



MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT (MCEDD)
REQUEST FOR QUALIFICATIONS

**U.S. EPA Brownfield Coalition Assessment Grant Application and Implementation
Assistance Project**

Issue Date: August 10, 2022

Project Manager:
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Submission Date
Proposals will be received at
802 Chenoweth Loop Road
The Dalles, OR 97058
until 4 p.m. September 20, 2022

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August 10, 2022

REQUEST FOR QUALIFICATIONS: US EPA BROWNFIELD COALITION GRANT
APPLICATION AND IMPLEMENTATION ASSISTANCE

Mid-Columbia Economic Development District (MCEDD) is seeking separate and sealed Statements of Qualifications from interested parties detailing their qualifications and experience in providing grant writing and environmental and engineering contracting services in relation to U.S. EPA Brownfields grants. MCEDD's "U.S. EPA Brownfield Coalition Grant Application and Implementation Assistance" project involves the development and submission of an application to the Environmental Protection Agency (EPA) Coalition Assessment Grant and potentially other applications for federal or state grants, for the assessment of brownfield properties within MCEDD's five-county, bi-state region and, contingent upon a successful award, the subsequent implementation of the project which includes environmental assessment, remediation planning, community outreach, and other environmental or planning components of the grant(s) for which funding is secured.

Proposals must be submitted at 802 Chenoweth Loop Rd, The Dalles, OR 97058 by **4:00 pm on September 20, 2022.**

MCEDD reserves the right, in its sole discretion, to reject any or all Proposals for any reason. MCEDD shall not be required to award or accept any Proposal and may, in its sole discretion, and at any time, choose to cancel the Request for Proposals. MCEDD is not liable to any proposer for any loss or expense caused by or resulting from the cancellation or rejection of a solicitation, proposal or award. MCEDD reserves the right to waive any issues of non-compliance that it deems, in its sole discretion, to be non-material. MCEDD may accept the Proposal as submitted or may negotiate modifications with one or more Proposers before making a final selection. MCEDD has the right, in its sole discretion, to accept the proposal it considers most favorable to MCEDD's interest and the right to waive minor irregularities in procedure. MCEDD also reserves the right to waive any informality in connection with said proposal or postpone or cancel the award of contract.

MCEDD encourages small, minority, and/or women-owned businesses to submit qualifications.

If you have any questions regarding this project, please feel free to call me at 541-296-2266 x 1005 or email at carrie@mcedd.org.

Sincerely,

Carrie Pipinich
Deputy Director of Economic Development, MCEDD

PROJECT DESCRIPTION

MCEDD invites interested parties to submit statements of qualification and experience to provide grant writing and environmental and engineering contracting services in relation to MCEDD's U.S. EPA Brownfield Coalition Grant Application and Implementation Assistance project. This project involves the development and submission of an application to the Environmental Protection Agency (EPA) for a Brownfields Coalition Assessment Grant, and if successfully awarded, subsequent utilization and implementation of the award and project under direction from MCEDD and a locally formed leadership committee.

MCEDD will serve as the lead applicant with no more than four formal coalition members representing interested agencies from the five rural counties in MCEDD's service territory: Hood River, Wasco, and Sherman Counties in Oregon and Klickitat and Skamania Counties in Washington.

This project will use and build upon the results of a Business Oregon Integrated Planning Grant focused on The Dalles, coalition assessment efforts conducted in the five-county areas previously, and buildable lands inventories completed in some of our five-counties in recent years. Coalition Assessment Grant project boundaries are still being defined through outreach to each of our five counties.

Specifically, MCEDD is seeking to retain a firm or team with documented experience providing:

- Grant writing for federal, state, and private grant programs, ideally EPA Coalition Assessment and/or EPA Multi-Purpose grants
- EPA Brownfield grant programmatic assistance
- Phase I and II Environmental Site Assessments (ESAs)
- Regulated Building Material Surveys
- Cleanup planning and remediation planning and design
- Redevelopment planning, feasibility and market studies
- Community engagement plan development, execution and support
- Other services related to an EPA Assessment Grant

The objectives of MCEDD are as follows:

- Develop a successful EPA application and resulting Brownfield Assessment Program
- Identify and pursue additional brownfield funding and other resources as appropriate
- Develop and facilitate a community engagement/involvement plan for the Brownfield redevelopment process
- Identification of and collaboration with prospective property owners and developers who are interested in redeveloping catalytic brownfield properties for housing, industrial, educational, recreation, and commercial purposes to support infill development
- Utilization of grant funds to include hazardous substances and petroleum sites.
- Identification of and collaboration with additional public agencies and other entities interested in utilizing grant resources to address brownfield challenges

PART A
CONDITIONS OF THE CONTRACT

U.S. EPA Brownfields Coalition Assessment Grant Application and Implementation Assistance Project

Section 1.0 SOLICITATION INFORMATION AND REQUIREMENTS

1.1 Summary Overview

Mid-Columbia Economic Development District, “MCEDD” announces a Request for Qualifications (RFQ) for the development and submission of an application to the Environmental Protection Agency (EPA) for the assessment of brownfield properties within the region and, contingent upon a successful award, the subsequent implementation of the project which includes environmental assessment, remediation planning, community outreach, and other environmental or planning components of the grant(s) for which funding is secured.

All entities or individuals who may submit Proposals or who do submit Proposals, or both, in response to this RFQ are referred to as “Proposers”; after Proposal evaluations and negotiations are complete, the Proposer entering a project specific contract with MCEDD will be designated as the “Consultant” in the applicable Contract.

1.2 QUESTIONS AND CLARIFICATIONS

1.2.1 PROPOSER QUESTIONS

All inquiries, whether relating to the RFQ process, administration, deadline, or award, or to the intent or technical aspects of the services may be submitted in writing or email to the Project Manager, Carrie Pipinich.

CONTACT INFORMATION:

Carrie Pipinich– Deputy Director of Economic Development
802 Chenoweth Loop Rd, The Dalles, OR 97058
PHONE: (541) 296-2266 ext. 1005
E-mail: carrie@mcedd.org

Answers to questions MCEDD receives and that MCEDD, in its sole discretion, determines are substantive, will be issued as official Addenda to this RFQ. When appropriate as determined by MCEDD in its sole discretion, revisions, substitutions, or clarifications of the RFQ or attached terms and conditions will be issued as official Addenda to this RFQ. Changes or modifications to this RFQ shall be binding on MCEDD only if in the form of written Addenda issued by MCEDD.

1.2.2 ADDENDA

In the event MCEDD determines to send out an addendum to the RFQ, said addendum will be posted on MCEDD’s website at <https://www.mcedd.org/about-mid-columbia-economic-development-district/jobs-and-volunteer/>. It is the responsibility of the Proposers to consistently check said website for updated addendums.

1.2.3 MCEDD QUESTIONS

MCEDD may require any clarification it needs to understand the Proposer’s Proposal. Any necessary clarifications or modifications which are in the best interest of MCEDD may be made before

MCEDD determines which Proposer has submitted the most responsive and responsible proposal, and some or all of the clarifications or modifications may become part of a final contract.

1.3 PROTESTS

1.3.1 SOLICITATION (RFQ) PROTEST REQUIREMENTS

Proposers may submit a written protest of anything contained in the RFQ and may request a change to any provision, specification or Contract term contained in the RFQ. Potential Proposers may submit protests concerning the RFQ and requests for change to any particular provisions, specifications, or Contract terms contained in the RFQ, to the Project Manager **in writing no later than seven (7) calendar days prior to the Proposal submission deadline**. MCEDD will not consider any protest to the RFQ or request for change submitted after this deadline. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFQ provisions, specifications or Contract terms. MCEDD will resolve all timely submitted protests in accordance with MCEDD's policies. MCEDD will address all timely submitted requests for change within a reasonable time following MCEDD's receipt of the request and once addressed, will promptly issue a written decision on the request to the Proposer who submitted the request.

1.3.2 AWARD PROTEST REQUIREMENTS

Every Proposer who submits a Proposal shall be notified of its selection status. Any Proposer who claims to have been adversely affected or aggrieved by the selection of (the highest ranked/the higher ranked) Proposer(s) must submit a written protest of the selection and the reason for the protest, per ORS 279B.410 to MCEDD's Project Manager within **seven (7) calendar days after the date of the selection notice**. MCEDD will not consider any protest submitted after this submission deadline. MCEDD will consider and respond in writing to a protest in a timely manner.

1.3.3 COSTS AND DAMAGES

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. MCEDD shall not be liable for the Proposer's damages or costs for filing the protest, on any basis, express or implied.

1.3.4 PUBLIC RECORDS

This RFQ and one copy of every Proposal received in response to it, together with copies of all documents pertaining to the award of the Contract(s), shall be kept by MCEDD and made a part of MCEDD's records. Proposals shall be opened to public inspection in accordance with ORS 192.314. If a Proposal contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.311 through 192.478, the Proposer must clearly designate the portions of its Proposal Proposer claims are exempt from disclosure, along with a justification and citation to the authority relied upon. Application of the Oregon Public Records Law shall determine whether any information is actually exempt from disclosure. **Identifying the Proposal in whole as exempt from disclosure is not acceptable**. If proposer fails to identify the portions of the Proposal Proposer claims are exempt from disclosure and the authority used to substantiate that claim, Proposer is deemed to waive any future claim for disclosure of that information.

1.4 PROPOSAL SUBMISSION REQUIREMENTS

Each Proposal must comply with the following **Pass/Fail** requirements. MCEDD will reject Proposals that do not meet ALL of the following:

- Submission Deadline Date and Time met
- Proposal Format met
- Proposal Does Not Include Conditional Language about Terms and Conditions

1.4.1 PROPOSAL SUBMISSION DEADLINE

MCEDD will not accept Proposals submitted by facsimile, nor will MCEDD accept Proposals submitted after the Proposal submission deadline indicated in this RFQ. MCEDD is not responsible for and will not accept mis-delivered Proposals. Do not wait until the last minute for Proposal delivery.

Proposal must be received on or before September 20, 2022 by 4:00 PM Pacific Time.

1.4.2 LOCATION OF PROPOSAL SUBMISSION

Proposer must submit the Proposal via email to Carrie@mcedd.org or mail one original and two (2) copies of the Proposal to:

MCEDD
802 Chenoweth Loop Rd
The Dalles, OR 97058

1.4.4 FORMAT FOR PROPOSAL SUBMISSIONS

The Proposal must address the Proposer's ability to support the tasks in the Scope of Work outlined in Section 2.0 and be organized in accordance with the list of Scoring Criteria categories in Section 3.0. All proposals must be on 8.5 by 11-inch paper, typed double-spaced type preferred; this limitation does not apply to graphic design materials. Proposals must be signed and dated by the President or Executive Director if submitted by a corporation; the managing partner if submitted by a partnership; or the proprietor if submitted by a sole ownership. Proposals will be reviewed and evaluated by an evaluation committee based upon the evaluation criteria set forth below. The evaluation committee will make a recommendation for award of the proposal to MCEDD Executive Committee.

MCEDD will not be liable for any costs incurred by the applicant associated with the preparation of a proposal submitted in response to this RFQ.

1.4.5 TERMS AND CONDITIONS

Unless an official addendum has modified or reserved the right to negotiate any contract terms and conditions, MCEDD will not negotiate any term or condition after the solicitation protest deadline. Any Proposal that is received conditioned on MCEDD's acceptance of any other terms and conditions or rights to negotiate will be rejected. Any subsequent negotiated changes may be subject to prior approval by MCEDD Attorney.

1.5 GENERAL CONDITIONS

- All facts and opinions stated within this RFQ and all supporting documents and data are based on information available from a variety of sources. No representation or warranty is made with respect thereto.

- MCEDD reserves the right in its sole discretion to accept or reject all responses to this RFQ without cause.
- MCEDD reserves the right in its sole discretion to modify the selection process or other aspects of this RFQ, including extending the deadline or canceling the RFQ without selecting a developer or team. MCEDD will take reasonable steps to ensure that any modification or clarification to the RFQ shall be distributed in writing to all persons who have requested a copy of the RFQ and on the MCEDD website.
- MCEDD reserves the right to request additional information following their review of the initial submission. In addition, MCEDD may retain consultants to assist in their evaluation of submissions.
- In the interest of a fair and equitable selection process, MCEDD reserves the right to determine the timing, arrangement, and method of any presentation throughout the selection process. Teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except during MCEDD-authorized presentations. Teams are encouraged to contact relevant MCEDD staff to learn more about ideas and visions for the project. However, developers and their representatives are not permitted to make any direct or indirect (through others) contact with members of the MCEDD Board, or Selection Advisory Committee members concerning their proposals, except in the course of MCEDD-sponsored presentations. Violation of these rules is grounds for disqualification of the proposal.
- All submissions shall become the sole and exclusive property of MCEDD. Proposers shall not copyright, or cause to be copyrighted, any portion of their submission. Within the bounds of the Oregon public records law, MCEDD will maintain the confidentiality of submissions at least until the preliminary selection of a consultant. Any proprietary financial information or other information which Proposers submit will be maintained as confidential as allowed by Oregon public records law. Submissions or information that the Proposer would like to remain confidential must be marked confidential.
- News releases by the selected Proposer pertaining to its selection will require prior written approval from MCEDD.
- MCEDD reserves the right to verify and investigate the Proposal and financial capacity of any and all members of the Proposer's firm.
- MCEDD does not accept responsibility or obligation to pay any costs incurred by any party in the preparation of submission of a proposal or in complying with any subsequent request by MCEDD for information or for participation throughout the evaluation process.
- General Public Liability insurance providing bodily injury, including death, personal injury and property damage coverage with a combined single limit of at least \$1,000,000 for each occurrence or claim and a general aggregate limit of at least \$5,000,000 shall be provided.

- Proposers must be appropriately registered and/or licensed to perform the work outlined in Oregon and Washington.
- The selected Proposer will be required to comply with all applicable state and federal laws, regulations, policies, guidelines and requirements with respect to funding sources.

Section 2.0 SCOPE OF WORK

A. Grant Writing

- Prepare application(s) for the U.S. EPA Brownfields Coalition Assessment and/or Multi-Purpose Grant(s) on behalf of MCEDD. Deadline has not been announced but is expected to be late November or early December 2022.
- Prepare revision(s) and resubmit application(s) if one or more of the initial applications is unsuccessful.

B. Program Implementation Contingent upon Award of EPA Funding

- Provide assistance in development of a Memorandum of Agreement (MOA) documenting the coalition's site selection process
- Provide assistance with development of U.S. EPA required project work plan(s) for applications that are successful.
- Assist with development of a public outreach plan which may include:
 - Develop a community engagement plan that details a strategy for involving the community in Brownfield activities
 - Facilitate public meetings to solicit community interest, generate redevelopment options, and provide educational information
 - Work with Leadership Team (made up of Coalition representatives and key stakeholders) in reviewing and recommending sites to be assessed
 - Develop and implement effective methods of communicating information about the Brownfield program to the public (website, info sheets, mailings, etc.)
 - Consult with prospective private landowners and developers to encourage participation in the program.
- Prepare and maintain schedules and budgets for assessment activities.
- Conduct and oversee site assessment studies and prepare appropriate technical reports required by the U.S. EPA, and either Oregon Department of Environmental Quality or Washington Department of Ecology as appropriate in print and electronic format.
- Conduct field investigations including sample collection and lab analysis.
- Conduct interviews with neighboring property owners.
- Conduct evaluation of cleanup options and risk assessment analysis and costs.
- Prepare relevant written reports as required under U.S. EPA regulations and the grant award.
- Assist with all reporting requirements in compliance with U.S. EPA regulations.

- Deliver to MCEDD completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans.
- Provide professional advice regarding environmental issues associated with land reuse/ redevelopment.
- Provide regulatory and financial information as needed.
- Coordinate with local partners for grant reporting.
- Attend presentations to MCEDD Board as well as the Leadership Team made up of representatives from the Coalition members as requested.
- Other duties may be required for a successful program but have not been anticipated in this call for services.

Section 3.0 PROPOSAL EVALUATION AND CONSULTANT SELECTION

3.1 A team of three to five (3-5) will individually evaluate and score the Proposal based on the following weighted criteria:

Proposing team’s experience within the past five years with similar projects for a municipal, county or regional government or quasi-governmental entity.	25 points maximum
Proposing team’s references from entities of the types above for which similar work was performed within the past five years.	15 points maximum
Proposing team’s financial and technical resources, demonstrated expertise, ability and approach to providing comprehensive and innovative environmental services in compliance with U.S. EPA rules, regulations and requirements.	30 points maximum
Proposing team’s rate of success in securing U.S. EPA Brownfields Assessment Grants in the past five years	15 points maximum
Proposing team’s demonstrated ability and approach to the facilitation of outreach to the public and private property owners related to its work.	15 points maximum
	Maximum of 20 additional points may be awarded by each reviewer.
Total	120 Points Possible

Following the individual evaluation, the review team will meet to compare and compile rankings. A list of Proposers will be developed from the highest to lowest rankings.

MCEDD reserves the right to award a single contract or multiple contracts in the best interest of MCEDD. MCEDD also reserves the right to seek clarifications of each submittal.

Section 4.0 CONTRACT AWARD REQUIREMENTS

4.1 AWARD OF CONTRACT

Based upon the evaluation criteria set forth in the contract documents, the committee will select the most responsible and responsive proposer and forward their recommendation to MCEDD Executive Committee. MCEDD expects to award the contract in early October 2022.

MCEDD reserves the right to waive informalities or irregularities in the proposals. Determination of the acceptable proposal and award may be subject to review and determination by MCEDD as to the legal sufficiency of any proposal submitted.

Once consultant is selected, contract terms will be negotiated, including determination of contract type.

Any contracts stemming from this solicitation will include federal contract provisions as outlined in Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards (<https://www.ecfr.gov/current/title-2/part-200/appendix-Appendix%20II%20to%20Part%20200>)