hold the first community forum on the site, featuring first presentation from the Technical Advisor.
- DEC 30 day public comment period on NuHart begins.
- Technical Advisor works in coordination with NAG to conduct community outreach to promote the public comment process through distribution of flyers, postcards, advertisements, and outreach at public meetings;
- Technical Advisor finalizes factsheets and memos, which are posted to NAG's website

Months 3 and 4

- Technical Advisor and NAG continue community outreach to promote the public comment process through distribution of flyers, postcards, advertisements, and outreach at public meetings;
- Technical Advisor finalizes comments on RI, FS and PRAP reports, which are submitted to DEC on behalf of NAG during public comment period.

- Technical Advisor and NAG set up face-to-face meeting with DEC to discuss comments and recommendations.
- DEC issues ROD on the NuHart site. Technical Advisor reviews ROD and develops a brief summary of the ROD and how it compares with the PRAP.

Months 5-12+

- Technical Advisor reviews RD report, develops and submits public comments on behalf of NAG, and develops fact-sheets summarizing it and key issues which NAG will post and share publicly.
- Technical Advisor will remain as an advisor for at least the first year of the remedial action, to review reports and answer questions from concerned neighbors as they come up.

Project Budget

The budget allotted for this expert Technical Advisor position shall not exceed \$42,000 in addition to modest cost allocations for travel and printing of outreach materials. See Appendix A for the budget for these additional expenses.

Restrictions on Who May Apply

Per Section 5.2 of the Technical Assistance Grant (TAG) Guidance Handbook (DER-14), *“the TAG recipient cannot use TAG funds to hire anyone who is an employee or member of the community group or who is performing work at the eligible site for the Federal or State government, the responsible party, the participant/volunteer, or who otherwise has a conflict of interest in relation to the site as defined in Appendix B of the SAC.”*

How to Apply

Please submit proposals via email to nag.bklyn@gmail.com by March 9, 2015.

Appendix A

Budget information

a. Supplies and Materials (\$4,600)

Printing, copying, mailing materials, and postage used for the Technical Advisor's day-to-day activities in reviewing the reports generated under the State Superfund Program, estimated at \$400 total.

Creation and distribution of print and digital materials promoting the Technical Advisor as a resource for community members with questions about the NuHart site. Expenses include printing brochures and handouts promoting the public comment period and public meetings (estimated \$400), postcards (estimated \$200), postage for mailing announcements to local residents (\$400), web design (estimated \$600), graphic design (estimated \$400) translation of materials to Polish and Spanish (estimated \$500), and ads in local periodicals or websites (estimated \$1,300).

Space rental for two large community outreach events (\$200 per event, \$400 total). These events would be held in northern Greenpoint, not at NAG's offices.

b. Travel (\$3,400 depending on whether an out of town Technical Advisor is hired)

Local travel by the Technical Advisor to meetings and public outreach events, NAG's office, the NuHart site, and the DEC's Long Island City office. All of these sites are within slightly over a two mile radius so the travel between these sites is unlikely to be very costly (\$400 for subway fare and taxis, as needed, over the course of the project).

Additional travel funds may be required if the Technical Advisor is based outside of NYC, out of state, or if additional travel is required. The expected travel to NYC would include two to three trips for community outreach events. Each trip would last one to two days and trip expenses would include transportation, hotel, and incidentals. The budget for each trip would be \$1,000, for a total for \$3,000. If a local Technical Advisor is retained this cost would not be accrued. If these travel funds are not needed for an out of town Technical Advisor, NAG requests that this portion of the grant may be used for additional contractual hours that the Technical Advisor can devote to the project.

c. Contractual (\$42,000)

The Technical Advisor would be hired by NAG to work a total of 300 hours (working greater hours certain weeks and fewer hours other weeks, depending on the stage in the Superfund process) at a rate of approximately \$140 per hour, which comes to \$42,000.

Total Eligible Project Budget = \$50,000