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## MEMORANDUM

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TO: Interested Individuals

FROM: Sara James, Economic Development & Planning Director

DATE: September 13, 2021

RE: Top of Alabama Regional Council of Governments  
Request for Statements of Qualifications for Conducting Environmental Assessments,  
Remediations, and Planning – 2021 U.S. EPA Brownfields Coalition Assessment Project

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Please find enclosed the Advertisement for Statements of Qualification regarding the referenced project as it will appear in the Huntsville Times on September 15, 2021, the submittal package requirements, and the associated evaluation criteria.

Should you have any questions or need any additional information, please contact EPA Project Administrator, Sara James, at (256) 716-2483 or [sara.james@tarcog.us](mailto:sara.james@tarcog.us).

Thank you for your consideration of this request.

Enclosures

## **Request for Statements of Qualifications Environmental Assessments, Remediations, and Planning**

The Top of Alabama Regional Council of Governments (TARCOG) hereby solicits written Statements of Qualifications from professional environmental consulting firms interested in contracting with TARCOG to perform grant management activities, environmental assessments, remediation and redevelopment planning, and related professional activities associated with the 2021 Brownfields Coalition Assessment Grant recently awarded to TARCOG by the U.S. Environmental Protection Agency (EPA). This brownfields assessment and planning project is federally funded and will require adherence to all federal regulatory conditions required by the EPA. The firm(s) selected will be eligible to negotiate a contract with TARCOG. No minimum order of work is guaranteed. If the selected firm(s) is unsuccessful in negotiating a contract or does not maintain the minimum stated requirements, TARCOG, at its discretion, may select the next ranked firm(s) for contract negotiation. All work will be ordered on an “as-needed” basis within the EPA-approved scope of work for the three-year grant period.

A Request for Qualifications package with detailed requirements and evaluation criteria is available at [www.tarcog.us](http://www.tarcog.us), at the address provided below, or by contacting EPA Project Administrator, Sara James, at [sara.james@tarcog.us](mailto:sara.james@tarcog.us). Questions related to this request should also be directed to the same email address. Responses shall not exceed 20 pages in length and must be submitted to the Project Administrator in a sealed envelope clearly marked “Statement of Qualifications,” by 12:00 p.m. central time, September 24, 2021. Responses received after the stated deadline will not be considered. Please furnish three (3) hard copies to: Sara James, TARCOG, 5075 Research Drive NW, Huntsville, AL 35805 via mail carrier or hand delivery. No responses will be received by facsimile or electronic mail.

Huntsville Times  
September 15, 2021

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# **Request for Statements of Qualifications Environmental Assessments, Remediations, and Planning**

## **SCHEDULE**

- RFQ Released: Monday, September 13, 2021 (TARCOG Website)
- RFQ Advertisement Published: Wednesday, September 15, 2021 (Huntsville Times)
- Qualifications Package Due: Friday, September 24, 2021, by 12:00 p.m. (CST)
- Package Review and Selection: Tuesday, September 28, 2021
- Project Period: October 1, 2021 – September 30, 2024

## **QUESTIONS**

All questions regarding this Request for Qualifications should be directed to:  
TARCOG EPA Brownfields Program Administrator, Sara James ([sara.james@tarcog.us](mailto:sara.james@tarcog.us))

## **SUBMISSION**

Three (3) hard copies of response packages must be submitted to TARCOG's EPA Brownfields Program Administrator in a sealed envelope clearly marked "Statement of Qualifications" prior to the stated deadline. Responses should not exceed **20 pages** in length single-sided.

### **Responses must be mailed, or hand delivered, to:**

Sara James  
Economic Development & Planning Director  
Top of Alabama Regional Council of Governments  
5075 Research Drive NW  
Huntsville, AL 35805

**No response packages will be received by facsimile or electronic mail.  
Response packages received after the stated deadline will not be considered.**

## **PURPOSE**

The Top of Alabama Regional Council of Governments (TARCOG) is requesting statements of qualifications from professional environmental consulting firms to assist in the implementation of a 2021 U.S. Environmental Protection Agency (EPA) Coalition Brownfields Assessment Grant for Petroleum and Hazardous Substances. Funding provided by this federal grant will extend for a three-year grant period and will be used to conduct an inventory of brownfields sites, Phase I and Phase II environmental assessments, and redevelopment planning at sites located within the five-county TARCOG district. TARCOG’s region includes DeKalb, Jackson, Limestone, Madison, and Marshall counties. The objectives of the scope of work of the grant funded activities may expand at a later date to include brownfields cleanup activities at sites targeted for initial assessment should additional funding become available.

## **SCOPE OF SERVICES**

The proposed scope of work will generally include, but is not necessarily limited to:

### ***A. Community Outreach***

- a. Work with TARCOG and Brownfields Coalition members to market the brownfield program by developing outreach materials and information for TARCOG’s website and other online/social platforms. Perform public outreach including meetings with local community organizations, public meetings, and solicit input and comments from the public on brownfield remediations and redevelopment planning efforts.

### ***B. Brownfields Inventory***

- a. Selected consultant will assist TARCOG and Brownfields Coalition members in identifying and inventorying potential Brownfield sites within the project area. Sites will be prioritized for Phase I investigation.

### ***C. Phase I Environmental Site Assessments (ESAs)***

- a. Coordinate with TARCOG, Brownfields Coalition members, and property owners to obtain site access agreements. Conduct Phase I ESAs in accordance with ASTM E1527-13 for approved sites. Prepare draft Phase I ESA reports, and final reports based on review comments. Complete “All Appropriate Inquiry” (AAI) Checklists. Update the US EPA Assessment, Cleanup, and Redevelopment Exchange System (ACRES).

### ***D. Phase II Environmental Site Assessments***

- a. Meet with Brownfields Coalition members to review Phase I ESA results. When warranted, obtain approval for Phase II ESAs. Incorporate green and sustainable remediation (GSR) when feasible/applicable. Prepare Quality Assurance Project Plans (QAPP). Develop site Health and Safety Plans (HASP). Submit Sampling and Analysis Plan (SAP) to TARCOG and EPA for approval. Perform Phase II ESAs. Prepare draft Phase II ESA reports. Prepare final Phase II ESA reports based on review comments. Perform cleanup and reuse planning. Update ACRES database.

**E. Preparation of Cost Estimates for Clean-Up Activities**

- a. Consultant will prepare clean-up cost estimates on select projects that have the potential for redevelopment, based upon review and approval from TARCOG and Brownfields Coalition members.

**F. Cleanup and Redevelopment Planning Activities**

- a. On select projects, consultants will prepare a US EPA approved Analysis of Brownfield Clean-Up Alternatives (ABCA) to include various options for clean-up and site restoration.
- b. In addition, consultant will lead the development of a robust area-wide/corridor brownfield redevelopment plan to include multiple brownfield sites involving community input, stakeholder outreach, feasibility scenarios, and other comprehensive brownfield redevelopment planning activities.

**G. Project Management**

- a. Consultant will submit progress reports containing short summaries of progress made for all phases of work, data, and findings along with any other required data for quarterly and annual reporting to US EPA. Consultant will submit regular billing with costs tracked by site, grant, and task, with backup documentation.

**H. Schedule**

- a. Selected consultant will be required to complete the project withing three years from the executed date of the US EPA Cooperative Agreement with TARCOG.

**STATEMENT OF QUALIFICATIONS**

Statements of Qualifications should include, but are not limited to, the following:

**A. Organization Background & Experience**

- a. Experience of the firm in completing US EPA Brownfield Assessment and Cleanup grants in US EPA Region 4 and, more specifically, brownfield grants executed in the State of Alabama.

**B. Relevant Project Experience**

- a. Project summaries for up to five projects of similar scope and complexity to this project. Each summary should contain the type of work performed including outputs such as the number of ESAs, project schedule, professionals involved in each project, and references including contact information

**C. Key Personnel**

- a. Brief resumes include education, professional certifications, and relevant experience of key personnel who will be assigned to the project. Also include the name(s) and telephone number(s) of key personnel in your organization authorized to negotiate the contract.

**D. Resources & Capacity**

- a. Capacity of the firm to conduct the project (i.e., availability of monitoring and field sampling personnel, equipment, analytical resources, etc.) and whether these

resources are available in-house or if they must be obtained through contracted services.

**E. Project Service Area Knowledge & Experience**

- a. Firm and/or personnel knowledge of, and experience in, the five-county TARCOG service area.

**F. Professional Certifications**

- a. Proof of current Professional Liability Insurance Certificate
- b. Other relevant professional certifications enabling the respondent organization to work on federally funded projects (SAM registration, Beason-Hammon Act compliance, etc.)

**EVALUATION CRITERIA**

A consultant selection team comprised of TARCOG employees and/or board members shall review and score the Statements of Qualifications based on the following criteria:

1. Firm knowledge of US EPA brownfield grant procedures and regulations (25 points)
2. Firm knowledge of Alabama Department of Environmental Management (ADEM) brownfields program. (20 points)
3. Firm experience with projects of similar scope and complexity (20 points)
4. Key personnel qualifications and experience (20 points)
5. Familiarity with project service area and local factors (15 points)

TARCOG will enter negotiations with the top-ranked firm for the purpose of entering into an agreement for environmental consulting services subject to the availability of funding. If such negotiations are not successful, the firm will be dismissed from further consideration and discussions will be initiated with the second ranked firm. This process will continue until an agreement is reached.

**GENERAL INSTRUCTIONS**

The selected firm will be subject to federal contract requirements, including, but not limited to, the Disadvantaged Business Enterprise Program project certification process and minimum Federal (Davis-Bacon Act) wage rates, where applicable. Attention is particularly called to the requirements of Title VI of the Civil Rights Act of 1964, Section 109, Section 3 Segregated Facilities, Section 504 of the Rehabilitation Act of 1973 requirements, and the Copeland “Anti-Kickback” Act.

TARCOG reserves the right to reject any and all Statements of Qualifications received in response to this RFQ. TARCOG is not responsible for any costs incurred by consultants replying to this request. TARCOG is an equal opportunity employer and encourages responses from all qualified firms.