



REQUEST FOR QUALIFICATIONS

PROCUREMENT AND IMPLEMENTATION OF BROWNFIELDS GRANTS

1 - BACKGROUND INFORMATION

The City of Mandan is a community of approximately 22,500 persons covering more than 11 square miles in central North Dakota. The City is situated along I-94 abutting the west side of the Missouri River. North Dakota Highways 6 and 1806 provide north/south access and the historic Old Red Old 10 Highway is a scenic byway to the west. The Lower Heart River meanders through the community and converges with the Missouri River near the southeastern boundary of the City. The City is the second largest community within the Bismarck, ND Metropolitan Statistical Area, comprised of Burleigh, Morton, Oliver, and Sioux Counties. The area has a total population of about 132,000 as of 2018.

The City of Mandan wishes to identify key redevelopment sites throughout the community. The City's brownfields sites include previously developed urban locations, industrial operations within the urban fringe, and development opportunities adjacent to the City's railroad corridors. The City wishes to move quickly from planning into implementation of projects upon these catalytic sites.

2 - PROJECT DESCRIPTION

The City, through this Request for Qualifications (RFQ), is seeking a qualified environmental and/or planning consultant to provide assistance with:

- A. Securing United States Environmental Protection Agency (U.S. EPA) and potentially other federal or state grants for the assessment, cleanup, or redevelopment of brownfields properties; and
- B. Implementation of environmental assessment, remedial planning, community outreach, and other environmental or planning components of grants for which funding is secured.

The U.S. EPA Brownfields Program is one example of the potential grant programs to fund inventory, planning, assessment, and community outreach activities for brownfield sites located within the City. The objectives of the City may expand at a later date to include actual cleanup of individual sites targeted for

assessment, depending on the future availability of funding. The successful consultant will bring experience and insight to a partnership with the City to obtain and implement these grants as well as explore other grants and brownfields initiatives as funds become available.

The number and location of brownfields sites within the City should be identified as part of initiative. Further documentation of the economic impact of these sites in depressing property values, hindering redevelopment of high priority areas, and furthering the City’s land use and economic development objectives will allow for a prioritization of redevelopment sites and implementation strategies. One outcome of the U.S. EPA assessment grants, if secured, will be to inventory and document prioritized sites to advance their assessment, cleanup, if necessary, and redevelopment.

3 - TYPE OF CONTRACT AND CONTRACT TERM

The City prefers to award a contract to one full-service consultant to serve as a partner in achieving the goals of preparing successful applications for brownfields funding followed by successful and effective implementation of the resulting grant(s), subject to the requirements of an approved U.S. EPA Cooperative Agreement (CA) and Work Plan to be completed following award. The contract period will extend from the beginning of the grant writing phase, through the end of the 3-year project period associated with the Community-Wide Assessment grant, and may be extended at the option of the City if additional grant funds are obtained. The consultant will assume responsibility for all contracted services, including services provided by subcontractors, if any.

4 - PROJECT BUDGET

The budget for the initial U.S. EPA grant application assistance will be negotiated with the successful consultant. The City and the successful consultant will develop budgets for assessment activities at individual sites as the project progresses as specific sites are identified for assessment. The budget for any future related grants executed under this contract will be negotiated with the consultant if and when such funding becomes available. It will be the City’s option whether or not to utilize this contract for future brownfields grants beyond the initial U.S. EPA assessment grant application and implementation projects.

5 - PROJECT TIMELINES

Every effort will be made to adhere to the following schedule:

Advertise for Proposals	July 19, 2019
Proposals Due	August 6, 2019
Review Responses and Prepare Shortlist	August 13, 2019
Notification of Selections	August 15, 2019
Interview Selected Candidates	Week of August 19, 2019
City Commission Approve Selection	September 3, 2019
Selection Notification and Negotiation	September 4, 2019
City Commission Approve Contract	September 17, 2019



6 - SELECTION CRITERIA

The City will take into account any matters it considers appropriate in selecting the most qualified consultant. Evaluation criteria includes, but is not limited to, the following:

- A. Organization Background. A description of the consultant's name, history, areas of expertise, size, and office locations. The name, address, and telephone number of a contact person and/or prospective project manager regarding the statement shall be included.
- B. Project Approach. A description of the project and how the consultant will work with the City of Mandan preparing a successful U.S. EPA brownfields grant application and subsequent implementation of said brownfields grants. This section shall include the applicant's approach to grant preparation, community out-reach activities, planning, organization, and management.
- C. Experience and Capabilities. A list of proposed key personnel and their management and technical experience and capabilities with the following:
 - Experience preparing successful EPA brownfield grant applications
 - Experience with EPA grant funded projects with local government.
 - Conducting Phase I and Phase II ESAs.
 - Conducting environmental investigations and cleanups.
 - Development experience and market feasibility research.
 - Planning and community involvement activities related to brownfields.
 - Other areas of expertise relevant to the project (optional).

7 - SELECTION PROCESS

The City will use the following procedure to select a consultant from among the respondents to this RFQ:

1. Select the most highly qualified consultant to meet the City's needs as determined by the evaluation criteria. If necessary, on-site interviews may be requested of select consultants to assist in the City's determination.
2. Attempt to negotiate with the most highly qualified consultant fair and reasonable scope, terms, conditions and cost.
3. If negotiations are successful, make a formal award.
4. If negotiations are unsuccessful, formally end negotiations with that consultant.
5. Select the next most highly qualified consultant and attempt to negotiate fair and reasonable terms, conditions, and cost with that consultant.
6. The City shall continue this process until a consultant is selected for award.

7. The City may also choose not to proceed with or to utilize other means to complete the project, if reasonable terms cannot be negotiated with the interested consultants.

8 - SUBMISSION REQUIREMENTS

Three hardcopies and one electronic copy of the statement must be submitted no later than noon on August 6, 2019 at the address in Section 9 of this RFQ. The statement shall include the information in the order presented in Section 6 of this RFQ. Sealed envelopes marked “RFQ - EPA Brownfields Grants”, with the proponent’s name and address shown on the upper left hand corner of the envelope. Late statements will not be considered.

Submission materials will become public data upon receipt by the City.

9 - ADDITIONAL INFORMATION

If you have any questions regarding this RFQ, please contact:

John Van Dyke, Principal Planner
205 Second Ave. NW
Mandan, ND 58554

701-667-3248

John.vandyke@cityofmandan.com



EXHIBIT A – GENERALIZED SCOPE OF SERVICES

This RFQ seeks a qualified consultant to provide grant, assessment, and planning services including any or all of the following tasks:

- Writing the text for the grant applications from information provided by the City and obtained from other information sources;
- Assisting the City with solicitation of letters of support from state agencies, area civic groups, and local stakeholders;
- Assembling the final applications and submittal to U.S. EPA on behalf of the City
- Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
- Conduct and oversee site assessment studies and prepare appropriate technical reports required by the U.S. EPA, North Dakota Department of Environmental Quality, North Dakota Department of Waste Management, and other regulatory agencies as necessary in print and electronic format.
- Field investigations including sample collection and lab analysis.
- Interviews with neighboring property owners.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA regulations.
- Delivery to the City completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable North Dakota environmental regulations.
- Project management, implementation, and/or technical oversight.
- Professional advice regarding environmental issues associated with land reuse/redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings of the City and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with conducting community-wide inventory of potential hazardous substance and petroleum brownfields sites.
- Develop preliminary budget, financing options and implementation plan for cleanup/reuse.

- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Involve public and private stakeholders throughout all phases of projects.
- Comprehensive community outreach program and public participation program.
- Implement site specific cleanup or remediation (if future funding becomes available through this or another grant funded program).