

SOUTH CENTRAL DAKOTA

REGIONAL COUNCIL

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REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)

Professional Environmental Services for
South Central Dakota Regional Council (Region 6)
Brownfield Community-wide Assessment Grant

Submittal Due Date and Time:

May 1, 2026 by 5:00 pm CT

Question Submittal Deadline:

April 23, 2026 by 5:00 pm CT

Mail or deliver documents to:

Jennifer Schultes, Project Manager
PO Box 903
Jamestown, ND 58402
director@scdrc.org
701-952-8050

Introduction

The South Central Dakota Regional Council, hereafter known as “the Region” is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms (Respondents) to provide environmental assessment services to the Region with the needs outlined in the RFQP. The Region plans to select a single Respondent that meets the threshold and selection criteria outlined in this RFQP.

The RFQP is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

Only proposals received no later than **5:00 pm on May 1, 2026** will be considered. Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the Region will assess each Respondent’s qualifications based upon the selection criteria.

Questions must be submitted via email to Jennifer Schultes, Project Manager, director@scdrc.org, by **5:00 pm CT April 23, 2026**. Questions and written responses will be provided to all interested Respondents, via email. It is the Respondent’s responsibility to provide a current email address.

This institution is an equal opportunity provider

Background

In 2026, the Region may be awarded a brownfields community-wide assessment grant from the U.S. Environmental Protection Agency for assessment of sites affected by petroleum and/or hazardous material substances.

Assessment activities are expected to begin by Fall 2026/Spring/Summer2027 and be completed in the summer of 2027 to enable timely submission of final reports/documentation. Costs will need to be allocated among the various tasks, as appropriate, and all assessment activities must meet federal and state requirements. The approximate budget breakdown is as follows:

Region Community-wide Assessment Grant: \$500,000

- \$500,000 for assessment activities

The Region's anticipates the selected Respondent will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with the Region, and the EPA to finalize the list of sites to be assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments on the selected parcels to determine the scope and extent of contamination of each site.
- Develop cost-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.
- Perform area wide planning activities including educational site visits, public meetings and summary of site redevelopment profiles.

Task Descriptions

The proposed task descriptions under this RFQP consists of working with the Region's Project Manager to provide:

- **Program Management** – The SCDRC's Brownsfield Project Director will oversee grant implementation and administration to ensure compliance with the EPA Cooperative Agreement Work Plan, schedule and terms and conditions. The EC will assist in completing ACRES database reporting, yearly financial reporting, quarterly reporting, and additional programmatic support for the four-year term of the grant. The travel budget allows for two staff to attend three BF training conferences/workshops.
- **Outreach & Inventory** – CIP, Outreach materials, BF webpage, and social media posts will be developed by the SCDRC's BF Project Manager with assistance from the EC. SCDRC staff will lead the community/educational meetings discussing project plans and updates. The SCDRC's BF Project Manager will work with target-area residents during outreach events to add to the site inventory. Identified abandoned and underused properties will be researched further by SCDRC staff using GIS and the property appraiser's website. EC will work with SCDRC staff to create an evaluation ranking tool to determine the order the sites will be addressed.

- **Assessment** – The EC conducts Environmental Site Assessments (ESA's), starting with the priority sites listed in this application. ASTM-AAI-compliant Phase I; Generic Quality Assurance Project Plan (QAPP); Phase IIs will include the Sampling and Analysis Plan (SAP). Prior to assessment, site access agreements and property eligibility determinations approval will be obtained. National Historic Preservation Act Section 106 consultations will be addressed when applicable.
- **Reuse Planning** – Projects identified for cleanup. The EC will prepare the Analysis for Brownfields Cleanup Alternatives (ABCA) and/or Cleanup Plans, which include evaluating cleanup alternatives, calculating cleanup costs, and determining site-appropriate remediation and/or reuse planning to reduce health/environmental risks. The EC will assist the SCDRC in hosting charrettes/visioning sessions. A planner will create the following EPA-approved planning documents: BF Revitalization Plan, Site Reuse Assessments, and Site Reuse Vision.

The resulting contract will be for 4 years. The Region may amend or extend this contract beyond the initial 4 years to accommodate the terms and conditions of future EPA grants awarded to the Region within this 4-year project period provided a market survey conducted by the Region indicates that the prices the contractor proposes are reasonable.

Terms, Conditions and Exceptions

- a. The Region does not create any obligation, expressed or implied, of any kind or description in issuing this RFQP or receiving a response. Neither this RFQP nor the response shall be construed as a legal offer.
- b. The Region reserves the right to alter, amend, or modify any provisions of this RFQP, or to withdraw this RFQP, at any time prior to the award of the contract resulting from qualification under this process, if it is in the best interest of the Region to do so.
- c. The Region reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQP, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the Region deems necessary.
- d. Work performed under agreements resulting from this RFQP may be subject to federal contractual provisions. The Region hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the Region and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).
- e. In the event the selected Respondent does not enter into the required agreement with the Region to carry out the purposes described in this RFQP, the Region may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- f. In no event shall any obligation of any kind be enforceable against the Region unless a written agreement has been entered into.
- g. By submitting a response to the RFQP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- h. The Region will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a

response, requested interview, or any action related to the process of completing and submitting a response to this RFQP.

- i. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQP. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQP, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant of the Region or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. The Region will determine whether a conflict of interest exists and whether it may reflect negatively on the Region's selection of a Respondent. The Region reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- j. The Region will own all documents, including electronic media presentations, produced as a result of the contract. The QEP may use generated documents under the signed contract only with expressive permission from the Region.

RFQP Submission Requirements

Responses must be received no later than **5:00 P.M, Central Time, Friday, May 1, 2026** to be considered. E-mail submissions are encouraged. The proposal must include the following information.

- a. Cover Letter describing the Respondent's general understanding of the scope of work and any key issues associated with performing the required services. The cover letter shall not to exceed one page, must be signed by an individual(s) authorized to bind the Respondent contractually, and include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.
- b. Resumes of primary personnel assuming responsibilities for this project, not to exceed one (1) pager per resume.
- c. Detailed description of Respondent's approach to the scope of work and relevant experience.
 - i. Ability to meet all applicable state and federal regulations governing environmental site assessments,
 - ii. Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities,
 - iii. If relevant, a listing of subcontractors to be used for activities identified in the Scope of Work along with their services they will provide and a description of Respondent's process to select and oversee subcontractors. The use of WBE/MBE¹ organizations are encouraged
 - iv. Methodologies to perform site assessments and confirmatory sampling,
 - v. Technologies or testing methods utilized to assess specific types of contamination,
 - vi. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services,
 - vii. Strategy and timeline for completing the project including key milestones,

¹If Minority or Women's Business Enterprise firms (MBE/WBE) are to be included in the project team, please attach a one-page letter from each firm indicating their desire to be included in the project team.

- viii. Experience conducting assessments on contaminated properties and remediation to address state and federal requirements,
 - ix. List of other projects along with references for up to three (3) similar projects.
- d. The cost proposals for the at least three (3) top ranked Respondents will be opened prior to the interviews.

Complete RFQP packages shall be submitted to:

Jennifer Schultes, Project Manager
South Central Dakota Regional Council
PO Box 903
Jamestown, ND 58402
director@scdrc.org

Responses not received by **5:00 P.M, CT, Friday, May 1, 2026** WILL NOT BE ACCEPTED FOR CONSIDERATION.

The Region will not be held responsible for response emails mishandled, misrouted, or delivered late. Faxed responses will not be accepted. Any questions regarding this RFQP must be submitted in an **e-mail to Jennifer Schultes at director@scdrc.org no later than 5:00pm CT, Thursday, April 23, 2026**. A timely written response, which includes electronic transmittal, to all e-mail questions will be provided to the Respondent and all firms who received the RFQP. Inquiries pertaining to the RFQP are NOT to be directed to any other member of the Region. Any such action may disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.

Selection Process

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the threshold criteria and the requirements of this RFQP. Respondents passing the threshold requirements will be further evaluated against the selection criteria. Both the Threshold and Selection criteria are detailed below.

Threshold Eligibility

- a. Respondent has at least one (1) full-time North Dakota licensed professional geologist in good standing.
- b. Respondent has at least one (1) full-time [Insert State] professional engineer in good standing.
- c. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-21.
- d. Respondent has a minimum of ten (10) years' environmental professional experience.
- e. Respondent must have knowledge of and experience with development of Quality Assurance Project Plans.
- f. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- g. Respondent must have demonstrated experience in conducting community outreach and public meetings.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

Evaluation Process

Respondents will be ranked based on qualifications and project understanding as determined to be in the best interests of the Region. Those that satisfy the threshold eligibility requirements above will be evaluated against the additional selection criteria listed below.

Written Proposal Criteria	Rating Score (1-5)	Comments
Identification of key personnel and experience/capability		
Resources and key personnel available to perform work in reasonable time frame		
Respondent's approach to successfully complete each scope of services task		
Ability to handle multiple projects simultaneous and meet deadlines		
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified		
Interview Criteria		
Participation from project manager and other key personnel		
Presentation specific to applicable scope of work tasks		
Responses to questions		
Reasonable overall costs/hours/rate schedule		
Ratings:		
Clearly Outstanding in this item	5	
Well qualified in this item	4	
Average in this item	3	
Weak in this item	2	
Unsatisfactory in this item	1	
Insufficient Response	0	

Project Timetable

April 10, 2026	RFQP materials e-mailed to potential Respondents and posted on/in the South Central Dakota Regional Council website.
April 23, 2026	RFQP questions received no later than 5:00pm CT
May 1, 2026	Proposals received by the Region no later than 5:00pm CT
May 8, 2026	Intent to Award sent to final selection