

Request for Qualifications (RFQ)

Environmental Consulting Services

Great Falls Development Authority

01/17/23

Introduction

In May 2021, the United States Environmental Protection Agency (EPA) awarded a Brownfields Revolving Loan Fund (RLF) Grant to the Great Falls Development Authority, Inc. (GFDA).

This is a Request for Qualifications (RFQ) issued by GFDA. The intent of this RFQ is to request technical qualifications from qualified environmental consulting firms (Respondents) interested in providing environmental oversight services to the GFDA. The GFDA plans to qualify one or more Respondent(s) that meet the threshold and selection criteria outlined in this RFQ.

The RFQ is open to all environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

Upon receipt, all RFQ submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the GFDA will assess each Respondent's qualifications based upon the selection criteria. Responses that meet the threshold and selection criteria set forth below will be evaluated to satisfy the GFDA's expectation of conducting the work.

Once the selection committee has reviewed all Respondent proposals, two or more may be selected for a video or in person interview with the selection committee.

Background

The GFDA has received a Brownfields RLF grant from the Environmental Protection Agency to support remediation efforts (e.g. loans or subgrants to communities for cleanup planning and remediation) of sites affected by petroleum and/or hazardous materials. The goal of our brownfield program is to support the cleanup of brownfield sites so they may be redeveloped, returned to a beneficial reuse for the communities in Cascade County. GFDA has successfully managed an EPA Brownfield RLF for over 15 years and several EPA Brownfield assessment grants, supporting the redevelopment of many properties in Cascade County. This RFQ is to secure services for our second EPA Brownfield RLF.

The GFDA anticipates the selected Respondent(s) will achieve the following goals outlined within the Brownfields RLF Program:

- Provide environmental engineering oversight of brownfield loans and subgrants made by GFDA to ensure we comply with all applicable EPA and MTDEQ regulations and program requirements.
- Support GFDA's Brownfield RLF work in as timely and cost-effective as possible.

Scope of Work

The proposed scope of work under this RFQ consists of working with GFDA to provide:

- Oversight Activities such as, but not limited to:
 - Reviewing and signoff of payment requests
 - Drafting Analyses of Brownfields Cleanups (ABCA)
 - Verification of Davis Bacon Compliance
 - Conducting periodic site inspections
 - Confirmation of final clean up sampling (QAPP required for all sampling)
 - Any additional oversight as requested by GFDA

Terms, Conditions and Exceptions

- a. The GFDA does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be construed as a legal offer.
- b. The GFDA reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the GFDA to do so.
- c. The GFDA reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQ, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the GFDA deems necessary.
- d. Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. The GFDA hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the GFDA and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).
- e. In the event the selected Respondent does not enter into the required agreement with the GFDA to carry out the purposes described in this RFQ, the GFDA may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the GFDA unless a written agreement has been entered into.
- g. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. The GFDA will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery

of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.

Responses to this RFQ

Responses must be received on or before 12:00 P.M, Mountain Time, Tuesday, February 7, 2023. Respondents should submit via email to:

**Lillian Sunwall
LSunwall@GrowGreatFalls.org**

Responses not received by the deadline WILL NOT BE ACCEPTED FOR CONSIDERATION.

Please note the following:

- a. For ease of evaluation, the response should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.
- b. An individual or individuals legally authorized to bind the Respondent must sign the cover letter.
- c. Any questions regarding this RFQ must be submitted in an **e-mail to Lillian Sunwall at LSunwall@GrowGreatFalls.org no later than 12:00pm MST, Tuesday, January 31, 2023.** A timely written response, which includes electronic transmittal, to all e-mail questions will be provided to the Respondent and all firms who received the RFQ.
- d. Other than as provided above, inquiries pertaining to the RFQ are NOT to be directed to any other staff member of the GFDA. Any such action MAY disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.
- e. Respondent shall certify that to the best of its knowledge, all information provided in their respective response materials is accurate and complete. Any misrepresentation by a Respondent shall be treated as fraudulent concealment from the GFDA of the true facts relating to the qualification.
- f. Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQ, may be rejected.
- g. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of the GFDA or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's

qualification. The GFDA will determine whether a conflict of interest exists and whether it may reflect negatively on the GFDA's selection of a Respondent. The GFDA reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.

- h. Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which your firm is or was involved during the past five years.

Selection Process

The GFDA will review all of the responses in the following manner:

- a. Each response will be evaluated on the basis of the threshold eligibility and selection criteria listed below.
- b. The GFDA reserves the right to conduct interviews with any Respondent it deems necessary as a part of its evaluation of responses. Based on the results of that evaluation, the response(s) determined to be most advantageous to the GFDA taking into account all of the evaluation criteria, will be selected by the GFDA.

Threshold Eligibility

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQ. Threshold eligibility requirements include the following:

- a. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-13.
- b. Respondent has a minimum of five (5) years' environmental practice experience.
- c. Respondent has a minimum of five (5) years' experience working with the Montana DEQ Brownfields and Voluntary Cleanup Redevelopment programs.
- d. Respondent must have a minimum of \$1,000,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- e. Respondent must have a basic understanding of the U.S. EPA Brownfields Program.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

RFQ Response Content:

Each Respondent must include the following materials in its response to this RFQ:

- a. Proposals shall include descriptions of roles for key personnel who would be assuming primary responsibility for this project; their resumes including those meeting the definition of Montana licensed professional geologist(s), Montana licensed professional engineer(s), which indicate work location, education/certifications, and experience with Brownfields cleanup projects.
- b. Statement describing the Respondent's general understanding of each of the items listed in the Scope of Work and the key issues associated with performing the required services. The statement must include Respondent's experience with environmental education, community outreach and other regulatory agencies such as the City of Great Falls, City-County Health Department, Cascade County, the Montana Department of Environmental Quality and the U.S. Environmental Protection Agency.

- c. Provide a description of the history, experience and qualifications of the Respondent to perform tasks outlined in the Scope of Work.
- d. Pricing of Services.