

**Request for Qualifications**  
**Minnesota Brownfields – as Administrator for**  
**Hennepin County Environmental Response Fund Brownfields Gap**  
**Financing Program (BGFP)**  
**January, 2015**

**Introduction**

Minnesota Brownfields requests qualifications and fee schedules from environmental consulting firms for the assessment and cleanup of properties known or suspected of being impacted by pollutants, contaminants or hazardous wastes. The services associated with this RFQ will include, but not be limited to: pre-demolition and pre-remodeling asbestos, lead-based paint, and miscellaneous hazardous materials assessments, coordination and management of abatement of same materials, ASTM and All Appropriate Inquiry-compliant Phase I Environmental Site Assessments (Phase I ESA), Phase II ESAs, site investigation services, remedial/corrective action design plan services, site remediation and remediation monitoring/oversight, soil and groundwater sampling, and laboratory services.

The RFQ process will proceed as follows. The Request for Qualifications will be used to select three to five firms who will be invited for interviews. The interviews will be used to select up to two firms for services beginning in March, 2015.

Minnesota Brownfields will establish a master services agreement with the selected consultants and will seek cost estimates on individual projects as they arise. Minnesota Brownfields will establish a Not to Exceed Project Agreement for each individual project that can be amended by written authorization of Minnesota Brownfields and approved by Hennepin County Department of Environmental Services (DES). Each project agreement will have a scope of services assigned to it, appropriate to the specific project.

**Background**

The Brownfield Gap Financing Program (BGFP) provides small grants to nonprofits for environmental assessment and clean-up of property in Hennepin County through funding from the Environmental Response Fund (ERF). This fund is intended to be used for unexpected environmental issues, to prepare for a larger funding request in the County funding cycle, or to identify/clarify and, in some cases, remediate suspected environmental concerns. Projects have included soil characterization at community gardens. Historically, projects have ranged in costs from \$1,100 to \$15,000, with most project budgets under \$10,000.

Projects will benefit the community through the development or clean-up of greenspace, recreation centers, affordable housing, education centers, community centers, and neighborhood level economic development opportunities.

Minnesota Brownfields' role is to assist in managing, marketing and outreach for the program. Hennepin County's Environmental Services Department manages funds allocated

for this program. It is expected that the BGFP will have \$150,000 in available funds starting in 2015.

Further questions about the BGFP may be addressed to:

Martha Faust  
Minnesota Brownfields  
2801 21<sup>st</sup> Avenue South  
Minneapolis, MN 55407  
Phone: 651-307-4371  
Email: [mfaust@mnbrownfields.org](mailto:mfaust@mnbrownfields.org)

This Request for Qualifications addresses the environmental consulting services for the work under Minnesota Brownfields' contract with Hennepin County to administer the BGFP.

### **General Qualifications**

Companies with the following qualifications may apply:

- Must have an executed Master Agreement for Professional Consulting Services with Hennepin County for the following work types:
  - Asbestos, Lead Paint, and Regulated Building Materials Assessment and Removal Oversight, and/or
  - Environmental Property Assessment and Cleanup; and,
- Must be a member of Minnesota Brownfields.

### **General Project Area**

Hennepin County, Minnesota

### **Submission Requirements**

Minnesota Brownfields is interested in contracting up to two environmental consulting firm(s) (with or without teamed partners) with demonstrated experience and expertise with the following:

- A) Phase I Environmental Site Assessments performed in accordance with the ASTM E-1527-05 standard, All Appropriate Inquiry standard, and Minnesota Pollution Control (MPCA) guidelines.
- B) Preparation and implementation of plans for Phase II Investigation to determine the magnitude and extent of soil and ground water contamination on Brownfield properties. The following may be included: performance of soil vapor risk assessments, ground water receptor surveys, and evaluation of natural attenuation. Experience should demonstrate familiarity with MPCA VIC Program expectations.
- C) Performance of hazardous materials building surveys sufficient to plan for future building demolition or renovation work; and, design and coordination of abatement activities, and subcontracting of abatement contractors.
- D) Development and implementation of voluntary response actions for soil and groundwater cleanup in accordance with MPCA guidelines. Experience should demonstrate coordination of cleanup with redevelopment concerns.

- E) Site Cleanup and Remedial/ Response Action Monitoring/Oversight including contractor oversight, intensive MPCA interaction and cooperation with the Voluntary Investigation and Cleanup Program, documentation, confirmation sample and analysis, and report preparation.

In addition to demonstrating these skill areas, the selected consultants will be expected to interact with current landowners and our non-profit partners.

### **The Submittal Package**

Consulting firms must submit a complete package to be considered. The ideal submission package includes each of the sections below, in the following order:

1. Cover letter – A letter of up to two pages highlighting the proposed project team. The letter should indicate a single point of contact/overall project manager. The cover letter should also include: the Firm's name, e-mail address, business address, telephone and fax number, Federal I.D. number and Minnesota tax I.D. number (if applicable). The cover letter must state that the firm (with teamed partners identified) has personnel with the qualifications necessary to complete work in the contract program. The letter should also explain the benefits of using your company's/team's services. The cover letter will be limited to **2 pages**.
2. Relevant projects – Include a maximum of 5 projects that highlight the team and/or team members' experience with Brownfield assessment and cleanup in a redevelopment/reuse context. The strongest package will demonstrate direct experience with the skill areas (A-E) listed above. This section will be limited to **3 pages in length**.
3. Resumes – Please submit a one-page resume for each proposed team member, highlighting his or her experience in each of the above-listed skill areas. Resumes will be limited to a **10 page maximum total**.
4. Personnel and materials Fee Schedule

### **Submission Procedures and Questions**

Submittal packages should include three (3) copies and an electronic version (see below). Facsimile copies are not acceptable.

The submissions **must be received by 12:00 noon CST on Thursday, February 5, 2015** at the following address:

Minnesota Brownfields  
2801 21<sup>st</sup> Avenue South  
Minneapolis, MN 55407

Electronic versions may be submitted via Dropbox or another file-sharing service, or by compact disc. Files may be sent electronically to [mfaust@mbrownfields.org](mailto:mfaust@mbrownfields.org).

Questions concerning any aspect of this RFQ may be submitted in writing by electronic mail to Martha Faust at mfaust@mnbrownfields.org. Minnesota Brownfields **must receive all questions by Thursday, January 22, 2015**. All responses to questions will be sent via email.

### **Evaluation and Selection Process**

Submittals will be evaluated based upon the following criteria:

1. Demonstrated direct relevant experience and expertise in the skill areas (A-E) listed above.
2. Demonstrated experience and ability to work with non-profits and government entities; and the Minnesota Pollution Control Agency and the Minnesota Department of Health.
3. Demonstrated ability to interact with the public to communicate environmental, technical and public health issues.
4. Reasonable fee schedule (Minnesota Brownfields is **NOT** selecting consultants based upon lowest fee schedule or bid).

The selection process is as follows:

1. An initial review of all submittals received. All submittals that do not include required elements will be eliminated.
2. An evaluation committee will review the remaining submittals and select up to five (with teamed partners) to move on to step 3 in the selection process.
3. The evaluation committee will interview the selected firms during the week of February 23, 2015.
4. Following the interviews, Minnesota Brownfields will make a final selection of up to two environmental consulting firms (with teamed partners) for work on Gap Financing projects beginning the week of March 2, 2015.
5. Final selection of firms will be approved by Hennepin County Department of Environmental Services Staff.

### **Right to Reject All Proposals**

Minnesota Brownfields reserves the right to reject all submittals and to waive minor irregularities.