

Request for Qualifications (RFQ)

Environmental Consulting Services

Big Sky Economic Development

Introduction

The United States Environmental Protection Agency (EPA) has awarded a Brownfields Revolving Loan Fund (RLF) Grant to Big Sky Economic Development (BSED).

This is a Request for Qualifications (RFQ) issued by BSED. The intent of this RFQ is to request technical qualifications from qualified environmental consulting firms (Respondents) interested in providing environmental oversight services to BSED. BSED plans to qualify one or more Respondent(s) that meet the threshold and selection criteria outlined in this RFQ.

The RFQ is open to all qualified 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.

Upon receipt, all RFQ submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, BSED will assess each Respondent's qualifications based upon the selection criteria. Responses that meet the threshold and selection criteria set forth below will be evaluated for further consideration by BSED and the selection committee.

Once the selection committee has reviewed all Respondent proposals, two or more may be selected for a video or in-person interview with the selection committee.

Background

BSED has received a Brownfields RLF grant from the Environmental Protection Agency to support remediation efforts (e.g., loans or subgrants to eligible entities for cleanup planning and remediation) of sites affected by petroleum and/or hazardous materials. The goal of our brownfield program is to support the cleanup of brownfield sites so they may be redeveloped and returned to a beneficial reuse for the communities in Yellowstone County. BSED has successfully managed several EPA Brownfield assessment grants, supporting the redevelopment of many properties in Yellowstone County. This RFQ is to secure services for our recently awarded EPA Brownfield Revolving Loan Fund grant.

BSED anticipates the selected Respondent(s) will achieve the following goals outlined within the Brownfields RLF Program:

- Provide environmental engineering oversight of brownfield loans and subgrants made by BSED to ensure we comply with all applicable EPA and Montana Department of Environmental Quality (DEQ) regulations and program requirements.
- Support BSED's Brownfield RLF work in as timely and cost-effective manner as possible.

Scope of Work

The proposed scope of work under this RFQ consists of the following:

- Cleanup Oversight Activities such as, but not limited to:

- Review and signoff of payment requests
- Drafting Analyses of Brownfields Cleanup Alternatives (ABCA)
- Consultation and coordination with the Montana Petroleum Tank Release Compensation Board regarding possible reimbursements
- Verification of Davis-Bacon and other cross-cutting requirements compliance
- Conducting periodic site inspections
- Confirmation of final clean up sampling (QAPP required for all sampling)
- Any additional oversight as requested by BSED

Terms, Conditions and Exceptions

- a. BSED does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be construed as a legal offer.
- b. BSED reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of BSED to do so.
- c. BSED reserves the right to reject any or all responses without cause, waive irregularities in all procedures related to this RFQ, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as BSED deems necessary.
- d. Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. BSED hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between BSED and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).
- e. In the event the selected Respondent does not enter into the required agreement with BSED to carry out the purposes described in this RFQ, BSED may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against BSED unless a written agreement has been entered into.
- g. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. BSED will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.

Responses to this RFQ

Responses must be received on or before 12:00 P.M, Mountain Time, Thursday, January 11, 2024.

Respondents should submit via email to:

Thom MacLean – thom@bigskyeda.org

Responses not received by the deadline WILL NOT BE ACCEPTED FOR CONSIDERATION.

Please note the following:

- a. For ease of evaluation, the response should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.
- b. An individual or individuals legally authorized to bind the Respondent must sign the cover letter.
- c. Any questions regarding this RFQ must be submitted in an **e-mail to Thom MacLean at thom@bigskyeda.org no later than 12:00pm MT, Thursday, January 4, 2024**. A timely written response, which includes electronic transmittal, to all e-mail questions will be provided to the Respondent and all firms who received the RFQ.
- d. Other than as provided above, inquiries pertaining to the RFQ are NOT to be directed to any other staff member of BSED. Any such action MAY disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.
- e. Respondent shall certify that 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 BSED of the true facts relating to the qualification.
- f. Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQ, may be rejected.
- g. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of BSED or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. BSED will determine whether a conflict of interest exists and whether it may reflect negatively on BSED's selection of a Respondent. BSED reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- h. Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which your firm is or was involved during the past five years.

Selection Process

BSED will review all the responses in the following manner:

- a. Each response will be evaluated based on the threshold eligibility and selection criteria listed below.
- b. BSED reserves the right to conduct interviews with any Respondent it deems necessary as a part of its evaluation of responses. Based on the results of that evaluation, the response(s) determined to be most advantageous to BSED, considering all the evaluation criteria, will be selected by BSED.

Threshold Eligibility

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQ. Threshold eligibility requirements include the following:

- a. Respondent has at least one (1) full-time Qualified Environmental Professional.
- b. Respondent has a minimum of five (5) years' environmental practice experience.
- c. Respondent has a minimum of five (5) years' experience working with the US Environmental Protection Agency Brownfield program and the Montana DEQ Brownfields and Voluntary Cleanup Redevelopment programs.
- d. Respondent must have a minimum of \$1,000,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- e. Respondent must have a thorough understanding of the U.S. EPA Brownfields Program.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated, and scoring will not be completed.

RFQ Response Content:

Each Respondent must include the following materials in its response to this RFQ:

- a. **QUALITY OF THE FIRM AND PERSONNEL** – Proposals shall include descriptions of roles for key personnel who would be assuming primary responsibility for this project; their resumes including those meeting the definition of Montana licensed professional geologist(s), Montana licensed professional engineer(s), which indicate work location, education/certifications, and experience with Brownfields cleanup projects.
- b. **CAPACITY OF THE FIRM** – Description of the capacity of the firm to adequately and timely provide the services listed in the Scope of Work.
- c. **CAPABILITY OF THE FIRM** – Statement describing the Respondent's general understanding of each of the items listed in the Scope of Work and the key issues associated with performing the required services. The statement must include Respondent's experience with environmental education, community outreach, and work with municipal and regulatory agencies such as the City of Billings, RiverStone Health – Yellowstone County's health department, Yellowstone County, the Montana Department of Environmental Quality, and the U.S. Environmental Protection Agency.
- d. **PAST PERFORMANCE AND REFERENCES** – Please provide a description of the history, experience, and qualifications of the Respondent to perform tasks outlined in the Scope of Work. Please provide references.
- e. **PRICING OF SERVICES.**

Proposal Evaluation

a. QUALITY OF THE FIRM AND PERSONNEL	25 pts.
b. CAPACITY OF THE FIRM	15 pts.
c. CAPABILITY OF THE FIRM	20 pts.
d. PAST PERFORMANCE AND REFERENCES	15 pts.
e. PRICING OF SERVICES	<u>25 pts.</u>
TOTAL POSSIBLE	100 pts.

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