TRIANGLE J COUNCIL OF GOVERNMENTS

REQUEST FOR QUALIFICATIONS
FOR PROFESSIONAL CONSULTING SERVICES

BROWNFIELD ASSESSMENT GRANT WRITING
& IMPLEMENTATION SERVICES

Response Due Date: September 9, 2020

General Information

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INTRODUCTION

The Triangle J Council of Governments (TJCOG), in partnership with the Triangle J Regional Brownfields Consortium (the Consortium), invites interested parties to submit Statements of Qualification (SOQ) to provide grant application assistance, project management, environmental inventory assessment, and public information and outreach services related to the U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant competition for Fiscal Year 2021 (FY2021). TJCOG is looking for firms with documented experience writing grant applications and providing the Brownfields-related consulting services associated with projects funded by these EPA grants.

BACKGROUND

In July 2019, TJCOG launched the Triangle J Regional Brownfields Consortium (the Consortium) to assist municipalities better leverage Brownfields redevelopment as an economic development and revitalization tool for their communities. The Consortium members currently represent four municipalities – the Towns of Fuquay-Varina, Garner, Wake Forest, and Wendell. Additional members may be added at the discretion of the Consortium.

SCOPE OF SERVICES

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

1. Property Identification and Inventory: Work with TJCOG staff and the Consortium 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.

2. Grant Application: Assist TJCOG and the Consortium in writing and submitting an FY2021 Brownfields Assessment Coalition Grant application to the EPA. Typical tasks include guidance or collaboration on the collection of data required for the grant applications and taking the lead role in writing and submitting the applications. There will be no fee paid to the Consultant for initial grant application services and future payment is contingent upon the successful award of grant funding.

3. Site Characterization and Assessment Activities: Conduct Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of cleanup plans. Included in this Work Order is development of the following plans and reports:
   - Generic Quality Assurance Project Plan (QAPP);
   - Site specific QAPPs;
   - Health and Safety Plans (HASP);
   - Sampling and Analysis Plans (SAPs); and
   - Phase I and Phase II ESA site investigation reports.

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

4. 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.
5. **Cleanup and 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 and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the North Carolina Department of Environmental Quality (NCDEQ).

6. **Grant Writing Assistance:** If requested, assist in writing applications for additional assessment and cleanup grants, after initial grant application. This may include, but not necessarily be limited to, Multipurpose, Assessment, and Cleanup Grants. If the Consultant is successful and TJCOG is awarded the grant, then additional services may be negotiated with the Consultant under this RFQ.

7. **Cleanup and Remediation Activities:** If TJCOG is successful in obtaining a Cleanup Grant, the Consultant may be asked to complete cleanup and remediation of selected Brownfield properties in accordance with the NCDEQ Inactive Hazardous Sites Branch voluntary remediation program (IHSB) requirements, other NCDEQ agency requirements, and/or EPA requirements. Activities may include the preparation of a QAPP and HASP, securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordinating, and overseeing site remediation activities, and/or completing the site remediation activities.

8. **Grant Administration:** If a grant is awarded, work directly with TJCOG, who will lead comprehensive grant administration, to ensure successful competition of activities including, but not limited to: preparing quarterly reports; preparing reimbursement requests; regular communication with applicable regulatory agencies (primarily EPA and NCDEQ); coordinating kick-off and weekly/monthly meetings; entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES); and completing the final report for grant close out.

9. **Other Brownfields Related Duties:** Conducting and completing other duties that may be required for a successful program but that have not been anticipated in this RFQ.

**TYPE OF CONTRACT & CONTRACT TERM**

TJCOG prefers to award a contract to one full-service firm to serve as a partner in achieving the goals of preparing a successful EPA grant application for Brownfield Assessment Coalition funding, followed by successful and effective implementation of the resulting grant, subject to the requirements of an approved EPA Cooperative Agreement (CA) and Work Plan to be completed following award. The contract period will extend from the beginning of the grant writing phase, through the end of the three-year project period associated with the regional Brownfields Assessment Coalition Grant and may be extended at the discretion of TJCOG if additional grant funds are obtained. The successful Consultant will prepare the grant application at its own risk and at no cost to TJCOG. The contract period will coincide with the grant application period.

If TJCOG is awarded a grant, a second contract will be awarded to the same firm to implement the resulting EPA Cooperative Agreement (CA) and Work Plan, under the direction of TJCOG and the Consortium. The implementation contract will be consistent with the terms and conditions of the Work Plan provided by the EPA after grant award. The contract period will coincide with the grant implementation period. For implementation of any successful grants it is assumed that the work will be specified and completed in accordance within the budget developed as part of the grant and subsequent work plan as approved by TJCOG, the Consortium, and EPA.
PROPOSAL REQUIREMENTS

Consultants are asked to submit concise proposals describing their capacity to manage projects and their experience with similar projects. The proposals should include a clear outline of how the firm would help TJCOG in preparing a successful grant application and meeting the requirements of the EPA Brownfields Assessment Coalition Grant, should TJCOG be awarded. Consideration should be given to the tasks, budget details, community outreach, and participation.

Proposals should be prepared on standard size paper and limited to twelve (12) single sided pages, exclusive of resumes. Charts and spreadsheets may be larger. Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

1. **Business Organization**: This section shall include the firm’s name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included. If subcontractors/subconsultants are being utilized, similar information should be included for all subcontracted firms.

2. **Management Outline and Project Approach**: A description of the project and how the consulting firm will first prepare a successful application on behalf of TJCOG and the Consortium, and then manage and implement the resulting EPA Brownfields Assessment Coalition Grant and any related activities shall be provided. This section shall include the applicant’s approach to community outreach activities, planning, organization, and management. Based on past experience, an estimate as to the number of Phase I, Phase II, and response action plans that would be completed as part of the grant should be included. Each consulting firm shall provide a list of proposed key personnel.

3. **Experience and Capabilities**: The relevant management and technical experience and capabilities of the consulting firm shall be defined with respect to the following activities: project experience of key personnel, regulatory and scientific/technical knowledge, representative project descriptions, and other pertinent information. Samples of Brownfield site inventories, Phase I and Phase II ESAs, remedial action plans and reports are expected as part of the proposal.

4. **Anticipated Schedule**: The proposer shall provide a realistic anticipated timeline with subtasks for Project completion within the scope of the original contract.

SELECTION CRITERIA

TJCOG will review the proposals with the following criteria in mind:

- Experience and ability to complete the work;
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with EPA and NCDEQ;
- Approach and understanding of the scope of work;
- Proven track record of community engagement;
- Environmental assessment experience;
- Quality of performance on Brownfields projects; and
- Participation of small, minority, woman, veteran, and locally owned businesses.

TJCOG reserves the right to obtain clarification of any point in a Proposer’s proposal or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be in writing.
or email, and a response shall be provided within 2 business days. TJCOG reserves the right to reject any and all responses. Firms not selected will be notified in writing by 30 days after the due date.

**RFQ SCHEDULE**

The following timeline contains the anticipated dates of major milestones related to this RFQ:

- **Formal announcement date for RFQ:** August 28, 2020
- **Deadline for submittal of proposals:** September 9, 2020
- **Notification of award:** September 15, 2020
- **Deadline for EPA grant application submittal:** October 28, 2020
- **Grant implementation:** Subject to grant application approval by EPA

**RFQ SUBMITTAL PROCEDURES**

Submissions: Responses to the RFQ should be submitted through email in PDF format to k huston@tjcog.org, and if desired one hard copy to the TJCOG office on or before September 9, 2020 at the following address:

Triangle J Council of Governments  
Attn: Kaley Huston  
4307 Emperor Boulevard, Suite 110  
Durham, North Carolina 27701

Interviews: Some respondents may be invited for an interview to clarify the content of their RFQ response.

Inquiries: Please submit any RFQ questions via email to Kaley Huston at khuston@tjcog.org; other contact outside of the RFQ submittal requirements or questions is discouraged.

**REVIEW & SELECTION**

Responses to this RFQ will be reviewed following a qualifications-based selection process with firm’s proposals being evaluated from a qualifications standpoint. TJCOG will then negotiate the services of completing the grant application and scope of services for implementation, if the grant is awarded with the top qualified firm following the evaluation process.

If TJCOG, for any reason, is unable to reach a final agreement with the finalist, TJCOG then reserves the right to reject such finalist and 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.

Proposals are to be sealed in an envelope/box or emailed and labeled as: Brownfield Assessment Grant Writing & Implementation Services – RFQ.

**NOTIFICATION OF AWARD**

TJCOG plans to select a consultant by approximately September 15, 2020.

**EMPLOYMENT EQUAL OPPORTUNITY PROVISIONS**

During the performance of this Contract, the Consultant agrees as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall take
affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth these provisions.

2. The Consultant shall in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

3. The Consultant shall send a copy of the EEO provisions to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding.

4. In the event of the Consultant's noncompliance with these EEO provisions, TJCOG may cancel, terminate, or suspend this contract, in whole or in part, and TJCOG may declare the Consultant ineligible for further TJCOG contracts.

5. The Consultant shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that these EEO provisions will be binding upon such subcontractors and vendors.

**NONDISCRIMINATION PROVISION**

TJCOG opposes discrimination on the basis of race and sex and urges all of its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under TJCOG contracts.