

**DeKalb County, Indiana**

**Request for Proposals/Qualifications**

**For**

**Environmental Consultant Services for Environmental Site Assessment and Related  
Activities Funded by the United States Environmental Protection Agency Community-  
Wide Brownfield Assessment Grant**

**November 18, 2024**

## Introduction

The U.S. Environmental Protection Agency (USEPA) has awarded DeKalb County, Indiana (the “County”) a USEPA Brownfield Assessment Grant in the sum of \$500,000 over a four-year term to support redevelopment of brownfields impacted by petroleum and hazardous substances. The County is requesting proposals from qualified environmental engineering/consulting firms to assist the County with management of the grant and implementation of the grant-funded environmental assessments. The resulting contract will be for four years. DeKalb County may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY23 Brownfields Assessment Grant or future EPA grants awarded to DeKalb County within this four- year period provided a market survey conducted by the County indicates that the prices the Consultant proposes are reasonable.

DeKalb County, reserves the right to waive any information or minor defects in the RFPQ or the RFPQ responses / procedure, reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the County. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof.

Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the County and the respondent.

Proof of acceptable insurance in accordance with the requirements outlined in this RFPQ shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents, terms, and conditions of this RFPQ and the EPA Cooperative Agreement (CA).

## Project Overview

Budget:

<b>Budget Categories<sup>1</sup></b>	<b>1. Program Mgmt, Training Support, Inv / Prioritization</b>	<b>2.Phase I / II ESAs</b>	<b>3. Clean-up / Reuse Planning</b>	<b>4. Community Outreach &amp; Involvement</b>	<b>Budget Category Total</b>
Travel	\$3,000				\$3,000
Supplies				\$350	\$350
Contractual	\$22,100	\$431,800	\$30,000	\$12,750	\$496,650
<b>Total Budget</b>	<b>\$25,100</b>	<b>\$431,800</b>	<b>\$30,000</b>	<b>\$13,100</b>	<b>\$500,000</b>

The County has been awarded \$500,000 in grant funding from the USEPA for assessment of sites affected by petroleum and/or hazardous materials within DeKalb County. Budgeted funds allocated as “contractual” will be the responsibility of the respondent. The County will use grant funds to complete the following tasks:

**Task 1 – Program Management, Training Support, & Brownfield Inventory/ Prioritization**

The County and Consultant will need to call, meet, and correspond with US EPA staff to manage the grant's cooperative agreement. Additionally, the Consultant will be responsible for providing Grant reporting documentation services on behalf of the County. Funds allocated for this task will also be used to update the County's Brownfield Inventory.

**Task 2 – Environmental Investigation**

The Consultant will be expected to complete eligibility determination requests for each site. Eligibility determinations for hazardous substances sites will be made through the EPA Project Manager, and eligibility determinations for petroleum sites will be made through the Indiana Brownfield Program (IBP). Phase I ESAs will be performed by the Consultant under this task. The County will identify locations for Phase I Environmental Site Assessment (ESA) activities on key sites throughout the County. All Phase I ESAs must be conducted by the Consultant in accordance with the ASTM standard for Phase I ESAs (E1527-21) and the All-Appropriate Inquiry (AAI) rule.

The Consultant will prepare and submit a Quality Assurance Project Plan (QAPP) according to the model provided by the EPA and will update the QAPP annually. The Consultant will complete work plans, field activities, and reports, which will be reviewed and approved by regulatory authorities, as appropriate. These activities may include geophysical surveys to locate buried tanks, initial Phase II ESAs, and delineation of soil and ground water contamination.

**Task 3 – Clean-up Planning**

The Consultant will complete clean-up planning documents, such as the following: Analysis of Brownfield Cleanup Alternatives, Remedial Action Plans (RAPs), site closure letter requests (Site Status Letters, No Further Action Letters, etc.), Comfort Letters, and clean-up funding development. Cleanup planning will include an evaluation of potential remedial techniques, determination of appropriate cleanup goals, identification of probable costs, and planning and application for additional funding. RAPs will include a feasibility analysis that includes alternatives designed to meet the project's objectives.

Task 3 funds will also be used to identify funding sources necessary to remediate contaminated brownfields and return them to productive reuse.

**Task 4 – Community Outreach & Involvement**

The Consultant will be expected to provide technical expertise and education in community involvement activities, including working with the County to develop outreach materials used to educate stakeholders on the benefits of the grant. The Consultant will also be expected to attend community engagement events and coordinating/conducting community outreach programs and meetings.

### Submission Requirements

Qualified firms with a strong background in environmental assessments and brownfield redevelopment activities should submit their proposal containing the information outlined below. Proposals are not limited in length and shall be enclosed in one or more sealed envelopes, labeled "Environmental Services for DeKalb County, EPA Assessment Grant". Please include five hard copies of the proposal with your submission. All proposals shall be addressed and delivered to:

DeKalb County  
Attn: Auditor's Office  
100 S Main St  
Auburn, IN 46706

**Proposals are due at the above office on or before December 31, 2024 at 9:30 am.** Late responses to this RFPQ will not be accepted.

Notes:

*DeKalb County will not be held responsible for mishandled, late, or lost qualification packages. Email and Facsimile qualifications will NOT be considered unless otherwise authorized.*

Questions related to this RFPQ should be directed to Auditor Susan Sleeper at [ssleeper@co.dekalb.in.us](mailto:ssleeper@co.dekalb.in.us). All questions posed by consultants will be compiled and responses will be sent back to all parties that have posed questions. Questions must be submitted on or before **December 16, 2024**. Questions received after this date will not be answered. Those that have not posed questions but wish to receive the question- and-answer information should contact the County via email.

Respondent shall certify that to the best of his/her knowledge, all information provided in the response is accurate and complete. Any misrepresentation by a Respondent may result in disqualification.

### Submission Content

1. Firm name, address and phone number, and a brief description of the firm and its areas of business.
2. Name, job title, email, and phone number of primary contact person. Also include proposed staff for the work, including designation of Project Manager. Attach resumes of key staff. Limit to no more than five (5) staff.
3. Description of the proposed project, including detailed Scope of Work and description of how the allotted Grant funds will be fully utilized.

4. Experience and demonstrated success working with DeKalb County and/or other communities (*up to five (5)*) to obtain external funding sources for brownfield investigation / remediation, such as EPA brownfields grants.
5. Experience and demonstrated success working with DeKalb County and/or other communities (*up to five (5)*) to manage EPA brownfields grants.
6. Experience and demonstrated success in working with DeKalb County and/or other communities (*up to five (5)*) on long term brownfield redevelopment, including planning, investigations, and remediation.
7. The names and contact information for at least three (3) but not more than five (5) local governmental units, particularly in Indiana, for whom your firm has provided similar services within the past five years.
8. Current fee schedule for your firm.
9. Proof of current insurance meeting insurance requirements outlined below.

Evaluation Process

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFPQ. Both the Threshold and Selection criteria are detailed below. Each person in the Review Committee will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All of the scores will be combined for each Respondent to determine a total score. DeKalb County will abide by the rules and laws set in 2 CFR 200 in procuring a contractor for this project.

1	Quality of Written Proposal	35%
2	Reasonableness of cost/price	25%
3	Familiarity with DeKalb County and its needs	25%
4	Respondent's References	10%
5	Site Assessment Project Expertise and Experience	5%

Insurance Requirements

Consultant shall maintain and provide current proof of the following insurance:

- A. Worker's Compensation and Disability: Statutory requirements

- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability – General Aggregate - \$1,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Consultant's Pollution Liability insurance - \$2,000,000

### Terms and Conditions

The County shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry.

The County reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and the County's redevelopment goals.

By submitting a response to the RFPQ, each Respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFPQ, 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.

The Respondent shall keep the County free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Consultant in the execution of his work. The Respondent will be required to indemnify and hold harmless the County from all claims or actions of any kind or description brought against the County for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Consultant or his agents or employees.

The County 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 RFPQ.