



Legal Notice

Request for Qualifications

For Brownfield Grant Application and Implementation Consultant

City of Spartanburg
P.O. Box 1749
187 W. Broad Street
Spartanburg, SC. 29304
Email: cwright@cityofspartanburg.org

NOTICE IS HEREBY GIVEN – The City of Spartanburg is seeking qualifications from experienced firms to submit a Brownfield Grant Application and Implementation of the Grant for the City of Spartanburg, South Carolina.

Proposal No: 2425-10-15-01

The City of Spartanburg, hereby, notifies all proposers that it will affirmatively ensure that all disadvantaged and women’s business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of gender, race, color, or national origin in consideration for an award.

The City of Spartanburg reserves the right to reject any or all proposals or to waive any informality in the qualifications process. Submitted materials may be held by the City of Spartanburg for a period not to exceed sixty (60) days from the date of the opening of Qualification Materials for the purpose of reviewing the Qualification Materials and investigating the qualifications of prospective parties, prior to short-listing highly qualified candidates to whom a Request For Qualifications (RFQ) will be issued. Ultimately, the vendor that is awarded the project will be required to obtain a City of Spartanburg Business License.

Pre-Submittal Meeting: Tuesday, October 1, 2024 at 9:00 AM via TEAMS MEETING: [TEAMS MEETING LINK](#). A Calendar invite can be requested by send an email to: mlivingston@cityofspartanburg.org.

Please submit two copies and a flash drive with one PDF document (with blank or clearly identified pages as tabs) of your sealed Qualification Materials:

Sealed Qualification Materials Due Tuesday, October 15, 2024, no later than 3:00 PM. Qualification Materials must be submitted to Carl Wright, Procurement and Property Manager, City Hall 187 W. Broad Street, at which time they will be publicly opened and read aloud in the Training Room.

Technical question regarding the scope of services should be directed to Martin Livingston, Community Development Director, at the City of Spartanburg at 864-580-5323 or by email: mlivingston@cityofspartanburg.org.

Qualification Materials can be hand delivered or mailed to the following address:

City of Spartanburg
P.O. Box 1749
187 W. Broad Street
Spartanburg, SC. 29304

Attn: Procurement and Property Division

For further information and a complete Qualification Package, please contact the Procurement and Property office at (864) 596-2049. A complete qualification package is also available at www.cityofspartanburg.org by following the links for Invitations for bids.

REQUEST FOR QUALIFICATIONS
Brownfield Grant Application and Implementation
City of Spartanburg, South Carolina

INTRODUCTION

Introduction

The City of Spartanburg, South Carolina is seeking a Consultant to assist the City with an application to the U.S. Environmental Protection Agency (EPA) for Brownfield Cleanup and Assessment Grants to assess both hazardous and petroleum sites in the area(s) described in a potential grant application. Grant funds will be used to involve the community in the multiple decision-making processes, to identify priority sites, to conduct Phase I and Phase II Environmental Site Assessments at priority sites, and to conduct cleanup and redevelopment planning of assessed brownfield properties. The City would also like to submit an application for a site specific Cleanup Grant in the Northside Neighborhood, a Purpose Built community with an approved U.S. Department of Housing and Urban Development (HUD) Transformation Plan.

The City of Spartanburg is seeking professional services from qualified and experienced Consultants to assist with management and execution of this grant and future related grant projects. The City is seeking firms with documented experience providing assessments on federal brownfield (environmental) assessments and related services for local governments with similar characteristics to City of Spartanburg. The City is also seeking a Consultant to provide support in the identification of potential funding sources for cleanup activities including identifying and assisting with future grant applications.

SCOPE OF WORK

The Consultant will be expected to perform the following tasks on an as-needed basis:

1. Grant Management: The Consultant will assist the City with a grant application to the U.S. Environmental Protection Agency (EPA). The Consultant will be asked, with the City's help and guidance, to manage the grant activities to ensure compliance with EPA requirements.
2. Property Identification and Inventory: The Consultant may be asked to work with the City to 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: As part of the work, the Consultant may be asked to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs as well as preparation of cleanup plans.
4. Community Involvement Assistance: The Consultant may be asked to support the City in public involvement and community outreach activities to ensure that community concerns are considered and addressed in the assessment planning and execution process of the projects.

5. Cleanup and Development Planning: The Consultant may be asked to 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, the Consultant may be asked to assist with community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options. The Consultant may also assist in the negotiation of voluntary cleanup with the applicable governmental entities.
6. Grant Writing Assistance: The Consultant may be asked to assist in writing applications for additional assessment and cleanup grants. If the Consultant is successful and the City is awarded the grant, then additional services may be negotiated with the Consultant under this Request for Qualifications.
7. Cleanup and Remediation Activities: If the City is successful in obtaining a Cleanup Grant, the Consultant may be asked to complete cleanup and remediation in accordance with the EPA and State requirements. Activities may include the preparation of a QAPP and 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.
8. Other Brownfield Related Duties: Duties such as assisting with responding to EPA (Grantor requests, such as providing before/after photos or other information to EPA or project partners.) that may be required for a successful program but that have not been anticipated in this call for RFQ.
9. Successful applicants must be able to provide a City of Spartanburg Business license, proof of liability insurance as required and any additional city, state and federal licenses to operate in the City of Spartanburg.

TYPE OF CONTRACT

It is anticipated that a professional services contract will define the terms and conditions agreed upon by the City and the Consultant and outline all tasks to be carried out under the assessment and cleanup grant, if the City is awarded a grant, based on the submission of an application. The agreement is subject to a successful grant application and City Council approval.

SUBMISSION EVALUATION AND SHORT-LIST SELECTION PROCESS

A selection committee composed of City of Spartanburg employees shall be formed to review and evaluate the submissions based on the criteria listed below. The selection committee members shall complete evaluation forms given consideration to information provided in the submissions. The City shall have the right to designate a “short list” of qualified candidates based on the initial evaluation scores. These vendors will be considered “finalists” and will be given the opportunity to submit an updated proposal, based on the issuance of a subsequent Request For Qualifications (RFQ), should the City elect to do so. Final selection will be made according to the process and guidelines included in the RFP, if the City elects to move forward with an RFQ process.

Evaluation Criteria	Maximum Points
Qualifications, Experience and References – proposed teams must have at least five (5) years of experience working on EPA Brownfields Projects at hazardous and petroleum sites; including experience with organizing community involvement, conducting Phase I/Phase II ESAs, preparing QAPPs, Work Plans, and HASPS, facilitating community involvement, and preparing ABCAs and Remedial/Corrective Action Plans. Please provide at least three references from past projects.	40
Previous Successful Applications – Examples of EPA Brownfield Assessment and Cleanup Grant Applications submitted and projects completed. Include five or more project examples. Provide examples of successful applications submitted and results.	25
Community Engagement Efforts: Provide examples of community engagement efforts is past brownfield efforts. Outline your approach to community engagement in this effort.	15
Project Management – Approach and understanding of the scope of work. Outline your firms approach to developing a project schedule and measures to control the project budget.	10
Minority- and Women-Owned Business (MWBE) Participation – The City encourages the participation and inclusion of Minority and Women-Owned Businesses. Describe any potential outreach efforts to include MWBE participation in past Brownfield efforts. Please outline any proposed efforts for this project.	10
Total Maximum Points	100

POINT OF CONTACT

It is suggested that you send a single email inquiry if there are multiple questions concerning the scope of submissions required. All request for additional clarification or information can be made to:

Martin L. Livingston, Jr., AICP, CPM

Neighborhood Services Director, City of Spartanburg

Phone: (864) 580-5323

Email:

mlivingston@cityofspartanburg.org

INSTRUCTIONS TO SUBMITTERS

Deliver two copies and a flash drive with one PDF document (with blank or clearly identified pages as tabs) of the required submittals in a **sealed** envelope or box clearly marked with the words “**REQUEST FOR QUALIFICATIONS**” to the following address:

**Attn: Procurement and Property Division
City of Spartanburg
P.O. Box 1749
Spartanburg, SC 29304**

**Physical Location:
187 W. Broad Street
Spartanburg, SC 29306**

Addendum and Update Procedures for the RFQ – During the period of advertisement for this RFQ, the City of Spartanburg may wish to amend, add to, or delete from, the contents of this RFQ. In such situations, the City of Spartanburg will issue an addendum to the RFQ setting forth the nature of the modification(s). The City of Spartanburg will email the addendum to all entities receiving a copy of this RFQ directly from the City of Spartanburg, as well as post any addendum on the City of Spartanburg website.

Response Format – All responses shall be submitted in 8 ½ X 11-inch format. Larger size pages or inserts may be used provided they fold to 8 ½ X 11 inches. All copies of the submittal must be identical in content and organization. Consideration should be given to the form and format of the submittal to facilitate internal duplication of the submittal. Responses shall be organized into sections and tabbed for ease of review. Provide a comprehensive Table of Content. Proposals shall not exceed 50 pages not including front and back cover. All pages should be numbered.

Acceptance of Responses – Responses submitted after the designated date and hour will not be accepted for any reason and will be returned unopened to the originator. The City of Spartanburg reserves the right to accept or reject any or all responses, to take exception to these RFQ specifications, or to waive any formalities. Respondent may be excluded from further consideration for failure to fully comply with the specifications of this RFQ.

Time for Reviewing Responses – Responses received prior to the due date and time will be securely kept, unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and no response received thereafter will be considered. Responses once submitted become the property of the City of Spartanburg.

Certification of Legal Entity – Prior to execution of the contract agreement, the respondent shall certify that joint ventures, partnerships, team agreements, new corporations or other entities that either exist or will be formally structured are, or will be legal and binding under laws of the State of South Carolina.

Costs Borne by Respondents – All costs related to the preparation of this RFQ and any related activities are the responsibility of the respondent. The City of Spartanburg assumes no liability for any costs incurred by the respondent throughout the entire selection process.

Best Available Data – All information contained in this RFQ is the best data available to the City of Spartanburg at the time the RFQ was prepared. The information given in the RFQ is not intended as representations having binding legal effect. This information is furnished for the convenience of respondents and the City of Spartanburg assumes no liability for any errors or omissions.

Respondent Responsibilities – Each respondent is presumed by the City of Spartanburg to have thoroughly studied this RFQ and become familiar with the package's contents and the location, nature, etc. of the sites covered by the RFQ package. Any failure to understand completely any aspect of this RFQ or the proposed sites is the responsibility of the respondent.