

**REQUEST FOR PROPOSAL (RFP)**  
**ENVIRONMENTAL ASSESSMENT AND REUSE STRATEGY FOR**  
**THE FORMER NAVAL TRAINING CENTER AT BAINBRIDGE**

**BAINBRIDGE DEVELOPMENT CORPORATION**  
**748 JACOB TOME HIGHWAY**  
**PO BOX 2**  
**PORT DEPOSIT, MD 21904**

**SEPTEMBER 26, 2016**

## **1. SUMMARY AND CORPORATE BACKGROUND**

Bainbridge Development Corporation is currently accepting proposals to complete a detailed environmental assessment and reuse strategy for the former Naval Training Center at Bainbridge located in Port Deposit, Maryland. This project will provide further characterization of the contamination on-site and enable a modified reuse plan to be developed.

## **2. PROPOSAL GUIDELINES**

This Request for Proposal sets forth the process and requirements for an open and competitive process. Proposals will be accepted until 5pm EST DATE TBD. Any proposals received after this date will not be considered. All proposals must be signed by an authorized agent or representative of the company submitting the proposal.

If the organization submitting a proposal plans to outsource or contract any work to meet the requirements of this RFP, this must be clearly stated in the proposal. Additionally, the proposed price must be all-inclusive, and include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include the name, description, and biography of key personnel for each organization.

All costs must be itemized to include an explanation of all fees and costs. This RFP is contingent upon awarding and availability of federal funds.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP utilizing the BDC's general contract document. All contractual terms and conditions will be subject to review by BDC's Board of Directors, and will include scope, budget, schedule, and other necessary items pertaining to the project. Invoices will be paid within 30 days after receipt of corresponding federal funds.

## **3. PROJECT BACKGROUND AND PURPOSE**

The Former Naval Training Center at Bainbridge has significant development potential to impact the Town of Port Deposit, Cecil County, and State economies. The BDC created a reuse plan in 2005, before environmental impairments were identified. The approved reuse plan for the property envisioned a development that would provide for residential, commercial and civic uses – the creation of more than 1,200 housing units, 1,000 senior living units through a continuous care retirement community, 100+ acres for recreational uses to accommodate the area's need for youth and senior programs, as well as 2,500,000 square feet of employment generating uses. The anticipated employment as a result was projected to be 4,950 jobs. However, the Bainbridge project has experienced significant setbacks and delays since 2000, when the State of Maryland received title to the property from the U.S. Navy without site-wide development restrictions. Upon transfer, the BDC evaluated infrastructure solutions, redevelopment opportunities, developer options, market assessment and in 2004 executed a development agreement with MTPM, LLC. The Town approved the development plan in 2005 which provided a LEED certified community combining residential and commercial uses with recreation, public and civic uses. In 2008, MTPM entered a 90-acre parcel (with a plan to construct more than 200 homes) into the State

Voluntary Cleanup Program (VCP) for standard liability protection. As part of the VCP process, MDE required limited sampling in the area of development. The initial sampling indicated contaminants on the parcel. MDE requested concentric sampling around the contaminants to define the boundaries. After multiple rounds of concentric sampling, contaminants continued to be identified at even greater concentrations. In 2009, MDE halted development efforts until the soil conditions were better understood for site-wide development. In 2010, EPA assisted with a limited site-wide investigation that determined there were numerous pervasive contaminants site-wide requiring remediation before commercial or residential development could begin. Thereafter, the United States Navy (USN) conducted several studies (2011-2014) concurring with the previously identified environmental conditions. To move past the environmental impediments resulting from USN's prior activities, the BDC, MTPM and local community need to create a viable reuse plan based on the environmental conditions of the property, physical constraints and market conditions. This will require additional environmental data and a market assessment to provide the information needed to complete an implementable reuse plan.

#### **4. PROJECT SCOPE**

The scope of this project includes all research, design, development and presentation of the reports requested.

The following criteria must be met to achieve a successful project:

- **Task 1: DATA MAP OF EXISTING CONDITIONS**  
Contractor will create a layered map utilizing existing information from various studies and maps. Information to be included will be documentation, maps and studies related to: Existing Buildings, Naval Base Map, Roadways, Landfills, Environmental Sampling Results, Areas of Concern, Concept Plans, Land Uses, Topography, Existing and Future Infrastructure, etc. Information will be provided in various formats including GIS, Excel data, CADD and PDF to create this deliverable. This data map will be the major factor in determining the areas for soils testing to be done in Task 2.  
Schedule: Deliverable due 3 weeks from contractor selection.
- **Task 2 - FOCUSED ENVIRONMENTAL CHARACTERIZATION**  
It is necessary to collect relevant data through a focused site characterization approach to enable the development of an effective and defensible reuse plan. Site data will be collected to identify and fill in significant data gaps, assist largely in identifying reuses that are environmentally feasible and optimize the location of the residential areas of the development at the site to appropriately reduce remediation costs and support the redevelopment of residential uses. The widespread impact at the site with polycyclic aromatic hydrocarbons (PAHs) requires a systematic site data collection approach and methodology acceptable to the Maryland Department of the Environment. Contractor shall develop a brief work plan (along with a Quality Assurance Plan) and obtain MDE's approval, to describe the proposed soil sampling for the site. Based on historical data collected across the site, contractor shall prepare a site wide

approach to characterization of soils with a focus on potential residential development areas anticipated from the surface to a depth of 3 feet below grade. All samples will be analyzed for PAHs, at a minimum, with additional analysis as appropriate based on potential location for areas of concern (e.g. PCBs, select metals, VOCs, asbestos, PFAs and others). Soil characterization sampling will be conducted via composite samples collected according to a grid layout across the site approved by MDE. In an effort to determine level of effort and cost, BDC anticipates Contractor will collect soil from one-acre grids in the area of the site for residential development and four-acre grid composite approach for commercial. Following completion of the site characterization activities, contractor will complete a Site Characterization Report to summarize and analyze the results of the soil investigation. The Site Characterization Report will be used to conduct a Risk Assessment. The results of the Characterization Report and Risk Assessment will be used to develop a remedial strategy and plan to describe the timely and effective completion of steps toward integrated remediation and development of the site. Timing for review and approval processes by Maryland Department of the Environment has been included in the schedule. Schedule: 18 weeks from contract award to contractor.

○ Task 3: REUSE PLAN

Contractor will prepare a comprehensive reuse plan for the Bainbridge property that is economically and environmentally sustainable. In general, three areas stand out as requiring more detailed analysis in order to develop an updated plan- environmental, market and economic analysis. The largest single influence on potential reuse strategies for the Bainbridge site is the environmental constraints which were identified after the property was transferred from the Navy. Based on the results of the environmental characterization, the contractor shall identify areas which have good redevelopment potential, taking into consideration the potential remediation costs. The goal of this effort is to identify the portions of the property that can be cleaned up cost effectively, in order to allow the community to reach its development goals. As part of this evaluation, the contractor shall prepare a detailed evaluation of the residential and non-residential real estate markets to be conducted, specifically in Harford and Cecil County, in regards to: type of product, pricing, unit sizes, target tenants, absorption rates, etc. Contractor will use this data, together with the environmental characterization, to identify the potential allocation of land uses across the site. Land use planning will also be influenced by the potential for the site in terms of economic development, and needs to recognize where the property fits in the regional development marketplace, shifts in the regional employment and growth opportunities. For example, shifting demographics and what sectors they may be supporting. The contractor will use the environmental and market data to work with the development team for an onsite conceptual infrastructure plan and cost estimates. Other key stakeholders regarding off-site infrastructure improvements – plans and estimates – will be included in the process. Based

on the market and economic analysis of the site, the contractor shall prepare a reuse plan with options based on recommended adjustments for the Bainbridge property. These will include conceptual land use plans as well as conceptual roadway plans and infrastructure plans. The contractor will present the reuse plan options to the BDC Board and development team for review and approval.

In a typical planning effort, the community or agency is starting from “ground zero” and requires an education of the facility itself including land, buildings, utility systems, environmental conditions and opportunities. Understanding these complex issues provides the opportunity to craft a reuse plan which is consistent with opportunities in the local and regional marketplace and which has the highest potential for success. In the case of the Bainbridge property, some of these issues are known/understood by the BDC and the community. For example, it is known that the existing water and wastewater systems are not usable in their current condition, and that an investment will be required in order to create water and wastewater systems which can support the reuse and redevelopment of the property. The contractor will have to become familiar with the prior studies of the site in order to expedite the reuse planning process.

It is also an important component in any planning project to include community outreach efforts, both to keep the community informed and to solicit input on areas of concern. As part of the planning project, the Contractor will conduct a minimum of 1 public meeting.

Schedule: 20 weeks from contract award to contractor

While these studies are expected to be prepared separately, BDC’s expectation is that the three studies will be highly integrated, coordinated and iterative, and require firms to be working together on connecting tasks, on a real-time basis. For example, the data mapping effort will help to “set the stage” for both reuse planning and environmental analysis. The preliminary findings of the environmental analysis will impact the reuse planning process as some areas of the site are likely to be “less desirable” for redevelopment. Similarly, as the reuse plan identifies potential targets for the redevelopment, it will be necessary to identify environmentally suitable land areas that can support specific development opportunities. Close coordination among the contractors will support the BDC’s goal of an integrated reuse plan and environmental strategy that is cost effective, market driven and implementable. The BDC also anticipates having a third party participate in a Project Management capacity for oversight assurances relating to field work, project timeframe, project budget, etc. If the bidder is able to include a third party oversight role, it is welcomed.

The winning bidder will meet on a periodic basis with BDC staff and the Board of Directors.

## **5. REQUEST FOR PROPOSAL, PROJECT TIMELINE AND DELIVERABLES**

### **Request for Proposal Timeline:**

Proposals in response to this RFP are due no later than 12pm EST on October 17, 2016.

As part of its review, BDC will hold a pre-bid meeting on October 4, 2016 from 10:00am-12:00pm at the BDC Office, Address: 748 Jacob Tome Memorial Highway Port Deposit, Maryland 21904.

**Project Timeline:**

The Project must be completed and all final deliverables provided to BDC by April 7, 2017.

**Deliverables:**

- a. Layered Data Map
- b. MDE Work Plan with Specified Testing
- c. Site Characterization Report
- d. Risk Assessment
- e. Remedial Strategy
- f. Reuse Plan

**Requirements**

- a. Minimum of one programmatic meeting
- b. Minimum of one public meeting
- c. Presentation of Final Deliverables
- d. Monthly Progress Reports to BDC

**6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Pricing and costs should be detailed and described for each identified phase.

**7. BIDDER QUALIFICATIONS**

Bidders must provide the following items as part of their proposal for consideration:

- Description of experience with BRAC and non BRAC related projects; Brownfield redevelopment; environmental remediation; economic redevelopment; and previous DoD experience.
- Description of experience with related planning, researching, and producing detailed and accurate market studies.
- List of the number of full time, part time, and contractor staff in your organization
- Biographies for each person who will be assigned to the project
- Examples of a minimum of 3 completed projects including project references that are relevant and related to this type of project
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Project management methodology
- Price proposal--On a separate page, in a separate sealed envelope marked "Price Proposal", a responder should set forth a draft project budget including a detailed breakdown per budget line item per task (cost per sample, labor cost per position, travel breakdown, etc.), payment terms and any other costs that should be anticipated. A total fixed price is preferred, but BDC will consider all proposals.

## **8. PROPOSAL EVALUATION CRITERIA**

Proposals will initially be reviewed by BDC for completeness of the response as required by this RFP. Incomplete responses may be rejected. Contract award will be based upon the BDC's determination of the response which provides the overall best combination of experience, capability, and price.

Each bidder must submit 5 hard copies and one electronic copy of their proposal to the address below by October 17, 2016 at 12pm EST:

Bainbridge Development Corporation  
ATTN: Toni Lozzi  
PO BOX 2  
Port Deposit, MD 21904  
410-378-9200  
[tlozzi@bainbridgedev.org](mailto:tlozzi@bainbridgedev.org)

### **General Information Regarding RFP**

1. **Availability of RFP:** This RFP is available for distribution by email and on Bainbridge's website: [www.bainbridgedev.org](http://www.bainbridgedev.org). Potential responders wishing to receive copies of the written RFP should contact BDC the phone number or email address listed above. Potential responders who download this RFP from Bainbridge's website, must notify Bainbridge by email of the download.

2. **Questions and Inquiries:** All questions and inquiries should be directed to Toni Lozzi at the email or mailing addresses listed above. Questions must be submitted by mail or email and received by 4:00 p.m. on October 3, 2016. Oral questions will not be accepted. All questions and answers will be posted for public view.

3. **Revisions to the RFP:** BDC reserves the right to amend this RFP at any time prior to the proposal due date and time. If it becomes necessary to revise this RFP, amendments will be provided to all prospective responders that were sent this RFP or are otherwise known by BDC to have obtained this RFP. Acknowledgment of the receipt of all amendments will be required.

4. **Cancellation of the RFP; Rejection of All Proposals:** BDC may cancel this RFP, in whole or in part, or may reject all proposals submitted in response, whenever this action is determined to be fiscally advantageous to BDC.

5. **Proposal Acceptance; Discussions:** BDC reserves the right to accept or reject any proposals, in whole or in part, received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions with any qualified responders in any manner necessary to serve the best interests of BDC. BDC also reserves the right, in its sole discretion,

to award a contract based upon the written proposals received without prior discussions or negotiations.