



## DETROIT/WAYNE COUNTY PORT AUTHORITY

October 31, 2023

**Subject: REQUEST FOR QUALIFICATIONS**  
**Brownfields Cleanup Revolving Loan Fund**  
Managed by the Detroit/Wayne County Port Authority

Dear Consultant:

You are invited to propose your services for environmental professional services on the above-referenced project.

The intent of the project, the work schedule, required deliverables, our consultant needs, and the proposal requirements are outlined in the attached request for qualifications.

**Your proposal is due by 4:00pm on Friday, November 10, 2023 to:**


Via email to: [mschrupp@portdetroit.com](mailto:mschrupp@portdetroit.com)  
or

Detroit Wayne County Port Authority  
130 E. Atwater Street  
Detroit, Michigan 48226

The Detroit/Wayne County Port Authority reserves the right to accept or reject any or all responses, and/or to waive any informality or irregularities in any responses, should the Detroit/Wayne County Port Authority consider this to be in its best interests.

Any inquiries regarding this Request for Qualifications should be directed to Mark Schrupp at [mschrupp@portdetroit.com](mailto:mschrupp@portdetroit.com).

We look forward to receiving your proposal!

Sincerely,  
  
Mark Schrupp  
Executive Director



## **INTRODUCTION**

In 2023, the Detroit/Wayne County Port Authority (DWCPA) was awarded the Environmental Protection Agency's (EPA) Brownfields Cleanup Supplemental Revolving Loan Fund (RLF) in the amount of \$1,350,000, which offers clean-up support directly to property owners through low-interest loans or grants. Funds may be used to address sites contaminated by petroleum and/or hazardous substances, pollutants, or contaminants. The DWCPA is seeking to select qualified environmental professionals to assist in implementing the Work Plan and fulfilling the Cooperative Agreement obligations of the EPA Brownfields Revolving Loan Fund.

All work done under this grant is subject to EPA regulatory oversight, including Disadvantaged Business Enterprise (DBE) "fair share" goals and Federal crosscutting requirements.

We are looking for a qualified environmental professional (QEP) that will serve as a member of the DWCPA's RLF team by supporting DWCPA staff with the promotion and administration of the RLF, but, primarily, apply their technical expertise to the oversight of cleanup of environmentally impacted properties. The QEP will oversee the environmental and contamination aspect of the site cleanup to include the technical and regulatory requirements. The QEP will review the property owner applications for compliance with threshold criteria to accept an applicant into the RLF Program. The EPA will also review applications to confirm that applicants meet the requirements of the RLF Program.

EPA Revolving Loan Funds expire 9/30/2028.

## **ROLE OF THE ENVIRONMENTAL PROFESSIONAL**

The Environmental Professional will serve as a member of the DWCPA's RLF team by providing technical expertise and oversight to the cleanup of environmentally impacted properties. The Environmental Professional will be familiar with the technical and regulatory requirements for the RLF program and the current requirements and guidelines of the EPA program. The Environmental Professional will manage site investigations, develop scope of work and remedial investigation work plans, and serve as senior project designer for industrial clients.

## **SCOPE OF WORK**

The Environmental Professional is expected to assist in managing the DWCPA's EPA Brownfields Cleanup Revolving Loan Fund. This includes, but is not limited to, the following:

- Prepare an Analysis of Brownfield Cleanup Alternatives and Decision Memorandum, establish a Document Repository, Historic Properties/Threatened Species Review and coordinate public comment for each loan/site
- If applicable, shall assist in complying with any requirements of the National Historic Preservation Act and implementing regulations

- Prepare a Community Involvement Plan(s) including Site Specific Community Relations Plan and assist the DWCPA in conducting community outreach and participation activities
- Prepare an approved Quality Assurance Project Plan (QAPP)
- Prepare Site Eligibility Determinations for EPA review
- Cleanup Oversight and prepare Field Observation Reports
- Review site-specific environmental response work plans, verify eligibility of proposed activities, and coordinate/verify MDEQ “involvement” for each site for cleanup plan and closure report reviews and approvals
- Review bid plans, specification, and contracting to make sure they comply with grant requirements for cleanup contractors
- Monitor environmental response actions
- Monitor adherence to all requirements of the RLF program including but not limited to Michigan Voluntary Cleanup Program provisions and VCP cleanup goals and criteria.
- Verify compliance with NCP, Davis Bacon, human health protection and other federal cross-cutting requirements
- Review pay invoices/requests and assist with loan and project cost tracking
- Provide and support project reporting activities
- Be capable, on behalf of borrower or sub grantee, of preparing all documents, plans, and reports necessary to successfully use loan/sub grant funds to conduct environmental response actions
- Assist the DWCPA in preparing loan and/or subgrant documentation

## **PROPOSAL REQUIREMENTS**

All respondents are required to follow the format specified below. The contents of the submissions must be clear, concise and complete. Each section of the submissions shall be titled according to the sections below. The proposal shall not be more than five (5) pages in length; double-sided printing is allowed. Company brochures and other marketing materials shall be included in the appendices and not included in the page limit. The firm’s fee proposal and rate sheet shall be submitted in a separate, sealed envelope. Submit two (2) copies of your written proposal and one copy of the sealed fee proposal and rate sheet. Non-laminated, paper-only proposals are appreciated for ease of future recycling. In your proposal, include the following:

### **Cover Letter**

The cover letter shall identify key staff for the project, contain a statement that the proposal is valid for ninety (90) days and be signed by an official of the firm authorized to bind the firm to these commitments. Submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in the proposal.

## **Qualifications**

Describe the firm's qualifications with providing the necessary consulting services for public entities and/or the private sector. Describe the qualifications of personnel or sub-consultants that will review applications and other technical portions of the work.

## **Experience**

The firm's experiences in the past three (3) years specifically related to the scope of work shall be listed consecutively with the start and completion dates noted. Each listed experience shall include the name(s) and telephone number(s) of the firm's environmental professional and the project manager and a description of the project and the exact tasks that each team member performed. Specific experience implementing EPA Brownfields Grant projects should be described.

## **Proposed Project Personnel**

Identify the contact person or persons who will have primary responsibility for working on the services covered by this proposal and his or her authority to make decisions on behalf of the firm. Identify backup personnel who will be assigned in the case of absence of the primary representative and other key personnel within the firm who will perform specialized services. Provide a resume for each person listing specific experience in the areas covered by this proposal.

Include the same information for any sub-consultant firms that may be utilized to complete the work included in this proposal.

## **Project Understanding and Insights**

Describe how you would assist the DWCPA in meeting its obligations to administer the EPA Brownfields grant. Describe any similar experience with public agencies or clients, and provide references if available.

Describe your role participating with local organizations and community groups in Detroit and Wayne County.

## **Proposed Budget**

Please submit the firm's fee proposal and rate sheet in a separate, sealed envelope clearly labeled "Fee Proposal". Propose a fee structure for the services to be provided under this RFP in order to provide assistance, technical expertise, and project oversight through the duration of this project. Identify the hourly fee to be charged for each individual who is proposed to provide services and the types of services to be provided by each individual. Identify the expenses that the consultant

is likely to incur in the provision of services and the basis on which such expenses are charged. Briefly describe any assumptions that it was necessary to make about the services and how the firm will estimate the cost of providing assistance and completing and servicing loans.

In addition, if sub-consultants are to be utilized, provide the same information for each sub-consultant.

## **SUBMISSIONS EVALUATION CRITERIA AND SCHEDULE**

Proposals from responding firms will be evaluated by the following criteria:

- Responsiveness to requirements, terms and conditions of RFP;
- Demonstrated understanding of project's requirements;
- Competence, experience and ability of proposed personnel to be compatible with requirements of project;
- Ability to commence work immediately after execution of the contract and complete the required work within the contract time;
- Familiarity and experience with federal and local government agencies oversight including the DBE "Fair Share" goals;
- Value of services based on proposer's described scope of work.

### **Schedule**

The anticipated schedule for selecting a consultant is shown below:

<b>Proposal Phase</b>	<b>Date</b>
RFQ is advertised and issued	<b>Tuesday, October 10, 2023</b>
Proposals due – Revised deadline	<b>Friday, November 10, 2023 4pm</b>
Interviews with selected firms (if needed)	<b>November 13, 2023</b>
Selection and negotiations with top ranking firm(s)	<b>November 27, 2023</b>
Board approval of contract with selected firm	<b>December 8, 2023</b>

### **Interviews**

At the interview, the proposer will have thirty minutes to present their proposal. Proposers will be judged on the same evaluation criteria listed above. The interview will give proposers an opportunity to more fully explain their capabilities, and for the selection committee to ask questions.

### **Contract Award**

The selection committee will select a firm with whom DWCPA staff will commence contract negotiations. The selection of any proposal shall not imply acceptance by the DWCPA of all terms of the proposal, which may be subject to further negotiation and approvals before the DWCPA may be legally bound thereby. If a satisfactory contract cannot be negotiated in a

reasonable time, the DWCPA, in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer. The selected consultant will be required to enter into the formal contract with the Detroit/Wayne County Port Authority for a four-year period with fixed fee rates.

The selected proposer will be required to sign a Professional Services Agreement, which will be provided after selection. Please note that the DWCPA WILL NOT accept any modifications to the Professional Services Agreement.

The selected proposer will be required to provide Insurance Certificates as part of the Professional Services Agreement. The DWCPA's Insurance Requirements will be required upon request.

## **EPA REQUIREMENTS**

### **Compliance with 40 CFR, Part 33**

The selected proposer agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises (MBE/WBE) in procurement under assistance agreements, contained in 40 CFR, Part 33. This includes, but is not limited to, Fair Share Objectives, 40 CFR, Part 33, Subpart D and Six Good Faith Efforts, 40 CFR, Part 33, Subpart C.

## **INQUIRIES REGARDING THE RFQ**

Inquiries regarding the RFQ should be directed to:

Mark Schrupp, Executive Director  
Detroit/Wayne County Port Authority  
130 East Atwater St.  
Detroit, MI 48226

[mschrupp@portdetroit.com](mailto:mschrupp@portdetroit.com).