



**REQUEST FOR QUALIFICATIONS (RFQ)**  
**Professional Environmental Services for**  
**City of Greenfield, Indiana Brownfield Community-wide Assessment Grant**

**Submittal Due Date and Time:**  
October 27, 2025 by 12:00 pm EST

**Question Submittal Deadline:**  
October 13, 2025 by 12:00 pm EST

**Mail or deliver documents to:**  
City of Greenfield  
c/o Clerk Treasurer  
10 S State Street  
Greenfield IN 46140

## **Introduction**

The City of Greenfield, hereafter known as “the City” is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms (Respondents) to provide environmental assessment services to the City with the needs outlined in the RFQ. The RFQ is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document.

Only proposals received no later than **12:00 pm on October 27, 2025** will be considered. The City will assess each submittal based on the criteria and details in this RFQ and rank all proposal responses. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top 3 scoring Respondents will be selected for an interview with the selection committee. Interviews will be held during the week of November 3, 2025 with specific date and time to be determined but anticipated to be early in the week.

Questions must be submitted via email to Jenna Wertman, [jenna.wertman@greenfieldin.org](mailto:jenna.wertman@greenfieldin.org), by October 13, 2025 by 12:00 pm EST. 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.

## **Background**

The City has been 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 and perform community engagement, planning, and management of the grant. All activities are expected to be completed in the second half of 2029 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:

**City Community-wide Assessment Grant: \$400,000**

Expires 9/30/2029

~\$325,200 for assessment activities

~\$16,100 for community outreach services

~\$30,000 for planning activities

~\$28,700 for program management

The City anticipates the selected Respondent will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with the City 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.

## Scope of Work

The proposed scope of work under this RFQP consists of working with the City's Project Manager to provide:

- **Program Development and Outreach** - Provide coordination for public and/or stakeholder meetings; review media releases, FAQ sheets, presentations for outreach. Respondent will assist the City's Project Manager in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, assessment, and outreach activities.
- **Brownfields Inventory and Prioritization** - Tour community, inspect sites, meet with stakeholders, collect eligibility data for sites, maintain inventory, input data into EPA's ACRES, meet with the City to prioritize sites and document the site selection process.
- **Quality Assurance Project Plan (QAPP), Phase I and Phase II Environmental Site Assessments (ESAs)** - The respondent will prepare a Quality Assurance Project Plan (QAPP) as well as Sampling & Analysis Plans/Health & Safety Plans (SAPs/HASPs) for EPA approval. Once approved, the respondent, directed by the City, will complete Phase II ESAs based on environmental conditions identified in the Phase I ESAs. It is anticipated that the work will include up to 12 Phase I and up to 9 Phase II, subject to site sizes and needs.
- **Conduct Cleanup Planning Activities.** The respondent, directed by the City, will prepare site specific clean-up plans/documents, remediation plans, site closure letter requests,

and clean-up funding development. Plans are prepared after Phase I and II ESAs are complete, if contamination is present, and if cleanup is necessary.

### **Terms, Conditions and Exceptions**

- a. The City does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQP nor the response shall be construed as a legal offer.
- b. The City reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, 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 City to do so.
- c. The City reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQ, 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 City deems necessary.
- d. Work performed under agreements resulting from this RFQ may be subject to federal contractual provisions. The City hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the City 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 City to carry out the purposes described in this RFQ, the City 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 City unless a written agreement has been entered into.
- g. By submitting a response to the RFQ, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFQ, 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 City 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 RFQ.
- i. Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, 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 City 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 City will determine whether a conflict of interest exists and whether it may reflect negatively on the City's selection of a Respondent. The City reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.

- j. The City 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 City.

### **RFQ Submission Requirements**

Responses must be received no later than the time shown on the front page of this RFQ to be considered. Respondents must submit one sealed hard copy of a written response meeting the requirements below along with 1 electronic copy in PDF. 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 is 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) page per resume.
- c. Detailed description of Respondent's approach to the scope of work and relevant experience, not to exceed 10 pages including:
  - 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 and percentage of work to be completed by the prime consultant and each subconsultant.
  - iv. Methodologies to perform site assessments and confirmatory sampling,
  - v. Description of how the grant funds will be fully utilized and current fee schedule for your firm. Include 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,
  - vi. Strategy for completing identified tasks based on capacity and present workload in a timely manner,
  - vii. Experience conducting assessments on contaminated properties and remediation to address state and federal requirements,
  - viii. List of other projects along with references for up to three (3) similar projects.

Note that the cover letter and resumes are not included in the 10-page limitations. Complete RFQ packages shall be submitted to:

City of Greenfield  
c/o Clerk Treasurer  
10 S State Street  
Greenfield IN 46140

Responses not received by October 27, 2025 by 12:00 pm EST **WILL NOT BE ACCEPTED FOR CONSIDERATION**. To reduce waste, cost, and size of submittals, basic stapled proposals are preferred rather than submittals with three-ring or other binding mechanisms.

The City will not be held responsible for response envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. Faxed responses will not be accepted. Any questions regarding this RFQ must be submitted in an e-mail to Jenna Wertman by the deadline noted in this RFQ. 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 RFQ. Inquiries pertaining to the RFQ are NOT to be directed to any other member of the City. 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. It is expected that the review committee will include three people. Each reviewer will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All of the scores will be combined for each Respondent to determine a total score.

Selection is anticipated to be complete by November 6, 2025 with notification and contract execution completed shortly thereafter and not later than the end of the month.

### **Evaluation Process**

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

<b>Written Proposal Criteria</b>	<b>Rating Score (1-5)</b>	<b>Weight</b>	<b>Comments</b>
Reasonableness of cost/price		25%	
Resources and key personnel available to perform work in reasonable time frame, capacity of team		10%	

City of Greenfield  
RFQ for Brownfields Assessment Grant  
September 2025

Respondent’s approach to successfully complete each scope of services task		25%	
Experience in community engagement, working with federal/state agencies		10%	
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified		30%	
<b>Ratings:</b>			
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		