



**ECONOMIC DEVELOPMENT  
GROWTH ENGINE**  
FOR MEMPHIS & SHELBY COUNTY

**THE ECONOMIC DEVELOPMENT GROWTH ENGINE INDUSTRIAL  
DEVELOPMENT BOARD FOR THE CITY OF MEMPHIS AND COUNTY  
OF SHELBY, TENNESSEE REQUESTS QUALIFICATIONS  
FOR AN ENVIRONMENTAL CONSULTANT**

**August 1, 2023**

**I. INTRODUCTION**

Created in 2011 through a joint resolution of the Memphis City Council and the Shelby County Commission, the Economic Development Growth Engine for the City of Memphis and County of Shelby, Tennessee (“EDGE” or “Economic Development Growth Engine”) is the premier economic development agency for the City of Memphis and Shelby County. EDGE provides and coordinates public resources to drive economic development in Memphis and Shelby County. EDGE leverages economic development incentive programs to foster public/private partnerships that create jobs, grow the economy, revitalize neighborhoods, attract capital investment, spark innovation, and encourage entrepreneurship.

**II. STATEMENT OF PURPOSE**

The Economic Development Growth Engine (the “Client” or “EDGE”) requests qualifications from environmental consultants to provide management and compliance services related to administering their Brownfield Revolving Loan Fund over the next five years.

This is a request for a consultant (“Contractor” or “the Contractor”) that can provide multiple services to the Client including reviewing documentation, site inspections, environmental expertise, meeting attendance, remediation planning, regulatory compliance and program management.

The purpose of this RFQ is to provide a fair evaluation for all candidates and provide each candidate with an evaluation criterion by which they will be judged.

**III. DESCRIPTION**

In May 2023, EDGE was awarded a \$1 million Brownfield Revolving Loan Fund (RLF) grant by the United States Environmental Protection Agency (EPA) to be used exclusively for brownfield

cleanup and remediation activities inside the city of Memphis, Tennessee. These funds will initiate a self-sustaining revolving loan fund that will be focused solely on the City's urban core. To administer the loan fund, EDGE is required to enter into a 5-year cooperative agreement with the EPA related to program creation, management and compliance.

EDGE is seeking the services of an experienced environmental consultant to assist our RLF Manager with revolving loan fund implementation, management and administration. EDGE will utilize the revolving loan fund grant to continue its efforts to catalyze property redevelopment in Memphis' most disadvantaged and underserved communities. Our ultimate goal is to return previously contaminated sites into productive uses such green space, retail and multi-family.

The EDGE EPA Brownfield Revolving Loan Fund is a \$1 million grant that will fund loans and subgrants for cleanup activities. Each loan or subgrant cannot exceed \$200,000 and requires EPA 'substantial involvement'. As the loan principal and interest is repaid, those funds will be used to initiate subsequent lending for a minimum of five years.

Revolving Loan Fund applicants must submit an application, use of funds narrative, environmental assessments, remediation plan(s) and assist the Client with completing any EPA required documentation including All Appropriate Inquiries (AAI), Quality Assurance Project Plan (QAPP) and Analysis of Brownfield Cleanup Alternatives (ABCA) analyses.

A subrecipient, local non-profit organization The Works, Inc., has been identified as the lead agency to conduct stakeholder and community engagement on behalf of EDGE. The Works, Inc. will manage the community engagement process for each approved cleanup site and lead monthly Memphis Brownfield Advisory Board meetings.

All cleanup activities will be initiated and managed by the applicants, with oversight from a 3<sup>rd</sup>-party Qualified Environmental Professional (QEP). The QEP will report back to the Client and Contractor about all activities at the cleanup site, providing reports on cleanup progress, Davis Bacon Act compliance and any other necessary or requested information.

All of this activity, from the application process to the cleanup completion, will be subject to strict oversight by the EPA and input from the State of Tennessee's Department of Conservation and Environment (TDEC).

#### IV. **SCOPE OF SERVICES**

The Contractor shall provide the Client with the following items. They will fully encompass the scope of services for the complete duration of the contract. These services include:

**Provide Subject Matter Expertise related to:**

1. Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA)
2. EPA Brownfield Revolving Loan Funds
3. EPA regulations
4. Occupational Safety and Health Administration (OSHA) Regulations
5. Davis Bacon Act compliance
6. TDEC regulations, including the Brownfield VOAP
7. NEPA requirements and regulations

8. Historic Preservation Act compliance
9. Environmental Justice

### **Provide Revolving Loan Fund Program Development**

1. Assist with EPA required (Assessment, Cleanup and Redevelopment Exchange System) ACRES reporting.
2. Assist with responses to EPA inquiries.

### **Document Review**

1. Loan and grant application review and feedback.
2. Evaluate responses to any EDGE brownfield solicitations for one or more Qualified Environmental Professional(s).
3. Review, advise and prepare comments on site eligibility documents including, but not limited to, remediation plans, AAI, QAPPs and ABCAs.
4. Review and prepare comments on site remediation work plans required by the EPA and TDEC.
5. Assist in evaluating clean up contractor bids.
6. Evaluate and assist with preparation of clean up close out documentation.
7. Assistance with any other compliance matter related to the EPA's RLF Cooperative Agreement and Award Letter (documents will be made available to the consultant after award).

### **Meeting Attendance**

1. Be present at monthly Memphis Brownfield Advisory Board meetings.
2. Be present at community engagement meetings for each clean up.
3. Attend EDGE finance committee meetings for each loan approval.
4. Attend applicant pre-and post-award meetings, as needed.
5. Participate in phone calls with EPA representatives.

### **Community Engagement**

1. Work with subrecipient, The Works, Inc., on the Community Relations Plan for each cleanup.
2. Assist with creation of information repository and administrative record for each cleanup project.
3. Assist with preparation of written responses to significant and appropriate public comments and providing advice on the inclusion of comments into the cleanup plan, where necessary.

### **Other Pertinent Project Information**

To complete this project, EDGE is using grant funding secured by the United States Environmental Protection Agency, funded by the Bipartisan Infrastructure Law. All recipients and vendors purchasing equipment using federal funds must comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act; and Executive Order 14005: Ensuring the Future is Made in All of America by All of America's Workers.

All Contractors doing business with EDGE must make a best faith effort to use 30% of project funds with local or nationally certified minority vendors or locally owned small businesses, if a

subcontract award is made. Prior approval of any subcontractor agreement is required before execution.

## **V. MINIMUM QUALIFICATIONS**

The Contractor must completely comply with a minimum of three (3) of the five (5) categories below. The proposer shall supply information about each project regarding the size, scope, time/schedule and services provided. For each example provided, please list reference information including the company's name, address, principal, phone number and email address.

### **Category 1: EPA Brownfield Remediation**

Provide at least 2 examples of experience managing, administering and/or assisting with the implementation and completion of brownfield remediation plans according to EPA guidelines, including reporting, providing guidance and compliance. Detail the Contractor's experience with federal government contracts, specifically complying with CERCLA, EPA Revolving Loan Funds, NEPA and SHPO regulations, EPA and TDEC regulations and compliance, Davis Bacon Act compliance, and Title VI reporting.

Examples of OSHA compliance as they relate to hazardous waste contamination remediation are also requested but are not required.

### **Category 2: Brownfield Revolving Loan Fund Implementation**

Provide at least 2 examples showing the creation and management of an EPA Brownfield Revolving Loan Fund for a local or state government entity.

### **Category 3: Community Engagement Plans**

Provide at least 2 project examples involving the creation, execution and/or utilization of community engagement plans and managing the response process.

### **Category 4: Managing Grant Subrecipients**

Provide at least 2 project examples involving oversight of subrecipients and providing guidance to pass through entities.

### **Category 5: Contracted Independent Consultants**

Provide at least 2 project examples involving selection and management of independent environmental consultants.

## **VI. PERSONNEL**

Personnel assigned to this contract by the Contractor are of prime importance to the Client. Résumés and biographies of key personnel shall be included with your proposal and will be reviewed very carefully by the Client. Consultants that are selected by the Client for this contract will be required to verify that their highlighted personnel will remain available for this contract or notify the Client within two business days of changes.

The Client will review personnel information for the following personnel classifications and qualifications. An individual within a single firm may perform all or more than one of the following classifications:

**The Principal** (President, Vice President, Partner, etc.) who monitors the project and who may be responsible for contract execution has the appropriate signatory authority within the organization.

**Registered Professional/Project Manager** sets the work criteria, provides day-to-day supervision of the work effort, and checks the work. The Registered Professional/Project Manager will be the client's single point of contact within the firm. All discussions regarding the project and individual tasks will be through the Registered Professional. That person is to have at least 5 years of demonstrable experience related to the Project, preferably with a Certified Environmental Professional (CEP) or Registered Environmental Professional (REP) credential.

Other **Project Team Members** will have résumés indicating their individual experience and capabilities with regard to the specific elements of work they will be performing with regard to document review, brownfield remediation, EPA regulation and environmental justice compliance. These individuals will be supervised by the identified Project Manager/Registered Professional.

## VII. INSURANCE REQUIREMENTS

Unless otherwise required by special conditions of this Request for Statements of Qualification, if a contract is awarded, the bidder will be required to purchase and maintain during the life of the contract, Comprehensive General Liability insurance and Professional Liability insurance with limits of not less than \$2 million or within the limits required by Shelby County and/or the City of Memphis.

The proposer shall provide the Client with Certificates of Insurance evidencing the coverages required above. Such certificates shall provide that the Client be given at least 30 days prior written notice of any cancellation of intention to not renew or make material change in such coverage. Proposer must provide Certificates of Insurance 5 business days before commencing work in connection with the contract.

The providing of any insurance required herein does not relieve the proposer of any of the responsibilities or obligations assumed by the proposer in the contract awarded or for which the proposer may be liable by law or otherwise.

## VIII. OTHER REQUIREMENTS

Please also provide evidence of the following in the proposal:

- Active DUNs Number
- SAM.gov CAGE Code
- Active State of Tennessee licenses for any environmental professionals assigned to the project.
- Proof of the financial stability of the organization.
- Certificate of Good Standing with the State of Tennessee
- Contactor's status as a certified minority vendor in the State of Tennessee, City of Memphis, Shelby County, and/or other nationally recognized certification entity, if applicable.
- Proof of a local office that will allow regular attendance at meetings as needed.
- If claiming Active Certified Environmental Professional (CEP) or Registered Environmental Professional (REP) certification, provide evidence of current active certification status from the issuing entity. Certification is highly desired but not required.

**IX. SUBCONTRACTORS**

If the execution of work to be performed requires the hiring of subcontractors, please state this in the proposal. Subcontractors must be identified, and the work performed must be defined. In the proposal, please supply all information listed in the PERSONNEL section to support the stated Minimum Qualifications for all subcontracted work in the response.

**X. EVALUATION OF QUALIFICATIONS**

Qualifications will be reviewed and scored by an evaluation committee to identify firms who may be selected for the selection interview. The committee will include EDGE staff, other government officials and members of EDGE's Economic Development Finance Committee.

EDGE officials will present their recommended selection to the EDGE Board for final selection along with the proposed scope and cost. The final selection will be made on the basis of the qualifications and negotiated with the selected firm.

**Scoring System**

<b>Criteria</b>	<b>Category</b>	<b>Available Points</b>	<b>Weights</b>
1	Firm qualifications and experience	30	30%
2	Approach/Philosophy	30	30%
3	Qualifications of Staff	30	30%
5	Certification as CEP or REP	10	10%
Total		100	100%

EDGE reserves the right to reject any and all proposals at its sole discretion.

All applicants will be advised when a selection has been made and when a contract has been awarded.

## **XI. CREATION OF CONTRACT**

Once selected, the consultant will prepare and return a written Statement of Work Proposal to provide the professional environmental services listed in the Scope of Work section for the Project. The Statement of Work shall include a schedule and fee necessary to complete the required work.

If the Statement of Work Proposal is deemed acceptable, the Client and Consultant will execute a contract, which will serve as notice to proceed.

The resulting contract will be fixed price and there will be no escalation in the cost of labor, services, or any other project component unless first authorized by the Client.

## **XII. PROPOSAL GUIDELINES AND REQUIREMENTS**

The Client is initiating this Request for Qualifications and Proposals from Contractors that have verifiable experience with managing brownfield remediation projects, EPA regulations, environmental justice and working with federal grant subrecipients. This is an open and competitive process. Proposals received after **4:00 p.m. (Central Standard Time), Monday, August 28, 2023** will not be considered. The proposal must contain a cover letter with the signature of a duly authorized officer or agent of the company submitting the proposal.

## **XIII. SUBMITTALS**

Firms may request consideration by submitting a letter of interest and a Statement of Qualifications addressed to:

**Joann Massey, Vice President of Operations  
Economic Development Growth Engine (EDGE)  
100 Peabody Place, Suite 1100  
Memphis, TN 38103**

All letters of interest and **5 copies of a Statement of Qualifications** must be received by EDGE no later than **4:00 p.m. (Central Standard Time) on Monday, August 28, 2023** to be considered responsive.

**Late submittals will not be considered. Hard Copies Only. No email.**

Questions must be submitted in writing via email to Adrienne Johnson, Research Director [ajohnson@edgemem.com](mailto:ajohnson@edgemem.com) at least three calendar days prior to the submission deadline. Please

allow 48 hours for a direct response. All submitted questions and corresponding answers will also be posted to [www.edgemem.com/brownfields/](http://www.edgemem.com/brownfields/) for review by interested parties later than 5 p.m. on Friday, August 25, 2023. Faxed or mailed questions may not be received in time for a response. No phone calls please.