

Request for Qualifications (RFQ)

Environmental Consulting Services

City of Le Mars, Iowa

Brownfields Community-Wide Assessment Grant

EPA Cooperative Agreement No. BF96723901

1. Introduction

The City of Le Mars, Iowa (the "City") invites qualified firms to submit Statements of Qualifications (SOQs) to provide professional environmental consulting services in connection with the City's FY2025 EPA Brownfields Community-Wide Assessment Grant.

The selected firm(s) will provide technical assistance and oversight for activities outlined in the City's EPA-approved workplan, including environmental site assessments, community engagement, reuse planning, and related programmatic support.

This procurement is being conducted in accordance with 2 CFR 200, 40 CFR Part 33, and EPA's guidance on competitive procurement under Brownfields Grants.

2. Scope of Services

The selected firm will support the City in implementing the following tasks (as summarized from the cooperative agreement):

- Task 1: Project & Programmatic Management – grant management support, reporting, ACRES data entry, final reporting, procurement oversight, and compliance.
- Task 2: Community Involvement, Outreach & Inventory – public outreach, coalition partner coordination, brochures, website, press releases, and site prioritization.
- Task 3: Environmental Site Assessments (ESAs) – conduct Phase I & II ESAs, ACM/LBP inspections, develop QAPPs and Site-Specific QAPPs, incorporate green/sustainable remediation practices.
- Task 4: Cleanup & Reuse Planning – prepare Analyses of Brownfields Cleanup Alternatives (ABCAs) and economic impact analyses.

3. Term of Contract

The contract will extend through the grant performance period (January 1, 2026 – September 30, 2029), with the option for renewal should the City be awarded additional Brownfields funding within five years, subject to EPA approval and updated cost verification.

4. Minimum Qualifications

- Experience conducting Phase I/II ESAs and related brownfields services in compliance with ASTM and EPA standards.

- Familiarity with EPA Brownfields program requirements, including ACRES reporting and QAPP development.
- Capacity to conduct community outreach and engagement activities.
- Ability to coordinate with EPA Region 7, Iowa DNR, and local government staff.
- Qualifications of proposed project team members, including identification of at least one Environmental Professional as defined under 40 CFR §312.10.

5. Proposal Requirements

1. Cover letter summarizing interest and qualifications.
2. Firm background and relevant project experience.
3. Resumes of key personnel.
4. Proposed approach to completing tasks.
5. References (minimum of three).
6. Fee schedule/rate sheet (used for evaluation of reasonableness of cost).

6. Evaluation Criteria

Proposals will be evaluated and ranked based on the following weighted criteria:

- 25% – Reasonableness of cost/price proposal
- 20% – Demonstrated experience addressing contaminated properties
- 15% – Demonstrated success completing similar projects
- 15% – Qualifications and capacity of project team
- 10% – Community engagement and outreach experience
- 10% – References
- 5% – Demonstrated commitment to EPA's DBE/MBE/WBE good faith efforts (40 CFR Part 33)

7. Federal Requirements

The selected contractor must comply with all applicable federal requirements, including but not limited to:

- 2 CFR Part 200 (Uniform Guidance)
- 40 CFR Part 33 (Disadvantaged Business Enterprises)
- Build America, Buy America Act (BABA) provisions (where applicable)
- Davis-Bacon Act prevailing wage requirements (if triggered)

8. Submission Instructions

Responses must be submitted electronically (PDF format) or in sealed hard copy no later than 10/31/25.

Send to:

Mark Gaul, Community Development Director
City of Le Mars
40 Central Avenue SE

Le Mars, IA 51031

Email: mgaul@lemarsiowa.com

9. Reservation of Rights

The City reserves the right to reject any or all proposals, negotiate contract terms, and award in the best interest of the community.