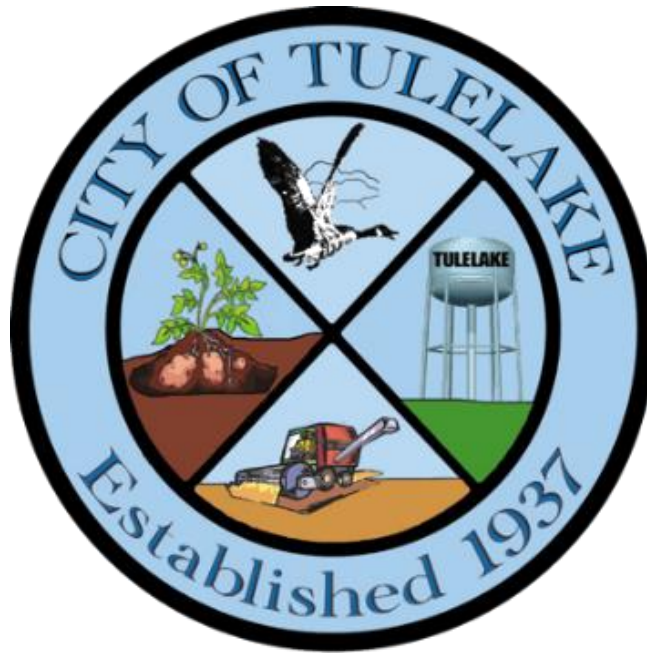


Request for Qualifications for City of Tulelake's Brownfields Program Services



Professional Consulting Brownfields Program Services for
the EPA Community Wide Assessment Grant for a five (5)
year period beginning March 7, 2023 through March 6,
2028

RFQ#: 2023-01

February 2, 2023

Amended February 13, 2023

Request for Qualifications for City of Tulelake's Brownfields Program Services

Submit RFQ electronically or by mail to:

City of Tulelake
Attn: Jenny Coelho
City Hall Administrator
Tulelake, California
P.O. Box 847
Tulelake, CA 96134

Phone: 530-667-5522

info@cityoftulelake.com

RFQ DUE DATE: 4:00 PM, February 23, 2023

RFQ DUE DATE is Amended to 4:00 PM March 2, 2023

Other items amended are notated in red.

Request for Qualifications for City of Tulelake's Brownfields Program Services

I. Introduction

The City of Tulelake, California (City) invites interested parties to submit a Request for Qualifications (RFQ) and experience to provide grant writing, environmental and engineering consulting services, and reuse planning for the City of Tulelake's Brownfields Program Services for the EPA Community Wide Assessment Grant. The resulting contract will be for five years or until the EPA Community Wide Assessment Grant is closed out. The City was awarded this grant in 2022.

The City is looking for firms with documented experience assisting with the development of EPA Assessment, Cleanup, and Brownfields Revolving Loan Fund (BRLF) grant program. The selected consultant must also be qualified to provide grant programmatic assistance, complete environmental assessments, cleanup plans, and reuse plans. The selected consultant will provide support in the identification of potential funding sources for clean-up or reuse and provide services for writing and processing other grant applications stemming from the results of the EPA Community Wide Assessment Grant.

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

- Administer the City's 2022 EPA Community Wide Assessment Grant with all services required of the grant including all reporting.
- Identify and pursue other Brownfields and Economic Development-related funding opportunities stemming directly from the results of the 2022 EPA Community Wide Assessment Grant.
- Facilitate community involvement and keep the Tulelake City Council informed with reports of the Brownfields grant process.
- Execute, or facilitate the execution of all services funded by the 2022 EPA Community Wide Assessment Grant.

There will be no pre-bid meeting. However, questions regarding this RFQ must be submitted in writing to Jenny Coelho, City Hall Administrator at info@cityoftulelake.com by February 13, 2023. **This date has been amended to February 21, 2023.**

One electronic copy of the RFQ shall be emailed to City of Tulelake, Attn; Jenny Coelho, City Hall Administrator by 4:00 PM, February 23, 2023.—**This has been amended to 4:00 PM, March 2, 2023.**

Request for Qualifications for City of Tulelake's Brownfields Program Services

II. Scope of Work

The Scope of Work will comply with EPA Community Wide Assessment grant terms and conditions and the selected Consultant will be expected to perform the following tasks:

1. **Grant Administration:** The Consultant will be asked to take the lead in administration of the grant with input and review by the City. Included in this task is the collection of data, virtual meetings with existing community groups for input of existing site properties and the assistance in the identification of potential properties or areas to be included under the grant. The Consultant will, with the City's assistance and guidance, provide grant management and implement the grant.
2. **Property Identification:** The Consultant will be asked to work with City to identify, develop and refine a database of potential Brownfields properties as well as develop and implement a set of criteria to prioritize the identified properties for evaluation.
3. **Site Assessment Activities:** 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. **Grant Funding Opportunities:** The Consultant will pursue other grant funding opportunities stemming directly from the EPA Community Wide Assessment grant for renovation and/or reuse after assessment of the selected site properties.
5. **Community Involvement Assistance:** 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 Brownfields activities.
 - Conduct public meetings and hearings to solicit community interest and provide educational information.

Request for Qualifications for City of Tulelake's Brownfields Program Services

- Facilitate meetings of a Coalition Brownfields Task Force (CBTF) to review and recommend sites to be assessed and characterized.
 - Develop and implement effective methods of communicating information about the Brownfields program to the public by website, newsletters, social media, email, and regular mail.
 - Consult with prospective private landowners and developers to encourage participation in the program.
6. **Cleanup and Redevelopment Planning & Remediation/Abatement Management:** The Consultant will be asked to complete site-specific cleanup and redevelopment planning documents, including:
- Analysis of Brownfields 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, Revitalization Committee meetings, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiations associated with applicable regulatory agencies and may be required to manage remediation/abatement contractor(s).
7. **Other Brownfields Related Duties:** Other duties that may be required to facilitate a successful Brownfields grant program that have not been anticipated and have not been previously listed.

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 35 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, please submit the RFQ in the following format indicated in the criteria outlined in the categories of A through D below.

A. Experience and Project Team

The response shall include a summary of the following:

- General description of firm, including company organization structure, company size and history, recent experience with EPA Assessment, Cleanup and/or BRLF grant applications, as well as with environmental assessments and developing cleanup and reuse plans for Brownfields;
- Identification of key personnel;
- Brownfields grant writing experience and success rate;
- Brownfields grant programmatic experience;

Request for Qualifications for City of Tulelake's Brownfields Program Services

- Summary of the firm's experience providing Brownfields services as described herein;
- Experience working with the EPA grants and other field related federal or state agency grants;
- Evidence of general liability and professional liability insurance

Request for Qualifications for City of Tulelake's Brownfields Program Services

B. Project Experience & References

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 administration experience and success. (25%)
- Experience of key personnel. (25%)
- Approach and understanding of the scope of work. (25%) - **Amended to (20%)**.
- Community engagement experience with rural communities. (10%)
- Performance on similar projects (references). (10%)
- Cost considerations. (5%) - **Amended to (10%)**.

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. A selection committee made up of two City staff, one City Council member and two community members will review the selection criteria for each RFQ submitted and make a recommendation to the City Council for the selection of the Consultant firm.

The City will select a single firm under this RFQ.

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.