

**Request for Qualifications – Professional Consulting Services
Town of Lyman Brownfields Assessment Project**

I. Introduction

The Town of Lyman invites interested parties to submit Statements of Qualification (SOQ) for a three-year contract to provide environmental and engineering consulting services to the Town of Lyman in support of its brownfields program. The Town is looking for firms with documented experience providing brownfields grant-related consulting services. The project objectives include supporting a successful brownfields program by assisting the Town with development and implementation of future grants.

II. Scope of Work

Activities of the consultant may include but not necessarily be limited to:

1. Grant Writing Services: Identify and assist the Town in writing grant applications for available Environmental Protection Agency (EPA) grants, and State of South Carolina Revolving Loan Fund (RLF) funds. This may include, but not necessarily be limited to, assessment grants, clean up grants and revolving loan funds. Typical tasks include the collection of data required for the grant applications; meeting with existing community groups; and taking the lead role in writing the applications.
2. Property Identification and Inventory: Identify, develop and refine a database of potential brownfield properties. Included in this work will be the development and implementation of a set criteria to prioritize the identified properties for evaluation.
3. Site Characterization and Assessment Activities: Conduct Phase I Environmental Site Assessments (ESAs) and Phase II ESAs as well as preparation of cleanup plans. Included in this task is development of the following plans:
 - a. Generic and site specific Quality Assurance Project Plans (QAPP);
 - b. Health and Safety Plans (HASP); and
 - c. Phase I and Phase II ESA site investigation reports.

All documents will be required to be prepared in accordance with applicable state and industry standards including the ASTM and All Inquiry (AAI) standards.

4. Community Involvement Assistance: Provide support for public involvement and community outreach activities. These activities should be designed to make sure that community concerns are considered and addressed in the assessment, planning and execution of the project. This may include but not necessarily be limited to:

- a. Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in the brownfields project;
 - b. Conducting and/or participating in public meetings and hearings to solicit community interest and provide education information;
 - c. Developing and implementing effective methods of communication information about the brownfields program to the public; and
 - d. Communicating with prospective private landowners and other key parties to encourage participation in the program.
5. Cleanup and Development Planning: Complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, Consultant may be asked to conduct community visioning sessions/workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the South Carolina Department of Health and Environmental Control (SCDHEC).
6. Grant Administration Support: Provide support for grant administration activities to include, but not necessarily limited to: assisting with the preparation of monthly and quarterly reports; acting as a liaison between the Town and application regulatory agencies (primarily EPA and SCDHEC); participating in kickoff and weekly/monthly meetings; entering property specific information in to the Assessment, Cleanup and Redevelopment Exchange System (ACRES); and assisting with the completion of final reports for grant close out.
7. Other Brownfield Related Duties: Conducting/completing other duties that may be required for a successful program but that have not been anticipated in this RFQ.

III. Response Format/Evaluation Criteria

The submittal shall be no longer than 15 pages (including organization chart) and shall include the information outlined below. To ensure fair and equitable evaluation, proposals should be organized into the following separate sections.

1. Experience and Capacity

The SOQ shall include a summary of the following:

- History of the firm's experience providing brownfields services as described herein;
- Brownfields grant application experience/capacity;
- Brownfields project experience (both EPA and private brownfields experience);
- Description of the firm's organization structure and the names and experience of key individuals including professional registrations, site investigation and experience working with the USEPA and SCDHEC; and

- Disclosure of any potential conflicts of interest

2. Proposed Methodology

The SOQ shall include an organizational chart and a description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm.

3. References

The SOQ shall include at least three (3) references for similar services/projects that have been provided by your firm and the dates of service. Please include the reference name, company, email address and phone number. Also include a description of the services and key personnel that were involved in the project.

IV. Selection Criteria

Responses will be evaluated on the following criteria:

- Approach and understanding of the scope of work;
- Experience and ability of your firm and the designated project manager to complete the work;
- Proven track record of community engagement;
- Environmental assessment and cleanup planning experience;
- Demonstrated South Carolina's Brownfields experience including the ability to work cooperatively with USEPA Region 4 and SCDHEC;
- EPA Brownfield grant writing capabilities and success in securing brownfield funding for communities in South Carolina and EPA Region 4;
- Ability to leverage other sources of local, state and federal funding;
- Quality of performance on brownfields projects; and
- Participation of small, minority, woman and veteran owned businesses.

The Town reserves the right to award this opportunity based on the initial RFQ response without oral presentations; however, oral presentations to the Town may be requested.

V. Submittal Requirements

Responses to this RFQ will be evaluated based on the consultant's response to all relevant criteria stated in this RFQ. The Town reserves the right to reject and/or honor any and all proposals. Submit all questions regarding this solicitation via email to Gregg Miller at gmliller@lymansc.gov. All bids are due by Monday December 3rd, 2018 at 2:00 p.m. Responses to this RFQ must be sealed.

Physical and Mailing Address: Town of Lyman
Attn: Gregg Miller
81 Groce Road
Lyman, SC 29365