



REQUEST FOR QUALIFICATIONS QUALIFIED ENVIRONMENTAL PROFESSIONAL

Central Montana Brownfields Coalition EPA Brownfields Revolving Loan Fund Grants

Date of Issue: May 19, 2025

Deadline: June 16, 2025 (3 p.m.)

Selection Date: June 27, 2025

*Selection Date is subject to change

*Central Montana Brownfields Coalition
Snowy Mountain Development Corporation
507 West Main Street
Lewistown, MT 59457
Phone: 406-535-2591*

Introduction

The Central Montana Brownfields Coalition is soliciting responses for a Qualified Environmental Professional to include but not limited to, assistance in the revision of a Community Relations Plan, provide oversight services in environmental investigation; conduct environmental site evaluations; project cost estimates, recommend whether cleanup is authorized; lead or assist in community involvement; recommend whether or not to use the state voluntary cleanup programs; conduct or review and approve analysis of brownfields cleanup alternatives or consider range of proven cleanup methods; review public comments received and document, or document concurrence with the cleanup plan selected after public comment; work with borrowers and sub-grantees, and oversee cleanups, ensure compliance with applicable laws and regulations; and write reports documenting the cleanup actions.

The consultant will assist the Central Montana Brownfields Coalition (CMBC) which includes the entities of Snowy Mountain Development Corporation (SMDC) out of Lewistown, Montana Business Association Connection (MBAC) out of Helena, and Prospera out of Livingston with compliance with laws, rules and regulations related to hazardous waste, hazardous materials, asbestos, lead-based paints, solid waste, air quality, water quality, petroleum leaks and spills, storm water, and spill prevention control. SMDC is the lead agency and inquiries, questions or responses should be directed to them.

CMBC's region is comprised of an eleven county area including Gallatin, Park, Fergus, Judith Basin, Golden Valley, Musselshell, Petroleum, Wheatland, Broadwater, Lewis and Clark and Meagher Counties. This Request for Qualifications (RFQ) provides the specifications and requirements for submission of complete proposals, including cost estimates. SMDC reserves the right to solicit cost proposals for individual projects. The deadline for submittal of responses to this request is **3 p.m., Monday, June 16, 2025.**

EPA has selected SMDC as an EPA Brownfields grant recipient for a Revolving Loan Fund (RLF) to promote the cleanup and reuse of brownfields properties and to provide financial assistance for brownfields revitalization per a cooperative agreement.

SMDC intends to establish term contracts to use consultants on an "as needed" basis for projects as they become available. SMDC reserves the right to solicit cost proposals for individual projects. The term of the contracts for these services is expected to be five years with a renewable option. More than one firm may be selected for these services. Contracts must comply with 40 CFR 31.36.

Scope of Work:

Work to be done may include:

1. **Investigation and Assessment** – Assist SMDC in carrying out its responsibilities on a site-specific basis, working on behalf of the recipient. Responsibilities include review, investigation and analysis of phase I, II and/or III assessment(s) completed by independent consultants.
2. **Regulatory Compliance** – Assist SMDC in matters pertaining to environmental regulatory compliance. Compliance issues may include those associated with hazardous waste, solid waste, underground storage tank spills, air quality, water quality, storm water, public source water, asbestos, spill prevention control, environmental impacts, liability, risk assessment and others. The Consultant must have a thorough knowledge of applicable environmental laws and regulations and fulfill any requirements imposed by the Environmental Protection Agency (EPA), the Montana Department of Environmental Quality (DEQ), Occupational Safety and Health Administration (OSHA) and other regulatory agencies or land administrators.
3. **Consultation** – Assist SMDC in its consultation with MT-DEQ, EPA, OSHA or other regulatory agency or land administrator, and perform other duties as assigned. The Contractor is responsible for understanding and complying with any applicable TERO regulations when performing assessments on the Blackfeet Reservation. The Consultant must have previous experience with these other environmental regulatory agencies. The Consultant may have also had experience dealing with equivalent regulatory agencies in other states.
4. **Montana Petroleum Tank Release Compensation Board Reimbursement** – Document all eligible costs associated with the investigation, remediation, or monitoring associated with leaking underground petroleum storage tanks that can be reimbursed from the Petroleum Tank Release Compensation Board. Prepare reimbursement packages for submittal to the Board, as needed. Consultant will need to keep separate accounting of reimbursable and non-reimbursable costs.
5. **Remedial Design** –The consultant may be requested to review designs of remediation systems for contaminated groundwater and/or contaminated soils and wastewater. The Consultant must have experience dealing with projects of similar size, variety and complexity listed above in the scope of work. This includes experience with field investigation, development of data quality objectives, environmental sampling and testing, and drilling equipment.
6. **ACM** – Review Assessments of facilities and structures for asbestos-containing materials (ACM), coordinate asbestos abatement activities with MDT, DEQ, EPA and contractors, permit projects with appropriate agencies, oversee contractors removing ACM from structures, ensure proper handling, disposal, and transport of ACM, and conduct clearance monitoring following abatement activities. Provide clear and concise reporting of all asbestos-related work including, but not limited to contractors and personnel, field notes, documentation of outside agency inspectors, permits, waste manifests, clearance air monitoring results and photographs of work.

7. **Project Reporting** – Prepare reports to document location and results of tests; prepare work plans for investigation and evaluation of known contaminated sites; and prepare work plans to contain and/or clean up contaminated sites. The Consultant will submit draft and final reports to SMDC. Status reports are required to document the status of each specific assignment; the work performed during the last billing period; the work anticipated in the upcoming billing period; and a tracking of expenditures within the overall budget for the term of the contract. Costs will be broken down by task for the ease of tracking expenditures.

Project Schedule:

The Consultant will be expected to start each project within 10 days of the Coalition's notification to begin work. Individual tasks will be assigned on an "as needed" basis by the Coalition. Work plans including schedules and budgets will be developed by the consultant for each project. These work plans, schedules, and budgets are subject to approval by the Coalition. More than one project may be assigned at any one time.

Proposal Submittal:

Please submit one (1) electronic by **3:00 P.M.** on **June 16, 2025** to:

SMDC
Central Montana Brownfields Coalition
QEP Services Proposal
507 West Main Street
Lewistown, MT 59457
Email: ward@snowymountaindevelopment.com

Questions about the project should be directed to Tiffany Ward, (406) 535-2591 or ward@snowymountaindevelopment.com

Proposal Contents:

The proposal must contain the information listed in this section. ***Please organize your proposal in the same order and numbering format as shown below, which will assist in reviewing your proposal.***

- 1) Quality of Firm and Personnel
 - A) Related experience of similar projects.
 1. Provide a discussion of your firm's previous related project experience as it relates to the scope of services detailed in this RFP.
Three Pages – Maximum
 - B) Qualifications, experience and training of personnel to be assigned to projects.
 1. Discuss the qualifications, experience, and training of the professional staff that will be utilized for this contract. Include an organization chart that indicates the project staff, their area of expertise, registration, and office location.
Three Pages - Maximum
 2. Include brief resumes that describe the education, training, experience, and qualifications of the personnel listed above
Appendix A
- 2) Capacity and Capability of Firm
 - A) Ability to meet technical requirements and applications.

Briefly describe the services your firm will provide during this contract, including professional expertise and technical capabilities that your firm possesses. Discuss any subcontractors and support services that you anticipate utilizing and describe their expertise as it relates to this contract. Document former clients' success receiving Petroleum Tank Release Compensation fund reimbursement for work completed by firm.

Three Pages - Maximum
 - B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.

Provide a brief discussion on the computer systems and software that your firm utilizes (i.e. Word, Excel, ACRES, ArcGIS, etc.). Describe any additional support equipment you intend to use for this term contract.

One Page - Maximum
 - C) Capability of firm to meet project time requirements.

Briefly describe your ability to meet project schedules based on available staff and projected workload during the next two years.

One Page - Maximum
 - D) Capability to respond to project, SMDC, DEQ and EPA requirements.

Describe your firm's approach in preparing work plans/cost estimates, reports and implementing work and managing projects. Briefly discuss your firm's ability to respond to fast-tracked or emergency projects. Describe your firm's ability to work on projects in various parts of the state (i.e. staffing availability, office locations, etc.)

One Page - Maximum

3) List as references, all the firm's clients from the past three (3) years for projects involving similar work. Include client name, contact person, and phone number. Give range of contract value. (Do not include Federal Standard Forms (SF 330)

4) Cost of Services

A) Payment Schedule

Include a payment schedule of cost of services. **One Page - Maximum**

Provide proof that the firm's Indirect Cost Rate (overhead rate) has been developed in accordance with 23 CFR §172.7(b) for the cost principles of 48 CFR Part 31 by a cognizant government agency or independent CPA firm. The Indirect Cost Rate and audit must be based on the firm's latest completed fiscal year's costs.

Do not show any actual numerical financial information such as the overhead rate or personnel rates. Specific cost information of the firm or team should not be part of the proposal.

Failure to provide the requested information may result in disqualification.

Proposal Evaluation

All proposals will be evaluated in accordance with the following factors:

- 1) Quality of Firm and Personnel35 pts.**
 - A) Related experience on similar projects.
 - B) Qualifications, experience and training of personnel to be assigned to projects.
- 2) Capacity and Capability of Firm 30 pts.**
 - A) Ability to meet technical requirements and applications.
 - B) Compatibility of systems, equipment, i.e., CADD and word processing, etc.
 - C) Capability of firm to meet project time requirements.
 - D) Capability to respond to project, Coalition, DEQ and EPA requirements.
- 3) Record of Past Performance and Reference checks.....25 pts.**
 - A) Previous record with the SMDC, DEQ and EPA.
 - B) Reference checks.
- 4) Cost of Services10 pts.**

Following the review and evaluation of all proposals, the list of firms will be narrowed down to an appropriate short list. Consultants on this list may have an opportunity to an interview. If multiple proposals are solicited, final assignments will be based on equally weighted selection criteria: (1) Cost; (2) Availability and organization of work plan; (3) Understanding of the project issues; (4) Approach to the project. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Coalition, all factors considered. Unsuccessful offerors will be notified as soon as possible.

Consultants will be subject to Federal and Montana laws and regulations including non-discrimination, Americans with Disabilities Act compliance, and Fair Employment Practices. The QEP will not discriminate against any employee, contract or application on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, or national origin. DBE applicants are encouraged to apply.