

## CENTER FOR CREATIVE LAND RECYCLING (CCLR)

### REQUEST FOR QUALIFICATIONS: CONTRACTOR SUPPORT FOR TECHNICAL ASSISTANCE TO BROWNFIELDS COMMUNITIES GRANT PROPOSAL AND OTHER CONTRACTS ([EPA-OSWER-OBLR-16-02](#))

RELEASE DATE: July 1, 2021

DEADLINE FOR SUBMISSION OF STATEMENT OF QUALIFICATIONS: August 2, 2021 at 5pm PT.

#### SUMMARY

The Center for Creative Land Recycling (CCLR) is the oldest national non-profit organization pioneering infill development and land reuse to promote human and environmental health and economic revitalization. Our mission is to advance communities' sustainable and equitable reuse of underutilized and environmentally-impacted properties, commonly called "brownfields."

Through training and technical assistance CCLR offers communities the tools needed to turn blighted properties into community assets including housing, open spaces, and commercial properties, thereby creating jobs and local tax revenues. To ensure optimal outcomes for our projects, we lead policy efforts at all levels of government to remove obstacles to sustainable development, increase available funding, and promote access to resources. CCLR engages stakeholders from all sectors and disciplines in creative partnerships that promote collaboration and innovation in sustainable development.

CCLR is a national organization with offices in California and New York, and an active practice across the US and territories.

#### REQUEST FOR QUALIFICATIONS

CCLR seeks qualified individuals and firms for our on-call bench to supplement CCLR's team and support environmental assessment/cleanup and redevelopment efforts for private and public sector clients. CCLR's current needs are as follows:

**Grant Support.** With increased federal and state grant program activity, CCLR is seeking additional capacity to support client applications for assessment and cleanup of brownfields, infrastructure, and redevelopment funds. This includes providing assistance for pre-grant preparedness, grant application writing, ongoing post-award guidance and grant administration. CCLR seeks to contract with one or more firms and/or individuals to support this increased state and federal grant program activity.

**Pre-Qualified Redevelopment and Brownfield Consultants.** As a trusted advisor, CCLR teams with nonprofit and private sector partners as a subcontractor on private contracts and public sector Requests for Proposals on a range of remediation and redevelopment needs. CCLR seeks to prequalify firms and individuals to provide services under these contracts

**EPA Technical Assistance to Brownfield (TAB) Communities.** CCLR is the TAB provider for EPA Regions 9 and 10. Contractors are from time to time required to provide specialized

services such as GIS mapping, community visioning, preparation of funding matrices, and developer/site acquisition issues.

Consultants should have experience in some of these three program areas:

1. Planning

- Creating a Roadmap
- Grant writing, review and management
- Reuse planning/alternative analysis, including renewable energy
- Developing resiliency/adaptation strategies
- Organizing community charettes, visioning, or other comprehensive or targeted community engagement
- GIS mapping

2. Economic Development

- Financing roadmaps
- Developer attraction and marketing

3. Environmental

- Environmental justice/health
- Remediation
- NEPA / CEQA Compliance

4. Project development

- Affordable housing
- Other uses

Accordingly, CCLR is hereby requesting Statements of Qualification (SOQ) from interested non-profit organizations, educational institutions, private firms and individual consultants to join the CCLR team for work both under our EPA TAB grant and under other contractor awards. This Request for Qualifications (RFQ) shall be open from July 1, 2021 to August 2, 2021 and is being bid in accordance with 40 CFR Part 30 per EPA guidelines as appropriate for a not-for-profit organization. The issuance of this RFQ does not commit CCLR to award a contract or sub-award contract to any applicant.

The proposed project period (i.e., the length of the project) may be up to three (3) years. SOQs under this CCLR request are due no later than 5:00 pm Pacific Standard Time on Monday, August 2, 2021.

CCLR is an equal opportunity employer that highly values diversity. We seek talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military obligations, national origins, physical abilities, race, religion, socio-economic status, sexual orientation and veteran status. Qualified disadvantaged businesses and certified women and minority owned businesses will be given special consideration. To learn more about CCLR, visit [www.cclr.org](http://www.cclr.org).

## **SUBMITTAL FORMAT AND CONTENT**

To be considered complete, all SOQs must include:

1. A cover letter. The cover letter that accompanies your SOQ must be signed by an official with the authority to commit your organization to the project and should be written on your organization's official letterhead. Please indicate whether your firm is a DBE or certified M/WBE. (1 page limit)
2. A completed RFQ Application Matrix. A template chart is attached.
3. Supplemental SOQ. Describe, in 100 words or less, your (individual or firm) qualifications and experience, above and beyond what is requested in the Qualifications Chart.
4. Clients/stakeholders. Please provide a short statement of the size and general breakdown of your clients/contacts by nonprofit, developer, municipality, redevelopment professionals, by geographical area. Also, include information on your communication mechanisms such as newsletters to share information with your stakeholders.
5. Staff profiles and qualifications: The applicant must include short profiles of all principal staff that will have a major role in the project. These staff profiles must specifically address each individual's experience with the tasks listed in the Qualifications Chart.
6. A schedule of hourly rates for all principal staff that will have a significant role in the project. (Note: Sole proprietors can charge only the EPA allowable hourly rate of \$82.65 for TAB work) Labor rates shall be hourly, fixed, and fully burdened, meaning inclusive of all of the following:
  - a. average wage rate
  - b. overhead rate
  - c. fringe rate
  - d. general and administrative (G&A) rate
  - e. profit
  - f. escalation factor
  - g. any additional burden
7. A discussion of other resources you could provide to support CCLR's proposal, including other sources of funding, in-kind contributions (e.g. use of facilities for workshops), or collaboration with affiliated programs. (300 word limit)
8. Identification of all geographic areas you are willing to work. Preference will be given to those with experience in EPA Regions 9 and 10.
9. Acknowledgement that you will abide by all Federal reimbursement and travel rates.

Please include all materials with the exception of the Qualifications Chart in PDF format. Please submit the Qualifications Chart as an Excel document in the same email in which you submit the PDF.

## **SUBMISSION DATES AND TIMES**

The deadline for receipt of SOQ packages is 5:00 p.m. Pacific Time on August 2, 2021. One copy of the SOQ in PDF file format must be received by Jean Hamerman by email at [jean.hamerman@cclr.org](mailto:jean.hamerman@cclr.org) . No late proposals will be accepted.

## **CCLR SOQ REVIEW PROCESS**

CCLR has developed the following review process in conformance with the attached CCLR procurement policy:

1. CCLR staff shall review each submittal for completeness and note each firm's qualifications.
2. Applications will be reviewed on a rolling basis.
3. CCLR will confirm whether the applicant has met the threshold for submission. However, CCLR in its sole discretion will decide if and when to offer any applicant the opportunity to submit cost proposals for services provided under this grant. CCLR reserves the right to reject any or all submittals as not meeting its requirements.

## **SOQ REVIEW CRITERIA**

1. Conformance to the specified format.
2. Specialized experience and technical competence of the firm in one or more of the tasks listed in the Qualifications Chart.
3. Geographic areas served and stakeholder mix
4. Qualifications of key personnel.
5. Competitive price and rates.
6. MWBE and DBE certification.

## **TERMS AND CONDITIONS**

1. Issuance of this RFQ does not commit CCLR to award a contract or to pay any costs incurred in the preparation of a response to this request. All respondents should note that the execution of any contract/sub-award pursuant to this RFQ is dependent upon the approval of CCLR.
2. CCLR retains the right to reject any and all submittals and to waive informalities and minor irregularities in any proposal reviewed. Furthermore, CCLR may reject any SOQ which does not conform to the instructions herewith. Additionally, CCLR reserves the right to negotiate all final terms and conditions of any agreement entered into.
3. The selected firm(s) shall comply with all applicable conditions contained in the EPA's TAB RFP.
4. The selected firm(s) are prohibited from marketing their firm or services while carrying out duties pursuant to a contract/sub-award with CCLR.
5. In order to ensure uniformity and quality in all partners' provision of technical assistance under the TAB program, any contract/sub-award executed pursuant to this RFQ shall contain standard procedures and protocol, including, but not limited to, a requirement that all requests for technical assistance be vetted by CCLR prior to initiation of assistance.
6. CCLR reserves the right to amend this RFQ prior to the due date. All amendments and additional information will be posted on CCLR's website.

## **PRE-PROPOSAL/APPLICATION ASSISTANCE AND COMMUNICATION**

Any communication regarding this RFQ shall be in writing to Jean Hamerman at [jean.hamerman@cclr.org](mailto:jean.hamerman@cclr.org). CCLR requests that applicants not contact other CCLR staff.

### **CCLR Procurement Policy and Procedures**

It is the policy of Center for Creative Land Recycling that:

1. No employee, officer, or agent of CCLR shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved.
2. All CCLR procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition.
3. CCLR procurements shall provide for, at a minimum, that paragraphs (1), (2) and (3) of this section apply.
  - (1) CCLR shall avoid purchasing unnecessary items and/or services.
  - (2) Where appropriate, CCLR will make an analysis of lease and purchase alternatives to determine which would be the most economical and practical procurement for the Federal Government.
  - (3) Solicitations by CCLR for goods and services provide for all of the following.
    - (i) A clear and accurate description of the technical requirements for the material, product or service to be procured. In competitive procurements, such a description shall not contain features that unduly restrict competition.
    - (ii) Requirements that the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
    - (iii) A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
    - (iv) The specific features of “brand name or equal” descriptions that bidders are required to meet when such items are included in the solicitation.
    - (v) The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
    - (vi) Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment and are energy efficient.
4. CCLR shall determine the type of procuring instruments used (e.g., fixed price contracts, cost reimbursable contracts, purchase orders, and incentive contracts). The type of procuring instrument shall be appropriate for the particular procurement and for promoting the best interest of the program or project involved. The “cost-plus-a-percentage-of-cost” or “percentage of construction cost” methods of contracting shall not be used.
5. CCLR shall only make contracts with responsible contractors who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such matters as contractor integrity, record of past performance, financial and technical resources or accessibility to other necessary resources. In certain circumstances, contracts with certain parties are restricted by

funding agencies' implementation of Executive Orders 12549 and 12689, "Debarment and Suspension."

6. CCLR shall, on request, make available for funding entities, pre-award review and procurement documents, such as request for proposals or invitations for bids, independent cost estimates, etc.
7. Some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price and/or hourly rate quotations submitted, market prices and similar indicia, together with discounts. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocability and allowability.
8. CCLR procurement records and files for purchases in excess of the small purchase threshold (currently \$100,000) shall include the following at a minimum: Basis for contractor selection; justification for lack of competition when competitive bids or offers are not obtained; and basis for award cost or price.
9. CCLR shall include, in addition to provisions to define a sound and complete agreement, the following provisions in all contracts. The following provisions shall also be applied to subcontracts.
  - (a) Contracts in excess of the small purchase threshold shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms, and provide for such remedial actions as may be appropriate.
  - (b) All contracts in excess of the small purchase threshold shall contain suitable provisions for termination by the recipient, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated because of circumstances beyond the control of the contractor.
  - (c) Except as otherwise required by statute, an award that requires the contracting (or subcontracting) for construction or facility improvements shall provide for requirements relating to bid guarantees, performance bonds, and payment bonds unless the construction contract or subcontract exceeds \$100,000.
10. All negotiated contracts (except those for less than the small purchase threshold) awarded by recipients shall include a provision to the effect that the recipient, EPA, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the contractor which are directly pertinent to a specific program for the purpose of making audits, examinations, excerpts and transcriptions.
11. All contracts, including small purchases, awarded by CCLR and CCLR contractors shall contain the procurement provisions of the appendix to Circular A-110, as applicable.
12. CCLR will make all reasonable efforts to provide small and disadvantaged businesses with opportunities to compete.