



**City of Dixon, Illinois
Request for Qualifications
Brownfields Environmental and Engineering Consulting Services**

The City of Dixon invites interested parties to submit Statements of Qualification (SOQ) to provide environmental and engineering consulting services to the City in support of their Brownfields program. Dixon is looking for firms with documented experience writing grant applications and providing the Brownfields-related consulting services associated with projects funded by these EPA grants.

Sealed proposals will be received until 09/01/2017, at 10 A.M. by:

The City of Dixon, Illinois
Attn: Becky Fredericks, City Clerk
121 W. 2nd St.
Dixon, IL 61021
Or email to becky.fredericks@discoverdixon.org

No proposals will be accepted after 10 A.M. on the above-scheduled due date. Proposals transmitted by U. S. Mail or electronically will be considered only when said proposals are submitted at the time fixed for receiving said proposals. The City does not guarantee that proposals received by mail or other delivery will be received in time for the scheduled due date and time.

All proposals shall conform to all the terms and conditions of this RFQ, as stated in this document. Failure to conform to the terms and conditions of the RFQ will render the proposal non-responsive and ineligible for further consideration.

The City reserves the right to accept any RFQ or any parts thereof or to reject any and all RFQ's. A successful Proposer will be required to comply with all applicable Federal and State of Illinois Equal Opportunity Regulations as required.

Questions regarding this RFQ may be addressed to:

Amanda Bradshaw
121 W. 2nd St.
Dixon, Illinois 61021
(815) 288-1481
amanda.bradshaw@discoverdixon.org

Scope of Work

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

1. **Grant Writing Services:** Identify and assist the City of Dixon in writing grant applications for available EPA grants. This may include, but not necessarily be limited to, Clean up Grants, Area-wide Planning Grants, and Revolving Loan Fund Grants. 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 of 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:
 - Generic Quality Assurance Project Plans (QAPP);
 - Site specific QAPPs;
 - Health and Safety Plans (HASP); and
 - 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 Appropriate 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:
 - Developing a Community Outreach and Communication Plan to detail a strategy for involving the community in Brownfield project;
 - Conducting and/or participating in public meetings and hearings to solicit community interest and provide educational information;
 - Assisting in development of a Brownfields Revitalization Advisory Committee to assist with site inventory and ranking and to develop and implement the community involvement program;
 - Developing and implementing effective methods of communicating information about the Brownfield program to the public (website, information sheets, mails, etc.); and
 - 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), Remedial Objective Reports (RORs) and Remedial Action Plans (RAPs), 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 Illinois Environmental Protection Agency (IEPA).

6. **Cleanup and Remediation Activities:** Complete cleanup and remediation of selected Brownfield properties in accordance with the IEP A Voluntary Site Remediation Program (SRP) requirements, other IEPA agency requirements, and/or United States Environmental Protection Agency (USEPA) requirements. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HASP), securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordinating and overseeing site remediation activities, and/or completing the site remediation activities.
7. **Grant Administration:** Provide comprehensive grant administration activities to include, but not necessarily be limited to; preparing quarterly reports; preparing reimbursement requests; preparing MBE/WBE Utilization Reports; completing annual financial reports; acting as a liaison between the City of Dixon and applicable regulatory agencies (primarily EPA and IEPA); coordinating kickoff and weekly/monthly meetings; entering property specific information into the Assessment, Cleanup, and Redevelopment Exchange System (ACRES); and completing the final report for grant close out.
8. **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.

Response Format/Evaluation Criteria

Submit one (1) original and two (2) copies of the SOQ. The submittal shall be no longer than 12 pages (including organizational 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 and administration experience/capacity;
- Brownfields project experience (both EPA and private Brownfields experience);
- Description of the firm's organizational structure and the names and experience of key individuals including professional registrations, site investigation, and experience working with all relevant Federal and State Agencies; and
- Disclosure of any potential conflicts of interest.

2. Proposed Methodology

The SOQ shall include an organization 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.

Selection Criteria

Responses will be evaluated on the following criteria:

- Experience and ability to complete the work;
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with relevant Federal and State agencies;
- Approach and understanding of the scope of work;
- Proven track record of community engagement;
- Environmental assessment experience;
- Quality of performance on Brownfields projects;

City of Dixon reserves the right to award this opportunity based on the initial RFQ response without oral presentations; however, oral presentations to the City of Dixon may be requested. City of Dixon reserves the right to reject any and all responses. Firms not selected will be notified in writing by 30 days after the due date.

Submittal Requirements

Responses to this RFQ should be delivered to

The City of Dixon,
Attn: Becky Fredericks; City Clerk
121 West Second Street
Dixon IL 61021.
Or email to: becky.fredericks@discoverdixon.org

The submittal deadline is **Friday, September 1, 2017 by 10:00 A.M. local time.**