



**REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)
Professional Environmental Services for
Downtown Dover Partnership Capital City 2030 Masterplan Brownfield Cleanup**

Submittal Due Date and Time:

April 7, 2025, by 12:00pm EST

Question Submittal Deadline:

March 24, 2025, by 12:00pm EST

Mail or deliver documents to:

Ken Anderson, Property Development Director
Downtown Dover Partnership
101 West Lookerman Street
Suite 2-B
Dover, Delaware 19904
Ken@DowntownDoverPartnership.com
(302) 242-7035
(302) 678-2940

The Downtown Dover Partnership, herein referred to as the (DDP) and its entity and 501c3, the Capital City Transformation Alliance (CCTA), is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms herein referred to as Respondents, to coordinate cleanup activities on specific and/or several DDP/CCTA-owned brownfield sites in Dover, Delaware 19901. The DDP/CCTA plans to select a single Respondent that meets the requirements outlined in this RFQP.

The RFQP is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

Only proposals received no later than **12:00pm on April 7, 2025**, will be considered. Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the selection criteria contained herein. If complete, the DDP/CCTA will assess each Respondent's qualifications based upon the selection criteria. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top three (3) scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **during the week of April 21, 2025**, with a specific date and time to be determined.

Questions must be submitted via email to Ken Anderson, DDP Property Development Director, Ken@DowntownDoverPartnership.com, by **12:00pm EST, March 24, 2025**. Questions and written responses will be provided to all interested Respondents, via email. It is the Respondent's

responsibility to provide a current, working, email address. Alternatively, questions received by the deadline, will be displayed, answered and posted on the DDP website at <https://DowntownDoverPartnership.com>.

Background Information:

In 2024, the DDP was awarded a federal **Brownfields Multipurpose Grant** from the US Environmental Protection Agency (EPA) to address legacy contamination and Environmental Justice (EJ) issues to help achieve its vision for a thriving downtown, in support of the DDP’s **“Transforming Downtown Dover Capital City 2030”** master plan.

The DDP Capital City 2030 master plan envisions creating a pedestrian oriented downtown that caters to local residents, regional anchors, and tourists alike, as well as new infrastructure recreational, transportation and placemaking amenities, to support this vision of 2,000 new residents to Downtown Dover in the coming years.

The DDP identified DDP-owned and other properties, buildings, and vacant lots that, through remediation and redevelopment, have the potential to increase vibrancy and energy in Downtown Dover and the Downtown Development District.

The DDP will leverage its EPA Multipurpose Grant to assess and conduct cleanup and remediation of DDP-owned brownfields as a priority, in the “Loockerman Street Target Area (TA),” in support of its Capital City 2030 Masterplan activities.

Site Descriptions

Description of Priority Brownfields:

Centuries of development, followed by decades of disinvestment, decline and sprawl, have resulted in a large number of underutilized buildings and vacant lots in the Loockerman St. TA. A Delaware Dept. of Natural Resources & Env. Control (DNREC) inventory identified **over eighty brownfields in the TA, and over one hundred in Downtown Dover**. These sites include a high concentration of former gas stations, auto repairs, dry cleaners, and other commercial/ industrial facilities. For example, the inventory identified 167 underground storage tank (UST) sites and ninety-four leaking UST (LUST) sites. Common contaminants of concern (COCs) include hazardous building materials (HBM), including asbestos-containing materials (ACM), lead-based paint (LBP), and polychlorinated biphenyls (PCBs); petroleum; heavy metals; polycyclic aromatic hydrocarbons (PAHs); and chlorinated solvents. As a priority, EPA funding will target the revitalization of the listed, but not limited to, areas comprising nineteen acres priority brownfields within the TA, as delineated below:

Focus Areas	Addresses of Priority Sites	Size (Acres)	Owner	Former Use; Current Condition	Potential Env. Concerns (PEC) & Anticipated Funding Needs (AFN)	Reuse Plans
Railroad Avenue (West Edge of TA)	12-16 Lincoln Street	3.1	Private*	Vacant Warehouse Buildings	PEC: HBM; chlorinated solvents AFN: Phase I ESA; HBM Survey	Acquire & consolidate parcels for new 5-story mixed-use buildings with multi-family units on upper floors, ground floor
	711 Slaughter Street	1.0	NPO*	Vacant Lot (Overgrown)	PEC: Illegal dumping AFN: Phase I ESA; Reuse Plan	
	680-684 Forest Street	1.0	DDP	Former Foundry; Vacant Building	PEC: HBM; LUST; petroleum AFN: Phase II ESA/Cleanup Plan.	
	604 Forest Street	0.5	Private*	Underutilized Auto Repair & Hair Salon	PEC: HBM, petroleum; solvents AFN: Phase I/II ESA, HBM Survey	

Focus Areas	Addresses of Priority Sites	Size (Acres)	Owner	Former Use; Current Condition	Potential Env. Concerns (PEC) & Anticipated Funding Needs (AFN)	Reuse Plans
	222-238 Railroad Avenue	0.7	DDP; Private*	Former Auto Repair; Vacant Building/Lot	PEC: HBM; heavy metals; VOCs AFN: Phase I/II ESA; HBM Survey	commercial & outdoor amenities
Loockerman Street (E/W Spine)	326 W Loockerman St	0.7	Private*	Former Dover Machine Works; Parking Lot	PEC: Historic USTs; petroleum AFN: Phase I/II ESA	5-story mixed-use with commercial
	239 W Loockerman St	0.2	Private*	Former Apartment Burned in 2022 Fire	PEC: PAHs; heavy metals AFN: Phase I/II ESA	3-story mixed-use with commercial
	126 W Loockerman St	1.2	Public	Loockerman Plaza; Farmers Market	PEC: Impacted fill; historic spills AFN: Phase I/II ESA	Central civic/gathering space
	1 Loockerman St	0.53	Private*	Vacant Restaurant/Commercial	PEC: HBM. AFN: Phase I ESA; HBM Survey	Adaptive reuse as food hall
	7 Loockerman Plaza	0.7	City; Bank	Old City Hall & PNC Bank Building	PEC: HBM. AFN: Phase I/II ESA; HBM Survey	Adaptive reuse as part of new hotel
	19901 E Legislative Ave	1.3	City	Vacant Former Post Office Building	PEC: HBM; petroleum AFN: Phase I/II ESA, HBM Survey	New commercial & City Hall
Governors Avenue (N/S Artery)	120 S Governors Ave	1.8	DDP	Auto Parts & Surface Parking Lot	PEC: HBM; petroleum; solvents AFN: Phase II ESA; HBM Survey	6-story mixed-use with grocery store
	127-145 S Governors Ave	1.23	DDP, City, Private*	Dry Cleaner; Parking Lot	PEC: Drycleaner; solvents AFN: Phase I/II ESA; Cleanup	5-story mixed-use with transit hub
	229 S Governors Ave	0.2	Private*	Former Gas Station; Paved Lot	PEC: USTs; petroleum; solvents AFN: Phase I/II ESA; Cleanup	Expand adjoining business
Memorial Park (East Edge)	E Side of St Jones River	4.5	DDP	Underutilized; Areas within Floodplain	PEC: HBM; impacted fill; flooding AFN: Phase I/II ESA; Demo Plan for Water Treatment Facility	Vibrant gateway park with art walk, amphitheater & gathering spaces.

*Potential acquisition; NPO – Non-profit organization; HBM – Hazardous Building Materials; Polycyclic Aromatic Hydrocarbons (PAHs); ESA – Environmental Site Assessment; PEC – Potential Environmental Concerns; AFN – Anticipated Funding Needs.

Even though a number of these sites have already been subject to some Remediation activity, the priority sites identified above include the anticipated need for 13 Phase I ESAs, 12 Phase II ESAs, 9 HBM Surveys, four cleanup/abatement plans and potential remediation activities at three DDP-owned sites. These sites are anticipated to require a majority of the requested EPA funding. Additional funding will be sought from DNREC to support supplemental assessment and cleanup activities, as needed. If EPA funding is available beyond that which is available for the priority sites, the DDP will work with the Brownfield Advisory Committee (BAC; see Section 2.b) to prioritize and seek funding for those additional sites. The prioritization criteria may include: location within the Loockerman St TA (a disadvantaged community), or other underserved areas within Downtown Dover; ability to deliver near-term outcomes, including quality fair housing, net new job creation, and community services; equitable distribution of funding amongst stakeholders; ability to address health/welfare issues/EJ issues; and feasibility of proposed reuse plans.

The DDP proposed activities must meet federal and state requirements, and costs, appropriately allocated to separate funding sources. Coordination among the DDP, the State of Delaware, the EPA, and others will be required. An approximate budget breakdown could be as follows:

**EPA Multipurpose Grant General Budget:
Expires 9/30/2029.**

- \$523,500 for cleanup activities
- \$63,500 for Grant Mgmt., Reporting & Other Activities
- \$370,500 for Phase I/II ESAs, HBM; Surveys & Reuse Plan
- \$42,500 for Community Engagement & Site Protection

Priority Brownfield sites could be substituted for other sites more proximate to evolving DDP Downtown Dover Redevelopment efforts. This may include new site locations that the DDP does not

currently own, but would acquire, as they are determined to be critical to the overall Capital City 2030 Master Plan.

These sites are being evaluated on an ongoing basis, and final site selections would be completed during the summer of 2029 at the very latest, in order to support the timely submission of EPA grant final reports/documentation.

Various relevant assessment documents, maps, and other information are available to assist with proposal preparation. The documents may be obtained on the DDP website at <https://DowntownDoverPartnership.com> or by contacting Ken Anderson, DDP Property Development Director.

Scope of Services; Work Plan

The objective of this project is to initiate the projected activities of the EPA Multipurpose Grant, in support of the Downtown Dover Priority Brownfield and additional sites designated by the DDP, including removal and abatement of ACM in buildings, removal and/or salvage of debris, and cleanup of exterior soils. The selected Respondent will be responsible for:

- developing all required project plans, including a sequencing strategy;
- preparing plans and specifications for cleanup activities, including validation of debris and asbestos quantities;
- conducting a bidding period;
- assisting the DDP in selecting a cleanup contractor;
- maintaining site security;
- coordinating schedule with adjacent landowners;
- providing oversight of cleanup contractor; (including Davis-Bacon compliance);
- performing post-cleanup sampling;
- assisting with community engagement activities; and
- coordinating with Ken Anderson DDP Property Development Director, Delaware Department of Natural Resources and Environmental Control (DNREC), the EPA and other agencies and partners as might be required.

All plans and documentation will be reviewed by the DDP, applicable State of Delaware approval entities such as the Delaware Department of Natural Resources and Environmental Control (DNREC), the EPA Project Manager and other entities, as appropriate. It is anticipated that there would be one bid package for Cleanup activities, unless the Respondent thinks a different approach is warranted. The scope of services under this RFQP is preliminary; the final scope of services will be negotiated with the selected Respondent(s).

The resulting contract is anticipated to be for four (4) years. The DDP may amend or extend this contract beyond the initial four (4) years to accommodate the terms and conditions of future EPA grants awarded to the DDP within this four (4) year project period, provided a market survey conducted by the DDP indicates that the prices the contractor proposes are reasonable.

Minimum Deliverables:

The proposed scope of services includes the following minimum deliverables:

- Community Involvement Plan template
- Final Analysis of Brownfields Cleanup Alternatives (ABCA) documents for:
 - asbestos in buildings
 - soil removal
- Final Sequencing Strategy
- Site Specific Quality Assurance Project Plan;
- Health and Safety Plan;
- Sampling Analysis Plan for post cleanup/confirmation sampling and Standard Operating Procedures
- Bid documents for contractor selection
- Minimum monthly progress reports and/or pay requests to facilitate updates to EPA ACRES database and project website including documentation of:
 - Davis-Bacon compliance
 - Disadvantaged Business Enterprise good faith efforts
- Draft and Final Report, including validated lab data, maps, waste manifests, photos, etc.
- Assistance with three working group meetings and three public meetings

RFQP Submission Requirements:

Responses not received by the deadline will not be considered. Respondents must **submit four (4) paper copies and one (1) electronic copy in PDF format of qualifications, and one (1) separate, sealed cost proposal.**

The proposal must include the following information.

- Cover Letter, not to exceed one page, signed by an individual authorized to bind the Respondent contractually. The cover letter must include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for more information.
- Resumes of primary personnel assuming responsibilities for this project, not to exceed one page per resume.
- Detailed description of the Respondent's approach to the scope of work and relevant experience, not to exceed fifteen pages, including:
 - Ability to meet all applicable state and federal regulations,
 - Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities,
 - If relevant, a listing of subcontractors regularly used for activities identified in the Scope of Work along with their services they will provide and a description of Respondent's

- process to select and oversee subcontractors. The use of WBE/MBE¹ organizations are encouraged,
- Preliminary sequencing strategy and proposed schedule,
 - Experience conducting cleanup on contaminated properties and project closure work to address state and federal requirements,
 - Discussion of Respondent's Health and Safety practices/programs, and,
 - List of other projects, along with references for up to three (3) cleanup projects.
- Cost proposal, including rate schedule in separate, sealed envelope. The cost proposals for the top three (3) ranked Respondents will be opened prior to the interviews.

Note that the cover letter, resumes, and cost proposal are not included in the 15-page limitations. Complete RFQP packages shall be submitted to:

Ken Anderson, DDP Property Development Director
Downtown Dover Partnership
101 W. Lookerman Street
Suite 2-B
Dover, Delaware 19901

Ken@DowntownDoverPartnership.com or doverimprovements@gmail.com

Responses not received by **12:00 P.M, Eastern Time, Tuesday, April 7, 2025**, WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

The DDP will not be held responsible for response envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Faxed responses will not be accepted. Any questions regarding the RFQP must be submitted in an email to Ken Anderson, DDP Property Development Director at Ken@DowntownDoverPartnership.com no later than **Friday, March 24, 2025**. A timely written response, which includes electronic transmittal, to all email questions will be provided to the Respondent and all firms who received the RFQP. ***Inquiries pertaining to this RFQP are NOT to be directed to any other member of the Downtown Dover Partnership or the City of Dover. Any such action may disqualify the Respondent for further consideration. Respondents may not rely upon verbal responses to any inquiry.***

Selection Criteria

Respondents will be ranked based on qualifications and project understanding using the criteria below. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. It is expected that the review committee may include up to five people. Each reviewer will complete the scoring independently. All of the scores will be combined for each Respondent to determine a total score. If determined necessary by the selection committee, the top three (3) scoring Respondents will

¹If Minority or Women's Business Enterprise firms (MBE/WBE) are to be included in the project team, please attach a one-page letter from each firm indicating their desire to be included in the project team.

be invited to participate in an in-person (or virtual) interview **during the week of 21 April 2025**, specific date, and time to be determined.

Written Proposal Criteria	Rating Score (1-5)	Weight	Comments
Identification of key personnel and experience/capability		3	
Resources and key personnel available to perform work in reasonable time frame		2	
Respondent’s approach to successfully complete each scope of services task		4	
Proposed Sequencing Strategy		4	
Specific experiences and/or considerations the Respondent has that makes it uniquely qualified		4	
Interview Criteria		Weight	
Participation from project manager and other key personnel		4	
Presentation specific to applicable scope of work tasks		3	
Responses to questions		3	
Reasonable overall costs/hours/rate schedule			
Ratings:			
Clearly Outstanding in this item	5		
Well qualified in this item	4		
Average in this item	3		
Weak in this item	2		
Unsatisfactory in this item	1		
Insufficient Response	0		

Timeline:

March 17, 2025	RFQP materials mailed and/or e-mailed to potential Respondents from DDP list and posted on the [Insert websites, social media outlets, newspapers, and other avenues planned for marketing the RFQP]
March 24, 2025	RFQP questions received no later than 12:00pm EST
April 7, 2025	Proposals received by DDP no later than 12:00pm EST
April 9, 2025	Respondents’ materials provided to Selection Committee for individual evaluation
April 16, 2025	Selection Committee evaluations returned to the DDP for compilation; Finalists contacted to schedule interviews
Week of April 21, 2025	In-person interviews for top three (3) Respondents
April 28, 2025	Recommendation of contractors for approval
April 30, 2025	Intent to Award sent to final selection

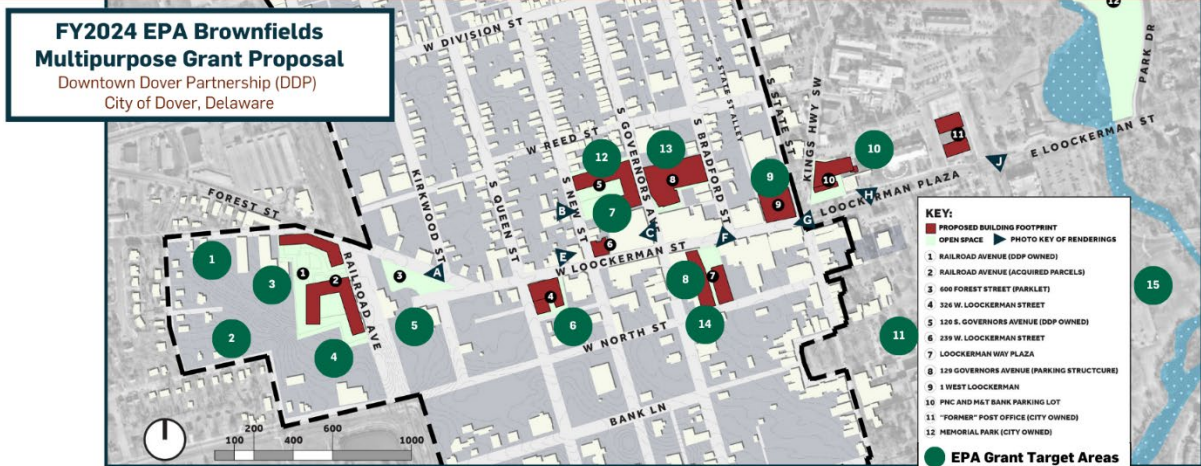
NOTE: The DDP reserves the right to adjust the above “timeline.” Changes to the timeline will be sent electronically to all Respondents and will also be posted in a timely manner on the DDP website: <https://DowntownDoverPartnership.com>

Attachments:

NOTE:


The schematics and site locations delineated below, are simply examples of the infrastructure currently in the “Lockerman Street Target Area” (TA). The DDP has remediated and demolished several sites in the “TA.” There are other infrastructure(s) outside the TA, which may be addressed as part of this EPA grant as the Capital City 2030 master plan progresses. That being said, unless otherwise noted, the sites pictured below are not currently being targeted for immediate remediation by the DDP, nor have they necessarily been identified as having a “Recognized Environmental Condition.”

Capital City 2030 *Transforming Downtown Dover!*



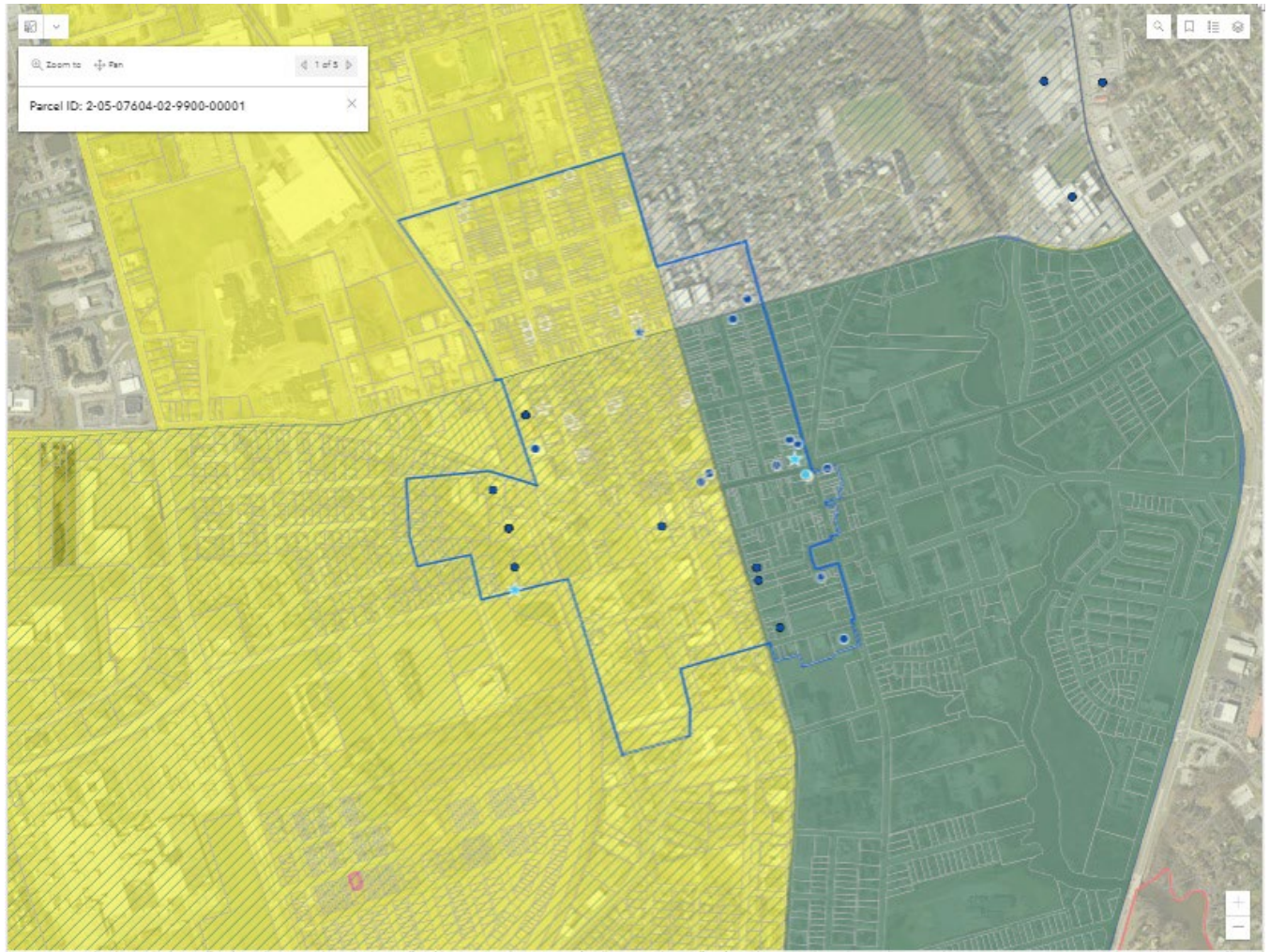
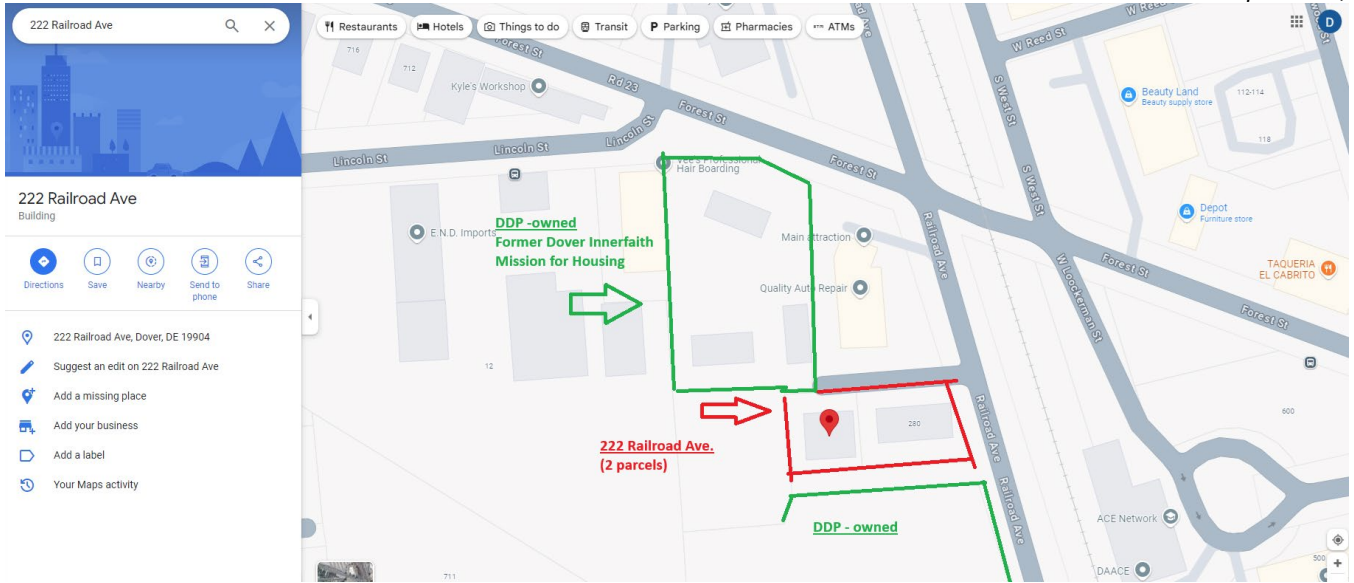
EPA Brownfields Multipurpose Grant funds provide funding for communities to carry out a range of eligible assessment and cleanup activities, including planning and additional community engagement activities. EPA funding will be used to support the revitalization of the following focus areas (green) and nearly 19 acres of priority brownfields within the target area, as identified in the Downtown Dover plan, Capital City 2030: Transforming Downtown Dover.



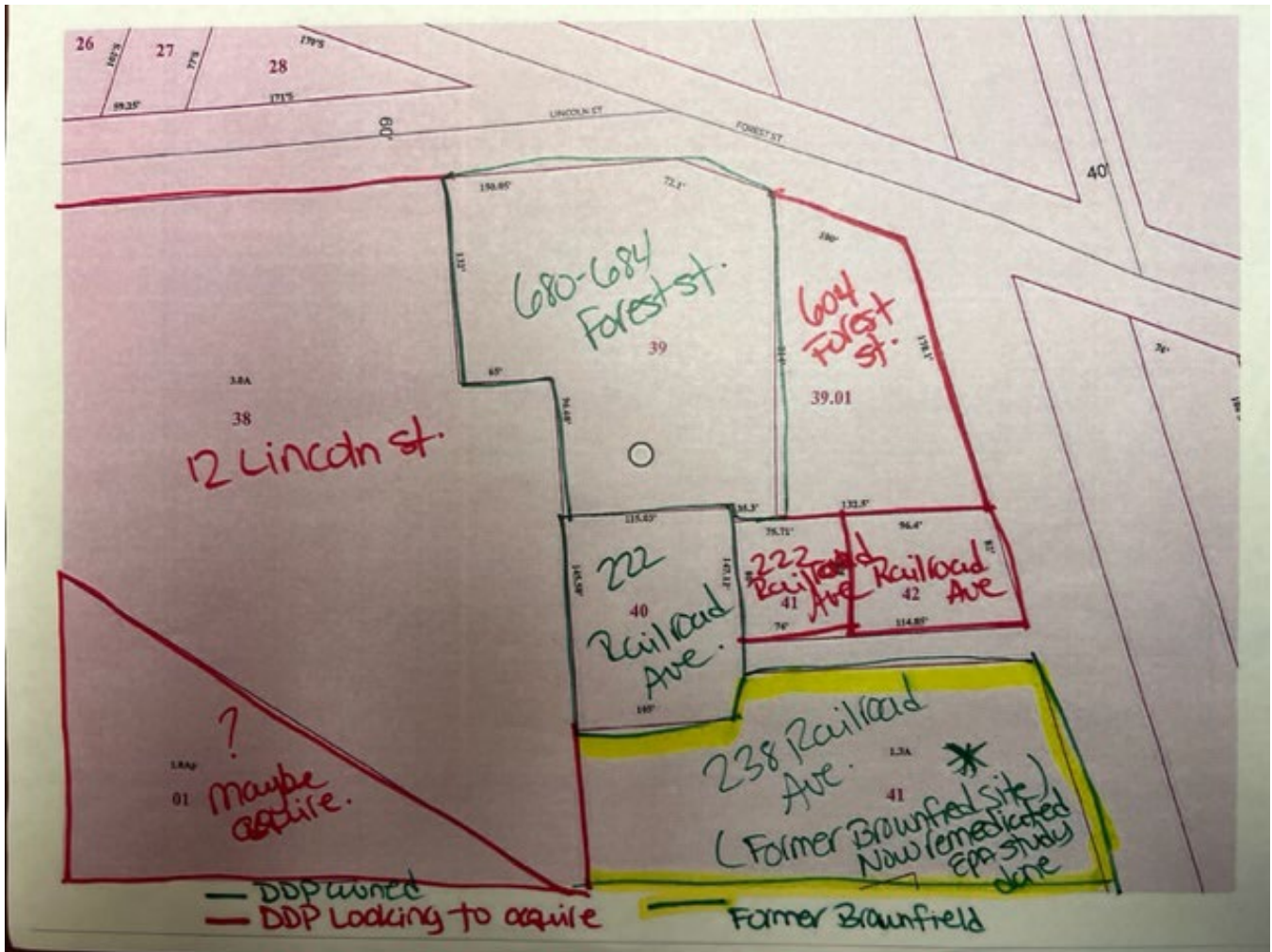

 302-678-2940
 DowntownDoverPartnership.com
 101 W Lockerman St., Ste 2B Dover, DE 19904

Come be a part of the transformation!
www.DowntownDover.com

Downtown Dover Partnership
Various Site Request for Qualifications and Proposals
April 2025,



Downtown Dover District



DDP Owned=Not DDP Owned Parcels



233-239 Railroad Avenue (Former Brownfield. Remediated)



126 West Lookerman St



1 Loockerman St. (Vacant Restaurant)



7 Loockerman St



229 S. Governor's Ave



127 S Governor's Ave



711 Slaughter St



326 W Loockerman St



326 West Lookerman St



680-684 Forest St- Structures Remediated and Demolished



604 Forest St



239 W Loockerman St



120 South Governor's Ave- Remediated and Demolished



St Jones Riverwalk and Greenwalk Park- (Concept schematic. East side of St. Jones River)