



BALCONES HEIGHTS

REQUEST FOR QUALIFICATIONS

FOR

CONSULTING SERVICES FOR

U.S. ENVIRONMENTAL PROTECTION

AGENCY BROWNFIELD GRANT

APPLICATION AND IMPLEMENTATION

ASSISTANCE SERVICES

Proposals Due: 12 Noon CST, Friday, May 27, 2022

PROPOSAL CONTACT: Janet Thelen
Director of Community Development
City of Balcones Heights
3300 Hillcrest Drive, Balcones Heights, Texas 78201
jthelen@bhtx.gov

NOTICE INVITING PROPOSALS

The City of Balcones Heights is a Type A General Law city. As background, the City of Balcones Heights was incorporated in 1948. The City of San Antonio grew to surround the 1.7 square mile city. Balcones Heights has strong municipal leadership, who in 2022, refreshed the Strategic Plan focusing on action steps for the future, sustainability, and livability of the community. Transformational development is one key step identified for attaining these goals. Creating opportunities for the development/redevelopment of vacant and underutilized properties promotes diversify of economic opportunities and enhances the quality of life for our citizens. It is the goal of the city council and city staff to ensure the tools in the economic development toolbox include resources to proactively identify and formulate solutions for environmental concerns.

The City of Balcones Heights, through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting and/or planning firm to provide assistance with: (a) securing United States Environmental Protection Agency (EPA) grants and potentially other federal or state grants for the assessment, cleanup, or redevelopment of Brownfields properties within or adjacent to the City of Balcones Heights' boundaries; and (b) implementation of environmental assessment, remedial planning, community outreach, and other environmental or planning components of the grant for which funding is secured.

The focus of this contract is securing one or more EPA assessment grants as part of the annual EPA Brownfields Grants Program (the Grant Program). This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §31.36 that are applicable to the hiring of consulting firms to assist communities with grants awarded by the EPA. Respondents to this RFQ are specifically directed not to contact any member of the City of Balcones Heights' city council member or any City of Balcones Heights' staff member other than the contact person indicated below. It is suggested that you send a single email inquiry if there are multiple questions concerning the scope of professional services required.

To submit a proposal, send one (1) pdf version on a USB flash drive to:

City of Balcones Heights Community Development Department
Attn: Janet Thelen, Director
3300 Hillcrest Drive
Balcones Heights, TX 78201

The **deadline** for submission of proposals for this work is **12:00 PM (CST), Friday, May 27, 2022**. No late submissions will be accepted.

BACKGROUND

Brownfield sites are defined by EPA as:

"Real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substances, pollutants, contaminants, controlled substances, petroleum or petroleum products, or is mine-scarred land".

The purpose of the Grant Program is to conduct assessment and characterization of Brownfield sites as well as planning for redevelopment and community involvement for sites located within the City of Balcones Heights. One outcome of a successful grant, if secured, will be to develop a toolbox of information related to Brownfields sites to allow for more effective planning by the City of Balcones Heights in furthering Brownfield site assessment, cleanup (if necessary), and redevelopment. The objectives of the City of Balcones Heights may expand at a later date to include actual cleanup of

individual sites targeted for assessment, depending on the future availability of funding. The location of Brownfield sites within or adjacent to the City of Balcones Heights boundary is primarily focused on areas where previous planning efforts have occurred. These could include the continuation of planning efforts identified in the plans, or as a mechanism to strengthen the existing planning efforts. The successful Consultant will bring experience and insight to a partnership with the City of Balcones Heights to obtain and implement these grants and explore other grants and Brownfields initiatives as funds become available.

TYPE OF CONTRACT AND CONTRACT TERM

The City of Balcones Heights prefers to award a contract to one full-service firm (or individual) who successfully obtains initial EPA Brownfield Grant funding and then achieves the goals within the subsequent EPA Cooperative Agreement (CA) and Work Plan. The contract period will begin after contract approval and continue through the subsequent implantation period for any successful grants. The contact period may be extended at the option of the City of Balcones Heights if additional grant funds are obtained.

SCOPE OF WORK

The City of Balcones Heights seeks a qualified Consultant who is expected to provide a wide range of potential grant, assessment, and planning services. The scope of work is anticipated to include:

1. Assist the City of Balcones Heights with strategic planning on EPA Grants for FY2022 to pursue;
2. Assist the City of Balcones Heights with the preparation of applications for the EPA Assessment Grants for FY2022;
3. Provide assistance with revision and resubmittal of application(s) as part of the 2022/2023 competition, if the initial applications are unsuccessful;
4. Provide assistance with the development of EPA required project work plan(s) for a cooperative agreement for applications that are successful;
5. Assist in the preparation and maintaining schedules and budgets for assessment, community engagement and/or cleanup activities;
6. Conduct and oversee site assessment studies and prepare appropriate technical reports required by the EPA and TCEQ;
7. Conduct field investigations including sample collections and lab analysis;
8. Conduct interviews with neighboring property owners;
9. Evaluate cleanup options and risk assessment analysis and costs;
10. Prepare a written Quality Assurance Project Plan (QAPP) in compliance with EPA regulations;
11. Deliver to the City of Balcones Heights completed reports, site investigation reports, response action plans, and other environmental reports or plans required under the applicable Texas environmental regulations;
12. Provide regulatory and financial information as needed;
13. Attend meetings of the City of Balcones Heights city council and advisory committees as requested;
14. Prepare presentations or provide necessary information about project progress;
15. Assist in creation of an outreach strategy that ensures public and private opportunities for citizen participation throughout all phases of projects;

16. Participate in community outreach and public participation programs;
17. Implement site specific cleanup or remediation as needed;
18. Assist in evaluation of recently completed or active plans for potential activities that could achieve implementation goals or stimulate redevelopment; and
19. Assist in redevelopment planning and market research as related to environmental site reuse.

PROJECT BUDGET

The City of Balcones Heights and successful Consultant will develop budgets for assessment and planning activities at individual sites as the project progresses and specific sites are identified for assessment. The budget for future related grants executed under this contract will be negotiated with the Consultant if and when funding becomes available. It will be the City of Balcones Heights’ option whether or not to utilize this contract for future Brownfield grants beyond the initial U.S. EPA Assessment Grant application and implementation projects.

PROJECT MANAGEMENT

The successful Consultant, under the direction from the City of Balcones Heights, will:

- Work with the City of Balcones Heights in writing the text for the grant application;
- Compile associated demographic data to bolster the grant application;
- Assist the City of Balcones Heights with solicitation of letters of support from stakeholders and/or coalition members;
- Review existing plans as they relate to redevelopment within City of Balcones Heights and specific site reuse;
- Assist in the facilitation of community outreach activities as needed to enhance the grant application; and
- Coordinate any necessary activities with EPA Region staff for EPA grant(s).

EVALUATION PROCEDURES AND CRITERIA

Evaluation of proposals will be based on the competitive selection process and will not be limited to price alone. Technical merit will also be considered in the selection process. A screening committee consisting of City of Balcones Heights personnel, council members and community stakeholders will determine which proposals are most responsive to the requirements of this RFQ and demonstrate the best value to the City of Balcones Heights and its goals/objectives.

Proposals shall be evaluated based the following competitive selection criteria:

Evaluation Criteria	Portion
A. Experience and Capabilities	40%
B. Cost Proposal	20%
C. Proposed Methodology and Project Approach	30%
D. Acceptance of Contract Provisions	10%
Total	100%

Explanation of Evaluation Criteria

A. Points will be based on the information provided by the proposer on:

- Previous experience with implementation and management of EPA grants.
- Staff experience with applying for EPA Assessment Grants.
- Number of years the Firm has been in business.
- Staff technical specialties and their applicability to the scope of work.
- Any unique qualifications and experience which distinguish the Firm's ability to maximize EPA grant activities.
- Familiarity with recent or ongoing City of Balcones Heights planning efforts.
- Availability of staff to commence and complete the scope of work in the time frame desired.

B. Points will be awarded based on the total cost of the proposal.

C. Points will be awarded based on:

- Likelihood of the proposed methodology and approach achieving the goals identified in the scope of work; and
- The capacity building impact of that methodology.

Proposals shall be kept confidential until a contract is awarded.

The City of Balcones Heights may also contact the references provided in response to Section G; contact any firm to clarify any response; contact any current customer of a firm's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The City of Balcones Heights shall not be obligated to accept the lowest priced proposal but shall make an award in the best interest of the City of Balcones Heights.

The City of Balcones Heights reserves the right to select a Consultant based solely on the information submitted in the proposal and, if necessary, telephone interviews with the respondents. In-person interviews by the most qualified vendors may be requested by the screening committee if necessary. Interviews may be incorporated into the final decision on which contractor to select.

SCHEDULE

The tentative schedule for hiring and engaging the Consultant is as follows:

Event	Date
Public Release of RFQ	4/27/2022
Deadline for Consultant Inquiries	5/12/2022
Deadline for Proposals submitted to City of Balcones Heights	5/27/2022
Potential Interviews with Consultants	Week of May 30th
Selection of Consultant	Week of June 6th
Approval of Consultant Agreement	June 27, 2022

CONTENTS OF PROPOSAL

Consultants are asked to submit concise proposals describing their capacity and success within the EPA Brownfield Grant Program as well as their ability to manage and implement these types of grant-funded projects on behalf of local units of government. The proposals should include a clear outline of

how the Firm would help the City of Balcones Heights in preparing successful grant applications as well as the firm's ability to fully and effectively meet the requirements of assisting with implementation of grant(s) secured.

All data and information submitted by the legal firms in response to this RFQ may become public information, as provided by the Texas Public Information Act, Texas Government Code Sections 552.001 - 552.026. To the extent an applicant wishes to protect information in its proposal from disclosure, then the applicant should consult the Texas Public Information Act and clearly mark any sections/provisions of its proposal that the applicant believes is exempt from disclosure in response to an open records or freedom of information request. The City of Balcones Heights does not assume responsibility for asserting legal arguments for confidentiality on behalf of any applicant who submits a proposal in response to this RFQ.

Costs for preparing a proposal and any attachments, any materials in response to this RFQ Package and any subsequent materials or presentations shall be the sole responsibility of the prospective contractor. The City of Balcones Heights will not pay, compensate, or reimburse a Consultant who submits a proposal hereunder for any expense or cost incurred in submitting a proposal.

SECTION A - EXECUTIVE SUMMARY

A letter of introduction signed by an authorized representative of the Consultant (limited to two pages) that provides an executive summary of the Consultant's experience relevant to the scope of work described in this RFQ. This summary must also highlight why the Consultant is best suited to provide the services outlined in the scope of work for the City of Balcones Heights.

SECTION B – BUSINESS INFORMATION

Consultants must provide a company (or individual) profile. Information provided shall include:

- Name, address and telephone number of the Consultant's point of contact;
- Company background/history and why the Consultant is approved to provide the services described in this RFQ; and
- Length of time the Consultant has been providing services described in this RFQ to the public and/or private sector. Please provide a brief description.

SECTION C – PROPOSED METHODOLOGY AND PROJECT APPROACH

A description of the project and how the Consultant will work with the City of Balcones Heights in preparing a successful EPA Brownfields Assessment Grant application(s) and subsequent implementation of said Brownfields grants. This section shall include the applicant's approach to grant preparation, community outreach activities, planning, organization, and management. Provide a list of proposed key personnel as well.

SECTION D – EXPERIENCE AND CAPABILITIES

The relevant management and technical experience and capabilities of the consulting team shall be defined with respect to the following activities related to implementation of any successful grants:

- Prepare successful EPA Brownfield Grant applications;
- Outline development/redevelopment experience and market feasibility research;
- Conduct redevelopment planning and community involvement activities related to Brownfields properties;
- Perform environmental inventories utilizing GIS in conjunction with EPA Brownfields grants; and
- Identify other areas of expertise relevant to the project (optional).

SECTION E – REPRESENTATIVE RESUMES AND SUBCONTRACTOR INFORMATION

Consultants must submit a resume for each key member of the project team. Resumes should highlight staff members’ experience as it relates to this project. Include a statement about the use of subcontracts. If subcontractors will be used include the same information as is indicated in Section B about the primary contractor.

SECTION F – COST PROPOSAL

Provide a lump sum cost to prepare and administer an EPA Community-Wide Assessment Grant. In the event the grant application is not successful the Consultant shall provide a lump sum cost to participate in a debriefing with EPA and prepare a resubmittal of any unsuccessful grant applications. The Consultant shall also provide a current fee schedule including staff that would likely be involved in the grant implementation. The Consultant should also provide an hourly cost schedule for any additional work that may be desired or asked for by the City of Balcones Heights. These costs shall be provided on **Exhibit A** where indicated.

SECTION G – REFERENCES

The Consultant must supply a minimum of three (3) prior customer references representative of similar work required by this project. References must include contact name and telephone number at the reference's place of business. Information to include:

- Client name;
- Contact name and title;
- Contact information;
- Project description;
- Project dates (starting and ending);
- Cost of the project.

EXHIBIT “A” Cost Proposal

SAMPLE REPRESENTATIVE COST TABLE

Should the City of Balcones Heights desire additional services beyond the proposed scope of this project, on the chart below, please provide Firm’s billing rates as indicated by the examples.

- A. Staff Resource / Type: Name of staff member, title, and hourly billing rate
- B. Direct Cost Item: A list of direct cost items you bill for and the rate the firm charges.

Staff Resource Type	Hourly Rate	Direct Cost Item	Billable Rate
Jane Smith, Principal	\$150.00	Printing	\$0.15/page
Joe Johnson, Data Analyst	\$45.00	Mileage	\$0.56/mile

RFQ Submission:

- A. One (1) pdf version on a USB flash drive submitted to:

City of Balcones Heights Community Development Department
Attn: Janet Thelen, Director
3300 Hillcrest Drive
Balcones Heights, TX 78201

Responses submitted via any form of electronic transmission (except as listed above), such as electronic mail or facsimile will not be considered.

- B. If the submittal to this RFQ is by any means other than personal delivery, then it is the Proposer's sole responsibility to ensure the submissions are delivered to the exact location by the time specified.
- C. Responses should be clear, concise, and complete. They should be submitted using an 8 ½" by 11" portrait format. Illustrations, if required, may be submitted using an 11" by 17" format.
- D. By submission of a proposal, the Respondent acknowledges that it has read and thoroughly understands the Scope of Service, agrees to all terms and conditions stated herein, and acknowledges that it can perform all tasks, as required.
- E. Submittals will not be opened publicly.
- F. Late responses will not be accepted. Faxed or emailed proposals or modifications will not be considered. More than one (1) proposal from an individual, Firm, partnership, or corporation under the same or different names, will not be considered. Any proposal found to be illegible, or incomplete shall be considered for rejection.

SELECTION PROCESS

The City of Balcones Heights reserves the right to accept or reject any or all proposals and may select and negotiate with one or more Respondents concurrently and enter into a Contract with such Respondent who is determined by the City of Balcones Heights to provide the services which are in the interest of and the best value to the City of Balcones Heights. The City of Balcones Heights may agree to such terms and conditions as it may determine to be in its interest.

The Selection Committee reserves the right to request additional information from Respondents, to negotiate terms and conditions of the Contract, to visit sites, to request demonstrations or oral presentations, or ask Respondents to appear before the Selection Committee to clarify points of their proposal.

Selection will be based on best value pursuant to the scoring criteria noted herein, focused on qualitative analysis of the scoring categories and cost. Any award shall be on the basis of the criteria specified and made to the Respondent whose proposal is judged as providing the best value in meeting the interest of the City of Balcones Heights and the objectives of the project.

The City of Balcones Heights reserves the right to make the selection of a Respondent based on any or all factors of value, whether quantitatively identifiable or not, including, but not limited to, the anticipated initiative and ability of the Respondent to perform the services set forth herein.

If interviews are deemed required, they will be held during the week of May 30, 2022, via ZOOM/online platform to be determined by City of Balcones Heights.

GENERAL INFORMATION

No Respondent, Bidder, Proposer (as the case may be) shall initiate, engage in, or continue any communication to or with any City of Balcones Heights official concerning or touching upon any matter which is the subject of this competitive procurement process.

Any Respondent, Bidder, or Proposer violating this warning may be disqualified from participating in this procurement process and/or determined to be non-responsible. Additionally, the City of Balcones Heights may set aside the award of a contract, prior to its execution, to a party found to have violated the warning.

Professional Liability Insurance

The Consultant must be adequately insured to provide the services sought herein. For purposes of this RFQ, adequate insurance means that a selected Consultant must have or be able to obtain the following insurance coverage: Professional liability insurance (errors and omissions) with limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, and commercial general liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate will be required for this project, and automobile coverage of no less than \$50,000 per occurrence for any person who drives in the course and scope of employment for the Consultant on the contract with the City of Balcones Heights.

Approval by City of Balcones Heights City Council

Any contract awarded pursuant to this RFQ shall be subject to the approval of the City of Balcones Heights City Council.

Miscellaneous

The City of Balcones Heights has the right to accept one or more proposals in response to this RFQ.

The City of Balcones Heights has the right to reject all proposals submitted in response to this RFQ, for any reason.

The City of Balcones Heights has the right to cancel this RFQ in its discretion.

A person or entity submitting a proposal does so at his/her/its own cost and expense. The City of Balcones Heights is not responsible for, and will not repay, any proposer's costs of drafting, preparing, or submitting a submission in response to this RFQ.