Request for Qualifications

South Central Oregon Economic Development District

FY2021 Brownfield Coalition Assessment Grant Execution

Professional Consulting Services

FY21-26

June 14, 2021

Submit Qualifications via Email to:

Betty Riley, Executive Director

South Central Oregon Economic Development District

803 Main Street, Suite 202

P.O. Box 1529

Klamath Falls OR 97601

[betty@scoedd.org](mailto:betty@scoedd.org)

(541) 884-5593

RFQ DUE DATE: 4:00 PM, June 30, 2021

# I. Introduction

The South Central Oregon Economic Development District (SCOEDD) invites interested parties to submit statements of qualification and experience to provide environmental and engineering consulting and planning services related to the execution of the work funded by SCOEDD’s FY2021 EPA Brownfield Coalition Assessment Grant.

The contract term is for a five-year period of performance. Further the SCOEDD has the option to extent the contract at its discretion

SCOEDD is seeking a firm or team with documented experience providing Brownfield- assessment, cleanup planning , reuse planning, and grant writing. Further, the selected firm or team must have experience providing grant programmatic assistance.

The selected consultant will provide support in the identification of potential funding sources including identifying, writing and assisting with/managing grant applications.

The objectives of the SCOEDD and this RFQ are to complete the following:

* Carry out EPA Funded assessment, cleanup planning, and reuse planning activities.
* Encourage community involvement in the Brownfield process.
* Identify and pursue other Brownfield funding opportunities.
* Assist with the development of future EPA Brownfield and other grant applications.

**Statements of Qualifications are due no later than 4:00 PM on June 30, 2021. Due to Covid -19 limitations, responses must be emailed to** [betty@scoedd.org](mailto:betty@scoedd.org)**. No hard copies will be accepted.**

**Note: Questions regarding this RFQ must be submitted in writing to Betty Riley at the email address referenced earlier by close of business on June 21, 2021.**

# II. Scope of Work

All anticipated and future work performed by the selected firm with be in compliance with EPA grant terms and conditions. The consultant will be expected to perform the following tasks on an as-needed basis:

1. **Grant Administration:** The consultant will be asked to assist with programmatic grant reporting/management services.
2. **Property Identification and Inventory:** The consultant will be asked to work with the SCOEDD to identify potential Brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
3. **Site Characterization and Assessment Activities:** Upon award of the grant, the consultant will conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs.

Included in this task is development of the following plans:

* Generic Quality Assurance Project Plan (QAPP);
* Site specific Quality Assurance Project Plans (SSQAPPs);
* Health and Safety Plans (HASP); and
* Phase I and II Environmental Assessment reports.

Documents are required to follow applicable state and industry standards including ASTM and All Appropriate Inquiry (AAI) standards for property transactional work.

1. **Community Engagement Assistance:** Further, prior to and following award of the grant, the consultant will be asked to support the SCOEDD in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment planning and execution process of the projects. Associated activities may include, but may not necessarily be limited to the following:

* Develop a community engagement plan to detail a strategy for involving the community in brownfield activities.
* Conduct public meetings and hearings to solicit community interest and provide educational information.
* Develop and implement effective methods of communicating information about the brownfield program to the public (website, information sheets, mails, etc.).
* Meet with prospective private landowners and developers to encourage participation in the program.

1. **Cleanup and Redevelopment Planning:** The consultant will be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA’s), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of site cleanup agreements with the Oregon Department of Environmental Quality.
2. **Grant Application Preparation:** The consultant maybe asked to take the lead in grant application preparation with input and review by the SCOEDD. Included in this task is the collection of data required in the grant application(s), meeting with existing community groups and assistance in the identification of potential properties or areas to be included in application(s).
3. **Other Brownfield Related Duties:** Other duties that may be required for a successful program but that have not been anticipated in this call for services.

# III. Response Format/Evaluation Criteria

Again, response will be in the form of a concise statements of qualifications and experience. An electronic copy shall be emailed to [betty@scoedd.org](mailto:betty@scoedd.org).

The submittal shall be no longer than 30 pages (excluding a one-page cover letter, cover sheet, and table of contents). The submission shall address/include the information outlined below. More specifically, to ensure fair and equitable evaluation, proposals must be organized into the following separate sections.

## Experience and Capacity

The response shall include a summary of the following:

* History of the firm’s experience providing brownfield services as described herein;
* Brownfield grant writing experience and success rate;
* Brownfields grant programmatic experience/capacity;
* Environmental assessment and cleanup planning;
* Description of the firm’s organizational structure and the names and experience of key individuals including professional registrations, site investigation, and experience working with the EPA.
* Project organization chart and staffing summary

## 2.0 Specific Experience & References

The response shall include at least three project descriptions with references for similar services provided by your firm or team. Please include the reference name (company/community), email address, and phone number. Include a description of the services associated with each project.

## 3.0 Proposed Methodology

The response shall consist of a concise description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement as to why your firm should be selected by the SCOEDD.

**4.0 Cost Considerations**

The response shall include an hourly fee rate schedule, and will specify a proposed mark-up for subcontractors. Any cost assumptions or optimization strategies should be stated. Further, a concise project budget table shall be provided.

**IV. Selection Criteria**

The responding firms will be evaluated on the following criteria.

* Experience and ability to complete the work. (25%)
* Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with EPA. (25%)
* Approach and understanding of the scope of work. (15%)
* Proven track record of community engagement. (10%)
* Environmental assessment experience. (10%)
* Quality of performance on similar projects. (10%)
* Cost Considerations (5%)

Oral presentations to SCOEDD may be requested. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending.

Further, SCOEDD reserves the right to award this opportunity based on the initial RFQ response without oral presentations.

SCOEDD will select a single firm under this request for qualifications.

SCOEDD reserves the right to reject any and all responses and to make an award that is in the best their best interest.

Firms not selected will be notified in writing by SCOEDD.