

**REQUEST FOR PROPOSALS
FOR QUALIFIED ENVIRONMENTAL SERVICES TO PERFORM
BROWNFIELD CLEANUP ACTIVITIES**

Submittals must be received by 4:00 p.m. EST, Friday, May 15, 2026

Submit Proposals via email to:

Name: Chris Chiles

Email: chiles@region2pdc.org

Phone: (304) 529-3357

1. Introduction

The U.S. Environmental Protection Agency (EPA) awarded grant funding to the New Baptist Church (NBC) for cleanup of the Former CSX Rail Yard Site (Site). NBC is seeking a qualified environmental consulting firm (Consultant) with one or more Licensed Remediation Specialists (LRS) on staff to provide professional and technical services necessary to undertake environmental cleanup and other related activities associated with this project. NBC will procure environmental consultant services in accordance with the requirements of the EPA terms and conditions of the Cooperative Agreement.

New Baptist Church came into existence in 2008 as the result of two congregations, Twentieth Street Baptist and Beverly Hills Baptist, agreeing to join together to create a blended church with traditional and contemporary styles of worship and community outreach. New Baptist Church is designated as a non-profit 501(c)(3) corporation organized in 2008 under the laws of the State of West Virginia.

The Site is located at 610 - 612 28th Street in Huntington's Highlawn neighborhood. Located near the 393-bed St. Mary's Medical Center and multiple major travel arteries through town, this 6.27-acre property is a prime location for productive redevelopment. The site has historically been utilized for the location of a rail yard, with railroad tracks and associated rail spurs to local businesses, beginning around 1900. CSX (formerly C&O Railroad) occupied the property through the early 1970s, using it for a variety of undocumented railroad activities, including storage in the rail yard of coal, chemicals, and various goods. After CSX, the property sat vacant until a portion was purchased for construction of an Ice Rink. At that time, all railroad tracks had been removed. The Ice-Skating Rink only operated for a few years, and after closure, the site was purchased in 2008 by New Baptist Church, renovating the ice rink structure for a new sanctuary and meeting hall; the remainder of the property sat vacant. No structures are present on the vacant portion of the property.

NBC received an EPA Brownfields Cleanup Grant in the amount of \$500,000 to conduct environmental cleanup at the Site. The EPA grant performance period is October 1, 2025 – September 30, 2029, with a total of \$440,080 budgeted for the Consultant activities described in this RFP.

Extensive environmental site assessment (ESA) activities conducted on the site identified elevated levels of heavy metals including arsenic and lead, and polycyclic aromatic hydrocarbons (PAHs), including benzo(a)pyrene, benzo(b)fluoranthene, dibenzo(a,h)anthracene, naphthalene, and indeno(1,2,3-cd)pyrene, as the contaminants of concern in the surface and shallow subsurface soils. The majority of contaminants are known carcinogens and exceed De Minimis levels for residential soils. Contaminants are primarily limited to the upper 4 feet of soils at select locations across the site. These chemicals likely resulted from railroad activity earlier in the site's history, as they occur naturally in coal and various petroleum products and chemicals associated with rail yards in this region. Soil contaminants will need to be mitigated before redevelopment of the site can occur. Minimal groundwater has been found above bedrock, with bedrock occurring at approximately 20 to 25 feet below existing grade. West Virginia Department of Environmental Protection (WVDEP) toxicology personnel have determined groundwater contaminants are not a concern for this site; only soil remediation will be required.

The Consultant will manage the Site's entry into the West Virginia Department of Environmental Protection's (WVDEP) Voluntary Remediation Program (VRP). As required by the VRP program, the Consultant will be responsible managing the following activities: VRP application, VRP site assessment and Risk Assessment, Remedial Action Work Plan, removal and/or capping of contaminated soils, compilation of final reporting, and obtaining a Certificate of Completion from the WVDEP. All activities will be under the supervision of a WV Licensed Remediation Specialist (LRS), required for any property entering the VRP. Additionally, the Consultant will be responsible for assisting NBC with all reporting and management activities required by the U.S. EPA, including assistance with completing a quality management plan (QMP), all quarterly and annual reporting, and all required Assessment, Cleanup, and Redevelopment Exchange System (ACRES) reporting.

The successful Consultant shall comply with all applicable federal, state and local laws and regulations. Funding for this project is provided through the U.S. Environmental Protection Agency Brownfields Cleanup Grant Program. The Consultant must take into account compliance with all regulations applicable to the EPA Brownfields Program, and will also be subject to the Terms and Conditions of the Brownfields Grant.

Respondents to this RFP will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building sampling, remediation strategies and clean-up programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFP. Staff assigned to this project must include a Licensed Remediation Specialist (LRS).

NBC is an equal opportunity employer.

2. Scope of Services

The following is a description of project tasks to be undertaken by the Consultant:

Task 1: Project Management / VRP Prep

- Reporting
 - Prepare quarterly reports and FFR form at the end of the reporting period
 - Enter site data in ACRES
 - Prepare final report and grant closeout material
- Prepare Community Relations Plan
 - Prepare plan to involve public in cleanup activities
- Prepare Quality Management Plan
- Establish Information Repository
- Implement 30-Day Public Comment Period on ABCA and Finalize document
- Enroll in Voluntary Cleanup Program
 - Ensure the grantee has enrolled site in the applicable state response program

Task 2: VRP Activities

- Hold a kickoff meeting with State, EPA and LRS
- Prepare Decision Document
 - Document results of public comment period and public meeting to include comments received, public meeting attendance, response to relevant comments, selection of final cleanup remedy, any changes to the final cleanup remedy, etc.
- Prepare Remedial Design & Engineering Documents
 - Prepare appropriate remedial design documents for state response program, engineering design documents for cleanup contractors to perform work (including Davis-Bacon requirements), and a budget detailing how EPA funds will be used to cleanup sites
- Sign Agreement to Utilize WV DEP's QAPrP and Prepare Site Specific Health and Safety Plan
 - Utilize WV DEP's QAPrP for any environmental cleanup sampling to be conducted on sites and submit to EPA for approval
- Oversee cleanup activities
 - LRS conducts appropriate site inspections during remediation to ensure compliance with cleanup plans
- Davis-Bacon Documentation
 - Conduct site inspections to ensure proper wage rates and posters are available to workers on-site
 - Collect, review, and maintain payrolls
 - Conduct on-site labor interviews
- Collection of Confirmation Samples as Needed

Task 3: VRP Completion

- Cleanup Documentation
 - Prepare and submit close-out documentation to state indicating that cleanup is complete and protective to human health and the environment and identifies any institutional controls and long-term monitoring

- Cleanup Complete Documentation
 - Receive final cleanup complete letter from state or QEP and submit to EPA

3. Proposal Requirements

a. Submission

Procurement of said services shall be made in accordance with applicable federal and state regulations, including Section 5G of the West Virginia State Code. Firms interested in being considered for selection should respond by submitting an electronic copy of the Proposal Content listed below to cchiles@region2pdc.org by **4:00 p.m. EST on Friday, May 15, 2026**. The subject line should read: EPA Brownfields Grant – (Name of Firm Applying).

Responses not received by 4:00 p.m. EST on the response due date will not be considered. All questions should be directed to: Chris Chiles, Executive Director, Region 2 Planning and Development Council, by phone at (304) 529-3357. E-mail requests may be sent to cchiles@region2pdc.org.

b. Proposal Response Contents

Respondents must submit complete responses to all of the information requested.

Respondents who do not respond to the entire content of the RFP may be disqualified.

Proposals should include, at a minimum, the following information in the order requested:

- i. A Cover Letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal.
- ii. The firm name, address, phone number, email, website address, and contact person of the company submitting the proposal.
- iii. Documentation that the firm is properly licensed in the State of West Virginia to conduct business.
- iv. Documentation of insurance coverage for activities included in this RFP.
- v. A general description of the techniques, approaches, and methods to be used in the firm's proposed project approach.
- vi. A representative listing of projects similar to the proposed project performed by the firm.
- vii. At least three references with contact information from organizations that have used the firm's services for similar projects.
- viii. A description of the quality assurance methods implemented by the Consultant, and whether the firm has prepared an EPA-approved Quality Assurance Project Plan.
- ix. Proposed project schedule in accordance with the basic requirements of this RFP.
- x. A fee proposal that includes costs associated with carrying out all tasks specified in the Scope of Work of this RFP, including: all labor/hourly rates of individuals proposed to work on this project; cost of preparation for each report necessary to complete the project; and a breakdown of any anticipated subcontractor costs and expenses.
- xi. If applicable, a list of significant subcontractors and a description of the work to be performed by each.

4. Selection Criteria

The following table provides the relevant evaluation criteria:

Evaluation Criteria	Points
Knowledge of regulations and remedial techniques in West Virginia	30
Experience with environmental remediation under EPA Brownfield Cleanup Grants and/or other federal and state programs	30
Staff qualifications and firm credentials	20
Project management capability	10
Competitive fee	10
Total Points	100