



Request for Qualifications (RFQ)
Brownfield Assessment Grant Writing & Implementation Services
US EPA Brownfield Grant Application
Jefferson County WI
RFQ
October 12th. 2026

Sealed proposals are invited from qualified environmental - planning consulting firms to provide grant application assistance, project management, environmental inventory and assessment implementation related to the United States Environmental Protection Agency (US EPA) brownfield grants, including but not limited to applications for the US EPA Brownfields Coalition Assessment Grants or the US EPA Community wide Assessment grants as part of the US EPA Brownfields Grant Competition for Fiscal Year 2026 (FY 2027), and in a future year, a US EPA Revolving Loan Fund Grant. The resulting contract will be for five years. Jefferson County may amend or extend this contract beyond the initial three years to apply for additional grant funds or accommodate the terms and conditions of future EPA grants awarded to Jefferson County within this 5-year project period provided a market survey conducted by Jefferson County indicates that the prices the contractor proposes are reasonable. Sealed proposals will be received through the Jefferson County Economic Development Consortium (JCEDC) office, 864 Collins Road, Suite 111, Jefferson, WI 53549 (920) 674-8711 until 2:00 PM (CT), November 11th, 2026.

RFQ packets will be available for this request starting October 12th, 2026 online on the Jefferson County website at www.co.Jefferson.wi.us.

The intent of this RFQ is to comply with local and US EPA federal qualifications-based procurement requirements specified in 40 CFR 31.36. The County is seeking qualified firms to assist with determination, securing and subsequent implementation of appropriate brownfield assessment grants. The successful consultant will bring experience and insight to a partnership with the County to refine and implement these grants.

The accepted firm will also be required to furnish an acceptable Certificate of Insurance upon award for this project as well.

Jefferson County reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in the County's best interest. Furthermore, Jefferson County reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions and specifications of this request and/or contract. Jefferson County reserves the right to award this request in the aggregate or by item or like item groups (where applicable) to the lowest responsible,

responsive firm who complies with the specifications, service and can meet the requirements of this request.

General RFQ Information

1. Jefferson County requires a high level of service from any firm who is looking to do business with the County. Quality, service and price are all critical factors that Jefferson County considers when doing business and in continuing business with a firm. This is especially important when it comes to the requirements of this request. Dissatisfaction due to firm's performance may result in Jefferson County discontinuing service with a firm.
2. Jefferson County is a tax-exempt municipality under WI Stats 77.54(9a)(b).
3. The successful firm shall provide a certificate of insurance upon award as per the requirements of Exhibit "A" attached. Proof of Insurance is required when award is made.
4. All proposals shall be binding for ninety (90) calendar days following the proposal opening date unless the firm(s), upon the request of the County, agrees to an extension.
5. Payment for services will be made to the successful firm contingent upon owners' acceptance and approval of all work done and/or products provided or services rendered and subject to the EPA payment procedures if applicable. Acceptance as herein means acceptance by the County of all work performed or products provided and services rendered, after the department's authorized agent has found it to be in compliance with the specification requirement. Mileage, fuel surcharges or surcharges of any kind will not be allowed.
6. Firms may withdraw their proposal at any time before the proposal due date and time by written request for withdrawal to Jefferson County and by presenting proper identification upon request. **Faxed and emailed proposals will be rejected. Late proposals will not be accepted and will remain unopened and returned to sender.**
7. Standard Terms and Conditions are included with this request and are hereby made a part of it.
8. If the firm receives an RFQ packet from any source or entity other than the Jefferson County Purchasing Department or its website, the firm is responsible to register themselves as a bidder on the County's website (see Bids and Proposals Section), retrieve the online RFQ documents (if you don't retrieve them from the website, you won't receive emailed notice of future addenda) and check the website to retrieve any addenda issued for this request. Or the firm must contact the Jefferson County Purchasing Department and request any addenda for this request prior to submitting their proposal. Failure to do so in no way obliges the County to issue addendum or other information concerning this request to the firm.
9. No reimbursement will be made by the County for any cost incurred in preparing responses to this solicitation, or for costs incurred before a formal notice to proceed is issued if a contract is awarded.
10. Jefferson County shall be the owners of any and all of the reports, plans, specifications and documents resulting from this RFQ and firm shall provide both digital and hard copies of all

reports, plans and documents as indicated in this RFQ to owner in a format usable to the County. Awarded firm shall also waive any rights to copyright protection so Owner may reproduce, distribute and use all reports, plans, specifications and documents as it so chooses.

11. Any proposal/response submitted in conjunction with this request will become a public record, subject to public inspection.
12. Respondents are to list any consultants or subcontractors that may be used to help complete this project.
13. Firms responding to this request are to provide with their proposal, a proposed contract covering all the terms, conditions and specifications for the performance of all work related to grant writing services in this request. If the County is awarded an assessment grant by the EPA, at that time the successful firm will provide the County with a separate proposed contract covering all the terms, conditions and specifications for the performance of all work related to assessment grant implementation.
14. All questions resulting in further clarification or modification to this (RFQ) document will be handled by written addenda. Questions shall be directed to the JCEDC Executive Director at the address listed above or via email at deborahr@thriveed.org. Questions must be asked by end of business on November 1st, 2026. Questions received after this time may not be answered. Any changes as a result of issues raised will be made by written addenda and posted on the Jefferson County website at www.co.Jefferson.wi.us. It is the firm's responsibility to check the website for addenda prior to submitting your proposal.
15. Jefferson County reserves the right to reject any or all proposals, to waive any technicality in any proposal and accept any proposal deemed to be the most advantageous to the County.
16. Firms are responsible for familiarizing themselves with the technical requirements and US EPA Community-wide Assessment grant applications and implementation requirements as well as requirements specified in 40 CFR 31.36 before submitting a proposal for this request.
17. **Non-Collusion Statement:** By signing this document, vendor/contractor certifies that their response to this request has been made without connection with any other vendor/contractor and is in all respects fair and without collusion or fraud and is made with the understanding that no elected official or any employee of Jefferson County is interested therein, directly or indirectly unless otherwise stated.

RFQ Schedule and Proposal Submission

1. Tentative Schedule
 - RFQ Packets available starting October 12th, 2026

- Questions due: November 1st by 4:00 PM (CT)
 - Sealed Proposals due: November 11th by 2:00 PM (CT)
 - Firms will be short-listed to the top qualified firms by November 15th, 2026
 - Interviews will be conducted with top qualified firms with the evaluating team on November 19th – November 26th. Firm's interview times will be scheduled under separate correspondence following the receipt of proposals.
 - Tentative award decision to be made following the completion of interviews.
 - Project Kick-Off meeting with the County following award.
 - Grant application shall be completed and submitted to the County for review at least seven (7) calendar days prior to FY 2026 US EPA Community-wide Assessment grant deadline and submittal to US EPA.
 - Grant implementation subject to the grant application award by the US EPA.
 - If the County is awarded an assessment grant, a second Kick-Off meeting with the County for grant implementation will take place.
2. Sealed proposals are due and must be received in the Jefferson County Economic Development Corporation on or before November 11th by 2:00 PM (CT) at the following address:

**Jefferson County Economic Development Consortium
864 Collins Road, Suite 111
Jefferson, WI 53549**

Proposals will be reviewed following a qualifications-based selection process with each firm's proposal being evaluated from a qualification's standpoint first. Top qualified firms will be invited to interview and a brief presentation with the evaluation team to determine the most qualified firm for this project. The County will then negotiate the services of completing the grant application, and scope of services for implementation if the grant is awarded, with the top qualified firm following the evaluation process.

If the County, for any reason, is unable to reach a final agreement with this finalist, the County then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal and so on until an agreement can be reached with the finalist.

Proposals are to be sealed in an envelope/box and labeled as: **Brownfield Assessment Grant Writing & Implementation Services, US EPA Brownfield Grant Application Project – RFQ.** Submit 6 complete copies.

Project Information and Background

The County, through this RFQ, is seeking a qualified environmental – planning consulting firm to provide grant application assistance, project management, environmental inventory and assessment implementation related to the United States Environmental Protection Agency (US EPA) brownfield grants, including but not limited to applications for the US EPA Community-Wide Assessment grants as part of the US EPA Brownfields Grant Competition for Fiscal Year 2026.

Jefferson County, in partnership with Jefferson County Economic Development Corporation (JCEDC) and Thrive Economic Development, Inc. (ThriveED), is pursuing a coalition of local governments for this grant opportunity. A Site Revitalization Program Committee will be established to gain local government support for the grant, oversee the development of the grant applications, and identify numerous brownfield sites to be the focus of the grant application. JCEDC serves all municipalities within the County including the entirety of all mixed boundary communities, and ThriveED is a 501c3 non-profit that partners with these communities and supports their growth by attracting, retaining, and expanding businesses, supporting workforce development, improving infrastructure, and fostering partnerships that create jobs, boost local economies, and enhance quality of life

If the County is successful at establishing a coalition of local governments, the successful consultant, under the direction of the County, will prepare a US EPA Brownfield Assessment Coalition Grant (up to \$1,000,000).

Or, if the County is unsuccessful at establishing a coalition, the successful consultant, under the direction of the County, will prepare a grant application for US EPA Brownfield Community-Wide Assessment grant (up to \$500,000).

Project Goal

The intent of this RFQ is to comply with local and US EPA federal qualifications-based procurement requirements specified in 40 CFR 31.36. The County is seeking qualified firms to assist with securing brownfield grant funding, and, if successful, subsequent implementation of these brownfield grants.

Type of Contract and Contract Term

The County intends to award a contract to one full-service firm to serve as a partner in achieving the goals of preparing a successful US EPA grant application. The contract period will begin immediately following the award of this request. The contract period will coincide with the grant application period, which is anticipated to be late 2026.

If the County is awarded a grant, a second contract will be awarded to the same firm to implement the resulting US EPA Cooperative Agreement(s) (CA) and Work Plan(s), under the direction of the County. The implementation contract will be consistent with the terms and conditions of the CA provided by the US EPA after grant award. The contract period will generally coincide with the grant implementation period.

The intent of the County is to take the grant award monies as far as they will go minus a portion of the grant (approximately 5%) to be awarded to ThriveED/JCEDC for their work on a

comprehensive community outreach program and public participation program. In addition, approximately 1% of the grant, if awarded, may go toward eligible County programmatic expenses. The County will negotiate, with approval by the US EPA, the final budget with the successful consultant following US EPA grant award and when the CA(s) and Work Plan(s) are completed.

For implementation of any successful grants, it is assumed that the work will be specified and completed in accordance with the budget developed as part of the grant application and subsequent Work Plan as approved by the County and the US EPA. It is assumed that since the assessment grants are 100% federally funded, the County would not incur any out-of-pocket expenses other than County administrative staff time.

Scope of Services

This RFQ is to solicit a qualified consultant who is expected to provide a wide range of services to the County for the application and implementation of the US EPA Brownfield Assessment Grant. The successful consultant is expected to perform many tasks including, but not limited to the following:

Grant Application – Scope of Services

- Complete all necessary research and analysis required to submit a complete grant application(s).
- Assist County in determining which assessment grant to pursue: the US EPA Brownfields Coalition Assessment Grants or the US EPA Community wide Assessment grants as part of the US EPA Brownfields Grant Competition.
- Assist the County in forming their Coalition or choosing their target area from established JCEDC communities by acting as an expert resource and providing information to the County about brownfield assessment and remediation.
- Assist the County in compiling any associated demographic data to bolster the grant application.
- Assist JCEDC as needed with the solicitation of letters of support from the State of Wisconsin, and cities, towns, villages, community-based organizations, and other local area stakeholders, as appropriate, within Jefferson County.
- Work with JCEDC to facilitate community outreach activities as needed to enhance the grant application.
- Attend meetings of the County and the Site Revitalization Program Steering Committee (SRC) providing professional expertise in discussions regarding preliminary selection of focus sites and updates on grant application progress.

The Brownfield Assessment Grant applications will be developed in partnership with JCEDC and ThriveED.

Jefferson County will review existing comprehensive plans as they relate to redevelopment within the County and specific site reuse.

Grant Implementation – Scope of Services (If Grant Awarded by US EPA)

- Implement and coordinate necessary activities as required in the Scope of Services of this RFQ and the US EPA Work Plan with the County, US EPA Region 5 staff and appropriate Wisconsin Department of Natural Resources (WDNR) staff.

- Prepare and maintain detailed schedules and budgets for assessment activities.
- Prepare a written Quality Assurance Project Plan (QAPP) in compliance with US EPA regulations.
- Conduct a county-wide brownfield inventory, including mixed boundary municipalities and develop a site prioritization order with the County's input.
- Conduct and oversee all brownfield site assessment activities, as specified in the Work Plan and as directed by the County throughout the project period.
- Prepare eligibility determination for submittal to USEPA and/or WDNR for each site at which assessment activities are proposed to utilize grant funding.
- Conduct brownfield planning activities, such as site reuse assessment, land use assessment, market study, infrastructure evaluation, resource roadmap, etc.
- Conduct field investigations including sample collection and lab analysis. Prepare technical reports as required by the US EPA and/or WDNR. Such technical reports are anticipated to include Phase I Environmental Site Assessments (ESA), Phase II ESA, site investigation reports, remedial action options reports, remedial action plans, and other environmental reports and plans, as appropriate and as directed by the County.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Develop preliminary budget, financing options and implementation plan for remediation assessments and cleanup/reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Engage community members and other stakeholders on their priorities for the area and build agreement around a shared revitalization vision.
- Use community input and research results to identify the catalyst, high-priority brownfield site(s) which, once remediated and reused, have the strongest potential to spur additional revitalization within the area.
- Prepare and share our plan and implementation strategies for reusing catalyst, high-priority brownfield sites.
- Prepare quarterly progress reports, annual federal financial information, and annual MBE/WBE utilization information to the US EPA, in compliance with the CA.
- Attend meetings of the County and the Site Revitalization Program Steering Committee (SRC) providing professional expertise in discussions regarding prioritization and final selection of sites and updates on grant implementation progress.
- Provide professional advice regarding environmental issues associated with land reuse/redevelopment and related matters.
- Provide regulatory and financial information as needed.
- Project management, implementation, and/or technical oversight.
- Prepare presentations to provide information about the grant and/or individual project progress as requested.

A portion (approximately 5%) of the Brownfield Assessment Grant(s) will be implemented by JCEDC and ThriveED. JCEDC and ThriveED will be responsible for completion of a comprehensive community outreach program and public participation program. In addition, approximately 1% of the grant, if awarded, may go toward eligible County programmatic expenses.

Deliverables

The successful consultant will provide all appropriate technical reports as required by the US EPA in the Work Plan and/or required by the WDNR in print and electronic format that is acceptable to Jefferson County.

Proposal Requirements

General Expectations

Consultants are asked to submit concise proposals describing their capacity to manage projects and their experience with similar projects. The proposals should include a clear outline of how the firm would help the County in preparing a successful grant application and meet the requirements of implementing the US EPA Brownfield Community-wide Assessment Grant should the County be awarded, including a proposed timeline. **For the purposes of this RFP, consultants should assume that the County will apply for an US EPA Brownfield Community-wide Assessment Grant (not a Brownfield Assessment Coalition Grant).** Samples of brownfield site inventories, Phase I and Phase II, Environmental Site Assessment, Site Investigation Reports, and Remedial Action Plans are expected as part of your proposal.

Proposals

Proposals should be prepared on standard size paper and limited to twenty (20) pages, exclusive of resumes. Charts and spreadsheets may be larger. The proposal shall include the following information in the order presented below:

Business Organization – This section shall include the firm's name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person regarding the proposal shall be included. If subcontractors are being utilized, similar information should be included for all subcontracted firms and show their relationship to the project team in an organizational chart. Also identify your firm's access to necessary equipment and facilities relative to this project.

Management Outline – A description of the project and how the consultant will manage and implement the US EPA Brownfields Assessment grant(s) and related activities shall be provided. This section shall include the applicant's approach and methodology to planning, organization, and management.

Project Methodology – Provide two separate methodologies for both brownfield assessment grant writing services and brownfield assessment grant implementation services as follows:

Brownfield Assessment Grant Writing Services:

Project Methodology – Provide the following information for grant writing services:

- i) Provide your understanding of this project and requirements as depicted in this document and identify key issues from the consultant's perspective.
- ii) Provide a description of how your firm will complete and meet all requirements of the US EPA Brownfields Community-wide Assessment grant application including the firm's approach and methodology to planning, organization and managing this process and how this approach is expected to achieve positive results.
- iii) Address all scope of work issues and indicate how consulting firm will go about accomplishing all the tasks and coordinate the project with the County.
- iv) Indicate who you would include or involve in the process throughout the project as well.

Brownfield Assessment Grant Implementation Services:

Project Methodology – Provide the following information for grant implementation services:

- i) Provide your understanding of this project and requirements as depicted in this document and identify key issues from the consultant's perspective.
- ii) Provide a description of how your firm will manage and implement the US EPA Brownfields Community-wide Assessment grant including the firm's approach and methodology to planning, organization and management. Include how this approach is expected to achieve good results for this project.
- iii) Address all scope of work issues and indicate how consulting firm will go about accomplishing all the tasks and coordinate the project with the County.
- iv) Indicate who you would include or involve in the process throughout the project as well.

Experience and Capabilities – The relevant management experience and the technical experience and capabilities of the consulting firm shall be defined with respect to the following activities:

A. Professional/Project Experience:

- i) Provide information on your firm's specific abilities and qualifications to provide professional services for US EPA Brownfield Assessment Grant writing and grant implementation.
- ii) Provide examples of your firm's specific knowledge and expertise related to Brownfields Grant writing, grant implementation and reporting. Include examples of numerous (3-4) recent (5 years) past, similar successful grant applications and implementations your firm has completed, with contact information included so that Jefferson County may contact the owners as a reference. Include all pertinent contact information (client name, contact person, phone number, etc.) and describe the project and your firm's involvement with it. All representative project descriptions provided shall include the month and year the project was completed and the location of the project.
- iii) Also include information on the following:
 - Brownfield grant and federal grant application preparation experience and success.
 - Conducting brownfields inventories, Phase I and Phase II Environmental Site Assessments, and subsurface site investigations under a governmental reimbursement and/or equivalent grant funded programs.
 - Redevelopment planning and market research activities related to brownfields properties and site reuse (including but not limited to development coordination, market analysis, site reuse planning).
 - Involvement with other Brownfield grants that are included but not limited to Jefferson County.
 - Other areas of expertise relevant or unique experience that would be germane to grant implementation.

- Conducting public outreach and community engagement activities, including stakeholder engagement.
- Development and review of QAPPs, as well as OSHA-compliant Health and Safety Plans.
- Environmental/engineering/consulting experience with petroleum and hazardous contaminant brownfields remediation.
- Designing and managing brownfields remediation strategies.
- Other information and material which show a clear understanding of the project goals and tasks, and the ability to cooperatively and conclusively work with the County.

B. Regulatory and Scientific/Technical Knowledge

Each proposer shall provide a list of proposed key personnel and their current office location. Provide resume(s) of key individuals that would be assigned to the project, identifying project experience and regulatory and scientific knowledge as outlined below.

Regulatory Knowledge and Compliance With:

- Knowledge and expertise pertaining to Federal environmental statutes and associated regulations.
- Knowledge and expertise pertaining to Wisconsin environmental statutes and other related state laws and regulations.
- Knowledge and expertise pertaining to OSHA and other health and safety rules or requirements related to Brownfields Assessments.
- Knowledge and expertise pertaining to site redevelopment services (planning, surveying and engineering).
- Individual staff knowledge and technical experience relative to ESAs, brownfield projects and contaminated site remediation.

Scientific/Technical Knowledge:

- Physical/chemical/biological sciences: geology/hydrology; soil chemistry/soil mechanics; geophysical/geotechnical methods; chemistry; biology; toxicology; air quality; epidemiology.
- Risk Analysis: Risk assessment; toxicology; epidemiology; chemistry; air quality; EPA guidance; risk modeling; biology.
- Engineering: Chemical; surveying and mapping; cost estimating; preparation of plans and specifications; methods of resource recovery and alternative hazardous substance treatment; construction management (including storage, treatment and disposal facilities).

- Environmental Oversight: Monitoring techniques; design of monitoring programs; installation and operation of monitoring equipment; drilling and installation of groundwater monitoring wells, sampling, and analytical procedures for surface and groundwater, air, soil/sediment, and hazardous substances; biological sampling; personnel and equipment decontamination procedures; use of the EPA's laboratory methods and chain-of-custody procedures.
- All project staff performing field work on brownfield sites will be required to have current OSHA HAZWOPER training. In addition, the selected firm should have a Certified Industrial Hygienist (CIH) on staff to oversee the health and safety program.
- Internal staff assigned to the project should include at a minimum; a state licensed Professional Geologist (PG) or Professional Engineer (PE) as project manager with at least 10 years of experience effectively managing large and challenging brownfield projects and another staff person with equivalent experience as their replacement should it be needed during the term if the agreement and other support and field staff typically used on site assessment projects.

Project Communication

This project is a community effort involving JCEDC with project sites in many different towns, cities and other municipalities within Jefferson County. Jefferson County, however, is taking the lead role in this effort and all communications shall be made through Michael Luckey, Jefferson County Administrator. Michael's contact information is as follows:

Address: 311 S Center Ave, Jefferson, WI 53549

Phone: 920-674-7101

Email: mluckey@jeffersoncountywi.gov

Project Meetings

The County expects there will be one meeting prior to the grant application submission with the County and Site Revitalization Program Steering Committee (SRC). If the County is awarded a grant, the consultant will need to plan for periodic meetings with the County and the SRC during the implementation portion of the project. An estimated number of meetings during grant implementation will be determined prior to grant application submission.

In addition to the meetings identified above, the consultant will also need to plan for onsite visits/meetings as appropriate to perform the work of the study, conduct interviews and anything else the consultant feels is appropriate to complete the work of this request and the US EPA Work Plan to the County's satisfaction. Consultant will also need to plan for area visits to conduct any sampling and follow up work that may be required as well.

Project Management

The selected consultant will be required to assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, the County will consider the consultant to be the sole point of contact with regard to contractual matters, including

payment of any and all charges to the subcontractors resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract. If the Consultant is using subcontractors, previous projects on which the two firms have worked together should be noted.

Other Requirements

Contracting With Disadvantaged Business Enterprises

It is EPA policy to award a fair share of contracts to disadvantaged business firms (such as Small and Minority Firms, Women's Business Enterprise and Labor Surplus Area Firms). Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. The County will ensure, to the fullest extent possible, that at least the EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and historically black colleges and universities. The consultant shall agree to support the EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged firms are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

Equal Employment Opportunity

The proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the County, the Proposer shall furnish a written affirmative action plan.

Protest Process: Jefferson County is committed to full, fair, and impartial review and selection of successful bids and contractors for procurements. An unsuccessful bidder/proposer who feels that the County has not given its bid/proposal full, fair, and impartial consideration shall make its protest known in writing to Jefferson County within forty-eight (48) hours of the written announcement of the intent to award the procurement. For the protest to be valid, the protester shall have complied with all requirements of the bid/proposal solicitation; including, but not limited to, timeliness of submission, compliance with all technical requirements, and submission

of all required certifications and any bonding requirements if applicable. Upon such valid notification, Jefferson County shall place the award on hold until such time as the protest is resolved. If a contractor would like to see a full copy of the County's Protest Procedure, they should contact Jefferson County.

**Statement of Qualifications/Technical Proposal
Brownfield Assessment Grant Writing & Implementation Services
US EPA Brownfield Grant Application
Jefferson County WI
RFQ # [REDACTED]**

Firms responding to this request are to provide their qualifications with their proposals to include:

Business Organization

- 1) Completed Exhibit B.
- 2) Provide the information as requested on page 8 of this RFQ

Management Outline

- 1) Provide the information as requested on page 8 of this RFQ

Experience and Capabilities

- 1) Provide the information as requested on pages 9-11 of this RFQ

Other

- 1) Insurance Requirements
 - Acknowledge firm's ability to obtain insurance as required – Reference Exhibit A with this packet.
- 2) Proposed Contract
 - Include your proposed contract that covers all the terms, conditions and specifications for the work related to the grant writing services of this request.

Fees for Services Provided – Grant Writing Services - US EPA Brownfield Grant Application - RFQ # [REDACTED]

The successful consultant will prepare the grant application(s) at an agreed upon price to be negotiated between Jefferson County and the consultant. The contract period will coincide with the grant application period.

If the County is awarded a grant, a second contract will be awarded to the same firm to implement the resulting US EPA Cooperative Agreement(s) (CA) and Work Plan(s), under the direction of the County. The implementation contract will be consistent with the terms and conditions of the Work Plan provided by the US EPA after grant award. The contract period will generally coincide with the grant implementation period.

Evaluations of Firms

Firms will be ranked based on qualifications and project understanding using the criteria below. It is expected that the review committee will include minimally 4 people. Each reviewer will complete the scoring independently. All of the scores will be combined for each Respondent to determine a total score. If determined necessary by the selection committee, the top scoring Respondents will be invited to participate in an in-person (or virtual) interview **during the week of Month XX**, specific date and time to be determined.

Firms will be evaluated based on the criteria listed on the Evaluation Criteria Form below.

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Brownfield Assessment Grant Writing & Implementation Services
US EPA Brownfield Grant Application
Jefferson County WI
RFQ #

Evaluation Criteria Form
(This form will be used to rate firms Proposals)

Evaluation Criteria	Maximum Pts.	Points
1. <u>Completeness of Proposal</u> : Extent to which completed proposal elements are submitted.	5	_____
2. <u>Professional Experience</u> : The extent to which the firm has demonstrated competence in grant writing, implementation and reporting for US EPA Brownfield Assessment Grants and the extent of former client satisfaction.	20	_____
3. <u>Capacity</u> : The extent to which the firm has the appropriate personnel, project experience, regulatory and scientific knowledge, equipment, and facilities to perform the scope of services to write and implement a brownfields assessment grant.	20	_____
4. <u>Project Methodology</u> : The extent to which the firm has demonstrated their approach to manage and implement the grant writing, implementation, reporting and related activities.	20	_____
5. Overall Cost: The extent to which the firm provides a Reasonable overall cost/hour/rate schedule	25	_____

	Subtotal	90	_____
6. Interview:	The extent to which the evaluation team feels the firm has the capability to perform the duties outlined and to complete the project in a timely manner and achieve positive results.	10	_____
	TOTAL	100	_____

Standard Terms & Conditions for Request for Qualifications

Negotiations

This is a negotiated procurement. Negotiation is a procedure that includes the receipt of proposal from offers, permits bargaining, and usually affords an opportunity to revise offers before award of a contract. Bargaining, in the sense of discussion, persuasion, alteration of initial assumption and positions may apply to price, schedule, technical requirements, type of contract or other terms of a proposed contract.

Binding Contract

A proposal received in response to a request for qualification (RFQ) is an offer that can be accepted by Jefferson County to create a binding contract.

Award

Award shall be made to the most qualified responsive, responsible firm whose proposal overall is the most advantageous to the County.

Rejection of Proposals

Jefferson County reserves the right to reject all proposals or parts thereof which are determined not to be in the best interest for Jefferson County.

Funding

If funds are not appropriated for payment of this contract, Jefferson County may terminate the contract with the awarded firm without any early termination penalties, charges, fees or cost of any kind to Jefferson County.

Delivery Terms

Proposals shall include delivery costs to the specified delivery point, all transportation charges prepaid and borne by the contractor.

Delays in Delivery

Delays in delivery caused by bonafide strikes, government priority or requisition, riots, fires, sabotage, acts of God or any other delay deemed by Jefferson County to be clearly and unequivocally beyond the contractors control, shall be recognized by the County. The vendor may be relieved of meeting delivery time specified, if vendor files with Jefferson County a

request for extension of time, signed by a responsible official, giving in detail the essential circumstances which, upon verification by County's authorized representative, justifies such extension.

EXHIBIT A
JEFFERSON COUNTY INSURANCE REQUIREMENTS
INSURANCE REQUIREMENTS FOR ARCHITECT, CONSULTING ENGINEER &
CONSTRUCTION MANAGER

I. Minimum Scope and Limits

- A. Architects and Engineers Errors & Omissions (Professional Liability) coverage, with a minimum limit of \$1,000,000 per claim, \$2,000,000 annual aggregate. This insurance is to be maintained for at least two years after completion of the project. If the firm changes insurance carriers and this policy is provided on a "claims made" basis, the firm will secure the appropriate coverage extension to provide coverage to the project for a period of at least two years following the completion of the project.
- B. Commercial General Liability coverage at least as broad as Insurance Service Office Forms #CG 00 01 07 98 and #CG 25 03 11 85, with limits of no less than the following:
- | | | |
|----|---|-------------|
| 1. | General aggregate limit per project | \$2,000,000 |
| | (Other than Products-Completed Operations) | |
| 2. | Products-Completed Operations Aggregate per project | \$1,000,000 |
| 3. | Personal and Advertising Injury Limit | \$1,000,000 |
| 4. | Each Occurrence Limit | \$1,000,000 |
| 5. | Fire Damage limit – any one Fire | \$ 50,000 |
| 6. | Medical Expense limit – any one Person | \$ 5,000 |
- C. Automobile Liability coverage at least as broad as Insurance Services Office Form #CA 00 01 07 97, with minimum limits of \$1,000,000 combined single limit per accident for bodily injury and property damage, provided on a Symbol 1-Any Auto basis.
- D. Workers' Compensation as required by the State of Wisconsin and Employers Liability Insurance with sufficient limits to meet underlying Umbrella Liability insurance requirements.

- E. Umbrella Liability providing coverage at least as broad as the underlying General Liability, Automobile Liability and Employers Liability coverages, with a minimum Limit of \$2,000,000 each occurrence and \$2,000,000 annual aggregate, and a maximum self-retention of \$10,000.

Exhibit A – Insurance Requirements (continued)

II. Other Requirements

- A. Acceptability of Insurers. Insurance is to be placed with insurers who have a *Best's Insurance Reports* rating of no less than A and a Financial Size Category of no less than Class VI, and who are authorized as an admitted insurance company in the state of Wisconsin.
- B. Jefferson County, Jefferson County's elected and appointed officials, and Jefferson County employees shall be named as additional insureds on all liability policies for liability arising out of project work. Please provide a copy of this endorsement with your certificate of insurance.
- C. Certificates of Insurance acceptable to Jefferson County shall be submitted prior to commencement of the work. These certificates shall contain a provision that coverage afforded under the policies will not be cancelled until at least 30 days' prior written notice has been given to Jefferson County.

Exhibit B
Request for Qualifications (RFQ)
Brownfield Assessment Grant Writing & Implementation Services
US EPA Brownfield Grant Application
Jefferson County, WI
RFQ # [REDACTED]

RFQ Statement

Complete this page and include it with your sealed response to this request. Please insert it as the first part of the Qualifications/Technical Proposal.

I have read this Request for Proposal (RFQ), all the attachments, addenda (if any) and exhibits issued for this project and understand their contents and requirements.

Binding Signatures:

The undersigned firm, submitting their proposal, hereby declares and agrees to be bound, and to perform the work in accordance with all the terms, conditions and requirements of this Request for Qualifications, the within and foregoing proposal, the contract, the applicable specifications and special provisions, and the schedule of prices as hereby submitted and made part of their proposal submission.

Company: _____

Address: _____

Signature (Manual Signature) _____

Name (Print or Type) _____

Title _____ Date _____

Phone Number: _____ Fax Number: _____

Email: _____

