



City of Cayce, South Carolina

Request for Qualifications

Consulting Services,  
Brownfields Grant & Environmental Consulting Services

**RFQ Issue Date:** 3/11/2021

**RFQ Contact(s):** Sarah Harris,  
Grants & Special Projects Manager  
[sharris@caycesc.gov](mailto:sharris@caycesc.gov)

**Send RFQ Submission To:** **Request for Qualifications: Brownfields Grant Consulting**  
Sarah Harris  
Grants & Special Projects Manager  
City of Cayce  
1800 12<sup>th</sup> Street  
Cayce, SC 29033  
(803) 550-9545

**RFQ Closing Date & Time:** 4/12/2021, Monday, by 2:00 PM

**Number of Sealed Submissions:** One (1) original sealed submission and  
One (1) electronic copy on a CD or flash drive or capable of being  
emailed or downloaded.

**Important Information:** Due to COVID-19, you may utilize the drive-thru services from the  
utility payment area of City Hall, to deliver your sealed packet by the  
indicated deadline.

[www.caycesc.gov](http://www.caycesc.gov)

Please carefully review all addenda and additional instructions located  
in the "Latest News" tab of the City of Cayce website for this Request  
for Qualification.

## I. INTRODUCTION

The City of Cayce, located in Lexington and Richland Counties, and borders the west bank of the Congaree River across from the state capital, Columbia. Incorporated in 1914, Cayce covers 17.4 square miles in the heart of South Carolina's Midlands and has over 14,000 residents and 700 businesses. Rich in natural and cultural resources, Cayce boasts 20 miles of trails along the Congaree River and Congaree Creek. It is also home to larger industries like Dominion Energy, CMC Steel, and a Martin Marietta granite quarry. As a full-service City, Cayce provides water and sewer utility service far beyond its borders to a large portion of Lexington County. Additional information about the City can be found at [www.caycesc.gov](http://www.caycesc.gov).

## II. PURPOSE OF REQUEST FOR QUALIFICATIONS

The City of Cayce (City) is seeking professional services from a qualified and experienced Environmental Consulting firm (firm) to conduct consulting and grant writing services for the Environmental Protection Agencies Brownfields Assessment Grant. The firm will assist the City with the management and execution of the grant from the Pre-Award to Post-Award Phase of the grant.

Federal brownfields grant funding has not been awarded at this time and no minimum order or work is guaranteed. The City is seeking a firm with proven documented experience in providing assessments on federal brownfields environmental assessments/sites and related services for local governments similar to the City of Cayce.

Specifically, the City seeks to select a firm or team with documented experience providing:

- Brownfield grant writing for EPA programs
- Phase I & II Environmental Site Assessments (ESAs)
- Cleanup, planning and remediation design
- Grant programmatic assistance
- Community engagement support
- Other services related to EPA Assessment, Cleanup and Brownfield Revolving Loan Fund (RLF) Grants

The selected firm will provide support in the identification of potential funding sources and will assist the City in the researching, writing and submission of grant applications.

The objectives of the City and this RFQ are to complete the following:

- Develop a successful Brownfield initiative by assisting the City with development, implementation, and management of the project and grant program
- Identify and pursue future Brownfield funding and resources
- Encourage community involvement in the Brownfield process
- Identification of prospective developers who will be interested in redeveloping catalytic brownfields properties
- Leverage state Brownfield program benefits.

## III. SCOPE OF WORK

All anticipated and future work performed by the selected firm will be in compliance with EPA grant Terms and Conditions. The firm will be expected to perform the following tasks on an as-needed basis:

1. **Grant Preparation and Administration:** The firm will be asked to take the lead in the preparation and submission of an EPA Brownfields Assessment grant(s) application, in coordination with the City. Included in this task is the collection of data required in the grant application(s), meeting with existing community groups and assisting in the identification of potential properties or areas to be included in application(s). Once grants have been awarded, the firm will, with the City's help and guidance, provide grant management and implement the grant project.

2. **Property Identification and Inventory:** The firm will work with the City to identify, develop and refine a catalog of potential Brownfield properties. Included in this work will be the development and implementation of a set of criteria to prioritize the identified properties for evaluation.
3. **Site Characterization and Assessment Activities:** As part of the work, the firm will be asked to conduct Phase I Environmental Site Assessments (ESA) and Phase II ESAs. Included in this task is development of the following plans:
  - Generic Quality Assurance Project Plan (QAPP);
  - Site specific Quality Assurance Project Plans (SS-QAPPs);
  - Health and Safety Plans (HASP);
  - Site investigation reports; and
  - Asbestos and lead-based paint surveys.

Documents are required to follow applicable state and industry standards.

4. **Community Involvement Assistance:** The firm will support the City in public involvement and community outreach activities to ensure that the community concerns are considered and addressed in the assessment planning and execution process of the projects. The following activities may be included.
  - Develop a community engagement plan that details a strategy for involving the community in Brownfield activities.
  - Conduct public meetings and hearings to solicit community interest and provide educational information.
  - Facilitate a Brownfield working group that will be tasked with reviewing and recommending sites to be assessed.
  - Develop and implement effective methods of communicating information about the Brownfield program to the public (website, information sheets, mailings, etc.).
  - Consult with prospective private landowners and developers to encourage participation in the program.
5. **Cleanup and Development Planning:** The firm will complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCA), site remediation work plans, conceptual redevelopment site plans, etc. In addition, the firm may be asked to conduct community visioning sessions, charrettes, and/or workshops to solicit input and generate redevelopment options regarding the redevelopment of specific properties. The firm may also assist in the negotiation of Brownfield agreements with state and federal regulatory agencies.
6. **Cleanup and Remediation Activities:** The firm will be asked to complete cleanup and remediation of selected Brownfield properties in accordance with the State Brownfield Program, other agency requirements, and/or EPA requirements. Activities may include the preparation of a Quality Assurance Project Plan (QAPP) and Health and Safety Plan (HASP), securing all approvals and permits, completing confirmation sampling activities, developing bid documentation, coordinating and overseeing site remediation activities, and/or completing the site remediation activities.
7. **Other Brownfield Related Duties:** Other duties may be required for a successful program but have not been anticipated in this call for services.

#### IV. RESPONSE FORMAT/MINIMUM QUALIFICATIONS/CRITERIA

The submission narrative shall be no longer than 25 pages and shall include the information outlined below.

To ensure fair and equitable evaluation, submissions must be organized into the following separate sections.

### **1.0 Experience and Capacity**

The response shall include a summary of the following (references and sample projects should be from the last three (3) years):

- History of the firm's experience providing Brownfield services as described herein;
- Brownfield grant writing experience and success rate;
- Brownfield grant programmatic experience/capacity;
- Description of the firm's organizational structure and the names and experience of key individuals who will be involved in the successful execution of the grant funded project. The response shall include an organization chart;
- Documented experience working with EPA Brownfield Project Officers and State regulatory agencies;
- Disclosure of any potential conflicts of interest;
- Documentation of insurance.

### **2.0 References**

The response shall include at least five (5) references for similar services, from within the last three (3) years, that have been provided by your firm and the dates of service. Please include the following:

- Reference Name
- Reference Email Address
- Reference Phone Number
- Description of similar services provided.

### **3.0 Proposed Methodology**

A description of how the firm will complete the scope of work described herein. Include a description of the relevant services provided by your firm. Finally, include a concise statement of why your firm should be selected.

## **V. SELECTION CRITERIA**

The responding firms will be evaluated on the following criteria.

- Experience and ability to complete the work;
- Demonstrated Brownfields experience including successful grant writing and administration along with a demonstrated ability to work with EPA and State Agencies;
- Approach and understanding of the scope of work;
- Proven track record of community engagement;
- Environmental assessment experience;
- Quality of performance on similar projects;

The City may request oral presentations. The request for an oral presentation shall in no way constitute acceptance or imply that an agreement is pending. The City reserves the right to award this opportunity based on the initial RFQ response without oral presentations.

## **VI. TERM**

The City anticipates contracting with the selected form for an initial term of four (4) years with an option to renew in two (2) year intervals).

## **VII. GENERAL REQUIREMENTS**

### **Delivery Method**

Submissions must be **delivered by 4/12/2021, Monday, by 2:00 PM**. Request for qualification submissions should be labeled "Request for Qualifications: Brownfields Grants Consulting" to the mailing information detailed below. Late submissions will not be considered or accepted after the deadline. Due to COVID-19 safety precautions, you may utilize the drive-thru window located at City Hall to drop off the packet by the indicated deadline.

### **Request for Qualifications must be sealed and addressed to the following.**

#### **Request for Qualifications: Brownfields Grants Consulting**

Sarah Harris  
Grants Administration  
City of Cayce  
1800 12<sup>th</sup> Street, Cayce, SC 29033  
(803) 550-9545

### **Request for Qualifications must include the following sealed documentation.**

- One (1) original sealed submission and
- One (1) electronic copy on a CD or flash drive or capable of being emailed or downloaded.

The City reserves the right to reject any and all submissions, to waive any information or irregularities and to make the selection among the submissions as are deemed in the best interest of the City. The City is not liable for any incurred costs to prepare or present a response to this RFQ.

## **VIII. ADDITIONAL INFORMATION**

Issuance of this RFQ and receipt of submissions does not commit the City to award a contract. The City reserves the right to postpone receipt or selection date, accept or reject any or all submissions received in response to this RFQ, or to negotiate with any of the firms submitting an RFQ, or to cancel all or part of this RFQ process.