1. GENERAL INFORMATION

1.1 Purpose of this Request for Qualifications

The Washington County Community Development Agency (CDA), through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to provide grant application assistance, project management, environmental inventory and assessment, and public information and outreach services related to United States Environmental Protection Agency US EPA Brownfields Assessment Grant, beginning with a county-wide assessment grant for Petroleum and Hazardous Substances Brownfields as part of the US EPA Brownfields Grant competition for Fiscal Year 2019 (FY 2019). The CDA is seeking qualified firms to assist in grant application preparation and then implementation of the successful grant awarded to the CDA.

The purpose of the US EPA Brownfields Assessment Grant will be to conduct an analysis and inventory of potentially contaminated sites along with Phase I and Phase II environmental site assessments (ESAs) at brownfield sites located within Washington County, Minnesota as part of efforts to spur redevelopment and reuse of these sites. The objectives of the CDA may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on the future availability of funding. The successful consultant will bring experience and insight to a partnership with the CDA to refine and implement these grants and explore other grants and brownfields initiatives as funds become available.

1.2 Background Information

Washington County, Minnesota is over 40 miles long and is part of a major regional center that has been designated as Minneapolis/St. Paul Metropolitan Statistical Area. Washington County is home to 33 local units of government and had a recent population estimate is 253,128, making it the fifth most populated county in Minnesota. Washington County has an area of 423.2 square miles and the county seat is located in Stillwater. The number and location of brownfield sites within the County is presently undetermined.
1.3 Type of Contract and Contract Term

The CDA prefers to award a contract to one full-service firm to serve as a partner in achieving the goals of preparing a successful US EPA grant application for brownfield assessment funding, followed by successful and effective implementation of the resulting grant, subject to the requirements of an approved US EPA Cooperative Agreement (CA) and Work Plan to be completed following award. The contract period will extend from the beginning of the grant writing phase, through the end of the 3-year project period associated with the county-wide Brownfields Assessment Grant and may be extended at the discretion of the CDA if additional grant funds are obtained. The successful consultant will prepare the grant application at its own risk and at no cost to the CDA. The contract period will coincide with the grant application period.

If the CDA is awarded a grant, a second contract will be awarded to the same firm to implement the resulting US EPA Cooperative Agreement(s) (CA) and Work Plan(s), under the direction of the CDA. The implementation contract will be consistent with the terms and conditions of the Work Plan provided by the US EPA after grant award. The contract period will generally coincide with the grant implementation period.

For implementation of any successful grants it is assumed that the work will be specified and completed in accordance within the budget developed as part of the grant and subsequent work plan as approved by the CDA and the US EPA. It is assumed that since the EPA Brownfield Assessment Grants are 100% federally funded, the CDA would not incur any out of pocket expenses other than normal CDA administrative staff time.

1.4 Payment Procedures

Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by the CDA and the EPA.

2. TECHNICAL SPECIFICATIONS

2.1 Activities Funded Under this Request for Qualifications

This RFQ is to solicit for a qualified consultant who is expected to provide a wide range of services to the CDA for the application and implementation of the US EPA Brownfield Assessment Grant. The successful consultant is expected to perform many tasks including, but not limited to, the following:

- Complete all necessary research and analysis required to submit a completed grant application for US EPA Brownfield Assessment Grant (estimated $600,000) for FY 2019, including writing the text for the grant application from information provided by the CDA and obtained from other information sources.
• Assisting the CDA with solicitation of letters of support from state agencies, area civic groups, and local stakeholders;
• Assembling the final applications and submittal to US EPA on behalf of the CDA
• Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
• Conduct and oversee site assessment studies and prepare appropriate technical reports required by the US EPA, Minnesota Department of Natural Resources (MNDNR) and/or Minnesota Pollution Control Agency (MPCA) in print and electronic format.
• Field investigations including sample collection and lab analysis.
• Interviews with neighboring property owners.
• Evaluation of cleanup options and risk assessment analysis and costs.
• Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with US EPA regulations.
• Delivery to the CDA completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable Minnesota environmental regulations.
• Project management, implementation, and/or technical oversight.
• Professional advice regarding environmental issues associated with land reuse/redevelopment.
• Provide regulatory and financial information as needed.
• Attend meetings of the CDA and advisory committees as requested.
• Prepare presentations to provide information about the project’s progress as requested.
• Assist with conductance of community-wide inventory of potential hazardous substance and petroleum brownfields sites.
• Develop preliminary budget, financing options and implementation plan for cleanup/reuse.
• Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
• Involve public and private opportunities for citizen participation throughout all phases of projects.
• Comprehensive community outreach program and public participation program.
• Implement site specific cleanup or remediation (if future funding becomes available through this or another grant funded program).

2.2 Project Budget

The total budget for the US EPA Brownfield Assessment Grants are typically $600,000. The CDA and the successful consultant will develop budgets for assessment activities at individual sites as the project progresses and as specific priority sites are identified for assessment. The budget for any future related grants executed under this contract will be negotiated with the consultant if and when such funding becomes available. It will be the CDA’s option whether or not to utilize this contract for future brownfields grants beyond the initial US EPA assessment grant application and implementation projects.
2.3 Project Management

The successful consultant, under the direction from the CDA, will:

1. Work with the CDA in preparing the assessment grant application and submit the grant application on behalf of the CDA.
2. Refine work plan tasks in conjunction with the CDA for the successful grant(s).
3. Implement successful grant(s) per the approved work plan.
4. Facilitate community outreach activities as needed to enhance the grant application.
5. Coordinate project activities with US EPA Region 5 staff for US EPA grant(s).

2.4 Preparation of Work Plans

Consultant’s work will be governed by the CDA.

1. Upon award and updated throughout the project as appropriate, the consultant shall refine the scope of work and provide a project work plan arranged in logical work tasks, including subcontractors to be used by the consultant and identification of their project roles.
2. A detailed project budget for each major task and subtask, to include estimates of a time-phased project schedule listing major tasks, target dates, and delivery of work products.

2.5 Reporting Requirements

The following reports shall be prepared by the contractor and submitted to the CDA for approval:

1. Quarterly and annual financial and progress reports required under the US EPA grants.
2. Submittal and updating of information on assessed sites on the US EPA ACRES reporting system.
3. Draft and final work plans (as applicable by work assignment).
4. Technical memoranda.
5. Any and all grant reports as required by the US EPA and other deliverables as may be required by other federal and/or State of Minnesota agencies, and the CDA.

3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit concise proposals describing their capacity to manage projects and their experience with similar projects. The proposals should include a clear outline of how the firm would help the CDA in preparing a successful grant application and meeting the
requirements of the US EPA Brownfields Assessment Grant, should the CDA be awarded. Samples of brownfield site inventories, Phase I and Phase II environmental site assessments, remedial action plans and reports are expected as part of your proposal. Consideration should be given to the tasks, budget details, community outreach, and participation.

3.2 Proposals

Proposals should be prepared on standard size paper and limited to ten (10) single sided pages, exclusive of resumes. Charts and spreadsheets may be larger. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

Business Organization. This section shall include the firm’s name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If subcontractors/subconsultants are being utilized, similar information should be included for all subcontracted firms.

Management Outline and Project Approach. A description of the project and how the consulting firm will first prepare a successful application on behalf of the CDA, and then manage and implement the resulting US EPA Brownfields Assessment Grant and any related activities shall be provided. This section shall include the applicant’s approach to community outreach activities, planning, organization, and management. Based on past experience, an estimate as to the number of Phase I, Phase II and response action plans that would be completed as part of the grant should be included. Each consulting firm shall provide a list of proposed key personnel.

Experience and Capabilities. The relevant management and technical experience and capabilities of the consulting firm shall be defined with respect to the following activities:

A. Project Experience of Key Personnel:

- Provide information on your firm’s specific abilities and qualifications to provide professional services for EPA Brownfield Assessment grant writing and grant implementation.
- Number of EPA grants applications written and success rate.
- Conducting brownfields inventories, Phase I and Phase II ESAs.
- Conducting environmental investigations and cleanups.
- EPA project experience.
- Development/redevelopment experience and market feasibility research.
- Redevelopment planning and community involvement activities related to brownfields properties.
- Performance of environmental inventories utilizing GIS in conjunction with US EPA brownfields grants.
• Designing and managing brownfields remediation strategies.
• Other areas of expertise relevant or unique experience related to US EPA grant implementation (optional).

B. Regulatory and Scientific/Technical Knowledge:

• Knowledge and expertise pertaining to EPA grant writing and implementation of successful grants.
• Knowledge and expertise pertaining to federal environmental statutes or associated regulations.
• Knowledge and expertise pertaining to EPA environmental and other Federal, laws, and regulations.
• Knowledge and expertise pertaining to OSHA and other health and safety rules or requirements related to brownfields assessments.
• Individual staff knowledge and technical experience relative to ESAs, brownfield projects and contaminated site remediation.

C. Cost

• It is the intent of the CDA that the consultant will bear 100% of the cost to prepare a FY2019 $600,000 county-wide Brownfield Assessment Grant for Petroleum and Hazardous Substances on behalf of the CDA. Please identify (if any) other fees are anticipated or associated with the preparation of a FY2019 application on behalf of the CDA or a resubmittal of unsuccessful initial application(s) in subsequent years.
• Provide a current fee schedule to be used for implementation of any successful grants including (but not limited to) conducting an inventory of sites, site environmental assessment fees, grant administration fees, EPA grant forms submittal fees, soil testing fees, any third party fees etc. to be valid for the grant term.

All representative project descriptions provided shall include the location of the project, the name and phone number of a knowledgeable contact person, and other pertinent information. The CDA may contact said persons to check on past performance records.

The selected consultant will be required to assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, the CDA will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract. If the consultant is using subcontractors, previous projects on which the two firms have worked together should be noted.

3.3 General Process
The CDA will review the proposals with the following criteria in mind: cost, expertise (in particular, expertise in successfully securing funding), brownfields experience, project approach, familiarity with local communities, ability to facilitate public outreach activities, and the ability to provide comprehensive and creative environmental services. The CDA reserves the right to accept or reject any and all proposals on any basis it deems appropriate at its sole discretion.

### 3.4 Terms and Conditions

The process of selecting organizations to provide consultation services for the CDA’s benefit programs requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made.

The CDA reserves the right to accept or reject any or all proposals of portions thereof without stated cause. The CDA reserves the right to re-issue any RFQ, and whether or not to utilize the contract for this grant for future projects funded by US EPA or other brownfields grants.

Upon selection of a finalist, the CDA by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the CDA, for any reason, is unable to reach a final agreement with this finalist the CDA then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The CDA may also elect to reject all proposals and re-issue a new RFQ. Clarification of proposals: The CDA reserves the right to obtain clarification of any point in a Proposer’s proposal or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be in writing or email, and a response shall be provided within 2 business days.

The CDA is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the CDA. The CDA reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the CDA. The CDA reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

### 3.5 Public Information

Information supplied by the Proposer to the CDA is subject to the Minnesota Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Proposer believes any information which is not public will be supplied in response to this RFQ, the vendor shall take reasonable steps to identify for the CDA what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the CDA will treat the information as public and release it upon request. In addition, the CDA reserves the right to make the final determination of whether data identified by the proposer as not public falls within the exceptions within the statute.
3.6 RFQ Time Schedule

Tentative timeline for completion of this request for qualifications is outlined below.

1. August 1, 2018: Formal announcement date for RFQ.
2. August 15, 2018 by 4:00 p.m.: Deadline for submittal of proposals.
4. December 1, 2018: Grant application shall be completed and submitted to the Washington County CDA for review at least seven (7) calendar days prior to FY 2019 US EPA county-wide assessment grant deadline and submittal to US EPA.
5. Grant implementation subject to the grant application approval by the US EPA.

Proposals are due and must be received in the Washington County CDA’s office on or before August 15, 2018 by 4:00 PM (CT) at the following address:

**Washington County CDA**
**Attention: Chris Eng**
**7645 Currell Blvd**
**Woodbury, MN 55125**

OR via email at ChrisE@washingtoncountycda.org

Proposals will be reviewed following a qualifications-based selection process with firm’s proposals being evaluated from a qualifications standpoint. The CDA will then negotiate the services of completing the grant application and scope of services for implementation if the grant is awarded with the top qualified firm following the evaluation process.

If the CDA, for any reason, is unable to reach a final agreement with the finalist, the CDA then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal and so on until an agreement can be reached with the finalist.

Proposals are to be sealed in an envelope/box or emailed and labeled as: **Brownfield Assessment Grant Writing & Implementation Services, US EPA Brownfield Grant Application Project – RFQ.**

3.7 Notification of Award

The CDA plans to select a consultant by approximately September 19, 2018.

3.8 Number of Proposals to Submit; Deadline, Mail, E-mail, and Hand Delivery Addresses

In the case of mail or hand delivery:
One (1) original and one (1) electronic copy of the proposal must be submitted by 4:00 p.m. CST on August 15, 2018.

The mailing and hand delivery address is:

Washington County CDA  
Attn: Chris Eng  
7645 Currell Blvd.  
Woodbury, MN 555125

In the case of E-mail:

One (1) electronic copy of the proposal must be received by 4:00 p.m. CST on August 15, 2018.

The email address is:

ChrisE@washingtoncountycda.org

3.9 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Contracting With Disadvantaged Business Enterprises

It is US EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The CDA will ensure, to the fullest extent possible, that at least the US EPA “fair share” objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the US EPA’s disadvantaged business enterprise contract procurement program ensuring those businesses’ participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.2 Equal Employment Opportunity

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the CDA, the Proposer shall furnish a written affirmative action plan.