

BROWNFIELDS QUALIFIED ENVIRONMENTAL PROFESSIONAL SERVICES

Request for Qualifications
August 26, 2020

Great Falls Development Authority, Inc.

I. INTRODUCTION

The Great Falls Development Authority (GFDA) is a regional economic development public/private partnership formed as a non-profit 501 (c) 3 charitable corporation. Our mission is to grow and diversify the Great Falls regional economy, create higher wage career opportunities and improve market competitiveness. Our funding comes from a variety of public (federal, state, and local) and private sources.

In 2003, GFDA, in partnership with the City of Great Falls, received an Environmental Protection Agency (EPA) Brownfields Assessment grant to complete a Phase I & Phase II environmental assessment on the riverfront area along the west bank of the Missouri River.

In 2005, GFDA was awarded an EPA Revolving Loan Fund (RLF) grant. We made our first Brownfields cleanup loan in 2010 and by 2013 had depleted our funds. We have been awarded additional supplemental funding for the past five consecutive years. The RLF funds were utilized in the cleanup and redevelopment of sites in the downtown and riverfront areas. They have fostered additional interest and investment in this part of Great Falls. We have also been successful in securing nine EPA Targeted Brownfields Assessments (TBAs) for targeted downtown properties.

Due to these efforts, GFDA was recognized by EPA with the 2014 Phoenix Award for Region 8: Downtown Revitalization & Multi-Site Projects.

In the Spring of 2015, GFDA was awarded a \$400,000 EPA Brownfield Assessment Grant. GFDA's primary objective of the assessment grant was to spur new, successful redevelopment projects in downtown Great Falls, the Great Falls West Bank Urban Renewal Area, and surrounding commercial areas. With this grant, nine Phases Is and seven Phases IIs were completed. Of the completed Phases IIs, four have been converted into projects and two opening by the end of 2018.

In the spring of 2018, GFDA received a \$300,000 EPA Brownfields Assessment Grant which was used to continue the success started with the previous grant. This grant will close soon with 12 Phase Is, four Phase IIs and one clean up planning site completed. Of the completed Phase I and IIs, seven projects are continuing to move forward with one site open for business and two set to be completed this Fall.

In the spring of 2020, GFDA received a \$300,000 EPA Brownfields Assessment Grant for use in all of Cascade County. This project will be “Taking Great Falls Redevelopment Success County-Wide”. It will focus on the following areas: (1) Great Falls North Central Neighborhood (NCN; Census Tract 108), a designated opportunity zone; (2) communities along the Missouri River (Cascade, Ulm); (3) and the Highway Corridors (HC) throughout the County to and from Malmstrom Air Force Base. (This area needs development and improved infrastructure to support the projected population growth anticipated with the Air Force’s upgrade of its Ground Based Strategic Deterrent (GBSD) missile system.)

These corridors pass through several communities including Simms, Sun River, Vaughn, Belt, Monarch, and Neihart. By honing in on the first steps in the revitalization process at target sites in these focus areas, the project aims to be the spark that brings back the electricity these areas were once known for.

Redevelopment strategy for this area consists of the following steps: (1) understand the risks posed by property transactions; use information to leverage additional resources to stimulate Great Falls most blighted neighborhoods and small towns lining the Missouri River and highway corridors to and from Malmstrom Airforce Base, (2) use data collected to determine extent of contamination, exposure pathways and develop remediation strategies with developer partners, (3) perform environmental due diligence on formerly-industrial land and other sites, (4) facilitate environmental cleanup using our County-wide Brownfields RLF, and (5) work with property owners, partners and local jurisdictions to provide funding that leads to incentivize removal of blight and extension of infrastructure.

GFDA has developed great working relationships with EPA Region 8 and the Montana Department of Environmental Quality (DEQ) Brownfields coordinators. This collaboration has been critical to making things happen and we will continue to leverage these agencies’ expertise and resources. We work closely with the Business Improvement District (BID), NeighborWorks Great Falls (NWGF), City-County Health (CCH), Cascade County, other nonprofit organizations and the private sector.

We want to continue the assessment effort to complement our existing Brownfield RLF and other redevelopment efforts.

II. OBJECTIVES

Project Objectives -

GFDA's primary objective for the assessment effort is to continue the progress and success from the 2015 and 2018 Assessments in the downtown, the Great Falls West Bank Urban Renewal Area, commercial zones and carry it to the surrounding small towns/areas in Cascade County to stimulate additional revitalization.

RFQ Objectives –

We seek to retain one qualified environmental professional (QEP) firm to update the Quality Assurance Project Plan (QAPP)/Health and Safety Plan (HSP) for field activities on the entire assessment project, and two or more firms to complete specific site assessments. RFQ respondents may choose to submit responses for both the overall work and the site assessments, or just site assessment work.

III. SCOPE OF WORK

GFDA has maintained a Brownfields inventory list that includes sites in and around the downtown. We want to expand this list to include sites in surrounding Cascade County. GFDA plans on continuing to use our current Brownfields Advisory Committee to help us evaluate sites based on redevelopment potential, property owner interest, and community input. Each site will be reviewed as per GFDA's EPA Brownfields Fund Grant Policy and presented to GFDA's Executive Committee or Board for review, approval or denial. GFDA's Brownfields program will target developers, property owners and end-users who seek to redevelop contaminated properties.

The grant funds will allow for approximately six Phase Is (three petroleum and three hazardous substance) and 10 Phase IIs (two petroleum and eight hazardous substance) assessments to be performed. Phase I assessments will be conducted by the QEPs in accordance with ASTM E1527-13. Phase II assessments will be completed in accordance with Montana DEQ and/or EPA applicable rules and regulations, cognizant of city-county health department concerns and issues. The scope of work may also include Phase IIIs (Cleanup Planning).

All project deliverables will be submitted to GFDA in electronic format. At minimum, the following are expected:

- Health & Safety Plans
- Updating current Quality Assurance Project Plan (QAPP)
- Site-specific Sampling & Analysis Plans (SAP) including plans for necessary assessments
- Progress Reports/Invoice Submittals monthly and containing short summaries of progress for all phases of work, data and findings including: deviations from the QAPP/SAP with explanations; Health/Safety incidents
- Clean up Plans including complete Phase II assessments, reporting and Reports of Findings

Overall Project Guidance

Consultants who choose to submit proposals for the overall project will be responsible for the following tasks:

Task 1: QAPP/HSP

Update of current Quality Assurance Project Plan (QAPP) containing required information for approval by EPA Region 8 prior to assessments will be performed by the QEPs. Preparation of Health & Safety Plan (HSP).

Task 2: Community Education

The consultant will provide environmental clean-up expertise to GFDA to support a community awareness and education effort throughout the project. Explanation and results of assessments, Health & Safety Plans, QAPP, SAP, reports of findings and other environmental information will be presented by the consultant in either oral, electronic or hardcopy format at public meetings and to the Brownfields Advisory Committee as needed. Input on updates to the current Brownfields webpage will also be required.

Task 3: Site Selection

The Consultants will give input to GFDA in the selection of sites for assessment.

Programmatic, Reporting & Records, Financial & Training will be performed by GFDA. Preparation of education fact sheets and presentation materials contact with regional developers and local affected property owners and facilitating public meetings will also be performed by GFDA with input from QEPs.

Site Assessments

Consultants who choose to submit proposals to perform site assessments will be responsible for:

- Completion of approximately six Phase I assessments & reports
- Preparation of approximately 10 Health & Safety Plans
- Preparation of approximately 10 site-specific Sampling & Analysis Plans (SAP)
- Completion of approximately 10 Phase II assessments & reports
- Completion of approximately 10 Reports of Findings
- Compare site data with cleanup standards
- Interpret site data to identify redevelopment options
- Give input to GFDA on developing cleanup plan based on proposed use

We will choose to hire one firm to handle updating of QAPP and preparation of HSP, and two or more firms to handle site assessments.

GFDA will handle the following tasks:

- Identify redevelopment options based on site data prepared by QEP
- Work with developers and owners to identify proposed uses
- Work with QEPs to receive input on cleanup plan
- Community Outreach and Education

IV. CONSULTANT QUALIFICATIONS

The selected QEPs shall be an environmental consulting firm(s) with knowledge of the EPA Brownfields program and Brownfields investigation and remediation experience, or the equivalent. Proposals shall include descriptions of roles for key personnel expected to work on this project, and their resumes, which indicate work location, education/certifications, and experience in the following areas:

- Managing and performing Phase I, II and III Environmental Site Assessments
- Experience with environmental education, community outreach and other regulatory agencies such as the City of Great Falls, City-County Health Department, Cascade County, the Montana Department of Environmental Quality and the U.S. Environmental Protection Agency.
- Brownfields or equivalent projects should be described, giving examples of recent projects.

- Performing site remediation and closure feasibility assessments (to include estimating associated risks and costs).
- Experience on the uses of alternative or innovative technologies.

In addition, the proposal will describe institutional qualifications (including certifications or licenses, if available) for:

- Boring and monitoring well installations (attach typical log diagram) and abandonment.
- Analytical laboratories, including results of participation in performance evaluation programs.

Because our project goal is to spur successful redevelopment projects, consultants are advised to demonstrate their proven expertise in working on successful brownfield redevelopment projects, detailing how the consultant's services contributed to redevelopment success.

V. PROPOSAL REQUIREMENTS

To be considered for award, a QEP firm shall submit a PDF of the written proposal via email by 4:30 PM MST on September 15, 2020 to Lillian Sunwall at Lsunwall@GrowGreatFalls.org. The submittal will follow the order below and include, at a minimum the following information:

- A cover letter explaining if the firm is bidding on all or part of the project and signed and dated by the person or an authorized representative of the organization making the submittal.
- A statement of the firm's understanding of the goals of this project and of the services requested in this RFQ.
- Client references, (at minimum two) including a list of the similar projects undertaken by the consultant. Include a point of contact, address, telephone number and a brief description of the services your firm provided including subcontractors.
- A list of subcontractors the consultant proposes to use as part of the team, if applicable.
- Pricing schedule for the provision of services. Because of the unknown scope of work, consultants should provide hourly rates for services.
- Evidence of professional liability insurance.

The proposal shall state the RFQ title in the subject line of the email, the Consultant's name, address, and date of proposal opening in the body of the email with the PDF proposal attached.

Proposals not received in Lillian Sunwall's email Inbox prior to the time and date specified in this RFQ will be considered late. LATE PROPOSALS WILL NOT BE CONSIDERED FOR AWARD. Corrections and/or modifications to the Proposal received after the closing time specified will not be accepted.

All costs related to the preparation of proposals and any related activities are the sole responsibility of the Consultant. GFDA assumes no liability for any costs incurred by QEPs throughout the selection process.

VI. CONSULTANT SELECTION

The selection committee will review the submitted proposals to evaluate and rank the consultants that respond to this RFQ.

Consultants will be evaluated and ranked in accordance with the following factors, which are weighted as shown:

- **Firm Experience**
 - The firm's ability to provide required services and perform the required tasks, reputation for professional integrity and competence, knowledge and ability to work with and comply with Federal, State and Local government agencies, and experience with EPA Brownfield assessment and RLF efforts. Firms that have developed EPA or State-approved QAPPs and Health & Safety Plans will receive a minimum of 10 percentage points. (30%)
 - Demonstrated success in Brownfields assessment and redevelopment projects. (30%)
- **Key Personnel Experience**
 - Professional, educational, Brownfields program experience and availability of key personnel to be assigned to the project. This should also include the key personnel from any subcontractors. (20%)
- **Cost**
 - Proposed professional service rates and potential cost saving measures (20%)

More than one QEP may be chosen based on experience, availability and bidding option. Upon reaching agreement on a final work plan, the Great Falls Development Authority will award the contract(s). If agreement cannot be reached with the highest ranked QEPs, negotiations will proceed with the second ranked QEP, and so forth.

VII. ADDITIONAL INFORMATION & CONDITIONS

A. STATEMENT OF NONCOMMITMENT

Issuance of this RFQ does not commit the Great Falls Development Authority to award a contract or to pay any costs incurred in preparation of proposals responding to the RFQ. The GFDA reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the GFDA.

B. EQUAL EMPLOYMENT OPPORTUNITY

Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects subcontracting firm(s) to the same provisions of federal law.

In accordance with state and federal requirements, the consultant (hereinafter referred to as "contractor") must agree as follows:

1) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL AID CONTRACTS

(a) Compliance with Regulations: The Contractor shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Housing and Urban Development, 24 CFR Part 1, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made part of this Agreement.

(b) Nondiscrimination: The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in 24CFR Part 21.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to nondiscrimination.

(d) Information and Reports: The Contractor will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Department of Housing and Urban Development (HUD) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contract

shall so certify to the Department (HUD), as requested, setting forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department may impose sanctions as it determines appropriate, including, but not limited to:

(a) withholding payments to the Contractor under the Agreement until the Contractor complies, and/or

(b) cancellation, termination or suspension of the agreement in whole or in part.

(f) Incorporation of Provisions: The Contractor will include the provisions of paragraph (a) through (f) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor will take such action with respect to any subcontract for procurement as the Department of Housing and Urban Development may direct to enforce such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor is sued or is threatened with litigation by a subcontractor or supplier as a result of such direction, the Contractor may request the Department to enter into the litigation to protect the interests of the State of Montana, and in addition, the contractor or the State may request the United States to enter such litigation to protect the interests of the United States.

2) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, 49-3-207. MCA

In accordance with 49-3-207, MCA, the Contractor agrees that for this agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by persons performing the Agreement.

3) COMPLIANCE WITH MINORITY & WOMEN BUSINESS ENTERPRISES

Contractor will make efforts to encourage the use of minority and women's business enterprises in connection with Agreements activities in accordance with 24 CFR Part 85.36(e) which describes the actions to ensure that minority and women's business enterprises are used when possible in the procurement of property and services.

C. VENUE

The laws of the State of Montana govern this contract. The parties agree that any litigation concerning bid, proposal, or subsequent contract must be brought in the Eighth Judicial District of Cascade County, State of Montana and each party shall pay its own costs and attorney fees. (Reference 18-1-401 MCA)

D. RFQ AUTHORITY



This RFQ has been issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, Chapter 5. The RFQ process is a procurement option, allowing award to be based on stated criteria or evaluation factors. The evaluation factors to be used in this procurement have been specified in Section VI of this RFQ.

E. ADDITIONAL INFORMATION

For more information regarding this RFQ, please contact Lillian Sunwall, Vice President, Great Falls Development Authority, Inc. at (406) 750-1253 or by email at lsunwall@growgreatfalls.org.