

REQUEST FOR PROPOSALS

AND EXPRESSIONS OF INTEREST

DELAWARE COUNTY REDEVELOPMENT AUTHORITY
BROWNFIELDS REVOLVING LOAN FUND - QUALIFIED
ENVIRONMENTAL PROFESSIONAL CONSULTANT AND
GRANT MANAGEMENT SERVICES

Issue Date	January 25, 2024
Questions Due By	February 9, 2024
Proposal Due By	February 23, 2024

All proposals and questions should be submitted to:

Attn: Alyssa Mehalick, Deputy Director
2 West Baltimore Avenue
Suite 200
Media, PA 19063

amehalick@delcopa.org
(610) 566-2225

REQUEST FOR QUALIFICATIONS
Issue Date: January 25, 2024
Questions Due by: February 9, 2024
Qualifications Due Date: February 23, 2024

This Request for Proposals (“RFP”) is distributed and managed by the Delaware County Redevelopment Authority (“DCRDA”). The DCRDA is seeking the services of a qualified and professional environmental consulting firm or firms to serve as a Qualified Environmental Professional (QEP) Consultant (“Consultant”). The Consultant will provide environmental consulting services for a brownfields revolving loan fund (RLF). The successful Consultant will coordinate, manage, monitor, direct, and oversee environmental projects under the RLF, advise DCRDA staff and board members on strategies for executing the RLF, and provide regulatory and reporting support for the RLF.

The Consultant will serve as the subject matter expert to help ensure that projects funded through the RLF to remediate contaminated parcels are conducted in accordance with state and federal environmental standards and improve the environmental health of communities in Delaware County. The Consultant will also provide direction to DCRDA staff and RLF applicants about cost-effective means of achieving regulatory compliance at contaminated sites.

DISCLAIMERS

The information in this RFP is provided to assist consultants with their preparation of a response to this RFP. In no way shall the information provided with this RFP be construed to be or constitute, a representation, warranty, or guaranty by DCRDA regarding such information.

This RFP is not a legally binding document, but an invitation to submit qualifications on the terms and conditions described in this RFP. In no event shall the DCRDA be responsible for any costs, expenses or fees incurred by, or on behalf of, the respondent in connection with this RFP. The respondent shall be solely responsible for all such costs, expenses, and fees. The County RDA shall not pay any fees or commissions to parties acting as agents, brokers, consultants, or contractors as part of this transaction.

The DCRDA reserves the right, at any time, to modify the schedule and scope of this RFP process, to terminate the RFP process, and to reject or not consider all or any part of any proposal submitted in response to this RFP for any reason, or no reason. Further, after review of the proposals, DCRDA reserves the right to request additional or clarifying information from any or all parties that submit proposals in response to this RFP.

Insurance shall be in place prior to execution of any agreements or contracts. Insurance shall be up-to-date and maintained for the duration of the contract between the selected firm(s) and DCRDA.

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I. Background

Delaware County (pop.573,849) is a small suburban county located between the City of Philadelphia and the Delaware state line along the Delaware River. Consisting of 49 municipalities, the county's landscape is diverse and runs the gamut from inner ring suburbs and industrial river towns to affluent exurbs and rural areas. Colonized by Europeans in the 1600s, Delaware County has enjoyed several cycles of prosperity due to its access to the Delaware River. Industries including mills, foundries, smelting operations, casting and steel refinement, shipbuilding, and electrical generation, made it one of the most robust economic centers on the eastern seaboard until the 1950s. The subsequent decline of manufacturing resulted in a loss of industry, jobs, and population over the next several decades. However, the County continues to have a strong industrial presence, particularly along its southeastern edge that is part of the I-95 corridor that parallels the river. Penn Terminals container shipping port, Boeing, Kimberly-Clark paper mill, Evonik chemical plant, and the Covanta waste to energy facility are among the survivors among many vacant and abandoned sites. This generation of industrial uses does not provide the same quantity of jobs or level of community benefits of the past manufacturing giants.

In late 2022, the Delaware County Council passed an ordinance authorizing the creation of a county wide land bank and designating the Redevelopment Authority of Delaware County (DCRDA) as the land bank entity for all of Delaware County. Set to launch in 2024, the function of the county land bank is to serve as a governmental receiver of tax foreclosed properties, the aim being to facilitate their ultimate reuse. The jurisdiction of the RDA is the entirety of Delaware County. However, the primary target area consists of 28 census blocks in Delaware County designated as environmentally and economically disadvantaged by the Justice 40 federal initiative, as well as six tracts designated as federal Opportunity Zones for their high poverty and/or low-income populations. An overlay of former and current industrial sites and blighted housing properties of the tax foreclosure repository mirrors these census tracts which are mainly gathered along the eastern border with Philadelphia along Cobbs Creek, and south along the Delaware River and I-95 from the Philadelphia International Airport to the Delaware state line. These census tracts, including Chester City, Clifton Heights, Marcus Hook, Trainer, and Darby Borough are home to a much greater proportion of minority residents that have not experienced the same growth in prosperity and long suffered the negative effects of brownfields. The RDA will use EPA RLF funds, in concert with our new land banking capabilities, to help these communities to mitigate environmental impacts by funding cleanups that will tee up these properties for redevelopment, putting them on the path to productive and healthy use.

DCRDA was granted \$1,000,000 in U.S. Environmental Protection Agency (EPA) RLF grant to issue grants and loans to qualified applicants to finance remediation projects on eligible properties within Delaware County.

II. Scope of Work

The Consultant will be engaged as an independent consultant, working closely with the DCRDA staff. They will assist primarily with oversight and monitoring of cleanup activities at eligible sites.

1. RLF Program Development and Support

The Consultant will help to establish and administer the DCRDA RLF grant and loan program. This will include the following major tasks:

- Provide technical assistance to the RDA to establish the RLF program;
- Develop forms, establish procedures, and review criteria for eligibility;
- Establish and maintain administrative records;
- Ensure timely disbursement and collection of funds;
- Prepare bid packages for cleanup contractor bidding, evaluate contractor bids and review contractor selection by subgrantees;
- Propose strategies for remediation and site development;
- Conduct site evaluations to advise property owners and provide guidance on environmental issues or to determine a site's potential eligibility for the program;
- Attend regular meetings with the DCRDA and be available to respond to the DCRDA staff and RLF team questions regarding the RLF process;
- Provide brief monthly updates to the DCRDA Executive and Deputy Directors on loans and grants issued, percentage work completed, compliance with loan terms and conditions, eligibility of work performed, and compliance issues;
- Prepare presentations to provide information about the RLF on specific project progress as requested;
- Coordinate with DCRDA staff and other stakeholders to ensure that proposed remedial activities will protect human health and the environment and will promote economic development within the community that the project is located;
- Communicate with DCRDA's EPA Federal Program Officer (FPO) as required.

- 2. Application Intake Assistance and Eligibility Review:** For each financing application package submitted to the DCRDA by a prospective borrower or grantee, the consultant shall undertake site eligibility review, provide technical assistance and make recommendation to DCRDA on gap financing assistance level, prepare site eligibility form documentation for EPA/PADEP approvals, and attend meetings as needed with staff, applicants, and other key stakeholders.

Consultant shall review each loan application received by DCRDA and provide written comments either confirming that the loan applicant meets the minimum site eligibility requirements as outlined below or does not. If the applicant does not meet the minimum eligibility requirements, then the reasons must be outlined in writing by the consultant.

Proposals submitted in response to this RFP shall demonstrate the ability to perform the following:

- 3. Community Outreach/Engagement:** The selected firm(s) will provide technical support to DCRDA staff and its marketing partners to develop and produce outreach print materials, website information, and PowerPoint presentations to be used in program operation. In addition, the firm will assist in preparation of required Community Relations Plans and attend community/neighborhood meetings as well as site project kick-off meetings with EPA, PADEP, applicants and contractors.
- 4. Preparation and/or Review of Program Documents:** The Consultant team take lead in preparing documents required to undertake site remediation, such as:
 - Analysis of Brownfields Cleanup Alternatives (ABCA),
 - Quality Assurance Project Plan (QAPP),
 - Health and Safety Plan,
 - Section 106 review, and
 - Review and approval of specifications to be included in site cleanup contractor procurement documents, including incorporation of applicable David-Bacon wage requirements and Green and Sustainable Remediation principles and techniques.
- 5. Oversight of Cleanup Activities, Review Progress Reports and Requests for Loan Drawdowns Submitted by Borrowers:** The consultant shall review and be involved with the request for payment and loan drawdown process and shall provide documentation of site cleanup activities completed. It is anticipated that loan drawdown requests to the EPA will be made only to reimburse costs already incurred for approved cleanup activities. DCRDA shall also approve of payment and loan drawdown requests. The Consultant will assist the DCRDA staff in providing information on project status to interested parties as well as submitting reports to the EPA's ACRES database.
- 6. Preparation of Cleanup Documentation:** At the completion of site cleanup, the environmental contractor team shall review and as needed assist applicant in completing required Cleanup Documentation, including Completion Report and the Response Action Outcome Report prepared by each loan recipient. The Consultant shall provide written comment verification of compliance with the requirements of the National Contingency Plan any such required plans in the Commonwealth of Pennsylvania.

Agency Coordination – Work completed under this contract must be completed in coordination with the U.S. Environmental Protection Agency (EPA) and the Pennsylvania Department of Environmental Protection (PADEP) and their approval of documents or processes is required during various steps in the Brownfields RLF Program.

Health and Safety Requirements – All individuals that will be conducting on-site activities at properties with known or potential contamination must have appropriate health and safety training. The proposal shall provide an outline or a description of the type of information that will be included in any required health and safety plan prepared by the consultant under the RLF. This Contract will require environmental services to be performed on properties that may be owned by the DCRDA, privately-owned properties (for which a legal right of entry has been granted to the DCRDA), or properties that may be considered for acquisition.

Quality Assurance – All proposals should include a description of the consultant’s internal project management program, standard operating procedures, quality assurance/quality control plan, and data management system. The proposal should describe the measures that will be used to ensure that defensible and quality data are collected and reported for the RLF. In addition to relevant programmatic and project oversight experience, the Consultant must be current in the field through participation in continuing education or other relevant activities.

III. Budget

The proposal shall provide a proposed cost for the necessary engagement for all of the tasks outlined in the scope of service and the capacity of the consultant to accomplish each task. This shall include a detailed cost breakdown for completion of each task and a current fee and rate schedule for all personnel that will be assigned to this engagement. The fee schedule will be maintained throughout the duration of the contract between the DCRDA and the selected firm(s).

All expenses, including those for report presentation, travel, postage, supplies, vendor costs and other expenses, shall be identified and included in the proposal fee. Please note that DCRDA is exempt from state and federal taxes.

IV. Project Timeline

The DCRDA intends to enter a contract with the selected firm(s) on or around April 1, 2024 through December 31, 2026. DCRDA may amend or extend this contract beyond the initial three (3) years to accommodate the terms and conditions of the FY2023 Brownfields RLF Grant or future EPA grants awarded to DCRDA within this three-year period provided a market survey conducted by DCRDA indicates that the prices the contractor proposes are reasonable.

V. RFP Process and Submission Requirements

A. Evaluation and Selection Criteria

DCRDA is only soliciting proposals from qualified and experienced environmental consulting firms that can successfully fulfill the scope of work. DCRDA reserves the right to modify or terminate this RFP process, reject any or all submissions, or negotiate with one or more consultants to fulfill the scope of work. This RFP is not an offer of engagement; rather, this RFP seeks qualifications from consultants for DCRDA's consideration. Further, after review of the qualifications, DCRDA reserves the right to request additional or clarifying information from any or all parties who submit qualifications in response to this RFP.

Responses submitted to this RFP will be evaluated based on the following criteria, which are shown with their respective weights to be used in proposal scoring:

- Firm's depth and breadth of experience with managing Revolving Loan Funds (RLF) programs for other public entities and addressing contaminated sites (30%)
- Reasonableness of cost/price proposal based on a comparison of prices among competing offerors and other available information on market rates for consulting services (25%)
- Demonstrated experience in successfully completing tasks and projects outlined in this RFP (20%)
- Demonstrated experience in effectively engaging with community members, federal and state agencies (10%)
- Quality and experience of the overall project team. Firm leaders and project staff that offer significant diversity and equity are strongly encouraged (10%)

- Quality and completeness of proposal (5%)

DCRDA encourages all qualified applicants, including Minority-Owned Business Enterprises, Women-Owned Business Enterprises, Small Business Enterprises and Disadvantaged Business Enterprises, to partake in the solicitation of these and all other services. The successful proposer must be an Equal Opportunity Employer.

B. Submission Deadline

Submissions from parties interested in consideration for the redevelopment of the Property are due at the offices of the Delaware County Redevelopment Authority by 4:00 PM EST on February 23, 2024. Responses received after the deadline will be disposed of by DCRDA and will not be considered.

An electronic copy (no physical copies required) of the response in PDF format should be sent to:

Alyssa Mehalick
Deputy Director
Delaware County Redevelopment Authority
amehalick@delcopa.org

Proposal files larger than 10MB should be attached via file sharing link in an email. Respondents should request an email delivery receipt to confirm delivery of their submission.

Physical copies will be accepted and can be sent or hand-delivered to:

Alyssa Mehalick
Deputy Director
Delaware County Redevelopment Authority
2 West Baltimore Avenue
Suite 200
Media, PA 19063

If a submission contains misrepresentation of information, either willful or inadvertent, such misrepresentations of information may be cause for immediate elimination of the consultant from further consideration. Misrepresentation will also be cause for termination of any contracts subsequently executed between the DCRDA and the selected consultant.

C. Questions About This RFP

Any questions or comments regarding this RFP must be submitted in writing to amehalick@delcopa.org. The deadline for submitting questions to DCRDA is 4:00 PM EST on February 9, 2024. Telephone inquiries will not be accepted. Questions submitted after the deadline will not receive a response, nor will they be distributed to registered recipients of the RFP, without exception. Answers to questions submitted will be posted on the Delaware County Commerce Center website at www.delcopa.org.

D. Proposal Format and Requirements

The DCRDA requests that the following format be followed when submitting your proposal:

- **The cover page:** RFP Subject, name of proposer, address, telephone, email address, contact person and table of contents.
- **Proposer's Letter of Authority:** A cover letter signed by an authorized officer of the firm, binding the firm to all of the commitments made in the Proposal. The cover letter shall be limited to two (2) pages and shall be composed using a minimum 12-point font and with one-inch margins. The cover letter should concisely summarize the distinctive attributes of the firm to execute the scope of services, answering the question: "Why should the DCRDA select your firm?"
- **Qualifications:** List of qualifications and experience to carry out the requested services. Qualification to do business in Pennsylvania, number of years in business, and length of experience. Limit this to two (2) pages maximum.
- **References:** Include at least three (3) references from supervisors of previous projects. Provide a list of public sector clients with whom the consultant has had past projects with that are of similar size and quality.
- **Plan Implementation:** This is the scope of services in terms of the proposer's plan to carry out the requested services. Limit of a total of six (6) pages maximum.
- **Cost Proposal Section:** This shall include all costs associated with the proposer's plan to carry out the requested services as specified. Any cost proposal forms furnished by DCRDA must be included in this section. Alternatives must be separated and itemized.
- **Mandatory Documents:** Please use the Response Checklist in **Appendix A** when submitting your proposal.
- **Page Limit:** The combined technical approach, qualifications, experience, and references should not exceed twenty (20) pages.

APPENDIX A: SUBMISSION CHECKLIST

- Proposer's Letter of Authority
- Proposal including the information outlined in Section V.D. above
- Detailed cost proposal
- Summary of Similar Projects and References
- Documentation disclosing any current litigation/judgments
- Documentation disclosing any potential conflicts of interest
- Certificate of Non-Indebtedness
- Letter indicating Exceptions to Right-To-Know within Response

APPENDIX B: CERTIFICATE OF NON-INDEBTEDNESS TO DELAWARE COUNTY

CERTIFICATE OF NON-INDEBTEDNESS TO DELAWARE COUNTY

The individual or firm listed below hereby certifies and represents to Delaware County, that the individual(s) or firm(s) or the firm's principal(s), parent company(ies) and subsidiary(ies) are not currently indebted to the County, nor will be indebted to the County for or on account of any delinquent taxes (including, but not limited to, taxes collected by any school districts located within the County), liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the County has been established. In addition to any other rights or remedies available at law or in equity, individual(s) or firm(s) acknowledges that any breach of or failure to conform to this certification may, at the option and direction of the County and the DCRDA result in disqualification from further transactions with County RDA.

Name of Individual or Firm: _____

Signed: _____

Title: _____

Print Name: _____

Attest: _____

Print Name: _____

