



Request for Qualifications (RFQ) for a Brownfields Qualified Environmental Professional (QEP)

Introduction

Decide DeKalb Development Authority (Decide DeKalb) in DeKalb County, Georgia invites interested parties to submit statements of qualification and experience to provide grant writing, GIS assistance, single audit assistance, environmental and engineering consulting services, and reuse planning for Decide DeKalb's brownfields program. The resulting contract will be for a five-year contract with two (2) two-year options for renewal.

Decide DeKalb was recently awarded a supplemental BRLF (brownfield revolving loan fund) award from the Environmental Protection Agency (EPA) and will be applying for future EPA grants, including the FY 2023 community-wide assessment grant or the FY 2023 assessment coalition grant.

Decide DeKalb is looking for firms with documented experience to assist with single audits and the development and execution of EPA assessment, clean-up, and BRLF grant applications. Relative to the BRLF grant execution, the selected consultant will be qualified to provide grant programmatic and GIS assistance and complete environmental assessments, clean-up planning, and re-use planning activities.

The selected consultant will also provide support in the identification of potential funding sources including identifying and assisting with EPA and Georgia EPD (Georgia Environmental Protection Division) assessment and brownfield clean-up grants. Moving forward, the objectives of Decide DeKalb's brownfields program are to:

- Execute the FY 2022 supplemental BRLF award (complete environmental assessment, programmatic services, cleanup planning, and reuse planning);
- Execute the FY 2023 EPA brownfield community-wide assessment grant or the FY 2023 assessment coalition grant, if either FY 2023 grant is awarded;
- Identify and pursue other brownfield and economic development-related funding opportunities;
- Facilitate community involvement in the brownfields grant process; and
- Execute, or facilitate the execution of, all services funded by future brownfields grants.

There will be no pre-bid meeting.



Scope of work

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

1. **Grant application preparation and administration**

The consultant will be asked to take the lead in the preparation of grant application(s) with input and review by Decide DeKalb and relevant partners. Included in this task is collecting data required for the grant application(s), managing all grant activities to ensure compliance with EPA requirements while achieving Decide DeKalb's objectives, meeting with community groups and coalition and community partners, and assisting in identifying potential properties or areas to be included in application(s). Once grants have been awarded, the consultant will, with Decide DeKalb's assistance and guidance, provide grant management and implement the grant.

2. **Property identification**

The consultant will work with Decide DeKalb to identify 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(s), the consultant will conduct Phase I environmental site assessments (ESAs) and Phase II ESAs. Included in this task is development of the following plans:

- a. Generic quality assurance project plans (QAPPs);
- b. Site-specific quality assurance project plans (SSQAPPs);
- c. Health and safety plans (HASPs); and
- d. BRLF design-phase investigations.

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**

Prior to and following award of the grant(s), the consultant will be asked to support Decide DeKalb in public involvement and community engagement activities to ensure that community concerns are considered and addressed in the assessment planning and execution process of the projects. Activities may include, but may not necessarily be limited to, the following:



- a. Developing a community engagement plan to detail a strategy for involving the community in brownfield activities;
- b. Conducting public meetings and hearings to solicit community interest and to provide educational information;
- c. Facilitating meetings of a brownfields task force (BTF) to review and recommend sites to be assessed and characterized;
- d. Developing and implementing effective methods of communicating information about the brownfields program to the public (website, information sheets, mails, etc.); and
- e. Consulting with prospective private landowners and developers to encourage participation in the program.

5. Clean-up and reuse planning

The consultant will be asked to complete site-specific clean-up and reuse planning documents, including:

- a. BRLF guidance and programmatic templates;
- b. Analysis of brownfields cleanup alternatives (ABCAs);
- c. Site remediation work plans; and
- d. Concept level redevelopment site plans, etc.

6. Single tax audits

Assist Decide DeKalb with seasonal, single tax audits. The assistance includes answering questions to complete the annual audits.

7. Other brownfields-related duties

Other duties that may be required to facilitate a successful program but that have not been anticipated in this call for services.

Response format and evaluation criteria

Statements of qualifications and experience shall be submitted to Jen Hagler (jhagler@decidedekalb.com) and include the following:

1. Experience and capacity

- a. History of the firm's experience providing brownfields services;
- b. Brownfields grant application and administration experience and capacity;
- c. Brownfields project experience;



- d. 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 the Georgia Environmental Protection Division;
- e. How the firm will complete the scope of work; and
- f. Disclosure of any potential conflicts of interest.

2. References

Responses should include at least three (3) references for similar services that were provided for previous clients within the last 12 months. Please include name of the previous clients, contact information of the main point of contact, and the scope of work.

3. Cost considerations

Responses shall include an hourly fee rate schedule, and will specify a proposed mark-up for subcontractors. Further, please provide descriptions of cost optimization strategies.

Selection criteria and process

Responding firms will be evaluated by a selection committee and ranked based on the scope of work and the following criteria:

- Experience and ability to complete the scope of work in accordance with applicable federal, state, and local laws, regulations, policies, and guidelines;
- Demonstration of brownfields experience, including successful grant writing and administration and the ability to work with EPA and the Georgia Environmental Protection Division;
- Approach and understanding of the scope of work;
- Proven track record of community engagement
- Environmental assessment experience;
- Quality of performance on similar projects;
- Participation of small, minority-, women-, and veteran-owned businesses; and
- Cost considerations.



Submission process

Please read each section carefully for information regarding the proposal and submittal instructions. The point of contract for this RFQ is Jen Hagler (jhagler@decidedekalb.com). Please reference this RFQ as 'Brownfields QEP RFQ' in the subject line of all emails. Submissions should be no more than 25 pages total. Consultants shall have no contact related to this project with Decide DeKalb during the RFQ process other than with the point of contact for questions and clarifications. All submissions are due as emails with PDFs or electronic links with all proposal documents and materials. Qualifications are due by Wednesday, 31 August 2022 at 5p ET.

All submittals shall become property of Decide DeKalb. Late submittals will not be accepted.

Key dates (Decide DeKalb retains the right to adjust the timeline as necessary without prior notice)

- Friday, 26 August 2022: Written questions for clarifications are due by 5p ET
- Monday, 29 August 2022: Answers are posted on Decide DeKalb's website by 5p ET
- Wednesday, 31 August 2022: Qualifications are due by 5p ET
- Tuesday, 03 January 2023: Projected start date

******* PLEASE ALSO READ THE ADDENDUM AND QUESTIONS AND ANSWERS *******