

# 79<sup>th</sup> Street Corridor Neighborhood Initiative, Inc.

## REQUEST FOR QUALIFICATIONS

### For Implementation and Support of US EPA Brownfields Community-Wide Assessment Grant

#### **Purpose:**

The 79<sup>th</sup> Street Corridor Neighborhood Initiative (Grantee), through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to provide environmental and engineering consulting services in support of its Brownfields program. The Grantee is looking for firms with documented experience providing Brownfields grant-related consulting services. The project objectives include supporting a successful Brownfields program by assisting the Grantee with development and implementation of future grants.

#### **Scope of Work:**

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

1. Site Characterization and Assessment Activities: Conduct Environmental Site Assessments (ESAs), as well as prepare cleanup plans. Included in this task are the following:
  - Generic and site-specific Quality Assurance Project Plans (QAPPs);
  - Health and Safety Plans (HASPs); and
  - Phase I and Phase II ESAs

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

2. 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:
  - Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in the brownfields project;
  - Conducting and/or participating in public meetings and hearings to solicit community interest and provide educational information;
  - Developing and implementing effective methods of communicating information about the brownfields program to the public; and
  - Communicating with prospective private landowners and other key parties to encourage participation in the program.
3. Clean-up and Development/Re-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, the 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 with the Florida Department of Environmental Protection (FDEP).

4. 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 the Grantee and applicable regulatory agencies (primarily EPA and FDEP); participating in kick-off and weekly/monthly meetings; entering property specific information into the EPA's Assessment, Cleanup, and Redevelopment Exchange System (ACRES); and assisting with the completion of final reports for grant close-out.
5. Other Brownfield Related Duties may be required for a successful program, but have not been anticipated in this RFQ.

### **Response Format/Evaluation Criteria:**

The Statement of Qualifications submittal shall be no longer than 15 pages (including organizational chart and rate sheet) 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 with 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 the USEPA and FDEP; and
  - Disclosure of any potential conflicts of interest.

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. Please include hourly Rates for Engineers, Technicians and Specialists and other staff potentially involved.

2. Other Information: Please provide additional information relevant to why your firm should be selected.
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 name, company, email address and phone number. Also include a description of the services and key personnel that were involved in the project.

### **Selection Criteria:**

- 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 Florida brownfields experience including the ability to work cooperatively with USEPA Region 4 and FDEP;
- EPA Brownfield grant writing capabilities and success in securing brownfield funding for communities in Florida and EPA Region 4;
- Quality of performance on brownfields projects

The Grantee reserves the right to award this opportunity based on the initial Statement of Qualifications response to RFQ without oral presentations; with selection of one firm to negotiate a contract for the proposed scope

**Submittal Requirements:**

Statements of Qualifications will be evaluated based on the consultant's response to all relevant criteria stated in this RFQ. The Grantee reserves the right to reject and/or honor any and all submittals at its discretion.

If for any reason, the selected consultant and Grantee are unable to reach a final agreement, the Grantee reserves the right to negotiate a final agreement with another finalist who has the next most viable proposal and so on until an agreement can be reached with the finalist.

Please submit all questions regarding this solicitation via email to:

Ron Butler  
Executive Director  
79thstreet@gmail.com

The tentative schedule for completion of this request for qualifications is as follows:

- July 1, 2021: Formal announcement date for RFQ.
- July 16, 2021 by 4:00 p.m.: Deadline for submittal of proposals.
- July 23, 2021: Notification of award.

As listed above, proposals are due and must be received by the Grantee's office on or before July 16, 2021, 4:00 p.m. EST via email at: [79thstreet@gmail.com](mailto:79thstreet@gmail.com)

Proposals received after the deadline will not be considered.

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the Grantee, the Proposer shall furnish a written affirmative action plan.

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