

North Central Montana EDD
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Great Falls, MT 59404
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Request for Qualifications Qualified Environmental Professional

Date of Issue: January 14, 2025
Deadline: **February 17, 2024 (3**
Selection Date: **p.m.) March 7, 2025***
*Selection Date is subject to change.

**North Central Montana Economic Development District
EPA Brownfields Assessment Grant
EPA Brownfields Revolving Loan Fund Grant**

**North Central Montana Economic Development District
Brownfields Revolving Loan Fund Project
Brownfields Assessment Grant Project
Request for Qualifications**

Introduction

North Central Montana Economic Development District (NCMEDD) is soliciting responses for a Qualified Environmental Professional to conduct Phase I and II Environmental Site Assessments and all activities related, including but not limited to, assistance in the revision of a Community Relations Plan, participation in public education activities, clean up planning and other tasks as agreed upon, within the five county region. The region is comprised of Cascade, Glacier, Pondera, Teton and Toole counties and the Blackfeet Reservation and Little Shell Chippewa Tribe. This Request for Proposal (RFP) provides the specifications and requirements for submission of complete proposals, including cost estimates. NCMEDD reserves the right to solicit cost proposals for individual projects. The deadline for submittal of responses to this request is **Monday, February 17, 2025 by 3 p.m.**

The United States Environmental Protection Agency (EPA) has selected NCMEDD as an EPA Brownfields grant recipient for the assessment of hazardous substance and petroleum contamination per a cooperative agreement as well as a Brownfields Revolving Loan Fund. Proposed work will meet federal requirements for work funded by an EPA Brownfields Grant. Contracts with NCMEDD must comply with 40 C.F.R 30.40. Proposed work is scheduled to be completed by October 1, 2027, and may be expanded in the future to include additional funding and additional work.

NCMEDD is requesting statement of qualifications from consulting firms to provide oversight services in environmental investigation; conduct site evaluations; determine whether cleanup is authorized; lead or assist in community involvement; decide whether or not to use the state voluntary cleanup programs; conduct or review and approve analysis of brownfields cleanup alternatives or consider range of proven cleanup methods; review public comments received and document, or document occurrence with, the cleanup plan selected after public comment; work with borrowers and sub-grantees, and oversee cleanups, ensure compliance with applicable laws and regulations; and write reports documenting the cleanup actions.

NCMEDD intends to establish term contracts to use consultants on an "as needed" basis for projects as they become available. NCMEDD reserves the right to solicit cost proposals for individual projects. The term of the contracts for these services is expected to be two years with a renewable option. More than one firm may be selected for these services. Contracts must comply with 40 C.F.R. 31.36.

Scope of Work:

Work to be done may include:

1. **Investigation and Assessment** – Assist NCMEDD in carrying out its responsibilities on a site-specific basis, working on behalf of the recipient. Responsibilities include review, investigation and analysis of phase I, II and/or III assessment(s) completed by independent consultants.
2. **Regulatory Compliance** – Assist NCMEDD in matters pertaining to environmental regulatory compliance. Compliance issues may include those associated with hazardous waste, solid waste, underground storage tank spills, air quality, water quality, storm water, public source water, asbestos, spill prevention control, environmental impacts, liability, risk assessment and others. The Consultant must have a thorough knowledge of applicable environmental laws and regulations and fulfill any requirements imposed by the Environmental Protection Agency (EPA), the Montana Department of Environmental Quality (DEQ), Occupational Safety and Health Administration (OSHA) and other regulatory agencies or land administrators.
3. **Consultation** – Assist NCMEDD in its consultation with MT-DEQ, EPA, OSHA or other regulatory agency or land administrator, and perform other duties as assigned. The Contractor is responsible for understanding and complying with any applicable TERO regulations when performing assessments on the Blackfeet Reservation. The Consultant must have previous experience with these other environmental regulatory agencies. The Consultant may have also had experience dealing with equivalent regulatory agencies in other states.
4. **Montana Petroleum Tank Release Compensation Board Reimbursement** – Document all eligible costs associated with the investigation, remediation, or monitoring associated with leaking underground petroleum storage tanks that can be reimbursed from the Petroleum Tank Release Compensation Board. Prepare reimbursement packages for submittal to the Board, as needed. Consultant will need to keep separate accounting of reimbursable and non-reimbursable costs.
5. **Remedial Design** –The consultant may be requested to review designs of remediation systems for contaminated groundwater and/or contaminated soils and wastewater. The Consultant must have experience dealing with projects of similar size, variety and complexity listed above in the scope of work. This includes experience with field investigation, development of data quality objectives, environmental sampling and testing, and drilling equipment.
6. **ACM** – Review Assessments of facilities and structures for asbestos-containing materials (ACM), coordinate asbestos abatement activities with MDT, DEQ, EPA and contractors, permit projects with appropriate agencies, oversee contractors removing ACM from structures, ensure proper handling, disposal, and transport of ACM, and conduct clearance monitoring following abatement activities. Provide clear and concise reporting of all asbestos-related work including, but not limited to contractors and personnel, field notes, documentation of outside agency inspectors, permits, waste manifests, clearance air monitoring results and photographs of work.

7. **Project Reporting** – Prepare reports to document location and results of tests; prepare work plans for investigation and evaluation of known contaminated sites; and prepare work plans to contain and/or clean up contaminated sites. The Consultant will submit draft and final reports to NCMEDD. Status reports are required to document the status of each specific assignment; the work performed during the last billing period; the work anticipated in the upcoming billing period; and a tracking of expenditures within the overall budget for the term of the contract. Costs will be broken down by task for the ease of tracking expenditures.

Project Schedule and Costs :

The proposal should include anticipated schedule and time/material cost estimates for the activities listed below. Time should be allowed in the schedule to review and revise draft deliverables and for preparation of final documents. Unit rates on which costs are based should be included with the proposal and also a time line and project milestones.

Submit cost estimates for the following:

- Final negotiated work plan preparation
- Preparation of Quality Assurance Project Plan (QAPP)
- Preparation of Sampling and Analysis Plans (SAP)
- Surveys, field sampling, and analytical testing (If innovative techniques are proposed, submit a cost comparison to conventional methods.)
- Preparation of cleanup options with preliminary cost estimates and levels of confidence
- Report writing and project management activities.

Proposal Submittal:

Please submit one electronic and one hard copy of your proposal by **3:00 P.M.** on **February 17, 2025** to:

NCMEDD
Brownfields RFQ
521 1st Avenue NW
Great Falls, MT 59404
Email: sweetgrassdevelopment@gmail.com

Questions about the project should be directed to Sarah Converse, (406) 899-7959 or sweetgrassdevelopment@gmail.com

Proposal Contents:

The proposal must contain the information listed in this section. *Please organize your proposal in the same order and numbering format as shown below, which will assist in reviewing your proposal.*

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- 1) Quality of Firm and Personnel
 - A) Related experience on similar projects in Montana.
Provide a discussion of your firm’s previous related project experience as it relates to the scope of services detailed in this RFP. **Three Pages - Maximum**
 - B) Qualifications, experience and training of personnel to be assigned to projects.
Discuss the qualifications, experience, and training of the professional staff that will be utilized for this contract.

Include an organization chart that indicates the project staff, their area of expertise, registration, and office location. **Two Pages - Maximum**

Include brief resumes that describe the education, training, experience, and qualifications of the personnel listed above (**Extra pages, as needed**).
- 2) Capacity and Capability of Firm
 - A) Ability to meet technical requirements and applications.
Briefly describe the services your firm will provide to NCMEDD during the contract period, including professional expertise and technical capabilities that your firm possesses. Discuss any subcontractors and support services that you anticipate utilizing and describe their expertise as it relates to this contract.
Document former clients’ success receiving Petroleum Tank Release Compensation Fund reimbursement for work completed by your firm. **Two Pages – Maximum**
 - B) Compatibility of systems, equipment, i.e., GIS, etc.
Provide a brief discussion on the computer systems and software that your firm utilizes (i.e. Word, Excel, Microsoft, ArcView, etc.). Describe any additional support equipment you intend to use for this contract term. **One Page – Maximum**
 - C) Capability of firm to meet project time requirements.

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next two years.

One Page – Maximum

- D) Capability to respond to project, SDC, DEQ and EPA requirements.

Describe your firm's approach in preparing work plans/cost estimates and reports, and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or emergency projects. Describe your firm's ability to work on projects in various parts of the state (i.e. staffing availability, office locations, etc.)

One Page – Maximum

- 3) Record of Past Performance and Reference Checks:

- A) References

Provide a list of the firm's clients from the past three (3) years for projects involving similar work, as references. Include client name, contact person, and phone number. Give range of contract value. **Two Pages - Maximum**

Two Pages - Maximum

- 4.) Cost of Services

- A) Payment Schedule

Include a payment schedule for cost of services. **One Page - Maximum**

Provide proof that the firm's Indirect Cost Rate (overhead rate) has been developed in accordance with 23 CFR §172.7(b) for the cost principles of 40 CFR Part 30.40 by a cognizant government agency or independent CPA firm. The Indirect Cost Rate and audit must be based on the firm's latest completed fiscal year's costs.

Failure to provide the requested information may disqualify your application from consideration.

Proposal Evaluation

All proposals will be evaluated in accordance with the following factors:

<p>Quality of Firm and Personnel</p> <ul style="list-style-type: none"> • Related experience on similar projects. • Qualifications, experience and training of personnel to be assigned to projects. 	25 points
<p>Capacity and Capability of Firm</p> <ul style="list-style-type: none"> • Ability to meet technical requirements and applications. • Compatibility of systems, equipment, i.e., GIS and word processing, etc. • Capability of firm to meet project time requirements. • Capability to respond to project, SDC, DEQ and EPA requirements. 	25 points
<p>Record of Past Performance and Reference checks</p> <ul style="list-style-type: none"> • Previous record with the SDC DEQ and EPA. • Reference checks. 	25 points
<p>Cost of Services</p>	15 points
<p>Proximity to North Central Montana Region Identified (Project Area)</p>	10 points

Following the review and evaluation of all proposals, the list of firms will be narrowed down to an appropriate short list. Consultants on this list may have an opportunity for an interview. If multiple proposals are solicited, final assignments will be based on equally weighted selection criteria: (1) Cost; (2) Availability and organization of work plan; (3) Understanding of the project issues; (4) Approach to the project. The award will be made to the most qualified Respondent(s) whose proposal is deemed most advantageous to NCMEDD, all factors considered. Unsuccessful Respondents will be notified as soon as possible.

Consultants will be subject to Federal and Montana laws and regulations including non-discrimination, Americans with Disabilities Act compliance, and Fair Employment Practices. The QEP will not discriminate against any employee, contract or application on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin. DBE applicants are encouraged to apply.

For publication on January 14, 2025, proposals are due February 17, 2025, at 3:00 p.m..

Contact: Sarah Converse sweetgrassdevelopment@gmail.com with questions.