

Request for Qualifications
Minnesota Brownfields – as Administrator for
Hennepin County Environmental Response Fund Brownfields Gap
Financing Program (BGFP)

May 1, 2022

Introduction

Minnesota Brownfields requests qualifications and fee schedules from environmental consulting firms for the assessment and cleanup of properties known or suspected of being impacted by pollutants, contaminants or hazardous wastes. The services associated with this RFQ will include, but not be limited to: pre-demolition and pre-remodeling asbestos, lead-based paint, and miscellaneous hazardous materials assessments, coordination and management of abatement of same materials, ASTM and All Appropriate Inquiry-compliant Phase I Environmental Site Assessments (Phase I ESA), Phase II ESAs, site investigation services, remedial/corrective action design plan services, site remediation and remediation monitoring/oversight, soil and groundwater sampling, and laboratory services.

This RFQ process will determine with whom Minnesota Brownfields will establish a master services agreement. Under that agreement, the consultant will propose a scope and not-to-exceed budget appropriate to that for each individual project which must be approved by Minnesota Brownfields and Hennepin County Department of Environmental Services (DES).

Background

The Brownfield Gap Financing Program (BGFP) provides small grants to nonprofits for environmental assessment and clean-up of property in Hennepin County through funding from the Environmental Response Fund (ERF). This fund is intended to be used for unexpected environmental issues, to prepare for a larger funding request in the County funding cycle, or to identify/clarify and, in some cases, remediate suspected environmental concerns. Historically, projects have ranged in costs from \$1,100 to \$15,000.

Projects will benefit the community through the development or clean-up of greenspace, recreation centers, affordable housing, education centers, community centers, and neighborhood level economic development opportunities. Projects have included soil characterization at community gardens.

Minnesota Brownfields' role is to assist in managing, marketing and outreach for the program. Hennepin County's Environmental Services Department manages funds allocated for this program

Further questions about the BGFP and this submittal package may be emailed to:

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This Request for Qualifications addresses the environmental consulting services for the work under Minnesota Brownfields' contract with Hennepin County to administer the BGFP.

General Qualifications

Companies with the following qualifications may apply:

- Must have an executed Master Agreement for Professional Consulting Services with Hennepin County for the following work types:
 - Asbestos, Lead Paint, and Regulated Building Materials Assessment and Removal Oversight, and/or
 - Environmental Property Assessment and Cleanup; and,
- Must be a member of Minnesota Brownfields.

General Project Area

Hennepin County, Minnesota

Submission Requirements

Minnesota Brownfields is interested in contracting up to two environmental consulting firm(s) (with or without teamed partners) with demonstrated experience and expertise with the following:

- A) Phase I Environmental Site Assessments performed in accordance with the ASTM E-1527-05 standard, All Appropriate Inquiry standard, and Minnesota Pollution Control (MPCA) guidelines.
- B) Preparation and implementation of plans for Phase II Investigation to determine the magnitude and extent of soil and ground water contamination on Brownfield properties. The following may be included: performance of soil vapor risk assessments, ground water receptor surveys, and evaluation of natural attenuation. Experience should demonstrate familiarity with MPCA VIC Program expectations.
- C) Performance of hazardous materials building surveys sufficient to plan for future building demolition or renovation work; and, design and coordination of abatement activities, and subcontracting of abatement contractors.
- D) Development and implementation of voluntary response actions for soil and groundwater cleanup in accordance with MPCA guidelines. Experience should demonstrate coordination of cleanup with redevelopment concerns.

- E) Site Cleanup and Remedial/ Response Action Monitoring/Oversight including contractor oversight, intensive MPCA interaction and cooperation with the Voluntary Investigation and Cleanup Program, documentation, confirmation sample and analysis, and report preparation.

In addition to demonstrating these skill areas, the selected consultants will be expected to interact with current landowners and our non-profit partners.

The Submittal Package

Consulting firms must submit a complete package to be considered. The ideal submission package includes each of the sections below, in the following order:

1. Cover letter – A letter of up to two pages highlighting the proposed project team. The letter should indicate a single point of contact/overall project manager. The cover letter should also include: the Firm’s name, e-mail address, business address, telephone and fax number, Federal I.D. number and Minnesota tax I.D. number (if applicable). The cover letter must state that the firm (with teamed partners identified) has personnel with the qualifications necessary to complete work in the contract program. The letter should also explain the benefits of using your company’s/team’s services. The cover letter will be limited to **2 pages**.
2. Relevant projects – Include a maximum of 5 projects that highlight the team and/or team members’ experience with Brownfield assessment and cleanup in a redevelopment/reuse context. The strongest package will demonstrate direct experience with the skill areas (A-E) listed above. This section will be limited to **3 pages in length**.
3. Resumes – Please submit a one-page resume for each proposed team member, highlighting his or her experience in each of the above-listed skill areas. Resumes will be limited to a **10 page maximum total**.
4. Personnel and materials Fee Schedule

Submission Package should be sent to: grants@mnbrownfields.org.