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**REQUEST FOR QUALIFICATIONS**  
**ENVIRONMENTAL CONSULTING SERVICES**  
**CITY OF OTTAWA BROWNFIELDS ASSESSMENT GRANT 2022**

The City of Ottawa is seeking qualifications from highly qualified and experienced environmental consulting firms to perform all environmental assessment and remedial planning activities as part of the scope of a Brownfields assessment grant just awarded from US EPA. The submittal deadline is **Tuesday, August 23, 2022, at 2:00 P.M.**

Overview

The United States Environmental Protection Agency (USEPA) has recently awarded the City of Ottawa a \$300,000 Brownfields Assessment grant for the assessment of sites contaminated by hazardous substances and/or petroleum products. The City of Ottawa is a community of 18,840 residents located in LaSalle County in north central Illinois.

The City developed the Ottawa Brownfields Redevelopment Prioritization Strategy [https://cityofottawa.org/wp-content/uploads/pdfs/Ottawa\\_Brownfields\\_Plan\\_Document.pdf](https://cityofottawa.org/wp-content/uploads/pdfs/Ottawa_Brownfields_Plan_Document.pdf) to focus brownfield redevelopment efforts on sites with the greatest potential to be redeveloped and achieve the community's goals. Most of the highest priority sites identified in this Strategy are concentrated in Downtown and along the riverfront. The City of Ottawa's target area for this assessment grant project is the Downtown and Marquette District. While Ottawa has made various efforts to position the downtown and Marquette District area for redevelopment, lack of funding for environmental assessment and remediation remains a major barrier to moving the City's overall redevelopment efforts forward. The Target Area starts at the Illinois riverfront, leads through the downtown and some residential neighborhoods, before ending at the commercial/industrial Marquette Street.

The City's goals are to expend funds on properties that are most likely to be redeveloped, in an effort to clean up properties, encourage investment and create long-term jobs.

Scope

The Qualified Environmental Professional (QEP) will assist the City with grant and program management and conduct Phase I and II assessments, cleanup planning, and participate in program development, project reporting, and community engagement activities.

Budget for Grant Expenditures

Budget Categories		Project Tasks					
		Task 1: Cooperative Agreement Oversight	Task 2: Community Outreach	Task 3: Phase I Environmental Assessments	Task 4: Phase II Environmental Assessments	Task 5: Cleanup Planning	TOTAL
Direct Costs	Personnel	\$2,000	\$6,000				\$8,000
	Fringe Benefits						
	Travel	\$4,000					\$4,000
	Equipment						
	Supplies		\$500				\$500
	Contractual	\$4,000	\$3,500	\$60,000	\$174,000	\$46,000	\$287,500
	Other						
<b>Total Direct Costs</b>							
<b>Total Budget</b>		<b>\$10,000</b>	<b>\$10,000</b>	<b>\$60,000</b>	<b>\$174,000</b>	<b>\$46,000</b>	<b>\$300,000</b>

Project Approach and Minimum Qualifications for Consulting Firms

Consulting firms submitting qualifications to the City of Ottawa should describe the firm’s approach to working with municipal clients on brownfield redevelopment projects funded by state and federal grant resources. Specifically, firms shall demonstrate extensive experience in environmental assessment and remedial planning, and shall address the following minimum qualifications:

1. Experience with U.S. EPA-funded brownfield assessment and remediation projects, including developing a U.S. EPA Quality Assurance Project Plan and Health and Safety Plan.
2. Experience using innovative remedial approaches and achieving No Further Remediation letters for complicated brownfield sites under the Illinois EPA TACO regulations.
3. Experience with Illinois EPA as illustrated by prior experience on projects in the State of Illinois including those entered into the voluntary site remediation program.
4. Experience in communicating progress of brownfield projects to the public, such as through public presentations, workshops, conferences, etc.
5. Successful history of being a “team player” on multi-faceted development projects including working with other consultants, private developers, public officials, stakeholder organizations, and the general public.

Proposal Specifics

All responses submitted shall include the following:

1. Project approach and demonstration of minimum qualifications by responding with examples for qualifications 1 – 6 above.
2. Profiles and experience of all professional staff to be assigned to this project.
3. Descriptions of relevant projects undertaken by the firm.
4. References from past or current clients.
5. Fee schedule for professional and subcontractor services.

## Submittals

The following information should be included:

1. Cover letter:
  - a. Name, address, telephone number and FEIN number of firm
  - b. Name, title address, telephone number, and email address of contact person authorized to contractually obligate the firm on behalf of the firm.
  - c. A brief statement of the understanding of the scope of the work to be performed.
  - d. A confirmation that the firm meets the appropriate state licensing requirements to practice in the State of Illinois and experience necessary for the project
  - e. A confirmation that the firm has not had a record of substandard work within the last five years.
  - f. A confirmation that the firm has not engaged in any unethical practices within the last five years.
  - g. A confirmation that, if awarded the contract, the firm acknowledges its complete responsibility for the entire scope of work
  - h. The signature of an individual who is authorized to make offers of this nature in the name of the firm submitting the proposal.
  - i. A confirmation that, if awarded the contract, the firm will follow all directives and requirements of the U.S. EPA, in its practices in relationship with this project.
2. Qualifications:
  - a. Brief history and description of the firm and past performance on similar projects and other IDOT funded projects.
  - b. Resumes of key personnel to be assigned to this project.
  - c. Location of firm's office primarily responsible for the work
  - d. Qualifications and approach to planning and designing the project including anticipated complexities, methodologies and knowledge of the work
  - e. Related projects and experience in Illinois
  - f. Reference contacts for past similar projects.
3. Brief discussion of any other information not covered above that may be relevant.

## Selection Criteria

The City of Ottawa reserves the right to accept or reject any or all submissions. All submissions become the property of the City of Ottawa. The City of Ottawa shall evaluate each potential consultant in terms of:

DESCRIPTION	WEIGHTED %
1. Past Performance in similar projects	20
2. Professional qualifications and proposed staffing	25
3. Proximity of firm to project location	10
4. Approach, methodologies, and knowledge of the work described.	20
5. The firm's experience in the State of Illinois and LaSalle County	15
6. References from past projects	10

### Selection Procedure

All proposals received by the specified deadline will be reviewed by the Selection Committee for content, completeness, qualifications, and experience. After those firms deemed the most qualified are selected, further evaluation and interviews of the selected firms may be conducted as part of the final selection process. However, the City of Ottawa reserves the right to complete the selection process without proceeding to an interview phase and may choose to select based upon the information supplied in the Proposal. The City of Ottawa reserves the right to waive any informality in any submittal and to reject any or all submittals.

Firms shall submit one bound copy and one stick drive of their proposals, and direct any questions to:

David Noble  
Director of Economic Development  
City of Ottawa  
301 West Madison Street  
Ottawa, Illinois 61350  
[dnoble@cityofottawa.org](mailto:dnoble@cityofottawa.org)  
815-433-0161 x220

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