

**REQUEST FOR QUALIFICATIONS**

**FOR**

**PROFESSIONAL CONSULTING SERVICES  
BROWNFIELD ASSESSMENT GRANT WRITING & IMPLEMENTATION SERVICES  
U.S. EPA BROWNFIELD GRANT APPLICATION**

**Issued by the Marion-Ralls Regional Port Authority**

**Responses Due By:  
3:00 PM Wednesday, August 27, 2021  
Marion-Ralls Regional Port Authority  
c/o Hannibal Regional Economic Development Council  
3817 McMasters Ave Suite D  
Hannibal, MO 63401  
573-221-1033  
[director@hredc.com](mailto:director@hredc.com)**

## **1. GENERAL INFORMATION**

### **1.1 Purpose of this Request for Qualifications**

The Marion-Ralls Regional Port Authority (Authority), through this Request for Qualifications (RFQ), is seeking a qualified environmental professional consulting firm to provide grant application assistance, project management, environmental inventory and assessment, public information and outreach, and cleanup and site reuse planning services related to United States Environmental Protection Agency (EPA) Brownfields Assessment Grant, including but not limited to applications for the U.S. EPA Coalition Assessment Grant as part of the US EPA Brownfields Grant competition for Fiscal Year 2023 (FY 2023). The Authority is seeking qualified firms to assist in grant application preparation and then implementation of the successful grant awarded to the Authority.

The purpose of the U.S. EPA Brownfields Assessment Grant will be to conduct an analysis and inventory of potentially contaminated sites along with Phase I and Phase II environmental site assessments (ESAs) at brownfield sites located within Marion County and Ralls County, Missouri as part of efforts to spur redevelopment and reuse at these sites. The objectives of the Authority may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on the future availability of funding.

The intent of this RFQ is to comply with the Authority and U.S. EPA federal qualifications based procurement requirements specified in 40 CFR 200.317-326. The Authority reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the Authority's best interest. Furthermore, the Authority reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions, and specifications of this request and/or contract.

### **1.2 Background Information**

Marion and Ralls Counties located in Northeast Missouri along the Mississippi River. The area has a population of 38,889. The Authority exists to grow the economy of Marion and Ralls Counties through promoting transportation, logistics, and revitalizations. The Authority's statutory jurisdiction allows it to issue bonds, acquire land, and enter into contracts to develop that land.

### **1.3 Type of Contract and Contract Term**

The Authority prefers to award a contract to one full-service firm to serve as a partner in achieving the goals of preparing a successful U.S. EPA Brownfields Assessment grant application, followed by successful and effective implementation of the resulting grant, subject to the requirements of an approved U.S. 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 3-year project period associated with the coalition Brownfields Assessment Grant and may be extended at the discretion of the Authority if additional grant funds are obtained. The successful consultant will prepare the grant application at its own risk and at no cost to the Authority. The contract period will coincide with the grant application period.

If the Authority is awarded a grant, a second contract will be awarded to the same firm to implement the resulting U.S. EPA CA(s) and Work Plan(s), under the direction of the Authority. The implementation contract will be consistent with the terms and conditions of the Cooperative Agreement provided by the

U.S. EPA after the grant award. The contract period will generally coincide with the grant implementation period.

For implementation of any successful grants, it is assumed that the work will be specific and completed in accordance with the budget developed as part of the grant and subsequent work plan as approved by the Authority and the U.S. EPA. It is assumed that since the EPA Brownfields Assessment Grants are 100% federally funded, the Authority would not incur any out-of-pocket expenses. The intent of the Authority is to take the grant award monies as far as they will go minus a portion of the grant that may be awarded to the Authority for oversight/administration, and community outreach/site inventory. The Authority will negotiate, with approval by the U.S. EPA, the final budget with the successful consultant following U.S. EPA grant award and when CA(s) and Work Plan(s) are completed.

#### **1.4 Payment Procedures**

Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by the Authority and the U.S. EPA.

## **2. TECHNICAL SPECIFICATIONS**

### **2.1 Activities Funded Under this Request for Qualifications**

This RFQ is to solicit for a qualified consultant who is expected to provide a wide range of services to the Authority for the application and implementation of the U.S. EPA Brownfields Assessment Grant. The successful consultant is expected to perform many tasks including, but not limited to, the following:

- Complete all necessary research and analysis required to submit a completed grant application for the U.S. EPA Brownfields Assessment Grant (estimated \$600,000) for FY 2023, including writing the narrative for the grant application from information provided by the Authority and obtained from other information sources.
- Assist the Authority with soliciting letters of support as defined in the FY23 Guidelines for Brownfields Assessment Grants Request for Applications (RFA).
- Assemble the final application and work with the Authority on submittal to the U.S. EPA.
- Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
- Conduct and oversee site assessment studies and prepare appropriate technical reports required by the U.S. EPA and Missouri Department of Natural Resources electronic format.
- Field investigations including sample collection and laboratory analysis.
- Interviews with property owners and/or neighboring property owners.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations.
- Delivery to the Authority completed Phase I and Phase II ESA reports, site investigations reports, response action plans, and other environmental report or plans required under applicable Missouri environmental regulations.
- Project management, implementation, and/or technical oversight.
- Professional advice regarding environmental issues associated with land reuse/redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings of the Authority and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Provide monthly status reports to the Authority.

- Assist with conductance of inventory of brownfields sites.
- Develop preliminary budget, financing options and implementation plan for cleanup/reuse.
- Complete contaminant characterizations and risk assessments as determined necessary following Phase II activities (as funds allow).
- Involve public and private opportunities for citizen participation throughout all phases of the project.
- Comprehensive community outreach program and public participation program.
- Implement site specific cleanup or remediation (if future funding becomes available through this or another grant funded program).

## **2.2 Project Budget**

The total budget for a U.S. EPA Brownfield Coalition Assessment Grant is typically \$600,000. The Authority and the successful consultant will develop budgets for assessment activities at individual sites as the project progresses and as specific priority sites are identified for assessment. The budget for any future related grants executed under this contract will be negotiated with the consultant if and when such funding becomes available. It will be the Authority's option whether or not to utilize this contract for future brownfields grants beyond the initial U.S. EPA assessment grant application and implementation projects.

## **2.3 Project Management**

The successful consultant, under the direction from the Authority will:

1. Work with the Authority in preparing and submitting the assessment grant application.
2. Refine work plan tasks in conjunction with the Authority for the successful grant(s).
3. Implement successful grant(s) per the approved work plan.
4. Facilitate community outreach activities as needed to enhance the grant application.
5. Coordinate project activities with U.S. EPA Region 7 staff for U.S. EPA grant(s).

## **2.4 Preparation of Work Plans**

Consultant's work will be governed by the Authority.

1. Upon award and updated throughout the project as appropriate, the consultant shall refine the scope of work and provide a project work plan arranged in logical work tasks, including subcontractors to be used by the consultant and identification of their project roles.
2. A detailed budget for each major task and subtask, to include estimates of a time-phased project schedule listing major tasks, target dates, and delivery of work products.

## **2.5 Reporting Requirements**

The following reports shall be prepared by the consultant and submitted to the Authority for approval:

1. Monthly status reports describing the project progress including financials.
2. Quarterly and annual financial and progress reports required under the U.S. EPA grants.
3. Submittal and updating information on assessed sites on the U.S. EPA ACRS reporting system.
4. Draft and final work plans (as applicable by work assignment).
5. Technical memoranda.
6. Any and all grant reports as required by the U.S. EPA and other deliverables as may be required by other federal and/or State of Missouri agencies, and the Authority.

### 3. PROPOSAL REQUIREMENTS

#### 3.1 General Expectations

Consultants are asked to submit concise proposals describing their capacity to manage projects and their experience with similar projects. The proposal should include a clear outline of how the firm will help the Authority in preparing a successful grant application and meeting the requirements of the U.S. EPA Brownfields Assessment Grant, should the Authority be awarded. Samples of brownfield site inventories, Phase I and Phase II environmental site assessments, remedial action plans, and reports are expected as part of your proposal. Consideration should be given to the tasks, budget details, community outreach and participation.

#### 3.2 Proposals

Proposals should be prepared on standard size paper (8.5x11) and limited to ten (10) 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:

**Business Organization:** This section shall include the firm's name, area of expertise, a brief history of the firm, size, office locations, and business address. 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.

**Management Outline and Project Approach:** A description of the project and how the consulting firm will first prepare a successful application on behalf of the Authority, and then manage and implement the resulting U.S. EPA Brownfields Assessment 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.

**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.

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

All representatives project descriptions provided shall include the location of project, the name and phone number of a knowledgeable contact person, and other pertinent information. The Authority may contact said persons to check on past performance records.

The selected consultant will be required to assume responsibility for all services offered in the proposal, including any service provided by subcontractors. Further, the Authority will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges

resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract. If the consultant is using subcontractors, previous projects on which the two firms have worked together should be noted.

The Authority will review the proposals with the following criteria in mind: expertise (in particular, expertise in successfully securing funding), brownfields experience, project approach, familiarity with local communities, ability to facilitate public outreach activities, the ability to provide comprehensive and creative environmental services, and cost. The Authority reserves the right to accept or reject any and all proposals on any basis it deems appropriate at its sole discretion.

### **3.3 Scope of Services**

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

1. *Property Identification and Inventory*: Work with the Authority staff and Coalition 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 the Authority in writing and submitting a FY2023 Brownfields Coalition Assessment Grant application to the U.S. 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 Characterizations and Assessment Activities*: Conduct Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of cleanup and redevelopment plans. Included in this Work Order is the development of the following plans and reports:
  - a. Generic Quality Assurance Project Plan (QAPP);
  - b. Site specific QAPPs;
  - c. Health and Safety Plans (HASP);
  - d. Sampling and Analysis Plans (SAPs); and
  - e. 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 the community concerns are considered and addressed in the assessment, planning, and execution of the project.
5. *Site Cleanup and Site Redevelopment 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 general redevelopment options. The consultant may also assist in the negotiation of voluntary cleanup with the Missouri Department of Natural Resources (DNR).
6. *Grant Writing Assistance*: If requested, assist in writing applications for additional assessment and/or cleanup grants, after initial grant application. This may include, but not necessary be limited to, Multipurpose, Assessment, Cleanup and/or Revolving Loan Fund Grants. If the consultant is successful and the Authority is awarded the grant, then additional services may be negotiated with the consultant under this RFQ.

7. Cleanup and Remediation Activities: If the Authority 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 DNR's Brownfields Voluntary Cleanup Program requirements, other DNR 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 the Authority, who will lead comprehensive grant administration, to ensure successful competition of activities including, but not limited to: preparing monthly status reports; preparing quarterly reports; preparing reimbursement requests; regular communication with applicable regulatory agencies (primarily EPA and DNR); coordinating kick-off and meetings; entering property specific information into EPA ACRES stie; 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.

### 3.4 Terms and Conditions

The process of selecting organizations to provide consultation services for the Authority's benefit programs requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made.

1. The Marion-Ralls Regional Port Authority reserves the right to reject any all proposals, portions thereof, and/or all submissions without stated cause. The Authority reserves the right to re-issue any RFQ, and whether or not to utilize the contract for this grant for future projects funded by U.S. EPA or other brownfields grants. The Authority the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.
2. This RFQ does not commit the Marion-Ralls Regional Port Authority to award a contract, defray any cost incurred in the preparation of a response to this RFQ, or contract for any services. All submitted responses to this RFQ become the property of the Marion-Ralls Regional Port Authority as public records. All submissions may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
3. By accepting this RFQ and/or submitting a response thereto, each responding party agrees for itself, its successor and assigns to hold Marion-Ralls Regional Port Authority, Hannibal Regional Economic Development Council and its affiliated entities, Marion County, Ralls County, the City of Hannibal, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFQ. Submission of Responses to be considered, submissions must be received no later than Wednesday, August 4, 2021, at 3:00 PM CST. Questions about this RFQ should be emailed to [director@hredc.com](mailto:director@hredc.com).

6. Upon selection of a finalist, the Authority by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the Authority, for any reason, is unable to reach a final agreement with this finalist the Authority then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The Authority may also elect to reject all proposals and re-issue a new RFQ. Clarification of proposals: The Authority 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.
7. The Authority is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the Authority. The Authority reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interest of the Authority. The Authority reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

### **3.5 Selection Criteria**

The Authority 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 Missouri DNR;
- 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.

The Authority 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. The Authority reserves the right to reject any and all responses. Firms not selected will be notified in writing by 30 days after the due date.

### **3.6 Public Information**

Information supplied by the Proposer to the Authority is subject to the Missouri Sunshine Law Open Meetings and Records Law. Such information shall become public unless it falls within one of the exceptions in the statute. If the Proposer believes any information which is not public will be supplied in the response to this RFQ, the Proposer shall take reasonable steps to identify for the Authority what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the Authority will treat the information as public and release it upon request. In addition, the Authority reserves the right to make the final determination of whether data identified by the proposer as not public falls within the exceptions within the statute.



### 3.7 RFQ Time Schedule

Tentative timeline for completion of this request for qualifications is outlined below.

1. July 12, 2021: Formal announcement date for RFQ.
2. August 27, 2021 by 3:00 p.m.: Deadline for submittal of proposals.
3. September 10, 2021: Notification of award.
4. November 12, 2021: Grant application shall be completed and submitted to the Marion-Ralls Regional Port Authority for review at least seven (7) calendar days prior to the FY 2023 U.S. EPA Brownfields Assessment Grant deadline.
5. November 30, 2021: Assist the Marion-Ralls Regional Port Authority with grant submittal.
6. Grant implementation subject to the grant application awarded by the U.S. EPA.

Proposals are due and must be received in the Marion-Ralls Regional Port Authority's office on or before August 27, 2021 by 3:00 PM (CT) at the following address:

Marion-Ralls Regional Port Authority  
c/o Hannibal Regional Economic Development Council  
3817 McMasters Avenue Suite D  
Hannibal, MO 63401

Or via email at: [director@hredc.com](mailto:director@hredc.com)

Proposals will be reviewed following a qualifications-based selection process with firm's proposals being evaluated from a qualifications standpoint. The Authority 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 the Authority, for any reason, is unable to reach a final agreement with the finalist, the Authority 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: **Brownfields Assessment Grant Writing & Implementation Services, U.S. EPA Brownfield Grant Application Project – RFQ.**

### 3.8 Notification of Award

The Authority plans to select a consultant by approximately September 10, 2021.

### 3.9 Number of Proposals to Submit; Deadline, Mail, Email, and Hand Delivery Addresses

#### In the case of mail or hand delivery:

One (1) original and one (1) electronic copy of the proposal must be submitted by 3:00 p.m. CST on August 27, 2021.

The mailing and hand delivery address is:

#### In case of email delivery:

One (1) electronic copy of the proposal must be received by 3:00 p.m. CST on August 27, 2021.

The email address is:

### **3.10 Late Proposals**

Proposals received after the deadline will not be considered.

## **4 VENDOR REQUIREMENTS**

### **4.1 Contracting With Disadvantaged Business Enterprises**

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The Authority will ensure, to the fullest extent possible, that at least the U.S. EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedule which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

### **4.2 Equal Employment Opportunity**

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 Authority, the Proposer shall furnish a written affirmative action plan.