

Request for Qualifications – Professional Consulting Services

Catawba Regional Council of Governments Brownfields Assessment Project

I. Introduction

Catawba Regional Council of Governments (CRCOG) invites interested parties to submit Statements of Qualification (SOQ) to provide environmental and consulting services to CRCOG in support of its brownfields program for a contract period of up to three years. Total period of the contract will be determined at the sole discretion of CRCOG. CRCOG is looking for firms with documented experience providing brownfields grant-related consulting services. The project objectives include supporting a successful brownfields program by assisting CRCOG with development and implementation of future grants (i.e. FY22 Brownfields Assessment Grant, etc.).

II. Scope of Work

Activities of the consultant may include but not necessarily be limited to:

1. **Grant Writing Services:** Identify and assist CRCOG in writing grant applications for available Environmental Protection Agency (EPA) grants. This may include, but not necessarily be limited to, assessment grants, and cleanup grants. Typical tasks include the collection of data required for the grant applications; meeting with community groups; and taking the lead role in writing the applications.
2. **Property Identification and Inventory:** Identify, develop, and refine a database of 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:** Conduct Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of cleanup plans. Included in this task is development of the following plans:
 - a. Generic and site specific Quality Assurance Project Plans (QAPP);
 - b. Health and Safety Plans (HASP); and
 - c. Phase I and Phase II ESA site investigation reports.

All documents will be required to be prepared in accordance with applicable state and industry standards including the ASTM and All Appropriate Inquiry (AAI) standards.

4. **Community Involvement Assistance:** Provide support for public involvement and community outreach activities. These activities should be designed to make sure that community concerns are considered and addressed in the assessment, planning and execution of the project. This may include but not necessarily be limited to:

- a. Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in the brownfields project;
 - b. Conducting and/or participating in public meetings and hearings to solicit community interest and provide educational information;
 - c. Developing and implementing effective methods of communicating information about the brownfields program to the public; and
 - d. Communicating with prospective private landowners and other key parties to encourage participation in the program.
5. Cleanup and Development Planning: Complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions/workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup contracts with South Carolina Department of Health and Environmental Control (SCDHEC).
6. Grant Administration Support: Provide support for grant administration activities to include, but not necessarily be limited to: assisting with the preparation of monthly and quarterly reports; acting as a liaison between CRCOG and applicable regulatory agencies (primarily EPA and SCDHEC); participating in kickoff and monthly meetings; entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES); and assisting with the completion of final reports for grant close out.
7. Other Brownfield Related Duties: Conducting/completing other duties that may be required for a successful program but that have not been anticipated in this RFQ.

III. Response Format/Evaluation Criteria

The submittal shall be no longer than 15 pages (including organizational chart) and shall include the information outlined below. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

1. Experience and Capacity

The SOQ shall include a summary of the following:

- History of the firm's experience providing brownfields services as described herein;
- Brownfields grant application experience/capacity;
- Brownfields project experience (both EPA and private brownfields experience);
- Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigation and experience working with EPA and SC DHEC;

- Approximate cost of various environmental services (i.e. Phase I, Phase II, ABCA, etc.); and
- Disclosure of any potential conflicts of interest.

2. Proposed Methodology

The SOQ shall include an organization chart and a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm.

3. References

The SOQ shall include at least three (3) references for similar services/projects that have been provided by your firm and the dates of service. Please include the reference's name, company, email address and phone number. Also include a description of the services and key personnel that were involved in the project.

IV. Selection Criteria

Responses will be evaluated on the following criteria:

- Approach and understanding of the scope of work;
- Experience and ability of your firm and the designated project manager to complete the work;
- Proven track record of community engagement;
- Environmental assessment and cleanup planning experience;
- Demonstrated South Carolinas brownfields experience including the ability to work cooperatively with EPA Region 4 and DHEC;
- EPA Brownfield grant writing capabilities and success in securing brownfield funding for communities in South Carolina and EPA Region 4;
- Ability to leverage other sources of local, state, and federal funding;
- Cost of various environmental services;
- Quality of performance on brownfields projects; and
- Participation of small, minority, woman, and veteran owned businesses.

CRCOG reserves the right to award this opportunity based on the initial RFQ response without oral presentations; however, oral presentations to CRCOG may be requested.

V. Submittal Requirements

Responses to this RFQ will be evaluated based on the consultant's responses to all relevant criteria stated in this RFQ. CRCOG reserves the right to reject and/or honor any and all proposals. Submit all questions regarding this solicitation via email to Tyler Lewis at tlewis@catawbacog.org by August 20, 2021. Responses to this RFQ must be emailed with the subject line "CRCOG Brownfield Assessment Project" and received by 12:00 noon on August 27, 2021.