

RFQ No. RFQ-26-05

REQUEST FOR QUALIFICATIONS:

**PROFESSIONALCONSULTING SERVICES
FOR U.S. ENVIRONMENTAL
PROTECTION AGENCY BROWNFIELDS
GRANT APPLICATION PREPARATION
AND IMPLEMENTATION SUPPORT**

Statement of Qualifications Due:
September 14, 2026, 5:00pm EST



RFQ CONTACT:

Caroline Smith
Director, Economic & Community Development
Apalachee Regional Planning Council
2507 Callaway Road Suite 100
Tallahassee, FL 32303
Csmith@arpc.org

INTRODUCTION

The Apalachee Regional Planning Council ("ARPC") is an independent governmental entity with the mission to serve our member local governments by providing technical assistance and planning expertise in a variety of disciplines. The ARPC's vision is to lead our communities toward a vibrant future by leveraging expertise to deliver innovative solutions that guide growth, development, and resilience.

The ARPC, through this Request for Qualifications ("RFQ"), is soliciting Statements of Qualifications ("SoQ") from qualified consulting firms to provide professional environmental consulting, grant-writing, planning, project management, and related technical services in connection with the United States Environmental Protection Agency ("EPA") Brownfields Program. The selected consultant shall assist the ARPC with the preparation, submission, and support of one or more EPA Brownfields Grant Applications, including Assessment Grants, Cleanup Grants, Multipurpose Grants, Revolving Loan Fund Grants, or other Brownfields funding opportunities that become available through the EPA.

ARPC seeks to establish a relationship with a qualified consultant capable of supporting both grant application development and, if funding is awarded, subsequent grant implementation activities. Professional services associated with implementation are anticipated to be funded through future grant awards and related project funding sources. Accordingly, respondents should understand that authorization of implementation services is contingent upon ARPC's successful receipt of grant funding and the availability of project funds.

This solicitation is being issued pursuant to section 287.055, Florida Statutes, and in part to comply with Federal procurement standards outlined in 40 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 ARPC's board of directors or any ARPC staff member other than the contact person indicated below. If there are multiple questions concerning the scope of professional services required, it is suggested that only one email containing all questions be sent to the ARPC.

To submit a SoQ, send or deliver one (1) full original version and one (1) redacted version to:

Apalachee Regional Planning Council
Attn: Monica Pitts, Procurement Officer
2507 Callaway Road Suite 100
Tallahassee, FL 32303
mpitts@arpc.org

The deadline for submission of SoQs for this work is **5:00 PM (EST) on Monday, September 14, 2026**. 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 EPA Brownfields Community-Wide Assessment Program ("Grant Program") is to conduct assessment and characterization of Brownfield sites as well as planning for redevelopment and community involvement for sites. One outcome of a successful grant, if secured, will be to develop a toolbox of information related to Brownfield sites to allow for more effective planning by the ARPC in furthering Brownfield site assessment, cleanup (if necessary), and redevelopment. The objectives of the ARPC may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on the future availability of funding. The successful consultant will bring experience and insight to partner with the ARPC to obtain and implement this grant.

TYPE OF CONTRACT AND CONTRACT TERM

The ARPC intends 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 contract period may be extended at the option of the ARPC if additional grant funds are obtained.

At the time of issuance of this RFQ, ARPC has not identified a funding source for pre-award grant development activities. Compensation for future services, if authorized, is anticipated to be derived from successfully awarded grant funds and related project funding sources.

SCHEDULE

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

Event	Date
Public Release of RFQ	08/12/2026
Deadline for Consultant Inquiries	08/21/2026

Deadline for SoQs submitted to ARPC	09/14/2026
Negotiations with Highest-Ranked Consultant	Week of September 14
Selection of Consultant	Week of September 21
Approval of Consultant Agreement	September 25, 2026

SCOPE OF WORK

The selected consultant may be requested to perform some or all of the following services:

1. Assist the ARPC with strategic planning on EPA grants for FY2026-2027 to pursue;
2. Assist the ARPC with the preparation of an application for the EPA Community-wide Assessment Grants for FY2026-2027;
3. Assist with revision and resubmittal of application(s) as part of the FY2026-2027 competition, if the initial applications are unsuccessful;
4. Assist 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 ARPC completed reports, site investigation reports, response action plans, and other environmental reports or plans required under the applicable Florida environmental regulations;
12. Provide regulatory and financial information as needed;
13. Attend meetings of the ARPC 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

Budgets for assessment, planning, and implementation activities will be established only upon the successful award of EPA Brownfields funding and development of the associated work plan. Site-specific budgets will be developed collaboratively by ARPC and the selected consultant as project needs are refined, and properties are identified for assessment and redevelopment activities. ARPC makes no representation regarding the availability of funding prior to grant award. Future services and associated compensation under this contract will be subject to the successful receipt of grant funding, mutual agreement on scope and budget, and all required approvals. It will be the ARPC's option whether or not to utilize this contract for future Brownfield grants beyond the initial U.S. EPA Community-wide Assessment Grant application and implementation projects.

PROJECT MANAGEMENT

The selected consultant, under the direction from the ARPC, will:

- Work with the ARPC in writing the text for the grant application;
- Compile associated demographic data to bolster the grant application;
- Assist the ARPC with solicitation of letters of support from stakeholders and/or coalition members;
- Review existing plans as they relate to redevelopment within the 9-county ARPC Region 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).

MINIMUM QUALIFICATIONS

Consultants responding to this RFQ must demonstrate:

1. A minimum of five (5) years of experience with EPA Brownfield Programs.
2. Previous preparation of EPA Brownfields grant applications within the past five (5) years.
3. Successful experience obtaining EPA Brownfields grant awards.
4. Experience implementing federally funded Brownfields programs.
5. Availability of qualified personnel with expertise in environmental assessment, grant applications, grant management and administration, planning, engineering, and community outreach.
6. Eligibility to conduct business in the State of Florida.

STATEMENT OF QUALIFICATIONS

Consultants are asked to submit concise SoQs 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 SoQ should include a clear outline of how the consultant would help the ARPC in preparing successful grant applications as well as the consultant's ability to fully and effectively meet the requirements of assisting with implementation of grant(s) secured.

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

CONTENTS OF STATEMENT OF QUALIFICATIONS

A SoQ shall include the following:

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 ARPC.

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
- 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 ARPC in preparing a successful EPA Brownfields Community-wide 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 – 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); and
- Cost of the project.

EVALUATION PROCEDURES AND CRITERIA

This RFQ is issued pursuant to section 287.055, Florida Statutes. The ARPC will evaluate and rank firms based on the evaluation criteria set forth below. Following ranking, the ARPC shall enter into negotiations with the highest-ranked consultant regarding compensation and terms of the agreement between the parties. If negotiations are unsuccessful, the ARPC may terminate negotiations and proceed to negotiate with the next-ranked consultant. Evaluation of SoQs 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 ARPC personnel will determine which SoQs are most responsive to the requirements of this RFQ and demonstrate the best value to the ARPC and its

goals/objectives.

SoQs shall be evaluated based on the following competitive selection criteria:

Evaluation Criteria	Portion
A. Experience and Capabilities	40%
B. Qualifications of Personnel	20%
C. Proposed Methodology and Project Approach	30%
D. References	10%
Total	100%

EXPLANATION OF EVALUATION CRITERIA

A.

The ARPC shall evaluate SoQs based upon the demonstrated competence, qualifications, experience, and ability of each responding consultant to perform the services described in this RFQ. The ARPC shall review and score all responsive SoQs in accordance with the criteria set forth above. Consistent with section 287.055, Florida Statutes, compensation and fee proposals shall not be considered during the evaluation and ranking process.

The ARPC may also contact the references provided in response to Section F; contact any firm to clarify any response; contact any current customer of the consultant's services; solicit information from any available source concerning any aspect of a SoQ; and seek and review any other information deemed pertinent to the evaluation process.

The ARPC reserves the right to select a consultant for negotiations based solely on the information submitted in the SoQ and, if necessary, telephone interviews with the consultants. In-person interviews by the most qualified consultants may be requested by the screening committee if necessary. Interviews may be incorporated into the final decision on which consultant is selected.

SoQ SUBMISSION:

- A. One (1) full SoQ and one (1) redacted SoQ delivered by postage or personal delivery to:

Apalachee Regional Planning Council
Attn: Monica Pitts, Procurement Officer
2507 Callaway Road Suite 100
Tallahassee, FL 32303
mpitts@arpc.org

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

- B. If the SoQ 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 SoQ, the consultant 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. SoQs will not be opened publicly.
- F. Late SoQs will not be accepted. Faxed or emailed SoQs or modifications will not be considered. More than one (1) SoQ from an individual, Firm, partnership, or corporation under the same or different names, will not be considered. Any SoQ found to be illegible or incomplete shall be considered for rejection.

SELECTION PROCESS

The ARPC shall evaluate and rank consultants based upon the evaluation criteria. Following ranking, the ARPC shall enter into negotiations with the highest-ranked consultant concerning compensation and contract terms and conditions. If negotiations with the highest-ranked consultant are unsuccessful, the ARPC may terminate negotiations and proceed with negotiations of the next highest-ranked consultant.

GENERAL INFORMATION

No consultant shall initiate, engage in, or continue any communication to or with any ARPC official, staff or representative concerning or touching upon any matter which is the subject of this competitive procurement process. Any consultant violating this warning may be disqualified from participating in this procurement process and/or determined to be non-responsible. Additionally, the ARPC may set aside the award of a contract, prior to its execution, to a consultant found to have violated this warning.

Reservation of Rights

The ARPC reserves the right to:

- Reject any or all SoQs;

- Request clarification of qualifications;
- Waive minor irregularities;
- Cancel or reissue this RFQ;
- Request additional information;
- Negotiate with the highest-ranked consultant in accordance with section 287.055, Florida Statutes.

Public Records

All data and information submitted by the consultant in response to this RFQ shall become public records subject to Chapter 119, Florida Statutes, unless otherwise exempt from disclosure. To the extent an consultant desires to protect information in its SoQ from disclosure, then the consultant should clearly mark any sections/provisions of its SoQ that the consultant believes is exempt from disclosure in response to a public records request and submit a redacted copy of its SoQ. The ARPC does not assume responsibility for asserting legal arguments for confidentiality on behalf of any consultant who submits a SoQ in response to this RFQ.

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 ARPC.

Approval by ARPC Executive Director

Any contract awarded pursuant to this RFQ shall be subject to the approval of the ARPC Executive Director.

Miscellaneous

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