

**BROWNFIELDS QUALIFIED ENVIRONMENTAL PROFESSIONAL SERVICES**

**Request for Proposal/Request for Qualifications**  
**October 31, 2023**

**Great Falls Development Authority, Inc.**

**I. INTRODUCTION**

The Great Falls Development Authority (GFDA) is a regional economic development public/private partnership formed as a non-profit 501 (c) 3 charitable corporation, dba Great Falls Development Alliance. Our mission is to grow diverse economic opportunities that enhance quality of life. Our funding comes from a variety of public (federal, state, and local) and private sources.

In 2003, GFDA, in partnership with the City of Great Falls, received an Environmental Protection Agency (EPA) Brownfields Assessment grant to complete a Phase I & Phase II environmental assessment on the riverfront area along the west bank of the Missouri River.

In 2005, GFDA was awarded an EPA Revolving Loan Fund (RLF) grant. We made our first Brownfields cleanup loan in 2010 and by 2013 had depleted our funds. We were awarded additional supplemental funding for five consecutive years. The RLF funds were utilized in the cleanup and redevelopment of sites in the downtown and riverfront areas. They have fostered additional interest and investment in this part of Great Falls. This RLF is now under a COA as of FY2022. We have also been successful in securing ten EPA Targeted Brownfields Assessments (TBAs) for targeted downtown properties.

Due to these efforts, GFDA was recognized by EPA with the 2014 Phoenix Award for Region 8: Downtown Revitalization & Multi-Site Projects.

In the Spring of 2015, GFDA was awarded a \$400,000 EPA Brownfield Assessment Grant. GFDA's primary objective of the assessment grant was to spur new, successful redevelopment projects in downtown Great Falls, the Great Falls West Bank Urban Renewal Area, and surrounding commercial areas. This grant was closed in FY2018. With this grant, nine Phases Is and seven Phases IIs were completed. Of the completed Phases IIs, four have been converted into projects and two openings in 2018.

In the spring of 2018, GFDA received a \$300,000 EPA Brownfields Assessment Grant which was used to continue the success started with the previous grant. This grant closed out in FY2020 with twelve Phase Is, four Phase IIs and one clean up planning site completed. Of the

completed Phase I and IIs, seven projects are continuing to move forward with one site open for business and two completed Fall 2022.

In the spring of 2020, GFDA received a \$300,000 EPA Brownfields Assessment Grant for use in all of Cascade County. This project took “Great Falls Redevelopment Success County-Wide”. This grant closed out as of September 30, 2023. Prior to the closing of the grant, we completed fifteen Phase 1’s and eleven Phase 2’s. Ten of these projects are actively moving forward and have been completed.

In the Fall of 2023 GFDA received a \$500,000 EPA Brownfields Assessment Grant for use in all of Cascade County. We will continue the redevelopment by focusing on the following areas: (1) Great Falls’ North Central Neighborhood (NCN; Census Tract 108) a designated opportunity zone (OZ); (2) Downtown Great Falls, specifically the upper floor spaces to address lack of housing issues, the West Bank of the Missouri river (WBM), Sun River corridors and small communities throughout Cascade County, specifically the abandoned mines throughout the area. (3) The Highway Corridors throughout the County to and from Malmstrom Air Force Base to support the projected population growth with the Air Force’s upgrade of its Ground Based Strategic Deterrent missile system. These Corridors pass through several surrounding areas including Simms, Sun River, Vaughn, Belt, Monarch and Neihart.

Redevelopment strategy for this area to encourage environmental sustainability consists of the following steps: (1) understand the risks posed by property transactions; use information to leverage additional resources to stimulate Great Falls most blighted neighborhoods, including the upper floor spaces, (2) use data collected to determine extent of contamination, exposure pathways and develop remediation strategies with developer partners; perform environmental due diligence on formerly-industrial land and other sites, (3) facilitate environmental cleanup using our new County-wide Brownfields RLF and FY2022 COA, (4) work with property owners, partners and local jurisdictions to provide funding that leads to incentivizing removal of blight and extension of infrastructure, (5) partner with organizations such as the Montana DEQ to use data to identify at-risk, environmentally sensitive parcels contributing to water quality, wildlife corridors, and wildlife habitat, such as floodways and wetlands along the Missouri and Sun Rivers, and (6) to maximize the momentum gained under site assessment tasks.

GFDA has developed great working relationships with EPA Region 8 and the Montana Department of Environmental Quality (MT DEQ) Brownfields coordinators. This collaboration has been critical to making things happen and we will continue to leverage these agencies’ expertise and resources. We work closely with the Business Improvement District (BID), NeighborWorks Great Falls (NWGF), City-County Health (CCH), Cascade County, other nonprofit organizations and the private sector, while expanding our Brownfields projects to our partners outside of Great Falls city limits to neighboring communities.

## **II. OBJECTIVES**

### **Project Objectives –**

GFDA's primary objective for the assessment effort is to continue the progress and success from the previous assessments in downtown, the Great Falls North Central Neighborhood (NCN; Census Tract 108) as an Opportunity Zone (OZ), commercial zones and carry it to the Missouri and Sun River corridors and surrounding small towns/areas in Cascade County to stimulate additional revitalization. We are dividing this request into two objectives. The first will be an RFP for programmatic services and the second will be an RFQ for specific site assessments. Respondents may choose to submit responses for both the programmatic work and site assessments or just the specific site assessments.

#### **RFP Objectives –**

We seek to retain one qualified environmental professional (QEP) firm to update the Quality Assurance Project Plan (QAPP), the Programmatic Sampling and Analysis Plan (PSAP), and the Health and Safety Plan (HSP). This firm will give a lump sum cost for these services. They will also provide community education on these documents (See RFP Project Guidance for more details.)

#### **RFQ Objectives –**

We seek to retain two or more firms to complete specific site assessments, including SAPs, HSPs, Access Agreements and all applicable documents.

### **III. SCOPE OF WORK**

GFDA plans on continuing to use our current Brownfields Advisory Committee to help us evaluate sites based on redevelopment potential, property owner interest, and community input. Each site will be reviewed as per GFDA's Financial Policy & Procedures and presented to GFDA's Executive Committee or Board for review, approval or denial. GFDA's Brownfields program will target developers, property owners and end-users who seek to redevelop contaminated properties.

The grant funds will allow for approximately twelve Phase Is, five Phase IIs assessments, and five ABCAs to be performed. Phase I assessments will be conducted by the QEPs in accordance with ASTM E1527-21. Phase II assessments will be completed including SAPs, HSPs, and Access Agreements. The ABCAs will include facilitated discussions with MT DEQ (entry of sites into the VCP).

All project deliverables will be submitted to GFDA in electronic format. At minimum, the following are expected:

#### **RFP Documents:**

- Updating current Quality Assurance Project Plan (QAPP)
- Updating current Programmatic Sampling & Analysis Plans (PSAP)

- Health & Safety Plan

#### **RFQ Documents:**

- Site-specific Sampling & Analysis Plans (SAP) including plans for necessary assessments
- Health & Safety Plans
- Progress Reports/Invoice Submittals monthly and containing short summaries of progress for all phases of work, data and findings including: deviations from the QAPP/SAP/PSAP with explanations; Health/Safety incidents
- Clean up Plans including complete Phase II assessments, reporting and Reports of Findings

#### **Overall Project Guidance**

Consultants who choose to submit proposals for the RPF and/or site assessments will be responsible for the following tasks:

#### **RFP Documents:**

- Task 1:            QAPP/HSP/PSAP  
Updating of current Quality Assurance Project Plan (QAPP), Programmatic Sampling & Analysis Plan, and Health & Safety Plan (HSP) containing required information for approval by EPA Region 8 prior to assessments will be performed by the Consultant. (The PSAP will identify goals, technical approach, data collection activities and associated quality assurance/quality control measures applying to building materials inspections (BMIs) performed at Brownfields sites). **This will be a lump sum bid.**
- Task 2:            Community Education  
The consultant will provide environmental clean-up expertise to GFDA to support community awareness and education effort throughout the project as needed. Explanation and results of assessments, QAPP, PSAP, and Health & Safety Plans, reports of findings and other environmental information will be presented by the consultant in either oral, electronic or hardcopy format at public meetings and to the Brownfields Advisory Committee as needed. Input on updates to the current Brownfields webpage will also be required. **Please provide an Hourly Rate sheet for this task.**
- Task 3:            Site Selection  
The Consultants will give input to GFDA in the selection of sites for assessment. **Please provide an Hourly Rate sheet for this task.**

Programmatic, Reporting & Records, Financial & Training will be performed by GFDA. Preparation of education fact sheets and presentation materials contact with regional developers and local affected property owners and facilitating public meetings will also be performed by GFDA with input from QEPs.

#### **RFQ Documents:**

Consultants who choose to submit proposals to perform site assessments will be responsible for:

- Completion of approximately 12 Phase I assessments & reports, including site eligibility & access agreements
- Completion of approximately 5 Phase II assessments & reports, including SAPs, HSPs, and access agreements
- Compare site data with cleanup standards
- Interpret site data to identify redevelopment options
- Give input to GFDA on developing cleanup plans based on proposed use

GFDA will handle the following tasks:

- Identify redevelopment options based on site data prepared by QEP
- Work with developers and owners to identify proposed uses
- Work with QEPs to receive input on cleanup plan
- Community Outreach and Education

#### **IV. CONSULTANT QUALIFICATIONS**

The selected QEPs shall be an environmental consulting firm(s) with knowledge of the EPA Brownfields program, Brownfields investigation and remediation experience, or the equivalent. Proposals shall include descriptions of roles for key personnel expected to work on this project, and their resumes, which indicate work location, education/certifications, and experience in the following areas:

##### **RFP Qualifications:**

- Writing/updating Quality Assurance Project Plans (QAPP), Programmatic Sampling & Analysis Plans (PSAP), and Health & Safety Plans (HSP), giving examples of documents.
- 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.

##### **RFQ Qualifications:**

- Managing and performing Phase I, II Environmental Site Assessments and cleanup planning.
- Experience with 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.
- Brownfields or equivalent projects should be described, giving examples of recent projects.
- Performing site remediation and closure feasibility assessments (to include estimating associated risks and costs).
- Experience on the uses of alternative or innovative technologies.

In addition, the proposal will describe institutional qualifications (including certifications or licenses, if available) for:

- Boring and monitoring well installations (attach typical log diagram) and abandonment.
- Analytical laboratories, including results of participation in performance evaluation programs.

Because our project goal is to spur successful redevelopment projects in Cascade County, consultants are advised to demonstrate their proven expertise in working on successful brownfield redevelopment projects, detailing how the consultant's services contributed to redevelopment success.

## **V. PROPOSAL REQUIREMENTS**

To be considered for award, a QEP firm shall submit a PDF of the written proposal via email by 4:30 PM MST on November 21, 2023, to Lillian Sunwall at [Lsunwall@GrowGreatFalls.org](mailto:Lsunwall@GrowGreatFalls.org). The submittal will follow the order below and include, at a minimum the following information:

### **RFP Requirements:**

- A cover letter signed and dated by the person or an authorized representative of the organization making the RFP submittal.
- The RFP bid proposal sheet for Task 1 (should be in a separate email document).
- Pricing schedule for Task 2 and Task 3. Because of the unknown scope of work, consultants should provide hourly rates for services.
- A statement of the firm's understanding of the goals of this project and of the services requested in the RFP.
- Client references, (at minimum two) including a list of the programmatic documents undertaken by the consultant. Include a point of contact, address, telephone number and a brief description of the services your firm provided.
- Evidence of professional liability insurance.

### **RFQ Requirements:**

- A cover letter signed and dated by the person or authorized representative of the organization making the RFQ submittal.
- Client references, (at minimum two) including a list of the similar projects undertaken by the consultant. Include a point of contact, address, telephone number and a brief description of the services your firm provided including subcontractors.
- A list of subcontractors the consultant proposes to use as part of the team, if applicable.
- Pricing schedule for the provision of services. Because of the unknown scope of work, consultants should provide hourly rates for services.
- Evidence of professional liability insurance.

The proposal shall state the RFP/RFQ title in the subject line of the email, the Consultant's name, address, and date of proposal opening in the body of the email with the PDF proposal attached.

Proposals not received in Lillian Sunwall's email Inbox prior to the time and date specified in this RFP/RFQ will be considered late. LATE PROPOSALS WILL NOT BE CONSIDERED FOR AWARD. Corrections and/or modifications to the Proposal received after the closing time specified will not be accepted.

All costs related to the preparation of proposals and any related activities are the sole responsibility of the Consultant. GFDA assumes no liability for any costs incurred by QEPs throughout the selection process.

## **VI. CONSULTANT SELECTION**

The selection committee will review the submitted proposals to evaluate and rank the consultants that respond to this RFP/RFQ.

Consultants will be evaluated and ranked in accordance with the following factors, which are weighted as shown:

### **RFP Evaluation -**

- **Firm Experience**
  - The firm's ability to provide the required services and perform the tasks described in the RFP, reputation for professional integrity and competence, knowledge and ability to work with and comply with Federal, State and Local government agencies, and experience with EPA Brownfield assessment and RLF efforts. (20%)
  - The firm's demonstrated experience/success in developing/updating EPA or State-approved QAPPs, PSAPs and Health & Safety Plans, including community presentations. (30%)

- **Cost**
  - Cost proposal for RFP professional services on programmatic documents including potential cost saving measures. (30%)
- **Key Personnel Experience**
  - Professional, educational, Brownfields program experience and availability of key personnel to be assigned to the RFP tasks. (20%)

**RFQ Evaluation –**

- **Firm Experience**
  - The firm’s ability to provide required services and perform the required tasks, reputation for professional integrity and competence, knowledge and ability to work with and comply with Federal, State and Local government agencies, and experience with EPA Brownfield assessment and RLF efforts. (30%)
  - Demonstrated success in Brownfields assessment and redevelopment projects. (30%)
- **Key Personnel Experience**
  - Professional, educational, Brownfields program experience and availability of key personnel to be assigned to the project. This should also include the key personnel from any subcontractors. (20%)
- **Cost**
  - Proposed professional service rates and potential cost saving measures (20%)

More than one QEP may be chosen based on experience, availability and bidding option. Upon reaching agreement on a final work plan, the Great Falls Development Authority will award the contract(s). If agreement cannot be reached with the highest ranked QEPs, negotiations will proceed with the second ranked QEP, and so forth.

**VII. ADDITIONAL INFORMATION & CONDITIONS**

**A. STATEMENT OF NONCOMMITMENT**

Issuance of this RFP/RFQ does not commit the Great Falls Development Authority to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP/RFQ. The GFDA reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the GFDA.

**B. EQUAL EMPLOYMENT OPPORTUNITY**

Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects subcontracting firm(s) to the same provisions of federal law.



In accordance with state and federal requirements, the consultant (hereinafter referred to as “contractor”) must agree as follows:

**1) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL AID CONTRACTS**

(a) Compliance with Regulations: The Contractor shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Housing and Urban Development, 24 CFR Part 1, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made part of this Agreement.

(b) Nondiscrimination: The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in 24CFR Part 21.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Contractor of the Contractor’s obligations under this Agreement and the Regulations relative to nondiscrimination.

(d) Information and Reports: The Contractor will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Department of Housing and Urban Development (HUD) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Department (HUD), as requested, setting forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance: In the event of the contractor’s noncompliance with the nondiscrimination provisions of this Agreement, the Department may impose sanctions as it determines appropriate, including, but not limited to:

(a) withholding payments to the Contractor under the Agreement until the Contractor complies, and/or

(b) cancellation, termination or suspension of the agreement in whole or in part.

(f) Incorporation of Provisions: The Contractor will include the provisions of paragraph (a) through (f) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor will take such action with respect to any subcontract for procurement as the Department of Housing and Urban Development may direct to enforce such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor is sued or is threatened with litigation by a subcontractor or supplier as a result of such direction, the Contractor may request the Department to enter into the litigation to protect the interests of the State of Montana, and in addition, the contractor or the State may request the United States to enter such litigation to protect the interests of the United States.

**2) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, 49-3-207. MCA**

In accordance with 49-3-207, MCA, the Contractor agrees that for this agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by persons performing the Agreement.

**3) COMPLIANCE WITH MINORITY & WOMEN BUSINESS ENTERPRISES**

Contractor will make efforts to encourage the use of minority and women's business enterprises in connection with Agreement activities in accordance with 24 CFR Part 85.36(e) which describes the actions to ensure that minority and women's business enterprises are used when possible in the procurement of property and services.

**C. VENUE**

The laws of the State of Montana govern this contract. The parties agree that any litigation concerning bid, proposal, or subsequent contract must be brought in the Eighth Judicial District of Cascade County, State of Montana and each party shall pay its own costs and attorney fees. (Reference 18-1-401 MCA)

**D. RFP/RFQ AUTHORITY**

This RFP/RFQ has been issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, Chapter 5. The RFP/RFQ process is a procurement option, allowing award to be based on stated criteria or evaluation factors. The evaluation factors to be used in this procurement have been specified in Section VI of this RFP/RFQ.

**E. ADDITIONAL INFORMATION**

For more information regarding this RFP/RFQ, please contact Lillian Sunwall, Vice President, Great Falls Development Authority, Inc. at (406) 750-1253 or by email at [lsunwall@growgreatfalls.org](mailto:lsunwall@growgreatfalls.org).