

The City of Rushville

Request for Qualifications

for

United States Environmental Protection Agency Community-Wide Brownfield Assessment Grant
Writing and Implementation Activities

City of Rushville

Mayor's Office

330 N. Main Street, Second Floor

Rushville, Indiana 46173

Introduction

The City of Rushville (City), through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to provide grant application assistance to obtain federal funding to further the City's efforts with brownfield redevelopment throughout Rushville and, if awarded, to provide grant implementation services.

We are requesting the following approach in response to this RFQ from qualified environmental consulting firms:

- A qualified consultant will provide grant application assistance; brownfield site inventory assessments and community involvement; grant implementation related to the United States Environmental Protection Agency (US EPA) brownfield grant, including, but not limited to, the application for the US EPA Community-wide Brownfield Assessment grant as part of the US EPA Brownfields Grant Competition for Fiscal Year 2024.

The intent of this RFQ is to comply with Rushville and US EPA Federal Procurement Requirements. The City is seeking qualified firms to assist with securing and, if awarded, implementing brownfield assessment and potentially cleanup grants. The successful consulting firm will bring experience, comprehensive technical skills, a collaborative style, and insight to a partnership with the City to refine and implement these grants and explore other grants and brownfield initiatives as competitive processes for funding are announced.

Scope of Work

The project includes the following activities:

Grant application:

- Complete all necessary research and analysis required to submit a completed grant application(s).
- Assist the City in compiling any associated demographic data to bolster the grant application.
- Assist the City as needed with the solicitation of letters of support from the State of Indiana, community-based organizations, and other area stakeholders, where applicable.
- Work with the City to facilitate community outreach activities as needed to enhance the grant application.
- Assist the City in prioritizing and selecting the appropriate sites to include in the grant application consistent with the objective of the EPA Brownfield Assessment Grant program.
- Attend meetings and provide professional expertise in discussions regarding preliminary selection of focus sites and updates on grant application progress.
- Provide assistance with revision and resubmittal of application(s) as part of the FY 2025 EPA brownfield grant cycle, if the initial application is unsuccessful.

Grant implementation, if awarded:

- Provide assistance with the development of U.S. EPA required project work plan(s) for a cooperative agreement for applications that are successful.
- Conduct project work in accordance with EPA and City approved work plans.
- Prepare and maintain schedules and budgets for all assigned grant activities.
- Conduct and oversee site assessments and prepare appropriate technical reports (printed and electronic formats) required by the U.S. EPA, Indiana Department of Environmental Management (IDEM) and additional state and local agencies as deemed necessary for each site.

- Conduct and oversee comprehensive site investigations including sample collection and laboratory analysis.
- Provide work updates and information to all stakeholders as requested by the Project Manager.
- Evaluate cleanup options and conduct risk assessment analysis and provide cost estimates on selected sites.
- Prepare a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations.
- Deliver to the Project Manager completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable Indiana environmental regulations.
- Provide project management, implementation, and technical oversight in compliance with State and City rules, regulations and guidelines.
- Offer professional advice regarding environmental issues associated with land reuse and/or redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings of the City and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with community-wide inventory of potential hazardous substance and petroleum brownfields sites, including working with City Staff to update GIS data.
- Develop preliminary budget, financing options and implementation plan for cleanup and reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Develop comprehensive community outreach and public involvement program(s).
- Provide public and private opportunities for stakeholder participation throughout all phases of projects.
- Provide site planning services such as brownfield site reuse visions, site reuse assessments, brownfield revitalization plans, infrastructure evaluations, land use assessments, and market studies.

Submittal Instructions

Firms interested in responding should provide email of interest, and questions regarding this Request for Qualifications can be directed via email to Kyle Gardner at: specialprojects@cityofRushville.in.gov.

The SOQ must include sufficient information regarding qualifications so as to determine that the environmental consultant is qualified and well versed with EPA funded grants and brownfields site assessments. Respondents must include a proposed fee schedule with the SOQ, including costs to prepare grant application.

Qualified firms should submit two (2) hard copies of their Statement of Qualifications and one electronic copy (on thumb drive or email attachment) containing the information under the "Submission of Qualifications" header below.

Please submit SOQ Package no later than **4:00 PM EST on September 15, 2023** to:

The City of Rushville
Attn: Mr. Kyle Gardner
330 N. Main Street
Rushville, Indiana 46173

Submission of Qualifications

Please submit the following information with your proposal package:

- 1. Primary Contact Information:** Name, job title, email, and phone number of primary contact person with the authority to negotiate and bind the proposal contractually, and who may be contacted during the period of proposal evaluation.
- 2. Firm Information:** Firm name, address and phone number, and a brief description of the firm in terms of: location of offices and sub-offices that may be engaged in the project; number of professionals in the firm and number to be made available for this project at each location; general statement about the principal types of work done by the firm and the relative amount of property assessment work performed.
- 3. Project Experience:**
 - A. Experience preparing successful US EPA brownfield grant applications
 - B. Conducting Phase I and Phase II environmental investigations
 - C. Project experience in implementing US EPA brownfield grants on behalf of local units of government
 - D. Development/redevelopment and infrastructure evaluation experience
 - E. Experience with redevelopment planning and community involvement activities
 - F. Experience with EPA brownfields grant reporting requirements
 - G. Other areas of expertise relevant to the project (optional)
- 4. Identification of Key Staff Members:** Proposed staff for the work, including designation of Project Manager, relevant experience, and availability of the key professionals who will be dedicated to complete the project. Attach resumes of all anticipated technical project staff.
- 5. Project Approach and Capacity:** Describe your firm's overall approach to assist the City with the completion of a successful grant application and subsequently implement the awarded grant. Include the capability of the firm to complete the project (i.e. staff availability, availability of sampling/monitoring equipment, field personnel, analytical resources, etc.), and whether these resources are in-house or must be obtained through contract services or partner companies.
- 6. Fees:** Prepare a lump sum cost to prepare a single US EPA Community-wide Brownfields Assessment grant application along with brownfields inventory activities. In the event that the grant application is not successful, respondent shall provide a lump sum cost to participate in an EPA debriefing and prepare a re-submittal of any unsuccessful grant applications for a future cycle. The respondent shall also provide a current fee schedule including all staff that would likely be involved in the grant implementation. Fee schedule shall be fixed for at least a 12-month period after execution of contract.

7. Insurance Requirements: Proof of current insurance meeting insurance requirements outlined below.

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's compensation and Disability: Statutory requirements;
- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability - General Aggregate - \$1,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Contractor's Pollution Liability insurance - \$2,000,000

Terms and Conditions

1. The City shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry.
2. Interviews with some consultants may be scheduled at the sole discretion of the City of Rushville. The City reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the City's redevelopment goals.
3. By submitting a response to the Request for Qualifications (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 whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
4. The Respondent shall keep the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Contractor in the execution of the work. The Respondent will be required to indemnify and save harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Contractor or their agents or employees.
5. The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.