

REQUEST FOR PROPOSAL

REDEVELOPMENT AUTHORITY OF THE COUNTY OF MONTGOMERY

ENVIRONMENTAL CONSULTING SERVICES

ISSUE DATE: 1/17/2023

RESPONSE DUE DATE: 2/17/2023

The Redevelopment Authority of the County of Montgomery (“RDA”) is seeking written proposals for professional environmental consulting services to provide technical support for the comprehensive Brownfields redevelopment program in Montgomery County. This Request for Proposal (“RFP”) outlines the goals of the program and the scope of the required services:

PART 1. INFORMATION FOR BIDDERS

1.1 Background.

1.1.1 Introduction. Montgomery County, Pennsylvania is a rapidly developing county adjacent to Philadelphia. Throughout the County are corridors of older industrial development, primarily along the Schuylkill River and rail lines. The RDA recognizes many older industrial and commercial properties suffer from the existence, or the perception of, environmental contamination and is, therefore, furthering this program to identify, evaluate, market, and remediate such sites. This program, in conjunction with municipal efforts, seeks to encourage site redevelopment and reuse by the private sector by utilizing state and federal programs available for Brownfields revitalization.

1.1.2 Program Commitments. The RDA and the County are committed to working to redevelop brownfields sites throughout the County. The County has long supported the Environmental Protection Agency (“EPA”) grant applications as detailed below.

1.1.3 Environmental Consulting Services. The RDA serves as an economic development agency working throughout the County to implement municipal economic development through redevelopment and revitalization projects. Many of these projects involve issues that require professional environmental consulting services.

1.1.4 EPA Programs.

- (a) **Brownfields Assessment Grant.** The RDA's current Brownfields Assessment Grant program was opened in 2020 with a \$300,000 grant. The RDA has an application for supplemental funding currently pending with the EPA.
- (b) **Brownfields Revolving Loan Fund.** The RDA's current Brownfields Revolving Loan Fund program to support remediation activity was opened in 2013 with an \$800,000 grant. The RDA received subsequent supplemental funding of \$450,000 in 2016, \$500,000 in 2018, \$375,000 in 2020, and \$1 million in 2022.

1.2 Consulting Service Standards. The nature and scope of the consulting services include the following:

1.2.1 Provide General Environmental Consulting Service, including the following functions and capabilities:

- (a) Review and analysis of environmental studies related to potential redevelopment opportunities throughout the County, on an as requested basis;
- (b) Work with the RDA to provide program support to ensure regulatory compliance with all EPA and PA Department of Environmental Protection (DEP) sponsored programs;
- (c) Appear at public meetings at the municipal and county level to discuss environmental issues in general terms or for a specific project, on an as requested basis;
- (d) Work with the RDA to help identify funding opportunities to support brownfield assessment and remediation activities.

1.2.2 Support the administration of the Brownfields Assessment Grant and the Brownfields RLF programs, including the following functions and capabilities:

- (a) Work with the RDA to administer and support the Brownfields Assessment Grant program and ensure compliance with all EPA regulations associated with said program;
- (b) Work with the RDA to administer and support the Brownfields RLF program and ensure compliance with all EPA regulations associated with said program;

1.3 Contract Information.

- 1.3.1 Issuing Office.** The RDA is the sole point of contact for this RFP. Please refer all inquiries to Rebecca Swanson, Executive Director, Redevelopment Authority of the County of Montgomery, via phone at (610) 275-5300 or e-mail at rebecca.swanson@montgomerycountypa.gov.
- 1.3.2 Type of Contract.** If a contract is entered into as a result of this RFP, it will be a professional services purchase contract. Negotiations may be undertaken with contractors whose proposals show them to be qualified, responsible, and capable of doing the work. This contract will be valid for a period of two years from the date of Notice to Proceed with one-year options to extend the contract by mutual agreement between the RDA and the contractor.
- 1.3.3 Incurring Costs.** The RDA is not liable for any costs incurred by contractors prior to issuance and complete execution of the contract.
- 1.3.4 Amendments.** If it becomes necessary to revise any part of this RFP, an amendment will be issued to all contractors who received original copies of the RFP.
- 1.3.5 Response Date.** Proposals must be received on or before February 17, 2023 at 5:00pm EST. Proposals are to be sent to Rebecca Swanson at rebecca.swanson@montgomerycountypa.gov.
- 1.3.6 Proposals.** To be considered, contractors must submit a complete response to this RFP. Contractors may be requested to make an oral presentation to the RDA.
- 1.3.7 Disclaimer.** The RDA reserves the right to accept or reject at any time prior to the execution of a contract in connection with this request any or all proposals or any part of any proposal submitted in response to this request and to waive any defect. Any respondent selected to enter into contract negotiations will be expected to enter into a formal contract with the RDA and the RDA reserves the right to discontinue negotiations with any selected respondent if the RDA does not reach an agreement acceptable to the RDA within a reasonable period of time in the sole discretion of the RDA.
- 1.3.12 EPA Contractual Requirements.** All contracts will be in compliance with EPA requirements as set forth in 40 CFR Part 31, and the contractor selected will be expected to be familiar with and able to perform under those regulations.

PART 2. SCOPE OF SERVICES

The contractor selected will be the lead professional advisor for the program and will work closely with the RDA to perform the following services:

- 2.1 Site Specific Brownfields Assessment and Remediation Efforts.** This shall include, but may not be limited to, the following tasks:
- (a) Work at the direction of the RDA to help identify Brownfields sites that are eligible for state or federal financial assistance for environmental site assessment and/or remediation;
 - (b) Provide consulting services to the RDA to assist landowners and prospective purchasers to qualify for and obtain state and federal financial assistance for environmental assessment and/or remediation;
 - (c) Assist the RDA in obtaining grants and loans under state and federal Brownfields programs;
 - (d) Prepare specifications or requests for proposals to solicit other vendors to perform environmental site assessments and remedial actions for the RDA, evaluate and select such vendors, and supervise the work of such vendors.
- 2.2 Work Plan and Elements.** The contractor will develop a plan of implementation for the work outlined above.

PART 3. INFORMATION REQUIRED FROM BIDDERS

All proposal submissions must be prepared in the format outlined below.

- 3.1 Scope of Services.** Describe the technical work plan for accomplishing the work set forth in Part 2. Modifications to the basic services requested in this RFP are permitted.
- 3.2 Qualifications.** Provide a firm resume including its experience in similar projects, and three (3) project references with contact information.
- 3.3 Personnel.** Provide resumes for all personnel to be assigned to this project and their respective responsibilities specific to this project.
- 3.4 Insurance.** List insurance coverage held by the firm covering responsibilities under the contract.

- 3.5 Cost Proposal.** Provide a cost proposal that specifies the hourly rates of all assigned personnel and a breakdown of all associated costs. The respondent shall also provide a total cost estimate for the requested services based on the respondents' understanding of the two existing EPA contracts and other aspects of the scope of services.

PART 4. CRITERIA FOR SELECTION

- 4.1 Selection Process.** All proposals will be reviewed and evaluated by the RDA and the RDA Board of Directors.
- 4.2 Selection Criteria.** The following areas of consideration will be used in evaluating the proposals:
- 4.2.1 Qualifications and Experience of Project Staff.** Demonstrate the ability to provide the required personnel as needed to complete this project. Past experience in completing such implementation strategies for local government is not required but is considered extremely advantageous. Past experience in completing such implementation strategies within the Commonwealth of Pennsylvania is not required but is considered extremely advantageous. Specific examples of successful past experience with EPA and other governmental funding sources should be provided.
 - 4.2.2 Innovative Approach to Project.** Because this project is a combination of continuing technical services and ongoing expansion of new programs, respondents should demonstrate the ability to manage innovative programs and tasks.
 - 4.2.3 Demonstrated Communication Skills.** This project will involve the consultant working directly with local and county government leaders, community leaders, business leaders, and the public. Respondents must demonstrate such ability by providing past references.
 - 4.2.4 Cost.** The RDA will evaluate the value of services for money expended.