



**REQUEST FOR QUALIFICATIONS & COST PROPOSAL
BROWNFIELD REDEVELOPMENT CONSULTING SERVICES**

August 17, 2020 (Addendum 8/20/2020)

I. PROCEDURES

A. ISSUING ENTITY

The St. Joseph County Brownfield Redevelopment Authority ("SJC BRA") is the entity issuing the RFQ/P.

B. DEADLINE FOR RECEIPT OF PROPOSALS

The deadline for receipt is Friday, August 28, 2020 4:00 PM EST

C. SUBMISSION AND RECEIPT OF PROPOSALS

For a submission to receive consideration, it must be received prior to the deadline. No late submissions will be accepted. An authorized officer of the Consultant shall sign the Certification and all proposal forms. Proposals must be clearly labeled "QUALIFICATIONS & COST PROPOSAL – BROWNFIELD REDEVELOPMENT CONSULTING SERVICES". Both electronic and paper copies shall be submitted. One complete copy of the proposal, including all attachments must be submitted in PDF format and submitted to cknapp@southwestmichiganfirst.com. Two (2) sealed paper copies shall be submitted and mailed or delivered to the: St. Joseph County Brownfield Redevelopment Authority Attn: Cathy Knapp, 125 W. Main Street, Centreville, MI 49032 (Physical Address) / PO Box 130, Centreville, MI 49032 (Mailing Address). Proposals are considered received when in the possession of the St. Joseph County Brownfield Redevelopment Authority.

D. TIMELINE:

The timeline for the SJC BRA RFQ/P is as follows:

- August 17, 2020 RFQ/P Issued
- August 21, 2020 Questions/Inquiries Due
- August 24, 2020 Question Responses Delivered
- August 28, 2020 Proposal Due Date
- August 31 - September 4, 2020 Review Responses
- September 8-11, 2020 SJC BRA Board Considers Proposals

E. OFFICIAL DOCUMENTS

The SJC BRA officially distributes proposal documents via the St. Joseph County website. Copies of all official documents will also be available at the St. Joseph County Clerk's Office, 125 W. Main Street, Centreville, MI 49032. The SJC BRA cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

F. INTERPRETATION OF PROPOSAL AND/OR CONTRACT DOCUMENTS

Any interpretation to a proposer regarding the RFQ/P or any part thereof is valid only if given by the SJC BRA's listed contact. Any information given by other sources is unofficial. Interpretations may or may not be given orally and may be written depending on the nature of the inquiry. Interpretations that could affect other proposers will be in writing and issued by the SJC BRA designated contact. All inquiries shall be made within reasonable time prior

to the stated deadline in order that a written response in the form of an addendum, if required, can be processed before proposals are opened. Inquiries received that are not made in a timely fashion may or may not be considered. Any inquiries related to this RFQ/P should be sent to: St. Joseph County Brownfield Redevelopment Authority Attn: Cathy Knapp by email to cknapp@southwestmichiganfirst.com or phone at 269-553-9588.

G. CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Each change or addendum issued in relation to this RFQ/P will be posted on the County website and will also be on file in the Clerk's Office. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. All such changes or addenda shall become part of the contract and all proposers shall be bound by such changes or addenda.

H. ALTERNATES

Proposers are cautioned that any alternate proposal, unless requested by the SJC BRA, or any changes, insertions, or omissions to the terms and conditions, specifications, or any other requirements or this RFQ/P, may be considered non-responsive, and at the opinion of the SJC BRA, may result in rejection of the proposal.

I. ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically providing a straightforward concise description of the proposer's ability to meet the requirements of the RFQ/P. Decorative bindings, colored displays, promotional material, etc., are discouraged and they may result in loss of evaluation credit. Emphasis should be on completeness and clarity of the contents.

J. AWARD

Proposals will be reviewed by an internal committee where proposers will be evaluated and ranked. Proposing firms may be asked to participate in an interview to further discuss qualifications and to answer questions from the committee. The contract will be awarded to the responsible, responsive firm whose proposal, conforming to this solicitation, will be most advantageous to the SJC BRA, price and other factors considered.

The SJC BRA reserves the right to accept or reject any or all proposals, in part or whole and to waive informalities and minor irregularities in bids received.

K. WITHDRAWAL

Proposals may only be withdrawn by written notice prior to the date and time set for the submission of proposals. No proposal may be withdrawn after the deadline for submission.

L. DEFAULT

No bid or proposal shall be accepted from any party (contractor) who is in default on the payment of taxes, licenses or other monies due St. Joseph County.

M. NON-COLLUSION CLAUSE

By signing and submitting this proposal, proposer states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.

N. NON-DISCRIMINATION CLAUSE

By signing and submitting this proposal for consideration of an award by the SJC BRA, the proposer covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.

II. PROJECT DETAILS

A. DESCRIPTION

The SJC BRA is seeking qualifications and cost proposals from Consultants to provide Brownfield and related Brownfield redevelopment technical, administrative and consulting services to the SJC BRA. The selected Consultant will be the primary provider of such services as outlined in Section II.C below.

B. BACKGROUND

The Brownfield redevelopment consulting needs of the SJC BRA have been met by a former consultant since 2004. The past consulting services agreement is expired and the SJC BRA's purchasing guidelines require proposals be solicited for this service.

C. SCOPE OF WORK

The Brownfield redevelopment technical and administrative consulting services to the SJC BRA solicited under this RFQ/P include but are not limited to the following:

1. Plan, generate and process Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements and related documents prepared on behalf of the SJC BRA by the Consultant.
2. Review and evaluate, and assist the Administrator in negotiating Brownfield Plans, Act 381 Work Plans, Development & Reimbursement Agreements and related documents prepared by third parties and submitted to the SJC BRA.
3. Prepare material for, and participate in meetings/presentations of/with the SJC BRA, County Commission, Michigan Department of Environment, Great Lakes and Energy ("EGLE"), Michigan Economic Development Corporation ("MEDC") and Michigan Strategic Fund ("MSF") when considering, and acting on Brownfield Plans, Act 381 Work Plans and Development & Reimbursement Agreements.

4. Assist prospective developers/redevelopers with completing the SJC BRA's Brownfield Redevelopment Funding Assistance applications, evaluate such applications on behalf of the SJC BRA, and provide recommendations.
5. Assist prospective developers/redevelopers with pursuing funding and technical assistance and incentives through Federal, State and local agencies and programs including but not limited to US Environmental Protection Agency ("EPA"), USDA Rural Development, Michigan State Housing Development Authority ("MSHDA"), Michigan Department of Treasury, MEDC, EGLE, Local Development Authorities ("DDA"), and others as needed.
6. Apply as needed for area-wide or site-specific State and/or Federal Brownfield Assessment, Cleanup and other grants/loans as they may be needed and are available.
7. Manage some or all aspects of such grants/loans as requested by the SJC BRA and its Administrator.
8. Assist the Administrator with planning and conducting SJC BRA's monthly meetings, participate as staff in such meetings, and provide Brownfield technical and administrative advice and legislative updates.
9. Perform, and assist the Administrator with performing Brownfield administrative functions as required by State or Federal programs including but not limited to annual reports of SJC BRA activities, Brownfield TIF capture & reimbursements and related functions as requested by the SJC BRA and its Administrator.
10. Provide all other Brownfield redevelopment consulting services as requested by the SJC BRA and its Administrator.

D. SELECTION CRITERIA:

The requested information is intended to provide information that will assist the SJC BRA in the selection of the most qualified, competent, experienced, responsive and economical Consultant, who will best serve the needs of the SJC BRA. During the evaluation process, where it may serve its best interest, the SJC BRA reserves the right to request additional information or clarifications from proposers, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities. A selection committee will evaluate the proposals based upon the submittal requirements. After a review of the written proposals, selected firms may also be asked to make an in-person presentation or field follow-up questions. The SJC BRA will choose the proposal(s) that best fits its needs. The SJC BRA is not obligated to award the contract based on cost alone. The selected firm will be required to enter into a written agreement with the SJC BRA that will detail the specifics of the relationship and include scope of work, compensation, insurance requirements and other matters. This agreement is anticipated to be for three years. If an agreement cannot be reached, the SJC BRA reserves the right to render the proposal invalid and may award the contract to another qualified proposer in its sole discretion.

III. SUBMITTAL REQUIREMENTS:

Proposals should demonstrate the qualifications, experience, service level, cost of services, competence, and capacity of the Consultant. The SJC BRA considers qualified Consultants to

be those that demonstrate the appropriate experience, capability, knowledge and financial ability to implement the Scope of Work outlined in Section II.C above. As part of the SJC BRA's determination regarding a proposer's qualifications, the SJC BRA will review and analyze the experience and qualifications of the proposer as a whole, placing emphasis on the individual ("key" personnel) who will provide the bulk of the Brownfield redevelopment consulting services outlined in Section II.C – Scope of Work. Each statement of qualifications must address all the points outlined below:

A. Firm Overview:

1. Full name and address of the firm with a short description of the firm. Include a description of the business organization, year established, federal ID number, Michigan tax ID number, the firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable. List the firm's officers (up to three). Page limit for this section is two (2) pages.
2. List the location and address of the firm's office in Michigan that will provide the Brownfield redevelopment services to the SJC BRA, and where the "Key" personnel is located.
3. Provide a list of firm's primary services. Provide a list of the firm's Brownfield redevelopment services (if different than primary services). Page limit for this section is one (1) page.

B. Qualifications:

1. Provide resume for the "Key" personnel. The SJC BRA anticipates that the "Key" personnel is the individual who will be the contact with the SJC BRA and its Administrator, and who will provide the vast majority of the consulting services listed in the Scope of Work. Resume and/or narrative response shall provide, at a minimum, his/her education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations; years and position(s) with the company; years with other firms and firm names; types of services "Key" individual is qualified to perform; demonstration of the familiarity of "Key" individual with services required for this project; recent experience of "Key" individual and his/her roles in similar projects; recent experience of the "Key" personnel with other redevelopment programs/incentives (OPRA, NEZ, HRTC, LIHTC, etc.) not specifically listed in the Scope of Work. Response shall be limited to not more than four (4) pages.
2. Provide resumes for not more than two (2) staff persons who may assist the "Key" personnel with performing services listed in Section II.C above. Resume and/or narrative response shall provide, at a minimum, education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations; years and position(s) with the company; years with other firms and firm names; types of services the staff persons are qualified to perform; demonstration of the familiarity of the staff persons with services required for this

project; recent experience of staff persons and their roles in similar projects. Response shall be limited to not more than four (4) pages.

3. Please demonstrate the previous experience of the "Key" personnel with descriptions of five (5) similar projects completed or in progress with governmental entities within the past five (5) years. For each such project provide a one or two page summary that includes: i. Project name and location. ii. Client name; specify entity or department. iii. Short project description. iv. Role of "key" personnel. v. List of services provided. vi. Client contact information (name, title, phone number, email address).
4. Describe what additional "value added services" your firm can provide. Page limit for this section is one (1) page.
5. List the key differentiators for your firm. What factors distinguish your firm from your competitors? Page limit for this section is one (1) page.

C. References:

SJCBRA reviewers may solicit references from some or all client contacts provided with previous experience examples above.

D. Compensation \ Fees:

For each year of the anticipated three year contract, in tabular form, please provide the following:

1. Travel fee to St. Joseph County from the Consultant's office (if any).
2. Lump sum fee for preparing and attending the SJCBRA's monthly or quarterly or special meetings (assume two hour duration per meeting); item 8 in Section II.C. – Scope of Work.
3. Lump sum fee for preparing a Brownfield Plan (assume utilizing the SJCBRA's standard plan format); item 1 in Section II.C. – Scope of Work.
4. Hourly professional billing rate for the following:
 - I. "Key" personnel.
 - II. Up to two (2) technical staff persons.
 - III. Administrative support person.
 - IV. Graphic designer/CAD staff person.
 - V. Other (Please describe)
5. The percentage markup, if any, on approved subcontractors.
6. Other fees/charges (if any).

E. Conflict of Interest:

Disclose any conflicts or perceived conflicts of interest. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

F. Copies of the following items:

1. Comprehensive General Liability and Property Damage coverage.
2. Professional Liability (Errors and Omissions) coverage.

3. Worker's Compensation coverage.
4. Any and all relevant license/registration numbers.

G. Certification

I hereby state that I have read, understand, and become thoroughly familiar with and understand the terms and scope of work contained in the RFQ/P. I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become the basis for a binding contract if accepted by the SJC BRA. I hereby state that this proposal will remain valid for not less than six (6) months from this certification date.

Signed: _____

Type or Print Name _____

Title: _____ Date: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact Phones: Office: _____ Cell: _____

Contact E-mail: _____

NOTICE TO ALL POTENTIAL RESPONDENTS

Addendum 1 - 8/20/20

The REQUEST FOR QUALIFICATIONS & COST PROPOSAL is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

DESCRIPTION OF CHANGES

PROPOSAL SUBMITTAL DEADLINE -

The proposal submittal deadline for electronic submissions remains Friday, August 28, 2020 by 4pm in accordance with the original RFP. However, the SJC BRA will accept the additional two sealed paper copies as long as they have been postmarked by August 28, 2020. This changes the language in the RFP that states the two sealed packets must be received by August 28th, 2020. Both electronic and two sealed copies are still required and the delivery methods remain the same.

ADDITIONAL INFORMATION

The SJC BRA has attached the following documents to the back of the RFP for consideration:

- St. Joseph County EPA Brownfield Assessment Grant Work Plan
- SJC BRA RFP Scoring Criteria

**Work Plan for the St. Joseph County
Brownfield Hazardous Substance Assessment Grant**

Grant Recipient: St. Joseph County
PO Box 189
Centreville, MI 49032

Primary Contact: Ms. Cathy Knapp, Partner
Southwest Michigan First
P.O. Box 50827
Kalamazoo, MI 49005-0827
269.569.2623
cknapp@southwestmichiganfirst.com

Project Period: August 17, 2020 – September 30, 2023

CFDA: 66.818 Brownfields Assessment, Cleanup and RLF Agreements

This project supports the following goals and objectives of the 2018-2022 Strategic Plan for the U.S. Environmental Protection Agency (EPA):

Goal 1: A Cleaner, Healthier Environment

Objective 1.3: Revitalize Land and Prevent Contamination. Specifically, this Brownfields assistance agreement will provide funding to the recipient to inventory and assess brownfield properties for future use and redevelopment. The project period is three years.

Introduction

The U.S. Environmental Protection Agency (EPA) has awarded St. Joseph County, Michigan \$300,000 to complete Brownfield Assessment activities for sites potentially impacted with hazardous and/or petroleum-related substances. This Grant is a Community-wide Assessment Grant with a target area in downtown Three Rivers.

St. Joseph County, Michigan has an existing Brownfield Redevelopment program, spearheaded by its Brownfield Redevelopment Authority (“the Authority”) which is managed and staffed by Southwest Michigan First, the county’s contracted economic development agency. With this grant, the Authority will continue its exciting work, restoring abandoned industrial/commercial properties to productive use, retaining and creating jobs through brownfield redevelopment, and helping alleviate pressure to develop agricultural land in the County.

St. Joseph County – Work Plan
U.S. EPA Brownfield Hazardous Substance Assessment Grant

Project Overview

The U.S. EPA awarded St. Joseph County \$300,000 to conduct assessment and cleanup and reuse planning activities at sites contaminated with hazardous and/or petroleum-related substances. These funds will be used to complete the following tasks:

Task 1: Program Implementation
<ul style="list-style-type: none">▪ Community engagement within the target area▪ Procure technical assistance provider▪ Re-constitute County Brownfield Redevelopment Authority, update policies and application forms, develop project marketing materials, evaluate eligibility▪ Quarterly Reports, Financial Reports, Grant Compliance
Task 2: Site Assessments
<ul style="list-style-type: none">▪ Site Eligibility Determinations, Access Agreements▪ Phase I and II Environmental Site Assessments, Technical Evaluations▪ Liability Protection Documentation
Task 3: Cleanup and Reuse Planning
<ul style="list-style-type: none">▪ Work Plans, applications for non-EPA funding sources, requests for technical assistance

Management and Coordination

Ms. Cathy Knapp will serve as Program Coordinator for the initiative. Ms. Knapp is the point of contact for property owners, developers, and local units of government who may have interest in certain brownfield properties. As the Partner at Southwest Michigan First, Ms. Knapp is able to meld the economic development activities of the County with its Brownfield Redevelopment initiatives. Ms. Knapp reviews potential sites and development proposals where the grant may be a useful tool. Ms. Knapp’s recommendations are made to a 5-member Brownfield Redevelopment Authority Board that meets on an as needed basis. The Board reviews requests and is the final decision-making body for all project funding requests. The Board has the primary responsibility for updating application forms, approving vendor invoices and setting application fees. This fee can be waived under special circumstances and with Board approval.

Work To Be Performed

The schedule of tasks to be performed under this grant assumes the Cooperative Agreement will be authorized on October 1, 2020, with potential pre-award activities. Each task will be completed as needed as individual redevelopment opportunities become available.

Task 1: Task 1 includes program start-up and general grant management activities, including community engagement, procurement of a Qualified Environmental Professional (QEP), and submitting required reports. The County will work with Southwest Michigan First to present to units of local government, develop an RFP for a QEP, and update the County Brownfield Redevelopment Authority Board policies and materials. To communicate with the public, the St. Joseph County BRA will prepare brief stories about brownfield successes and other information. These are disseminated on a regular basis (up to twice per year) to the city of Three Rivers and additional community engagement partners, who can then incorporate the information into their

St. Joseph County – Work Plan
U.S. EPA Brownfield Hazardous Substance Assessment Grant

newsletters and other means of communication. For the target area of downtown Three Rivers, the BRA is particularly interested in reaching the Three Rivers area residents and will utilize local press (both the Three Rivers Commercial Newspaper and MLive), the local Three Rivers radio station WLKM-FM, public meetings of the Three Rivers City Council, and the Three Rivers Downtown Development Association. To communicate with the business community, staff regularly (quarterly) interacts with the Downtown Development Association, and Chamber of Commerce in Three Rivers; the area Realtors Association; and other business groups. We present grant updates to these groups and provide easily understandable fact sheets they can disseminate in their communications. When specific projects are underway, we intend to post information locally at nearby coffee houses, churches, storefronts, etc. in the immediate vicinity of the priority sites, on the City of Three Rivers and the St. Joseph County websites, and through social media. Public hearings/meetings will be required for the various funding elements related to the projects and the public can express their opinions and expectations on how those public resources are treated.

Task 1: Program Implementation		
Activities:	Deliverables:	Schedule:
Community engagement within the target area	Meeting minutes, 6 events	Twice annually, approx. every 6 months
Procure QEP	Executed contract with QEP	Aug. 2020, upon execution of cooperative agreement
Re-constitute County Brownfield Redevelopment Authority, update policies and application forms, develop project marketing materials, evaluate eligibility requirements	Brownfield Plan - Final copies of policies, application forms, and marketing materials	By Oct. 1, 2020
Quarterly Reports, Financial Reports, Grant Compliance and ACRES database updates	Reports submitted on-time, completed ACRES property profiles	Within 30 days following completion of each quarter, Annual reports by October 31 of each year (see reporting schedule below)

The following table summarizes the reports that will be due during the grant period:

Due Date	Reports
January 30	Quarterly Report – Oct 1 to Dec 31
April 30	Quarterly Report – Jan 1 to Mar 30
July 30	Quarterly Report – Apr 1 to Jun 30

St. Joseph County – Work Plan
U.S. EPA Brownfield Hazardous Substance Assessment Grant

October 30	Quarterly Report – Jul 1 to Sep 30 MBE/WBE Report Federal Financial Status Report
Closeout – 90 days after end of grant period	Final Report Final MBE/WBE Report Final Federal Financial Status Report

Task 2: Task 2 includes preparing site eligibility determinations and establishing access agreements. The QEP assistance provider will conduct Phase I Environmental Site Assessments following ASTM and all appropriate inquiry standards. Phase II Environmental Site Assessments will be conducted at sites identified with recognized environmental conditions. For selected sites with elevated levels of contamination, Baseline Environmental Assessments for liability protection and Due Care Plans to address “continuing obligations”, following EGLE guidance as agreed in the Brownfield MOU between EPA and the State of Michigan, will be completed utilizing a QEP. This task will also include preparation of a Quality Assurance Project Plan (QAPP), Sampling and Analysis Plans and development of Health and Safety Plans.

Task 2: Site Assessments		
Activities:	Deliverables:	Schedule:
Site Eligibility Determinations	Documentation in Board minutes and Quarterly Reports Approved determinations	On-going, project dependent
QEP drafts and submits QAPP for EPA approval, updates annually	Approved QAPP Annual QAPP updates	Fall 2020, then on-going
Phase I and II Environmental Site Assessments, Technical Evaluations	Phase I ESA Reports (est. 8) Phase II ESA Reports and Data Validation Reports (est. 8)	On-going, project dependent
Liability Protection Documentation	Baseline Environmental Assessments, Due Care Plans (est. 8)	On-going, project dependent

Task 3: Task 3 includes preparing Brownfield Work Plans to utilize tax increment financing and Michigan Business Tax credits. These plans would be reviewed by the St. Joseph County

St. Joseph County – Work Plan
U.S. EPA Brownfield Hazardous Substance Assessment Grant

Brownfield Redevelopment Authority and recommended for adoption by the St. Joseph County Board of Commissioners following a public hearing. Act 381 and Michigan Strategic Fund (MSF) Work Plans may be prepared for review and approval by MDEQ and MSF. Clean-up planning may encompass feasibility reviews and site control alternatives.

Task 3: Cleanup and Reuse Planning		
Activities:	Deliverables:	Schedule:
Work Plans, applications for non-EPA funding sources, requests for technical assistance	Technical work plans, funding and incentive applications, conceptual site re-use plans, community input summaries, conceptual cost estimates	On-going, project dependent

Budget

Budget details for the tasks described above are detailed in the Table below.

Combined Grant Budget (Haz. Substances and Petroleum)				
Budget Categories	Task 1: Community Engagement and Project Implementation	Task 2: Site Assessments	Task 3: Cleanup and Reuse Planning	Total
Travel	\$1,000			\$1,000
Contractual	\$15,000	\$184,000	\$100,000	\$299,000
Total Direct Costs	\$16,000	\$184,000	\$100,000	\$300,000
Indirect Costs				
Total Budget	\$16,000	\$184,000	\$100,000	\$300,000

Task 1, Community Engagement and Project Implementation

- Travel costs: assumes one person attending a National Brownfield Conference (\$250 in registration fees, \$500 airfare, \$250 in hotel and accommodations).
- Contractual costs: 6 community events, 12 quarterly reports, 3 financial reports, policy and application development; 150 hours at average rate of \$100/hr = \$15,000

Task 2, Site Assessments

- Contractual Costs: 8 Phase I site assessments at average cost of \$3,000 = \$24,000; 8 Phase II site assessments at average cost of \$15,000 = \$120,000; 8 liability protection documents at average cost of \$5,000 = \$40,000. \$184,000 total.

Task 3, Cleanup and Reuse Planning

St. Joseph County – Work Plan
U.S. EPA Brownfield Hazardous Substance Assessment Grant

- Contractual Costs: 8 work plans, conceptual cleanup plans, etc. at average cost of \$12,500 = \$100,000 total

Measures of Success

The BRA tracks various parameters to determine the success of a project. These measures include:

- Number of Projects Supported
- Jobs Created and Retained
- Investment Dollars Leveraged
- Tax Revenues created
- Acreage of agricultural land preserved
- Amount of Cleanup activities leveraged
- Amount of Greenspace and public open lands created
- Other Community Benefits such as support for existing non-profit organizations involved in public health, housing, job training, etc.

Quarterly Reports are prepared and disseminated to all interested parties to help communicate the successes that occur with support from the Brownfield Assessment Grant. At the close of the grant, a final report will be prepared detailing the goals and objectives, performance measures, success stories and lessons learned, and a description of resources leveraged by the grant. We will measure outcomes for completed projects such as jobs created, cleanup efforts, square footage of new construction, etc. by interviewing developers post construction. We will utilize the Assessment, Cleanup, and Redevelopment Exchange System (ACRES) database and Quarterly Report formats to track and report progress. In those quarterly reports, we will evaluate progress towards assessment, cleanup, and redevelopment of the priority sites as well as other economic outcomes seen in the target area and opportunity zone. We will meet with project partners and provide information for dissemination to the target community. We will regularly check our webpage(s) for feedback and suggestions and respond to meaningful communications.

RFP/Q Scoring Rubric

Firm Name	Firm Qualifications / Key Staff	Exp. w/ Similar Projects	Description of Value Added Services	Description of Key Differentiators	Compensation / Fees	Total Points
Example Firm	3	2	3	1	3	12
Points available for each consideration						
0-3						
0- not responsive						
1- inadequate response						
2- adequate response						
3- exeptional response						