



Southcentral Michigan Planning Council
300 South Westnedge Avenue
Kalamazoo, Michigan 49007

REQUEST FOR QUALIFICATIONS (RFQ)

for

A Consulting Firm with EPA Brownfields Program Experience

BACKGROUND

The Southcentral Michigan Planning Council (SMPC) is soliciting Qualifications from firms interested in providing professional environmental services to support implementation of the SMPC Coalition's (Coalition) Brownfield Redevelopment Program. The Coalition is anticipated to include SMPC and three counties (Branch, Calhoun, and St Joseph Counties) that are included in the SMPC's region.

Statement of Qualifications are due 4:00 pm on September 18, 2020. Disadvantaged Business Enterprises (DBEs) are encouraged to respond to this solicitation.

Project Name: Brownfield Redevelopment Consulting Services

OBJECTIVE

The objective of this Request for Qualifications (RFQ) is to help SMPC select an environmental consulting firm (the Consultant) to assist SMPC in identifying and acquiring applicable U.S. EPA Brownfields Redevelopment Grants (EPA Grants) and other sources of funding for its Brownfield Redevelopment Program (the Program). If SMPC or the Coalition is awarded EPA Grant funding, the selected Consultant will assist in the management of those funds and perform funded, eligible activities. The selected Consultant will be required to work closely with the Coalition to meet project objectives of reducing environmental barriers to redevelopment and encouraging revitalization and reuse of brownfield sites. The selected Consultant must have proven expertise and experience in all aspects of the project Scope of Services and demonstrated success with projects of similar scope and size.

SCOPE OF SERVICES

Task 1: Identify and Prepare Applications for Applicable U.S. EPA Brownfields Grants

The selected consultant will work with the Coalition to identify EPA Grants for which the Coalition's target sites and projects may be eligible, and then prepare a competitive application(s) for the selected grants. EPA Grants for which the Coalition may apply include, but are not limited to, Assessment Grants, Brownfields Revolving Loan Fund Grants, and Cleanup Grants. In each year of the contract, prior to release of that year's EPA Grant application guidelines, the Coalition and Consultant will conduct a Program evaluation to identify which, if any, grants would help support the Program and then determine the Coalition's/site's eligibility. If the Coalition decides to pursue an EPA Grant opportunity, the Consultant will, with the Coalition's support, prepare a competitive application for funding.

The Consultant's initial responsibility will be to prepare an application for an FY 2021 EPA Community-Wide Brownfields Assessment Grant for Hazardous Substances. The Consultant will follow the FY 2021 Grant Application Guidelines that are issued by the EPA at the beginning of the grant application period (anticipated to begin in September). The Consultant will work closely with the Coalition to develop a compelling and competitive grant application. Once assembled, the draft application will be provided to the Coalition for review no less than 10 business days prior to the grant application deadline. The Coalition will provide comments to the Consultant no less than 5

business days prior to the grant application deadline. The Consultant or the SMPC will then submit the completed grant application to the U.S. EPA before the grant deadline.

Additional responsibilities associated with this task may include securing a debriefing on failed applications and preparation of additional EPA Grant applications and other grant programs that may be or become available and applicable to the Program.

Task 2: Assist in Managing Awarded U.S. EPA Brownfields Grant

If an EPA Grant is awarded to the Coalition, the Consultant will prepare a Grant Work Plan in accordance with EPA guidelines and policies within one month of the notification of the grant award or on a schedule required by the EPA in their process of issuing a Cooperative Agreement. The goals and objectives and a schedule for the grant project will be included in the Grant Work Plan.

Upon full execution of the Cooperative Agreement, the Consultant will perform the contractual tasks assigned to the environmental consultant in the approved Grant Work Plan. These will include some or all of the following:

- All grants
 - Assist the Coalition in designing and conducting community outreach and participation activities.
 - Prepare and obtain EPA approval of an appropriate quality assurance plan.
 - Prepare Site Eligibility Determinations.
 - Create and maintain ACRES database entries for each site on which grant funds are expended.
 - Assist in the preparation of required project reports.
- Assessment Grant
 - Conduct Phase I Environmental Site Assessments in accordance with the All Appropriate Inquiry requirements.
 - Conduct Phase II Environmental Assessments as needed and prepare associated reports (e.g., Baseline Environmental Assessments).
 - Conduct hazardous materials, asbestos, and/or lead-based paint assessments.
 - Conduct cleanup and redevelopment planning allowed under the grant.
- Cleanup Grant
 - Prepare and manage the review and approval of all documentation necessary to initiate the cleanup project.
 - Develop environmental response action plans and specifications.
 - Develop and manage Michigan Department of Environment, Great Lakes and Energy (EGLE) involvement, as needed/required.
 - Assist with contractor retention.
 - Monitor progress of environmental response actions.
 - Monitor and document compliance with Davis Bacon Act and other federal cross-cutter requirements.
 - Provide other operational and financial administrative support as requested.

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- Revolving Loan Fund Grants
 - Help the Coalition develop a project/loan application, review and approval process.
 - Help the Coalition develop loan documents.
 - Prepare and manage the review and approval of all documentation necessary to initiate each RLF loan-funded cleanup project.
 - Develop and manage EGLE involvement, as needed/required, monitor progress of environmental response actions.
 - Monitor and document compliance with Davis Bacon Act and other federal cross-cutter requirements. Provide other operational and financial administrative support as requested.

Task 3: Identify, Acquire and Manage Additional Brownfield Redevelopment Financing

At the request of the Coalition, the Consultant will assist in the identification and acquisition of funding from other federal and state grant, loan, and other incentives programs that may support brownfield redevelopment projects. The Consultant then will assist the Coalition in determining eligibility for funding, managing the application process and preparing an application, and then managing those funds awarded.

STATEMENT OF QUALIFICATIONS REQUIREMENTS

Please submit an SOQ that adheres to the following format:

I. Firm Identification and Background Information

- Firm's name and office location.
- Firm's main point of contact and contact information (telephone number and email address).
- Firm's DBE or non-DBE status - If the firm is claiming DBE status for itself or a subcontractor, valid certification must be included in the response. Neither the respondent nor a subcontractor will be considered a DBE without submission of valid certification.
- A brief history of the firm.
- Listing of subcontractors and their DBE or non-DBE status.
- Firm's D-U-N-S Number
- Firm's most recent Filing Endorsement from Michigan Department of LARA.

Note: Company brochures/promotional materials will not be accepted.

II. Qualifications and Experience of the Firm

An overview of the firm's brownfield redevelopment capabilities/capacities related this RFQ.

- Experience preparing successful application for U.S. EPA Brownfields Grants.
- Experience managing U.S. EPA Brownfields Grants.
- Experience supporting successful brownfield redevelopment projects.
- Experience on projects funded by other state or federal programs.
- Experience working on projects of similar size or scope.
- Experience with the Michigan Voluntary Cleanup Program (Part 201).

III. Project Team

- A project organization chart and descriptions of the role and responsibilities of each team member.
- Identity and qualifications of key staff who will be assigned to the project.
- Resumes of key staff assigned to the project.

IV. Scope of Work

Provide descriptions of your technical and operational approaches for each of the listed tasks (Tasks 1 through 3). For Task 2, include approaches and representative project schedules for each of the EPA Grant types (i.e., Assessment, RLF, and Cleanup Grants).

V. Fees

- Representative cost estimates for task activities and deliverables within each task. Cost estimates should be provided for activities within each of the EPA Grant types.

VI. References

Provide three client references for projects that reflect a similar scope and complexity. Provide the name, telephone number, and e-mail address of a contact for each client and a brief description of the services provided.

ECONOMY OF PREPARATION

Each response to this RFQ should be prepared simply and economically providing a straightforward concise description of the respondent's ability to meet the requirements of the RFQ. Decorative bindings, colored displays, promotional material, etc. will receive no evaluation credit. Emphasis should be on completeness and clarity of the content.

INDEPENDENT PRICE DETERMINATION

Each submission shall include a signature page that includes the following certifications:

- A. By submission of these Qualifications and Fee Schedule, the Respondent certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this submission:
1. The fees in the qualifications statement have been arrived at independently, without consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to such prices with any other Respondent, or with any competitor; and
 2. Unless otherwise required by law, the fees which have been quoted have not been knowingly disclosed by the Respondent, and will not knowingly be disclosed by the

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Respondent prior to award directly or indirectly to any other Respondent, or to any competitor; and

3. No attempt has been made or will be made by the Respondent to entice any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

- B. The undersigned certifies that they are authorized by the Respondent's organization to decide as to the services and fees being offered in this submission.

DISCLOSURE OF QUALIFICATION CONTENTS

All responses to this RFQ become the property of SMPC and are subject to the Freedom of Information Act. Please omit any sensitive or proprietary information from responses.

THRESHOLD ELIGIBILITY

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQ. Threshold eligibility requirements include the following:

- a. Respondent has at least one (1) full-time licensed professional geologist in good standing on staff.
- b. Respondent has at least one (1) full-time professional engineer in good standing on staff.
- c. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-13.
- d. Respondent has a minimum of five (5) years' professional engineering experience.
- e. Respondent must have previously completed EPA Quality Assurance Project Plans.
- f. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- g. Respondent must have demonstrated experience in conducting public meetings soliciting input regarding potential brownfields assessment sites.

If a Respondent does not satisfy the threshold eligibility requirements above, the response may not be further evaluated.

SCORING CRITERIA AND AWARD

The Consultant will be selected using a Qualification-Based Selection (QBS) process in accordance with requirements of 40 CFR 31.36. SOQ packages will be judged related to requirements and scoring scale presented below. Respondents will be awarded points ranging from zero to the maximum score per category.

If a contract is awarded, it will be awarded to the Respondent deemed most qualified and responsive as determined at the sole discretion of the Coalition based on the Coalition's review of the respondent's response to this RFQ. Submissions will be evaluated primarily on the basis of the following:

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- Demonstrated understanding of the EPA Grant program and the management and operation of Assessment, Cleanup, and RLF Grants, including demonstrated capabilities and experience in the following areas:
 - acquisition of EPA Grants
 - role as qualified environmental consultant for EPA Grant grantees, including successful use of grant funds
 - successful implementation of community brownfield redevelopment programs
 - significant participation in successful brownfield redevelopment projects.
- Qualifications and availability of project staff.
- Demonstrated experience providing regional outreach to promote the Coalition program, engage the Coalition's constituents, and develop region-wide inventory.
- Demonstrated experience and understanding of the SMPC and Coalition's region, goals and brownfields.
- Scope of brownfield redevelopment services provided by the firm.

The SOQ evaluation scoring criteria and points (100 possible) are:

1. Demonstrated capabilities of the firm **(15 points)**
 - a. History and background.
 - b. Breadth of services and capabilities for supporting EPA Grants, community brownfield redevelopment programs, and brownfield redevelopment projects.
 - c. Understanding of the SMPC's and Coalition's brownfield program goals and overall regional approach to redevelopment.
 - d. Capability to meet project staffing and schedule needs.
2. Structure and demonstrated capabilities and qualifications of project team **(20 points)**
 - a. Project team organizational structure, project position/role descriptions and responsibilities, and key staff assignments.
 - b. Qualifications and experience of key project staff related to EPA Grant implementation, brownfields redevelopment, and technical requirements of the Scope of Services.
 - c. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided.
3. Demonstrated qualifications and experience of the firm performing the project tasks **(25 points)**
 - a. Project experience related to EPA Grants acquisition, management, and implementation; acquisition and management of brownfield redevelopment financing; brownfields redevelopment; and assisting local communities to successfully support brownfields redevelopment.

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- b. Project experience related to the technical requirements for completing the tasks described in the Scope of Services during the past three years.
 - c. Project summaries for representative projects, including client name, dates of service and references (contact name, title, and telephone number), demonstrating experience related to the EPA Grant Program, technical activities required in the Scope of Services, state and local brownfield redevelopment incentives programs, and brownfield redevelopment projects.
 4. Demonstrated understanding of the EPA Grant program and operations of each grant type, technical approaches for completing the Scope of Services, and the Michigan Voluntary Cleanup Program (Part 201)/EGLE's relationship to the EPA Grant activities. **(25 points)**
 - a. Understanding of the role and applicability of EPA Grants and respective eligible environmental activities in a brownfield redevelopment program generally.
 - b. Understanding of the technical requirements and approaches for conducting the tasks and managing/operating each of the grant programs described in the Scope of Services.
 - c. Understanding of the EPA Grant program quality assurance/quality control requirements and procedures.
 - d. Understanding of the Michigan Voluntary Cleanup Program (Part 201) and EGLE's relationship with Scope of Services tasks.
 - e. Understanding of policies, protocols, laws, and regulations applicable to the conduct of. EPA Grant and brownfield redevelopment activities.
 5. Demonstrated understanding of the Scope of Services and task implementation as evidenced by discussions of estimated costs and schedules where appropriate **(10 points)**
 - a. Representative costs or cost ranges for the project activities (EPA Grant preparation, Phase I ESAs, Phase II ESAs, Cleanup Planning, etc.) required to accomplish the Scope of Services.
 - b. Adequacy and representatives of project schedules.
 6. Reasonableness and competitiveness of proposed activity costs and services **(5 points)**

SUBMISSION AND QUESTION DEADLINES

Applicants **must** submit an electronic copy of their SOQ no later than 16:00 EDT, September 18, 2020 to the following:

Lee Adams
adams@upjohn.org

&

Molly Trueblood

trueblood@upjohn.org

Questions about submissions can be directed to the Lee Adams by email only. Questions must be submitted by the end of the business day (4:00), September 14, 2020. Disclosing any questions received by SMPC to all respondents will be at the sole discretion of SMPC.

COSTS

SMPC will negotiate a contract for the required activities after Consultant is selected. SMPC shall not be liable for any costs, including any travel, incurred by the environmental consulting firm prior to award of the contract. SMPC's total liability is limited to the terms and conditions of this request and any resulting contract.

TYPE OF CONTRACT

It is anticipated that an indefinite quantity, cost reimbursement contract will be entered into as a result of this RFQ. The contract will have a fee structure based on the fee schedule proposed by the selected firm. Only work performed on tasks for which the scopes of service and cost have been approved by the Coalition will be compensated. At the sole discretion of the Coalition, the total contract value may be limited to the amount of funds available under the current U.S. EPA Grant(s) and future brownfield redevelopment funding sources. Negotiations may be undertaken with those Respondents whose qualifications and proposal as to price and other factors show them to be qualified, responsible and capable of performing the work.

The contract with the selected firm will require compliance with all Federal U.S. EPA laws, rules, and regulations listed in the Coalition's EPA Grant, including but not limited to, 40 CFR Part 33.

CONTRACT DURATION

This contract will be for a period of up to four years from the date of contract execution. The contract will include the option for two, one-year, extensions or a single extension until the date of completion of activities funded by, or expiration date of, any EPA Grant or other state or federal grant or loan awarded to the Coalition during the contract term, if mutually agreed by the Coalition and the selected Consultant.

INSURANCE

The selected firm will be responsible for providing certificates of insurance to the Coalition which prove the firm has not less than \$1,000,000 coverage for **COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE** and proof of **WORKER'S COMPENSATION INSURANCE and EMPLOYER'S LIABILITY INSURANCE**. The Comprehensive General Liability and Property Damage certificate shall name SMPC, its officers, employees, agents and representatives as additionally insured, without exceptions, and shall carry a 30 day written Notice of Cancellation. The Limit for the Workers' Compensation Insurance and Employer's Liability

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Insurance shall be the Statutory Limits of Michigan. Proof of the insurances stipulated above shall be provided to SMPC within ten working days of a firm receiving notice from SMPC of intent to enter into a contract. The acceptance of any such certificate by SMPC shall in no way relieve the selected firm of obligations to provide and to cause its subconsultants and subcontractors to provide the insurance herein referenced.

The selected firm and all subconsultants and subcontractors shall, at their own expense, obtain and maintain **AUTOMOBILE LIABILITY** insurance such that it will protect against liability imposed by law for loss or damage, including personal injuries and death arising from the ownership, use or operation of any motor vehicle as specified below:

1. Coverage that complies with the requirements of Michigan.
2. Coverage for Owned, Hired, and Non-owned vehicles.
3. Residual liability coverage with a combined single limit of at least \$1,000,000 for both Bodily Injury and Property Damage.

The selected firm shall also provide proof of **PROFESSIONAL LIABILITY INSURANCE** which shall insure against acts which are in the nature of professional services performed by architects and engineers. If a contract is entered into, the consultant shall maintain such during the life of the contract. Professional Liability Coverage shall be provided in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.

If the selected firm neglects or refuses to provide any insurance required herein, or if any insurance is canceled, SMPC may, at its option, terminate its contract with the selected firm or procure such insurance and adjust the contract price downward by the reasonable amount of premiums paid or to be paid.

Notwithstanding anything appearing to the contrary in the Contract Documents, in the event any damages are incurred by the Parties during the work pertaining to this request, SMPC and the selected firm agree to initially proceed against such insurance to the extent that it is available and results in payment of such damages and to waive their respective rights of subrogation against each other to the extent valid insurance covers the damages incurred; provided, however, that if any such damages are not insured and/or do not result in payment of such damages, the same shall not affect the liabilities of the Parties as otherwise provided in the Contract.

COMPLIANCE WITH 40 CFR PART 33

SMPC encourages qualified DBEs, i.e., Minority Business Enterprises (MBEs) or Women Business Enterprises (WBEs), to respond to this RFQ. SMPC also encourages RFQ respondents to identify and include qualified DBE subcontractors in their response.

The Respondent shall clearly identify their status as a DBE or non-DBE in their response. If the Respondent is claiming DBE status, the Respondent shall submit a valid certification as part of the response.

SMPC RIGHTS

During the solicitation process, SMPC reserves the following rights:

- To reject any and all proposals, and to postpone, re-solicit, or cancel the selection process.

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- To waive irregularities or informalities in procedures related to the RFQ.
- To make inquiries as deemed necessary of respondents and their references and clients.
- To select an alternate firm if an agreement is not reached with the initially selected firm for any reason.
- To reject additional information from any respondent.
- To consider proposal modifications received at any time before the award is made, if such action is deemed to be in the best interest of SMPC.
- To waive liability for reimbursement of any costs incurred by respondents to the RFQ.

OTHER TERMS, CONDITIONS, AND EXCEPTIONS

Some or all of the work performed under EPA Grants may be subject to federal contractual and cross-cutting provisions. SMPC hereby notifies respondents that a successful award may be contingent upon the agreement and ability of the selected firm to comply with these required contractual provisions, including, but not limited to minimum wage rates (e.g., Davis-Bacon Act, DBE utilization, etc.).

By submitting a response to this RFQ, each respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a respondent or respondents with which to negotiate a contract, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.