



SCHUYLER

COMMUNITY DEVELOPMENT

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)

**Professional Environmental Services for
Schuyler Community Development, Inc.
Brownfield Community-Wide Assessment Grant**

Submittal Due Date and Time:

March 7, 2025 by 5:00 pm CT

Question Submittal Deadline:

February 28, 2025 by 5:00 pm CT

Mail or Deliver Documents to:

Brian Bywater
Economic Development Coordinator
Schuyler Community Development, Inc.
1119 B Street
Schuyler, NE 68661
schuylerdevelopment@yahoo.com
(402) 615-3653

Introduction

Schuyler Community Development, Inc., hereafter known as SCD is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms (Respondents) to provide environmental assessment services to SCD with the needs outlined in the RFQP. SCD plans to select a single Respondent that meets the threshold and selection criteria outlined in this RFQP.

The RFQP 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) organizations are encouraged to respond.

Only proposals received no later than **5:00 pm CT on March 7, 2025** will be considered. Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, SCD will assess each Respondent's qualifications based upon the selection criteria. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top **2** scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **during the week of March 31, 2025** with specific date(s) and time to be determined.

Questions must be submitted via email to Brian Bywater at schuylerdevelopment@yahoo.com, by **5:00 pm CT on Friday, February 28, 2025**. Questions and written responses will be provided to all interested Respondents, via email. It is the Respondent's responsibility to provide a current email address.

Background

In 2024, SCD was awarded a brownfields community-wide assessment grant from the U.S. Environmental Protection Agency for assessment of sites affected by blight and potential environmental and health issues.

Assessment activities are expected to begin by Summer/Fall 2025/Spring/Summer2026 and be completed in the Spring/Summer of 2028 to enable timely submission of final reports/documentation. Costs will need to be allocated among the various tasks, as appropriate, and all assessment activities must meet federal and state requirements.

City Community-Wide Assessment Grant: \$500,000.00

Expires 9/30/2028

SCD anticipates the selected Respondent will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with SCD, the City of Schuyler, Schuyler Department of Utilities, applicable key partners, and the EPA to finalize the list of sites to be assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments on the selected parcels to determine the scope and extent of contamination of each site.
- Develop cost-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.
- Perform area wide planning activities including educational site visits, public meetings and summary of site redevelopment profiles.

Scope of Work (See Attached Work Plan)

The proposed scope of work under this RFQP consists of working with SCD's Project Manager to provide:

- **Program Development and Outreach** - Provide coordination for public meetings, stakeholder meetings, draft media releases, FAQ sheets, presentations for outreach. Respondent will assist SCD's Project Manager in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, assessment, and outreach activities.
- **Brownfields Inventory and Prioritization** - Tour community, inspect sites, meet with stakeholders, collect eligibility data for sites, maintain inventory, input data into EPA's ACRES, setting up and maintenance of a brownfields site inventory, tracking, and management database (e.g the Brownfield Inventory Tool, BiT), meet with SCD, Schuyler City Officials, and the Schuyler Department of Utilities to prioritize sites and document the site selection process.
- **Quality Assurance Project Plan (QAPP), Phase I and Phase II Environmental Site Assessments (ESAs)** - Respondent will draft a QAPP; conduct Phase I ESAs and Phase II ESAs; develop site-specific sampling and analysis plans and health and safety plans for each site where a Phase II ESA is conducted; and conduct appropriate building assessments. All Phase I assessments must meet the federal all appropriate inquiries (AAI) requirements (e.g., ASTM 1527-21).
- **Conduct Cleanup Planning Activities.** As deemed applicable by SCD, Respondent will prepare remedial action plans (RAPs) in accordance with the appropriate Nebraska State and Federal guidance programs.

SCD may amend or extend this contract beyond the initial contract period to accommodate the terms and conditions of future EPA grants awarded to SCD, within the project period provided a market survey conducted by SCD indicates that the prices the contractor proposes are reasonable.

Terms, Conditions and Exceptions

- a. SCD does not create any obligation, expressed or implied, of any kind or description in issuing this RFQP or receiving a response. Neither this RFQP nor the response shall be construed as a legal offer.
- b. SCD reserves the right to alter, amend, or modify any provisions of this RFQP, or to withdraw this RFQP, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of SCD to do so.
- c. SCD reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQP, 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 SCD deems necessary.
- d. Work performed under agreements resulting from this RFQP may be subject to federal contractual provisions. SCD hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between SCD 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 SCD to carry out the purposes described in this RFQP, SCD 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 SCD unless a written agreement has been entered into.
- g. By submitting a response to the RFQP, each Respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFQP, 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. SCD 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 RFQP.
- i. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQP, 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 SCD 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. SCD will determine whether a conflict of interest exists and whether it may reflect negatively on SCD's selection of a Respondent. The City reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- j. SCD will own all documents, including electronic media presentations, produced because of the contract. The QEP may use generated documents under the signed contract only with expressive permission from SCD.

RFQP Submission Requirements

Responses must be received no later than **5:00 P.M, CT, Friday, March 7, 2025** to be considered. Respondents must submit one original written single sided response, plus four (4) paper copies, and one (1) electronic copy in PDF of qualifications, and one (1) separate, sealed cost proposal with Respondent's current rate schedule and clearly identified cost of services for each outlined task. The proposal must include the following information.

- a. Cover Letter describing the Respondent's general understanding of the scope of work and any key issues associated with performing the required services. The cover letter shall not to exceed one page, must be signed by an individual(s)

authorized to bind the Respondent contractually, and include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.

- b. Resumes of primary personnel assuming responsibilities for this project, not to exceed one (1) pager per resume.
- c. Detailed description of Respondent's approach to the scope of work and relevant experience, not to exceed fifteen (15) pages including:
 - i. Ability to meet all applicable state and federal regulations governing environmental site assessments,
 - ii. Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities,
 - iii. If relevant, a listing of subcontractors to be used for activities identified in the Scope of Work along with the services they will provide and a description of Respondent's process to select and oversee subcontractors. The use of WBE/MBE¹ organizations are encouraged
 - iv. Methodologies to perform site assessments and confirmatory sampling,
 - v. Technologies or testing methods utilized to assess specific types of contamination,
 - vi. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services,
 - vii. Strategy and timeline for completing the project including key milestones,
 - viii. Experience conducting assessments on contaminated properties and remediation to address state and federal requirements,
 - ix. Discussion on Respondent's Health and Safety practices/programs including Respondent's record for the last three (3) years, and,
 - x. List of other projects along with references for up to three (3) similar projects.

Note that the cover letter, resumes, and cost proposal are not included in the 15-page limitations. Complete RFQP packages shall be submitted to:

Brian Bywater
Economic Development Coordinator
Schuyler Community Development, Inc.
1119 B Street
Schuyler, Nebraska 68661
schuylderdevelopment@yahoo.com

Responses not received by **5:00 P.M, CT, Friday, March 7, 2025** WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or

¹If Minority or Women's Business Enterprise firms (MBE/WBE) are to be included in the project team, please attach a one-page letter from each firm indicating their desire to be included in the project team.

spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

SCD will not be held responsible for response envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Faxed responses will not be accepted. Any questions regarding this RFQP must be submitted in an e-mail to Brian Bywater at schuylerdevelopment@yahoo.com no later than **5:00pm CT, Friday, February 28, 2025**. 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 RFQP. Inquiries pertaining to the RFQP are NOT to be directed to any other member of SCD. Any such action may disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.

Selection Process

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the threshold criteria and the requirements of this RFQP. Respondents passing the threshold requirements will be further evaluated against the selection criteria. Both the Threshold and Selection criteria are detailed below. It is expected that the review committee will include four (4) people. Each reviewer will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All the scores will be combined for each Respondent to determine a total score. If determined necessary by the selection committee, the top two (2) scoring Respondents will be invited to participate in an in-person (or virtual) interview **during the week of March 31, 2025**, specific date and time to be determined.

Threshold Eligibility

- a. Respondent has at least one (1) full-time Nebraska licensed professional geologist in good standing.
- b. Respondent has at least one (1) full-time Nebraska professional engineer in good standing.
- c. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-21.
- d. Respondent has a minimum of ten (10) years' environmental professional experience.
- e. Respondent must have knowledge of and experience with development of Quality Assurance Project Plans.
- f. Respondents must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- g. Respondent must have demonstrated experience in conducting community outreach and public meetings.

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

Evaluation Process

Respondents will be ranked based on qualifications and project understanding as determined to be in the best interests of SCD and the city of Schuyler. Those that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below.

Written Proposal Criteria	Rating Score (1-5)	Weighted Priority Score (0-4)	Comments
Identification of key personnel and experience/capability			
Resources and key personnel available to perform work in reasonable time frame			
Respondent's approach to successfully complete each scope of services task			
Ability to handle multiple projects simultaneous and meet deadlines			
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified			
Interview Criteria	Rating	Weight	
Participation from project manager and other key personnel			
Presentation specific to applicable scope of work tasks			
Responses to questions			
Reasonable overall costs/hours/rate schedule			
Ratings:			
Clearly Outstanding in this item	5		
Well qualified in this item	4		
Average in this item	3		
Weak in this item	2		
Unsatisfactory in this item	1		
Insufficient Response	0		

Project Timetable

February 3, 2025	RFQP materials e-mailed to potential Respondents and posted on/in the www.schuylerdevelopment.net and the Facebook Page – Schuyler Community Development
February 28, 2025	RFQP questions received no later than 5:00pm CT
March 7, 2025	Proposals received by SCD no later than 5:00pm CT
March 10, 2025	Respondents' materials provided to Selection Committee for individual evaluation
March 21, 2025	Selection Committee evaluations returned to SCD for compilation; Finalists contacted to schedule interviews Recommendations of Respondents for approval
April 11, 2025	Intent to Award sent to final selection

Attachments:

Work Plan