



City of Rensselaer

Request for Proposals:

**Environmental Engineering Services
to Perform Brownfield Assessments
and Remediation Plans**

**Released:
October 03, 2025**

**Responses Due:
November 06, 2025 by 3:00PM**

**City of Rensselaer
62 Washington Street
Rensselaer, New York 12144**

REQUEST FOR PROPOSAL

Environmental Engineering Services to Perform Brownfield Assessments and Remediation Plans

INTRODUCTION

The City of Rensselaer is seeking proposals from consultants and firms interested in identifying and assessing Brownfield sites within the City of Rensselaer. Responses must be received from qualified environmental professionals. The project is funded with U.S. Environmental Protection Agency (USEPA) Brownfield Assessment and Cleanup grant. Grant funds are being administered by the City of Rensselaer.

This RFP is being made under USEPA's Brownfields program for revitalization of sites on which redevelopment is complicated by real or perceived contamination from hazardous substances and is subject to an USEPA rules and regulations.

Minority Business Enterprises (MBEs), Women-owned Business Enterprises and Service-Disabled Veteran Organizations (SDVOBs) are encouraged to apply.

PROJECT DESCRIPTION AND SCOPE OF SERVICES

This project is funded by an USEPA Brownfields Assessment Grant - The agreement with USEPA will provide funding for the City of Rensselaer to inventory, characterize, assess, and conduct cleanup planning and community involvement related activities for brownfield sites located at various sites around the City of Rensselaer. These areas lie within Rensselaer County in New York State. The project will encompass site assessments, development of site-specific quality assurance project plans, reuse plans, development of area-wide plans, cleanup and remediation plans as outlined in the Task Schedule described below.

The individual or firm or team selected will undertake all the services and comply with all terms and conditions of the USEPA funding. In submitting a proposal, respondent acknowledges that the respondent has reviewed this document and will comply with the terms and conditions expressed.

TASK SCHEDULE

Task 1: Program Management

- i. Project Implementation: Oversee data input into EPA's ACRES database; and submit quarterly, annual, and final performance reports
- ii. Anticipated Project Schedule: Procure Qualified Environmental Professional (QEP): Q1; ACRES and quarterly reports: quarterly and as needed; Annual and closeout reports: Q4, Q8, Q12
- iii. Task/Activity Lead: City of Rensselaer, with assistance from QEP
- iv. Outputs: RFP/QEP contract (1); Quarterly Report (12 total – 4/year); Annual Reports (3); Closeout Report (1)

Task 2: Site Inventory & Prioritization

- i. Project Implementation: The QEP will prepare a brownfields site inventory and database for sites in the Target Area including priority sites and other sites in the city (as appropriate). These properties will be compiled, mapped, and prioritized based on the most substantial community and environmental benefits, particularly within underserved areas. This approach ensures resources are directed toward sites where revitalization efforts can drive significant socioeconomic and environmental improvements. No assessments will be conducted prior to confirming eligibility with EPA.
- ii. Anticipated Project Schedule: Site inventory and database, prioritization, selection: Q2-Q3.
- iii. Task/Activity Lead: QEP will prepare/maintain inventory with City staff oversight, assistance with access coordination, and work product review/approval. City will provide input for site selection and prioritization.
- iv. Outputs: Inventory/Database (1); Prioritization Matrix (1)

Task 3: Community Engagement

- i. Project Implementation: Community outreach and education measures to inform and solicit input from stakeholders, citizens, and private investment entities to achieve redevelopment plans with community buy-in and based on common community goals. Outreach and education will occur for both priority and additional sites as part of Task 2.
- ii. Outputs: Community Involvement Plan (1); Informational Flyer (1) Public Meetings and Open Houses (at least 3).

Task 4: Phase I and Phase II Environmental Site Assessments

- i. Project Implementation: The City will prepare Eligibility Determination (ED) requests for priority sites and sites identified in Task 2. The City and QEP will establish site access agreement with property owners. The QEP will conduct Phase I ESAs for 6-8 sites. Prior to initiating sampling or other field investigation activities, the QEP will prepare a Master Quality Assurance Project Plan (QAPP) for EPA approval. Phase II ESAs will be advanced at 4 sites, and Regulated Building Materials (RBM) surveys will be advanced at 2 sites, and cleanup plans will be prepared for 4 priority sites.
- ii. Anticipated Project Schedule: Phase I ESAs: Q3-Q10 (after creating inventory database and priority list); QAPP: Q4; Phase II ESAs and RBM surveys: Q5-Q12 (following review of Phase I ESAs, QAPP, and priority list); Cleanup Plans: Q8-Q12 (following review of Phase II ESAs, RBM surveys, and priority list).
- iii. Task/Activity Lead: The QEPs will complete this task under direction of the City.
- iv. Outputs: Phase I ESAs (8); Master QAPP (1); Site-Specific Phase II Work Plans (4); Phase II ESAs (4); RBM Surveys (2); Cleanup Plans (4)

Task 5: Planning for Remediation and/or Redevelopment

- i. Project Implementation: For sites addressed through Phase II ESAs, preliminary remediation plans (Analyses of Brownfield Cleanup Alternatives, or ABCAs) and associated cost estimates will be prepared to review alternatives for further environmental investigation and/or remediation, if warranted. City staff and the QEP will also work with the stakeholders to conduct preliminary redevelopment planning for selected TAs and/or site to explore best reuse and economic potential. This may include reuse plans, marketing/feasibility studies, master plans, infrastructure evaluations, and conceptual development plans.
- ii. Anticipated Project Schedule: Q3-Q12
- iii. Task/Activity Lead: QEP will lead this task with the City providing oversight and assistance with property owner coordination and community input and review/approve work products.
- iv. Outputs: Reuse Plans for Priority Sites and other identified sites (4).

PRIORITY PROPERTIES

Description of the Priority Brownfield Sites: Within the target area, several brownfield sites have been prioritized for assessment and redevelopment as they leverage previous community engagement from past planning efforts that would have transformational spillover benefits:

- **Amtrak Site (615 East Street):** Owned by the Capital District Transportation Authority (CDTA), this site is located in the floodplain, was formerly a gas station, is adjacent to an active rail line and rail yard, has a history of petroleum spills onto bare soil that impacted groundwater, and poses potential environmental concerns. Due to its proximity to the Albany-Rensselaer Amtrak Station, its revitalization is essential for enhancing connectivity and transit-oriented development that aligns with regional growth objectives. This is a strategic site in the Rensselaer BOA, and the property owner is interested in having environmental site assessment completed to help advance revitalization.
- **Zappala Block Sites (501 Broadway):** Owned by V Zappala & Co Inc., this property, and the adjacent 505 Broadway, is located in the floodplain adjacent to an active industrial use, has two inactive USTs and a reported gasoline spill that impacted groundwater. These contiguous parcels are positioned in a high-visibility section of the downtown corridor. With potential for mixed-use development, they are vital for downtown revitalization, contributing to economic vitality and offering retail, housing, and community spaces opportunities. This is a strategic site in the Rensselaer BOA, and the property owner is interested in having environmental site assessment completed to help advance revitalization
- **Gateway Auto-Oriented Site (13 Columbia Street):** Owned by AZ Asad Builders LLC, this former gas station is located in the floodplain at a critical entry point to the downtown area. The property has been the site of multiple reported petroleum spills onto bare soil, some of which impacted groundwater. As a brownfield, it presents a key opportunity to transform into an attractive gateway, improving aesthetics and functionality for residents and visitors. This is a strategic site in the Rensselaer BOA, and the property owner is interested in having environmental site assessment completed to help advance revitalization.

Identifying Additional Sites: If grant funds allow, additional sites within the target area will be identified and prioritized based on criteria, including environmental contamination, potential for economic redevelopment, location relative to sensitive populations, and property owner interest. Some initial (second tier) sites for consideration have already been identified by the City of Rensselaer using this framework: 41 Columbia Street, 119-121 Broadway, and 96 Columbia Street. All three sites are vacant or underutilized potential brownfields located in high visibility locations with property owners that are interested in seeing them redeveloped.

Prioritization will consider locations that offer the most substantial community and environmental benefits, particularly within underserved areas. This approach will ensure resources are directed toward sites where revitalization efforts can drive significant socioeconomic and environmental improvements.

PROJECT SCHEDULE

All proposals must include a schedule for the scope of work.

PROPOSAL CONTENTS

In order to help review each submission, the City of Rensselaer is asking that your Request for Proposal be organized according to the following format.

1. Title Page
2. Letter of Introduction
3. Table of Contents
4. Firm's Approach to Tasks & Project Schedule
5. Staff Assignment. Please provide resumes of staff you will assign if your firm is selected.
6. Experience, in particular to the requirements of this Request for Proposal.
7. References
8. A breakdown of billing rates for labor and any associated work that will need to be provided as part of the scope of work.
9. Cost Proposal. Please show a total cost, and the breakdown by task.
10. Completed and Signed Bid Proposal Certification and Sexual Harassment Prevention Policy and Training Certification.

The Advisory Committee and City of Rensselaer shall review all proposals received as a result of the RFP.

The following criteria will be used in evaluating consultant responses:

- The firm's quality and completeness of the response (15%).
- The firm's experience working with contaminated properties (10%).
- The firm's understanding of the proposed work plan (5%).
- Applicability of proposed alternatives or enhancements to information requested (5%).
- The firm's cost-effectiveness of the proposal (25%).
- The firm's qualifications and relevant experience with respect to the tasks to be performed (15%).
- The firm's reputation among previous clients (10%).
- The firm's ability to complete all project tasks within the allotted time and budget (15%)

Evaluation: The proposals shall be evaluated and subsequently ranked based upon a combination of qualifications, technical merit, comprehensiveness, and fee.

Right to Award: The City of Rensselaer reserves the right to award all or part of the project and to reject any or all proposals. Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration. All respondents will be notified of the selection as soon as possible after the submission deadline. The City of Rensselaer may conduct interviews with one or more proposers. The City of Rensselaer reserves the right to reject all proposals.

INFORMATION, SUBMISSION AND DEADLINE

One (1) original, five (8) hard copies and one electronic copy (emailed or on a flash drive) of the proposal must be submitted by **3:00 PM Friday, November 06, 2025**. Proposals must be received in the office of the City of Rensselaer Planning Department before the above specified date and time. Faxes and electronic transmissions only are not accepted.

Receipt of Proposals:

A. Proposals must be received no later than **November 06, 2025 at 3:00 PM** at the City of Rensselaer Planning Department Office. Please address all proposals to:

**ATTN: Brownfield RFP Proposal
Department of Planning and Development
City of Rensselaer
62 Washington Street
Rensselaer, New York 12144**

All submittals shall be in a sealed marked envelope, package or box with the name of the proposal and the title of the RFP.

C. The City of Rensselaer reserves the right to reject any or all proposals in whole or in part and to waive minor formalities at the sole discretion of the City of Rensselaer.

Contact Person:

Your contact for this RFP is:

Thomas E. Hulihan
Director of Planning and Development
City of Rensselaer
62 Washington Street
Rensselaer, New York 12144
thomas.hulihan@rensselaerny.gov
518-462-4839 - Option 3 (External Calls)

Attachments (to be completed and included with the submission)

- 1) Bid Proposal Certification Form
- 2) Sexual Harassment Prevention Policy and Training Certification Form

BID PROPOSAL CERTIFICATIONS

Firm Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

I. General Bid Certification

The Bidder certifies that he will furnish, at the prices herein quoted, the material, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that he is complying with Section 103-d of the General Municipal Law as follows:

1. Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation, or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non-collusive bidding certification.

- (a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - (1) The prices in this bid have been arrived at independently without collusion: consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
 - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
- (b) A bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore, Where (a) (1) (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning subparagraph one (a).

2. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

Signature (Authorized) _____

Title _____

SEXUAL HARASSMENT PREVENTION POLICY AND TRAINING CERTIFICATION

Firm Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

Certification

The bidder certifies under the penalty of perjury that the bidder has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees in compliance with Department of Labor regulations.

Signature (Authorized) _____

Name: _____

Title _____