

Request for Qualifications

Union County, Florida

Brownfields Program

Professional Consulting Services

Request for Qualifications

Submit to:

James Williams, County Coordinator

15 Northeast 1st Street

Lake Butler, Florida 32054

I. Introduction

The Union County has received a Fiscal Year 2022 Brownfields Assessment Grant from the U.S. Environmental Protection Agency (EPA). The Union County Board of Commissioners invites interested parties to submit statements of qualification to provide environmental and engineering consulting services for the development administration and implementation of Union County's FY22 Brownfields Assessment Grant.

At 249 square miles, Union County is the smallest County in Florida. Our County is in North-Central Florida situated between Jacksonville, Gainesville, and Tallahassee. The focus of the Brownfields Assessment Grant includes the City of Lake Butler, Worthington Springs, and the dumpsite/Old James Facility property. Additional target areas and sites may be identified during the implementation of the grant.

Union County is seeking to retain a firm or team with documented experience providing:

- Administration and implementation of EPA programs
- Grant programmatic assistance
- Phase I & II Environmental Site Assessments (ESA)
- Cleanup planning and remediation design
- Community engagement support
- Other services related to supporting and/or implementing EPA Brownfields Assessment and Cleanup Grants
- Grant writing services.

The resulting contract will be for the duration of four years. Union County may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY22 Brownfields Assessment Grant or future EPA grants awarded to Union County within this four-year period.

The selected consultant will provide support for the following objectives:

- Assist the Union County with administration, implementation, and management of the FY22 Brownfields Assessment Grant and Grant Program
- Identify and pursue future funding and resources to address brownfield sites and assist the Union County with grant writing for future EPA Brownfields Grants

- Support community engagement efforts lead the Union County
- Leverage state brownfields program benefits
- Assist the Union County in a redevelopment plan for brownfield properties

Statements of Qualifications are due no later than 2:00 p.m. EST, on December 16th. Submissions may be hand delivered to the Union County or sent by US Mail or private courier.

Note: Questions regarding this RFQ must be submitted in writing to jwilliams@unioncounty-fl.gov. no later than close of business by December 1st

II. Scope of Work

All work performed by the selected firm 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 Administration:** the consultant will, under the Union County's leadership, provide grant management and implement the grant project.
- 2. Site Characterization and Assessment Activities:** As part of the work, the consultant will be asked to complete Phase I and Phase II Environmental Site Assessments reports. Included in this task is development of the following plans:
 - a. Generic Quality Assurance Project Plan (QAPP)
 - b. Site specific Quality Assurance Project Plans (SS-QAPPs)
 - c. Health and Safety Plans (HASP)
 - d. Site investigation reports
- 3. Community Involvement Assistance:** The consultant will be asked to support the Union County in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment planning and execution of the projects. The following activities may be included:
 - a. Develop a community engagement plan that details a strategy for involving the community in brownfields-related activities
 - b. Conduct public meetings and hearings to solicit community interest and provide educational information
 - c. Develop and implement effective methods of communication information about the Brownfields Program to the public (website,

information sheets, mailings, etc.)

- d. Meet with land owners, developers and any other stake holders interested in Brownfields development/reuse.

4. **Cleanup and Development Planning:** The Consultant will be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfields Cleanup Alternatives (ABCA), site remediation work plans, conceptual 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 regarding the redevelopment of specific properties. The Consultant may also assist in the negotiation of brownfield agreements with the state regulatory agency.
5. **Other Brownfield Related Duties:** Other duties may be required for a successful program, but have not been anticipated in this call for services.

III. Response Format/Evaluation Criteria

One (1) original and four (6) copies of the statements of qualifications and experience shall be submitted in addition to one electronic copy on flash drive. The submittal shall include a cover letter, not to exceed two pages and not considered part of the narrative.

The proposal shall be no longer than 60 pages and shall include the information outlined below, excluding any required forms. Required forms will not be required in the referenced page count.

To ensure fair and equitable evaluation, proposals must be organized into the following separate sections.

1.0 Experience and Capacity

The response shall include a summary of the following:

- History of the firm's experience providing Brownfields services as described herein
- Grant programmatic experience/capacity
- Project approach
- Redevelopment/reuse planning and community involvement activities related to brownfield sites
- Documented experience working with Federal and State regulatory agencies
- Knowledge and expertise pertaining to grant writing
- Description of the firm's organizational structure and the names and experience

of key individuals who will be involved (the response shall include an organization chart)

- Disclosure of any potential conflicts of interest
- Documentation of insurance
- Grant writing experience

2.0 References

The response shall include at least four (4) references for similar services 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 provided.

3.0 Proposed Methodology

A description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by you firm. Finally, include a concise statement of why your firm should be selected by Union County BOCC.

IV. Selection Criteria

The responding firms will be evaluated by the BOCC on the following criteria:

- Experience and ability of firm to complete the work (20%)
- Demonstrated experience in addressing brownfield sites, including a demonstrated ability to work with applicable Federal and State agencies. (15%)
- Demonstrated experience in successful grant writing for brownfields-related projects (5%)
- Approach and understanding of the scope of work (20%)
- Proven track record of community engagement (10%)
- Experience of key personnel (10%)
- Quality of past performance on brownfield projects (20%)

Oral presentations to the Union County BOCC may be requested. Union County BOCC reserves the right to award this opportunity based on the initial RFQ response without oral presentations. The Union County BOCC will only select one firm under this request for qualifications.

Firms not selected will be notified in writing by the Union County BOCC.