
**Federal Brownfield Assessment Grant
Request for Qualifications for Professional Consulting Services**

I. INTRODUCTION

Grow Nela, through this Request for Qualifications (RFQ), is seeking a qualified environmental consulting firm to provide grant application assistance, project management, environmental inventory and assessment, and public information and outreach services related to a United States Environmental Protection Agency (U.S. EPA) Brownfield Assessment Grant, as part of the U.S. EPA Brownfields Assessment Grant Competition expected to be announced later this year. Grow Nela seeks a qualified firm to help in grant application preparation and implementation of the successful grant awarded to Grow Nela.

The purpose of the U.S. EPA Brownfield Assessment grant will be to conduct Phase I and Phase II environmental site assessments (ESAs) at selected brownfield sites within the jurisdiction of Grow Nela, as part of efforts to spur redevelopment and reuse of these sites. The assessment grant will also allow for site-specific cleanup planning and other brownfield eligible planning activities for eligible brownfield sites targeted for assessment. The successful consultant will bring experience and insight to a partnership with Grow Nela to refine and implement the EPA grant proposal and explore other grants and brownfields initiatives as funds become available.

Tentative Timeline

1. July 30, 2026: Formal announcement made and release to the public of RFQ through public advertisement for required 30 days
2. September 2, 2026: Deadline for proposal submission to Grow Nela at 5 p.m.
3. September 3-5, 2026: Grow Nela staff review of submitted proposals
4. September 8, 2026: Notice of Award to winning proposal delivered
5. September 10, 2026: Contracts are executed between Grow Nela and selected firm
6. September 12, 2026: All signed contracts between Grow Nela and selected firm are due
7. September 15, 2026: Project begins

II. SCOPE OF WORK

The Consultant will be expected to perform the following tasks on an as-needed basis:

1. **Grant Management:** The Consultant may be asked, with Grow Nela's help and guidance, to manage the grant activities to ensure compliance with EPA requirements. Grant management activities include:
 - Prepare monthly reports documenting activities and prepare quarterly reports for submission to EPA.
 - Prepare all necessary reporting forms to be sent to EPA on behalf of Grow Nela, including financial reimbursement forms, MBE/WBE forms, etc.
 - Complete and distribute a final close-out report summarizing all grant activities.
2. **Property Identification and Inventory:** The Consultant may be asked to work with Grow Nela to find potential brownfield properties and develop and refine a database to track them. 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 Consultant may be asked to conduct Phase I and Phase II ESAs and prepare cleanup plans. Included in this task is the development of the following plans and reports:

- Generic Quality Assurance Project Plan (QAPP).
- Site specific QAPPs.
- Sampling and Analysis Plans (SAPs).
- Health and Safety Plans (HASP).
- Site investigation reports.

The QAPP shall be developed following EPA Standard Operating Procedures and Quality Assurance Manual; EPA Quality Assurance Guidance for Conducting Brownfields Site Assessments (EPA 540-R-038); and/or EPA Guidance on Quality Assurance Project Plans (EPA QA/G-5).

Site characterization and assessment activities shall be conducted following EPA's All Appropriate Inquiries rule and the American Society for Testing and Materials (ASTM) standard E1527-13. Requirements of the State may also apply. The Consultant must prepare and keep EPA Brownfield Property Profile records on EPA's ACRES website for each site on which assessment activities are conducted.

4. **Community Involvement Assistance:** The Consultant may be asked to support Grow Nela in public involvement and community outreach activities to ensure that community concerns are considered and addressed in the assessment planning and execution process of the projects. The following activities may be included:

- Develop and/or implement a community engagement plan to detail a strategy for involving the community in brownfield activities.
- Draft community notices for public meetings, conduct public meetings and hearings to ask for community interest and provide educational/outreach information.
- Work with the Brownfield Advisory Council to review and recommend sites to be assessed and characterized.
- 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 Consultant may be asked to complete site-specific cleanup and redevelopment planning documents, including Analysis of Brownfield Cleanup Alternatives (ABCAs), site remediation Work Plans, conceptual redevelopment site plans, etc. In addition, the Consultant may be asked to aid with community visioning sessions, charrettes, and/or workshops to ask for input and generate redevelopment options. The Consultant may also help negotiate voluntary cleanup with the applicable governmental entities.

6. **Grant Writing Assistance:** The Consultant may be asked to help in writing applications for other assessment and cleanup grants. If the Consultant is successful and Grow Nela is awarded the grant, then Grow Nela may negotiate other services with the Consultant under this Request for Qualifications.

7. **Cleanup and Remediation Activities:** If Grow Nela is successful in obtaining a Cleanup Grant, the Consultant may be asked to complete cleanup and remediation of selected brownfield properties in accordance with EPA requirements and the requirements of the State. Activities may include the preparation of a QAPP and 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.

8. **Other Brownfield Related Duties:** The Consultant may be asked to perform other duties needed for a successful program but not addressed in this call for RFQ.

III. TYPE OF CONTRACT

A continuing contract (master service agreement) will define the terms and conditions agreed upon by Grow Nela and the Consultant and outline all tasks to be done under the assessment grant. Separate task assignment contracts will authorize specific work tasks to be performed by a specific Consultant. No task assignment contracts will be issued until after a continuing contract has been executed between Grow Nela and the Consultant. The Consultant will not perform any work or be entitled to any compensation unless Grow Nela has issued it and the Consultant and Grow Nela have signed a specific task assignment contract showing the work to be performed, terms of the assignment and the compensation to be paid (Task Assignment).

The method of payment for Task Assignments may be any agreed upon combination of fee schedule, fixed price and/or cost-plus-fixed-fee as specified in each specific Task Assignment. However, Grow Nela reserves the right to award the Task Assignment type most helpful to Grow Nela, price and other factors considered. The selected Consultant(s) is/are not authorized to perform any services that exceed the authorized funding amount specified in a Task Assignment without prior approval.

A copy of the proposed continuing contract (master service agreement), including requirements, terms and conditions, will be provided to the Consultant at the time of contract negotiation. also reserves the right to revise any proposed contract in connection with negotiations with specific Consultants and to revise any executed contract (as allowed by the contract terms and conditions) with any Consultant at any time to include other terms and conditions as may be required by the EPA.

Grow Nela expects to execute the contract as soon as possible after the deadline for submittal of proposals set forth below. If the first RFQ selection ranked firm and Grow Nela cannot reach a mutual agreement on cost, Grow Nela may undertake negotiations with the next highest scoring submitter. Additionally, Grow Nela reserves the right, at its sole discretion, to completely end all negotiations regarding Grow Nela Brownfield Program (prior to contract execution) and request new submittals of proposals if satisfactory contract negotiations are not reached within three (3) weeks after the deadline date for submittal of proposals set forth below.

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

IV. MINIMUM QUALIFICATIONS/RESPONSE FORMAT AND EVALUATION CRITERIA

1. Minimum Qualifications

To be considered for award of this contract the prime Consultant must have the following minimum qualifications:

- Be registered to do business in the State, including all team member firms and subcontractors.
- Have at least five (5) years of experience with organizing community involvement, conducting Phase I/Phase II ESAs, preparing QAPPs, Work Plans, and HASPS,

coordinating community involvement, and preparing ABCAs and Remedial/Corrective Action Plans.

- Have personnel with at least five (5) years of experience, working in, or with city, state, or local governments, addressing economic redevelopment issues.
- Have at least five (5) years of environmental consulting experience working in the State.
- Have at least one State-registered Professional Engineer and Professional Geologist on staff.
- Provide proof of current insurance coverage. Grow Nela reserves the right to request more insurance coverage or terms during the contract negotiation period.

2. Response Format and Evaluation Criteria

An RFQ evaluation committee made up of Grow Nela staff will evaluate and rank all proposals received. Grow Nela will select a consultant based on firm capabilities, past project experience, key staff assigned to the project, knowledge of the area, knowledge of the aims and goals of the current redevelopment and revitalization plans of Grow Nela, technical approach, and experience in managing EPA Brownfields Assessment Projects. Firms will be evaluated and assigned points based on the following criteria:

1. Company background and general statement of environmental capabilities. This includes legal name, years in business, number of offices and employees, and general information on services offered. **(10 points)**
2. Qualifications to provide services related to providing EPA brownfield technical and program management aid. **(20 points)**
3. Qualifications of your staff and key personnel who will be performing the work. Include project organization chart and resumes of at least five of your key personnel proposed for the project. Name any subconsultants or subcontractors expected to be used to complete the requested scope of work. **(15 points)**
4. Examples of recent related projects completed. Include five or more project examples. **(10 points)**
5. Project approach including schedule and budget control to give Grow Nela an idea on how your firm would approach the requested tasks. **(5 points)**
6. Location of the firm. **(5 points)**
7. Availability of staff to perform services described within RFQ. **(5 points)**
8. Reasonableness of costs or price proposals. **(25 points)**
9. Disadvantaged Business Enterprise (DBE) **(5 points)**

Total Maximum Possible Score: 100 points

The submittal must not exceed 50 one-sided pages or 25 double-sided pages, including resumes, charts, and figures. Font must not be less than single-spaced 12 points. The submittal should address the evaluation criteria listed above in the order provided. A cover letter should be attached that presents your company name, address, contact person, title, telephone and fax numbers, and email address.

Oral presentations to Grow Nela may be requested. The request for an oral presentation shall not constitute acceptance or imply an agreement is pending. Grow Nela reserves the right to award this opportunity based on the first RFQ response without oral presentations.

Grow Nela reserves the right to reject all responses. Firms not selected will be notified in writing by Grow Nela.

VI. SUBMITTAL INSTRUCTIONS AND DEADLINE

Responses to this RFQ should be named on the cover as **Grow Nela 2026 Professional Environmental Services RFQ**" and received by **5:00 p.m. on September 2, 2026**.

Qualifications received after this date and time will not be considered. Questions should be sent to **Brandon Welch** at **Brandon@grownela.com** or **318-355-8042**.

Delivery service or drop-off location:

Grow Nela

Attn: Brandon Welch

PO Box 4042, Monroe, LA 71211

Office Address: Tower Place, 1500 N 19th Street, Suite 402, Monroe, LA 71201

By mail:

Grow Nela

Attn: Brandon Welch

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Office Address: Tower Place, 1500 N 19th Street, Suite 402, Monroe, LA 71201