

Request for Qualifications - Brownfield Program Services

Professional Consulting Services

RFQ#: FY21-02

August 30, 2021

Submit to:

Jenny Coelho
City Hall Administrator
Tulelake, California
P.O. Box 847
Tulelake, CA 96134
Phone: 530-667-5522
cityoftulelake@cot.net

RFQ DUE DATE: 4:00 PM, September 23, 2021



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I. Introduction

The City of Tulelake, California (City) invites interested parties to submit statements of qualification and experience to provide grant writing, environmental and engineering consulting services, and reuse planning for the City's new Brownfield program. The resulting contract will be for five years with an option to extend said contract for an unspecified period. This RFQ is being advertised in keeping with all applicable State and Federal Procurement requirements.

The City is looking for firms with documented experience assisting with the development of EPA Assessment, Cleanup, and Brownfield Revolving Loan Fund (BRLF) grant applications. The selected consultant must also be qualified to provide grant programmatic assistance, complete environmental assessments, cleanup plans, and reuse plans.

More specifically, the selected consultant will provide support in the identification of potential funding sources including identifying, writing and processing grant applications.

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

- Prepare/assist with the preparation of a FY2022 EPA Brownfield Community-wide Assessment grant application.
- Identify and pursue other Brownfield and Economic Development-related funding opportunities.
- Facilitate community involvement in the Brownfields grant process.
- Execute, or facilitate the execution of all services funded by the referenced Brownfield grants.

There will be no pre-bid meeting.

Questions regarding this RFQ must be submitted in writing to Jenny Coelho, City Hall Administrator at Cityoftulelake@cot.net by September 13, 2021.

One electronic copy of the Statements of Qualifications shall be emailed to Jenny Coelho, City Hall Administrator at Cityoftulelake@cot.net by 4:00 PM, September 23, 2021.

II. Scope of Work

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

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1. **Grant Preparation and Administration:** The Consultant will be asked to take the lead in the preparation of grant application(s) with input and review by the City. Included in this task is the collection of data required in the grant application(s), virtual meetings with existing community groups and assistance in the identification of potential properties or areas to be included in application. Once grants have been awarded, the Consultant will, with the City's assistance and guidance, provide grant management and implement the grant.
2. **Property Identification:** Upon award of the grant, the Consultant will be asked to work with City to 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 Assessment Activities:** Upon award of the grant or grants, the consultant will conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs. Further, 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).

Documents are required to follow applicable state and industry standards including ASTM and All Appropriate Inquiry (AAI) standards to facilitate property transactions or other property-specific needs. Generic and Site-specific QAPPs must be approved by EPA, and site eligibility must be approved, before any Phase II ESA-related work may be performed.

4. **Community Involvement Assistance:** Further, prior to and following award of the grant or grants, the Consultant will be asked to support the City in public involvement and community engagement 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.
 - Facilitate meetings of a Coalition Brownfield Task Force (CBTF) to review and recommend sites to be assessed and characterized.
 - Develop and implement effective methods of communicating information about the Brownfield program to the public (website, information sheets, mails, etc.).
 - Consult with prospective private landowners and developers to encourage participation in the program.

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5. **Cleanup and Redevelopment Planning & Remediation/Abatement Management:** 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.
- Concept level redevelopment site plans, etc.

In addition, the 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 negotiations associated with applicable regulatory agencies.

In the instance that a Community-wide Assessment grant is awarded, the Consultant may be required to manage remediation/abatement contractor(s).

6. **Other Brownfield Related Duties:** Other duties that may be required to facilitate a successful program but that have not been anticipated in this call for services.

III. Response Format/Evaluation Criteria

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

A. Experience and Project Team

The response shall include a summary of the following:

- Firm history.
- Description of the firm's organizational structure and the names and experience of key individuals.
- Brownfield grant writing experience and success rate.
- Brownfields grant programmatic experience.
- Summary of the firm's experience providing Brownfield services as described herein.
- Experience working with the EPA Brownfield Program staff.

B. Project Experience & References

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The response shall include at least three (3) specific project descriptions with references for similar services provided by your firm. Provide dates of service, reference name, grantee/company, email address, and phone number.

C. Proposed Methodology

The response shall include a description of how the firm will complete the scope of work described herein.

D. Cost Considerations

The response shall include an hourly fee rate schedule, and will specify a proposed mark-up for subcontractors. Further, please provide descriptions of cost optimization strategies and a summary of likely project costs/fees.

IV. Selection Criteria

The responding firms will be evaluated on the following criteria:

- Grant writing experience and success. (25%)
- Experience of key personnel. (25%)
- Approach and understanding of the scope of work. (25%)
- Community engagement experience. (10%)
- Performance on similar projects (references). (10%)
- Cost considerations. (5%)

Oral presentations to City may be requested, but will not be required for award. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending.

The City will select a single firm under this request for qualifications.

The City 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 email by the City.