

**REQUEST FOR QUALIFICATIONS (RFQ)**  
**for**  
**Qualified Environmental Professional Services**

**January 8, 2021**

**South Central Planning and Development Commission**

**for**

**South Louisiana Brownfields Coalition Revolving Loan Fund Program**

**5058 W. Main Street  
Houma, LA 70360**

**(985) 851-2900**

**Release Date: January 8, 2021**  
**Proposal Submittal Deadline: February 8, 2021**



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**REQUEST FOR QUALIFICATIONS**

**Requested Services:** South Central Planning and Development Commission (SCPDC) is seeking to hire a firm to provide on-call services as a Qualified Environmental Professional (QEP) for its South Louisiana Brownfields Coalition Revolving Loan Fund (SLBC RLF) Program. The SLBC RLF Program is funded by the US Environmental Protection Agency (USEPA) and allows for the cleanup and redevelopment of potential brownfields sites. The selected firm will coordinate, manage, monitor and oversee environmental projects, and provide regulatory and reporting support for the SLBC RLF Program. The contract period will run for approximately two (2) years (FY 2021/2022), contingent on availability of funds.

**Source of Funding:** US Environmental Protection Agency (US EPA) grant funding.

**Proposal Due Date:** 4:00 p.m. (Central Time), **Monday, February 8, 2021**

**Delivery of Proposals:**

The firm shall submit one (1) unbound original and two (2) copies of the proposal for submittal. Hand-delivery or by mail will be accepted no later than the proposal due date and time. SCPDC reserves the right to reject late submissions.

The proposal shall be delivered in a sealed envelope clearly indicating on the envelope  
“**Brownfields RLF Qualified Environmental Professional**” and delivered to:

Mailing or Hand-Delivery Address:  
South Central Planning & Development Commission  
Attn: Lesley Long  
Brownfields Program Manager  
5058 W. Main Street  
Houma, LA 70360  
985-851-2900

**\*Facsimile (FAX) submittals will not be considered. SCPDC is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by the specified time so that the proposal can be considered. Late submittals will not be considered. \***

**Rejection of Proposals**

SCPDC may reject any or all of the proposals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful participant against SCPDC.

**Other Proposal Conditions**

Costs for proposal development in response to this Request for Qualification (RFQ) are entirely the obligation of the proposer(s) and shall not be chargeable in any amount to SLBC RLF Program. SCPDC reserves the right to use any and all information presented in response to this RFQ. Acceptance or rejection of the proposal does not affect this right. All proposals become the sole property of SCPDC. **The selection of the firm is not a guarantee of work, based in part, but on the availability of funding.**

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The successful firm will be required to provide insurance coverage as contracted. All insurance must name SCPDC as an additional insured.

**Revisions**

SCPDC reserves the right to revise the scope and deliverables of the requested services at its sole discretion prior to awarding any contract. In such a case these revisions shall be negotiated between SCPDC and the selected firm to reconcile any changes on pricing and performance. Changes after awarding a contract shall be governed by the terms of that agreement.

**Questions/Additional Information**

Deadline for submission of questions: January 28, 2021 by 4:00pm CST. All questions and inquiries concerning this RFQ shall be submitted via email to Lesley Long at [lesley@scpd.org](mailto:lesley@scpd.org).

**PROPOSAL REQUIREMENTS**

**A. Submission**

Proposals, in accordance with the format prescribed below, will be received at 5058 W. Main Street, Houma, LA 70360 until 4:00pm CST, Monday, February 8, 2021. Any responses received after the advertised receipt date and time shall be rejected. Note that the submission of any proposal indicates acceptance by the firm of the terms and conditions contained herein, unless otherwise specifically noted in the proposal itself and confirmed in resulting contracts.

**B. Proposal Format**

The proposal shall be formatted as follows:

1. **Cover letter:** A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal.
2. **Company Overview:** The firm's legal name, address, telephone number, fax number, project point of contact, email address of the point of contact for technical and contractual clarifications throughout the evaluation period, and Federal Identification Number. Give the company/firm/team history, background and general experience.
3. **Qualifications and Experience:** Please provide the following in narrative form.
  - o Provide experience of the firm serving as a Qualified Environmental Professional (QEP) to other similar Revolving Loan Fund (RLF) Programs.
  - o Provide experience with EPA Brownfields Program compliance and reporting including completion of Analysis of Brownfields Cleanup Alternatives (ABCA), Quality Assurance Project Plans (QAPP), Community Relations Plans (CRP), Davis Bacon Act prevailing wage compliance, ACRES reporting, and EPA quarterly reporting.
  - o Provide three references, giving the name of the project, project period, and project cost. (Include the names of clients, primary contact person and phone number).
4. **Key Staff:** Please provide the following in narrative form.
  - o The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
  - o The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and

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project manager shall be identified along with the roles of other significant project participants.

- o Resumes and certifications of all proposed staff. Certification of either:
  - ✓ Hold a current Professional Engineer's (P.E.) or Professional Geologist's (P.G) license from the State of Louisiana and have the equivalent of three years of full-time relevant experience;
  - OR
  - ✓ Hold a current license or registration from the federal government or the state of Louisiana to perform environmental inquiries as defined by the AAI rule and have the equivalent of three years of full-time relevant experience;
  - OR
  - ✓ Hold a Baccalaureate or higher degree from an accredited institution of higher education in a discipline of engineering or science and have the equivalent of five years of full-time relevant experience.
- 5. **Project Approach:** Provide a detailed project approach for implementing the scope of work and successfully engaging, overseeing, and monitoring of the Brownfield remediation projects, while providing regulatory and reporting support for the SLBC RLF Program.
- 6. **Cost/Rate Schedule:** Provide a complete rate schedule and pricing for staff and equipment to be utilized for projects. Proposed rates shall be valid for the duration of the contract through, September 2022. Due to the general fund sources that are available for the Projects, effectively and completely completing all services in a cost-efficient manner is critical.
- 7. **MBE/WBE Contractor:** Minority-Owned, Disadvantaged and/or Women Owned businesses, which have experience in successfully overseeing and implementing Brownfield remediation projects should provide documentation of certification.

**C. Selection Criteria**

SCPDC desires to award a contract to the respondent who demonstrates the ability to provide the highest quality service at the most reasonable rates. To accomplish this goal, SCPDC's criteria for selection will include, but not be limited to:

1. Company Letter/Overview (Commitment, History, Background, etc.) – 10 points
2. EPA Funded Brownfield Assessment & RLF Remediation Experience including Program Compliance and reporting – 10 points
3. Key Staff Brownfields Experience/Qualifications – 10 points
4. Project Approach – 10 points
5. Cost/Rates Schedule – 10 points
6. MBE/WBE Contractor – 10 points

Total – 60 Points

Based upon the evaluation of proposals submitted, the SCPDC may select finalists who may be required to make formal presentations before a review committee regarding their qualifications, project experience, and ability to provide the required services to best serve the needs of its South Louisiana Brownfields Coalition Revolving Loan Fund (SLBC RLF) Program.

SCPDC's review committee may elect to negotiate with the top ranked firm and to accept modifications to the proposed scope of services and/or cost schedule when such action is in the best

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interest of the participant to do so. Additional clarifying information may be requested to aid in the decision making process.

**SCOPE OF WORK**

**A. INTRODUCTION/BACKGROUND INFORMATION:**

SCPDC is requesting qualifications from Qualified Environmental Professionals, including Minority-Owned, Disadvantaged and/or Women Owned businesses, per federal guidelines, which have significant experience in successfully overseeing and implementing Brownfield remediation projects. The Qualified Environmental Professional (QEP) will provide on-call services for the South Louisiana Brownfields Coalition Revolving Loan Fund (SLBC RLF) Program. The selected firm will coordinate, manage, monitor and oversee environmental projects, and provide regulatory and reporting support for SLBC RLF Program. The contract period will run for approximately two (2) years (FY 2021/2022), contingent on availability of funds. Members of the SLBC RLF team will include the SCPDC staff, the Acadian Regional Development District (ARDD); the City of Lake Charles; and the City of Baton Rouge / Parish of East Baton Rouge (City-Parish). The QEP will serve as a valuable expert consultant to help ensure that funded remediation projects are conducted in accordance with state and federal environmental standards and improve the environmental health of the community. The QEP will also assist by providing direction to RLF staff and grant/loan applicants about cost---effective means of achieving regulatory closure for hazardous and petroleum contaminated sites. The SLBC RLF Program is funded by the US Environmental Protection Agency (USEPA) and allows for the cleanup and redevelopment of potential brownfields sites.

**B. SITE LOCATIONS:**

Sites may be located anywhere within the South Louisiana Brownfields Coalition Revolving Loan Fund (SLBC RLF) Program service area, which includes the parishes of Acadia, Assumption, Evangeline, Iberia, Lafayette, Lafourche, St. Charles, St. James, St. Landry, St. John the Baptist, St. Martin, St. Mary, Terrebonne and Vermillion; the City of Lake Charles; and City of Baton Rouge/Parish of East Baton Rouge.

**C. DESCRIPTION OF SERVICES:**

The services provided by the chosen firm will include, but not necessarily be limited to:

- The QEP will be an independent contractor who will assist with oversight and monitoring of cleanup activities at the specific site. The QEP selected is prohibited from serving as the sub-grantee's or borrower's QEP for the specific site.
- The QEP will work closely with and provide technical and scientific assistance to the SLBC RLF Fund Manager and Coalition participants' Brownfields Program Managers. Typical duties include, but are not limited to:
  - ✓ conducting site evaluations to advise property owners and provide guidance on environmental issues or to determine a site's potential eligibility for the SLBC RLF Program;
  - ✓ assisting in preparation and/or review of cleanup plans for identified sites, including the preparation of Analysis of Brownfields Cleanup Alternatives (ABCAs) and Quality Assurance Project Plans (QAPPs);
  - ✓ Coordination of Community Outreach efforts and develop and review Community Relations Plans; and,
  - ✓ coordinating with SLBC, prospective borrowers and their consultants and with applicable state regulatory agencies during preparation of Field Sampling Plans.

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- Overseeing ongoing cleanup projects, including periodic site inspections to ensure compliance with applicable law and regulations and that all cleanup activity meets American Society for Testing Materials (ASTM) Standard practices and the All-Appropriate Inquiry (AAI) Standard (40CFR§312).
- Providing brief monthly updates to the SLBC RLF Fund Manager on percentage work completed; compliance with loan terms and conditions; eligibility of work performed; compliance with match requirement;
- Assisting with any necessary regulatory agency coordination;
- Assisting SLBC RLF Fund Manager or Coalition participants' Brownfields Program Managers with loan compliance monitoring;
- Coordinating with SLBC RLF Fund Manager or Coalition participants' Brownfields Program Managers to ensure that proposed remedial activities will protect human health and the environment, and will promote economic development within the community that the project is located;
- Attend meetings with SLBC and be available to respond to SLBC RLF Manager and staff regarding remediation questions or RLF process.
- In addition to relevant programmatic and project oversight experience, the QEP must be current in the field through participation in continuing education or other relevant activities.

**D. REPORT SUBMITTAL REQUIREMENTS:**

- Typically, no more than fifteen (15) working days after receipt of all field and laboratory data, one (1) electronic copy of all draft reports shall be submitted to the SLBC for review;
- Typically, no more than five (5) working days after receipt of comments, one (1) electronic and two (2) copies of the final report shall be submitted to SLBC.

**E. PROJECT SCHEDULE:**

It is the intent of SCPDC to enter into a contract with the successful respondent for approximately a two (2) year period (FY 2021/2022), contingent upon availability of funds.

**F. GENERAL TERMS & CONDITIONS:**

Issuance of this RFQ does not commit SCPDC to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services. Costs for proposal development in response to this Request for Qualification (RFQ) are entirely the obligation of the proposer(s) and shall not be chargeable in any amount to SLBC RLF. The successful consultant shall comply with all applicable federal, state and local laws and regulations as may be applicable. Funding for this project is provided through the US Environmental Protection Agency (USEPA) Brownfields Grant Program. The consultant must take into account compliance with all applicable regulations. Applicants are advised to review all applicable federal regulations prior to submitting a proposal.

1. Respondents to this RFQ will represent a firm, company or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building material sampling, remediation strategies and clean-up programs, community outreach and education programs, and the professional standards thereof, to undertake and successfully complete the scope of work as outlined in this RFQ. Firms should be prepared to demonstrate a strong environmental engineering background.
2. SCPDC reserves the right to reject any or all proposals or any part thereof, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of SCPDC.

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3. Reports and materials developed by the successful applicant under a contract that may result from this RFQ are considered public information and may not be copyrighted.
4. Applicants must submit complete responses to all of the information requested. Applicants who do not respond to the entire content of the RFQ may be disqualified.
5. The cost/rate proposal shall include a complete rate schedule and pricing for staff and equipment to be utilized for this project.
6. The successful applicant will assume sole responsibility for the complete project as required in this RFQ. SCPDC will consider only one individual/firm/company as the sole point of contact with regard to contract matters.

**G. QUESTIONS/ADDITIONAL INFORMATION:**

Deadline for submission of questions: January 28, 2021 by 4:00pm CST. All questions and inquiries concerning this RFQ shall be submitted via email to Lesley Long at [lesley@scpdc.org](mailto:lesley@scpdc.org).