

LENAWEE NOW FOUNDATION

REQUEST FOR PROPOSALS AND QUALIFICATIONS

Brownfield Assessment Project

LEGAL NOTICE

REQUEST for PROPOSAL AND QUALIFICATION
GENERAL SPECIFICATIONS, TERMS AND CONDITIONS

RFP ISSUE:	December 16, 2024
RFP OPENING:	10:00 A.M. January 31, 2025

LEGAL NOTICE

LENAWEE NOW FOUNDATION

Brownfield Assessment Project

Lenawee Now Foundation is seeking Qualifications and proposals for a consultant to complete a county-wide assessment and develop an inventory of brownfield sites, prioritize those sites for environmental assessment, conduct appropriate environmental assessments, and conduct remedial planning needed to prepare the sites for redevelopment. Proposals and qualifications will be received in a sealed envelope, clearly marked "Lenawee Now Foundation Brownfield Assessment Project" on the outermost envelope/package to Lenawee Now Foundation, 5285 W. US HWY 223, Suite A, Adrian, MI 49221, until 10:00 a.m., Adrian time, on Friday, January 31, 2025.

The Outside of the envelope not being properly marked may result in the qualifications and proposal not being received by Lenawee Now Foundation before the deadline and could result in the proposal being disqualified. Qualifications and proposals will then be opened and read.

Lenawee Now Foundation Brownfield Assessment Project

This work shall be performed in accordance with plans and specifications provided in the request for qualifications and proposals available through the Lenawee Now Foundation, 5285 W. US HWY 223, Suite A, Adrian, MI 49221. Phone 517-265-5141, and copies thereof may be obtained at no charge.

Patrick Farver, Executive Director

Lenawee Now Foundation
Brownfield Assessment Project

INTRODUCTION

This Request for Proposals and Qualification (RFPQ) issued by the Lenawee Now Foundation, hereafter known as "LNF". The intent of this RFPQ is to request proposals and technical qualifications from qualified environmental consulting firms (Respondents) interested in providing environmental assessment services to LNF with the needs outlined in the RFPQ.

The RFPQ 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) are encouraged to respond. All RFPQ submissions will be reviewed for completeness in accordance with the threshold and selection criteria herein. If the threshold criteria are satisfied, the LNF will assess each Respondent's qualification based upon the selection criteria. Responses that meet the threshold and selection criteria set forth below will be evaluated to satisfy the LNF's expectation of conducting assessment work.

BACKGROUND

In October 2024, the United States Environmental Protection Agency (EPA) awarded the Lenawee Now Foundation (LNF) with a brownfield assessment grant to foster the reuse of polluted property in Lenawee County. The Lenawee Now Foundation (LNF) is a not-for-profit 501(c)(3) and is the charitable arm of Lenawee Now, a 501(c)(6), who, together, drive economic opportunity in Lenawee County in south central Michigan. Bordering the state of Ohio, Lenawee County is primarily rural, dominated by agricultural uses, and dotted with small cities and towns that were once nodes for a large commercial and industrial economy.

The **Highway 223 Corridor** is the primary vehicular route in the County which runs diagonally from the southeast to the northwest corners. The route has served as a primary driver of the manufacturing economy in Lenawee, while simultaneously providing connections to recreational, natural, and tourism resources. Highway 223 connects the County to Toledo, Ohio and the Michigan cities of Jackson and Lansing, our capital city. This Target Area, spanning approximately 13 miles, has been chosen for its potential to positively impact a diverse economy through revitalized industrial, downtown, and recreational/tourism properties.

PROJECT OVERVIEW

This project involves assessment of sites affected by hazardous material and/or petroleum contamination and involves aspects of area-wide planning. A budget of \$500,000 for the Brownfield Assessment Project has been established by the LNF and will be divided among four (4) tasks.

PROJECT OUTCOME

The LNF Brownfield Assessment Project will advance the redevelopment planning to address environmental challenges, create jobs and improve quality of life.

PROJECT TASKS

Task 1: Cooperative Agreement Oversight

Total Budget: \$10,000

The respondent will prepare the following reports and forms with oversight and input from the LNF. An approved Generic Quality Assurance Project Plan (GQAPP), 1 Community Involvement Plan, 16 Quarterly Reports, 1 Close-Out Report, ACRES submittals as needed, EPA Form 5700-52A for Minority and Women Business Entity Utilization and Federal Financial Reports SF-425.

Task 2: Inventory and Community Outreach

Total Budget: \$18,000

Community outreach and education will take place throughout the duration of the project. At the beginning of the project timeframe, the LNF and respondent will prepare and deliver a presentation that will target the stakeholder groups at an initial kickoff meeting and 12 quarterly public meetings. The respondent will also create a brownfield inventory.

Task 3: Environmental Site Assessments (ESAs)

Total Budget : \$382,000

The Respondent will conduct assessment activities for selected sites, ranked through the Site Inventory Task. Compliant with ASTM-AA1 standards, sixteen (16) sites will undergo Phase I Environmental Site Assessments (ESAs), While thirteen (13) sites will undergo Phase II ESAs. In addition, five (5) Hazardous materials surveys will be completed. The LNF will oversee, review, and approve for submission reports prepared by the QEC. ACRES entries will be completed by the respondent and reviewed by the LNF as assessments are completed.

Task 4: Cleanup Planning and Planning Activities

Total: \$60,000

The respondent (or a contracted planning firm) will create a site reuse vision that will be created for a priority site which will be used to market the site for redevelopment and future users, considering community vision, market conditions, feasibility, environmental challenges, and opportunities for funding and financing.

RESPONDENT QUALIFICATIONS

The Respondent team will be evaluated on their strengths associated with the following areas:

- Experience with environmental assessments on contaminated or potentially contaminated properties and the associated project guidelines
- Experience working on contaminated property remediation, neighborhood revitalization, and downtown business district development in communities similar to Lenawee County, Michigan.
- Knowledge of the development of Quality Assurance Project Plans.
- Experience or knowledge with utilizing funds to leverage funding from other funding sources (i.e., state, federal, and local funding)
- Respondents must have at least one (1) full-time Environmental Professional as defined by ASTM 1527-21.
- Respondent must have a minimum of \$1,000,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.

SUBMISSION REQUIREMENTS AND PROCESS

Proposal Format Guidelines

All interested Respondents should provide the LNF with three (3) hard copies and one (1) digital copy (PDF file format only) of their Proposal in sufficient detail to allow for thorough evaluation and comparative analysis. Avoid the use of elaborate promotional material beyond those sufficient to provide a complete and reliable Proposal. The Proposal shall not exceed thirty (30) pages in length and include all of the following to be considered:

- Cover Letter- Submit a cover letter summarizing the Respondent's understanding of the Project requirements and reason for responding to the RFP. Include the contact information for the primary Respondent.
- Qualifications- Describe the Respondent firm/team's experience in all areas necessary to complete the requirements of this Project. Describe the qualifications of the firm, key staff, project manager lead for the project and sub-consultants who have performed projects within the past five (5) years that are similar in size and scope to demonstrate competence to perform the Scope of Work required by this RFQP.
- Project Understanding, Approach, and Scope of Work- Submit a narrative that includes the Respondent's understanding of the purpose and need for implementation of the project. Discussion of previous experience with contaminated or suspected contaminated properties assessment projects, community revitalization, funding and how lessons learned through those projects will be used in Lenawee County. A detailed discussion of the items listed in the "Respondent Qualifications" above with elaboration on how the consulting team meets those qualifications. Specific project task descriptions, associated outcomes/deliverables, and costs associated with each task including environmental services.
- Provide community outreach, engagement, and education plan. Discuss previous experience in conducting community outreach and public meetings.
- Workload and Capacity- Describe the ability to complete the work within the anticipated schedule and budget.
- Quality Assurance and Control Plan- Submit a project management and quality assurance plan that highlights the Respondent's approach to managing potential projects, managing costs, and achieving client quality standards. The Respondent team should indicate familiarity with contractual and regulatory obligations tied to the EPA funding source.
- References- A minimum of three (3) references, Michigan references preferred, that received similar services from your firm. The LNF reserves the right to contact any of the references provided. Information shall include client name; project description; project start and end dates; key staff who participated in the project; client project manager name and contact information.
- Provide a description of the history, experience and qualification of any proposed subcontractors including their mbe/dbe status (if applicable) and the number of years the Respondent has had a working relationship with any identified sub-contractors.
- Summarize experience or working knowledge with conducting assessments, remediation and project closure under Michigan EPA Closure Programs.
- Narrative discussion on the health and safety practices/programs of the Respondent, including a description of the Respondent's Occupational Safety and Health Administration safety record for the last three years.

Proposal Submission

Proposals must be submitted in a sealed envelope, clearly marked "Lenawee Now Foundation Brownfield Assessment Project" on the outermost envelope/package to the Lenawee Now Foundation, 5285 W. US HWY, Suite A, Adrian, MI 49221, until 10:00 a.m., Adrian Time, on Friday, January 31, 2025.

PROPOSAL SELECTION PROCESS

Evaluation Criteria

The LNF will use all the following criteria in its evaluation and comparison of proposals submitted.

- Specialized experience and technical competence of the firm in environmental engineering and professional and education of team. (20%)
- The proposed cost for the environmental services (25%)
- Current workload and the capacity of the firm to perform the work in a timely manner. (5%)
- Proposed procedure and methods to perform the assessments. (10%)
- Familiarity of the firm with the most recent local, state, and federal rules, regulations, statutes, and guiding documents pertaining to cleanup and redevelopment of contaminated properties, specifically environmental site assessments. (20%)
- Public outreach, engagement, and education plan (20%)

Subject to additional Terms and Conditions set forth below

The LNF may also contact and evaluate the Respondent's and sub-consultants' references; contact any Respondent to clarify any response; contact any current users of a Respondent's services; solicit information from any available source concerning any aspect of a Proposal; and seek and review any other information deemed pertinent to the evaluation process. The LNF shall not be obligated to accept the lowest priced Proposal, but shall make an award which the LNF deems to be in the best interests of the community, in LNF's sole discretion.

After written proposals have been reviewed, interviews with prospective firms may or may not be required. If scheduled, the interview will be a question/answer format for the purpose of clarifying the intent of any portion of the proposal. The individual directly responsible for carrying out the contract for the Respondent, if awarded, should be present at the interview. The proposal evaluations and interviews are scheduled to be completed, and a negotiated contract presented to the LNF Executive Director by February 14, 2025.

TERMS AND CONDITIONS

- This RFP does not commit the LNF to award a contract, to defray any cost incurred in the preparation of a response to this request, or to procure or contract for services. All submittals become the property of the LNF.
- The LNF reserves the right to reject any or all Proposals.
- The LNF reserves the right to amend or cancel, in part or in its entirety, this RFP including, but not limited to, selection schedule, submittal date and submittal requirements. If the LNF cancels or revises the RFP, the LNF representative will notify all Respondents of record in writing.
- The LNF reserves the right to request additional information and/or clarifications from any and all Respondents to this RFP.
- The LNF requires that all Respondents have an approved Certificate of Insurance on file with the LNF and a valid business license prior to commencing work for the LNF.
- No Proposal will be accepted from, nor a contract awarded to, any person, firm or corporation that is in arrears or is in default to the LNF upon any debt or contract, or is a defaulter as surety or otherwise upon any obligation to the LNF, or has failed to perform faithfully on any previous contract with the LNF.
- All submissions may be subject to the Freedom of information Act.
- The LNF will evaluate all Proposals that were received timely, but reserve the right to reject any and all Proposals in whole or in part and to waive any irregularities in substance, form, or process, in the sole discretion of the LNF. This includes the right to extend the date and time for receipt of Proposals. The LNF will select the Proposal which, in the LNF's opinion, is in the best overall interest of the Community, as determined by the LNF in its sole discretion. The LNF's decision in any aspect regarding this RFP is final, and there is no right of appeal or objection.
- Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. The LNF hereby puts Respondent on notice that a successful award at the end of this process may be contingent upon an agreement between the LNF and the Respondent to comply with standard federal contractual provisions including but not limited to, minimum Federal wage rates.
- The resulting contract will be for four years. The LNF may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY 2024 grant or future EPA grants awarded to the LNF within this four year period provided a market survey conducted by the LNF indicates that the prices the contractor proposes are reasonable.
- In the event that the selected Respondent does not enter into the required agreement with the LNF to carry out the purposes described in this RFQP, the LNF may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.

Respondents shall certify 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 LNF of the true facts relating to the qualifications.

EXHIBIT "A"

INSTRUCTIONS FOR COMPLETING AFFIDAVIT: This affidavit must be completed in front of a notary public. Please check the applicable provisions(s) that apply to you, the Vendor. If the first provision is completed, it is assumed that the second and third provisions do not apply to you, the Vendor. This affidavit is to be submitted with the bid.

State of _____, County of _____, S S :

I, _____, being first duly sworn, state that I am _____ (title)
of _____ (Bidder's name)

I further state as follows:

(1) That, _____ (Bidder's Name)

is not as of this day, to the best of the vendor's knowledge and belief, delinquent in the payment of Federal, State or Local taxes, worker's compensation insurance premiums, unemployment compensation contributions, or penalties or interest on any of these taxes, premiums or contributions, child support, court costs, or any other obligation owed to a Federal or State agency or political subdivision.

(2) That, _____ (Bidder's Name)

nor any of its assignees, to the best of the vendor's knowledge and belief, is delinquent as of this day in the payment of Federal, State or Local taxes, worker's compensation insurance premiums, unemployment compensation contributions, or penalties or interest on any of these taxes, premiums or contributions, child support, court costs, or any other obligation owed to a Federal or State agency or political subdivision. The amount of \$_____ is the total amount owed by the Vendor for delinquent payments, including all penalties and interest.

(3) That, _____ (Bidder's Name)

has filed an administrative or court appeal, or has entered into a written repayment agreement with the creditor or federal or state agency or political subdivision and the payments have been timely made in accordance with such agreement.

_____(Name)

Sworn to before me this _____ day of _____, 2024

(Seal) _____ (Notary Public)