



REQUEST FOR PROPOSALS

Qualified Environmental Professional (QEP) Environmental Protection Agency (EPA) Brownfield Revolving Loan Fund

SEDA-Council of Governments (SEDA-COG)

ISSUED: January 12th, 2023

WRITTEN QUESTIONS DUE: January 26th, 2023, by 4:00 PM

PROPOSALS DUE: February 1st, 2024, by 4:00 PM

INTERVIEWS: February 13th, 14th, 15th, 2024 (if required)

PROJECT STARTS: March 1, 2024 (tentative)

PURPOSE:

SEDA-Council of Governments (SEDA-COG) intends to hire a firm to serve as Qualified Environmental Professional (QEP) and provide environmental consulting services for the SEDA-COG Brownfields Revolving Loan Fund (RLF) which is funded by the U.S. Environmental Protection Agency (EPA). In 2023, SEDA-COG was awarded a 1 million EPA Revolving Loan Fund grant for the purpose of issuing loans (and sub-grants) to qualified applicants for remediation projects on eligible properties within the SEDA-COG region. The selected firm will coordinate, manage, direct and oversee environmental projects under this RLF, advise SEDA-COG on strategies for executing the RLF, and provide regulatory and reporting support for the Grant. The contract period will run for approximately five (5) years, contingent on availability of funds.

BACKGROUND:

SEDA-Council of Governments (SEDA-COG) is in the heart of Central Pennsylvania, with its headquarters in the town of Lewisburg, and serves an 11-county region, which includes, Clinton, Columbia, Juniata, Lycoming, Mifflin, Montour, Northumberland, Perry, Snyder, and Union counties. The proposed Geographic Boundary for this program includes all 11 counties served by SEDA-COG. Throughout this large geographic boundary, there are numerous brownfield sites related to past manufacturing operations, outdated building practices, and abandoned coal mines. In addition, the SEDA-COG region contains 23 Justice40 Initiative tracts, with concerns including health burdens, training and workforce development, lack of clean energy and energy efficiency, and a shortage of affordable and sustainable housing. Addressing the brownfield sites in the SEDA-COG region can have a major impact on addressing the burdens of disadvantaged communities by creating a healthier environment, more efficient energy means, increased economic activity, and stronger, more resilient communities.

The specific **Target Area** within the SEDA-COG region where grant activities will be focused is the City of Shamokin, which has several assessed priority brownfield sites. Shamokin will be the initial Target Area for this grant; however, the goal will be to develop the RLF program to serve

the entire SEDA-COG region and expand it to other brownfield sites in the 11-county Geographic Boundary. The plan for this proposed project is to use 50% of the loan/subgrants in the City of Shamokin with the remaining funds to assist the rest of the SEDA-COG region, with priority given to disadvantaged communities identified in the Justice40 Initiative.

The program will be managed by the SEDA-COG project director, an experienced leader in RLF management, and assisted by staff in the Business Finance, Community Services, Administration, and Communications Departments at SEDA-COG. The Business Finance Department will serve as the Fund Manager to service loans, keep records and bookkeeping, and market the RLF program. SEDA-COG has decades of experience working with the counties and businesses in the region on a regular basis to identify economic needs and opportunities. A Qualified Environmental Professional (QEP) will be procured to provide technical direction and remediation of the brownfield sites. Recipients of RLF loans and subgrants will be approved by the SEDA-COG Board of Directors Local Loan Review Committee (LLRC). SEDA-COG plans to use \$1,000,000 of the grant to make loans and subgrants to qualified brownfield property owners for clean-ups in the **Target Area** and within the SEDA-COG geographic boundary.

Revolution of the RLF Program

Following SEDA-COG's comprehensive guidelines and established practices for the other RLFs it manages, SEDA-COG will provide guidance to clients on company lending philosophies as well as establish policies and procedures to fulfill the requirements of the EPA Brownfield RLF. SEDA-COG's policies and procedures reflect the requirements of the CODE of Federal Regulations (CFR) and Economic Development Administration's Standard Operating Procedures (SOP) related to eligibility, loan approval, closing, and service of EDA RLF loan programs. SEDA-COG will perform financing strategies for interested borrowers, oversee financing policies, select loan and subgrant applicants, evaluate applicants' financial statements audits, tax returns, and other records to determine if they are credit worthy. Any remaining funds from what is provided to the **Target Area**, including any principal repayments on loans, will be marketed and used to provide loans to additional sites across the SEDA-COG geographic boundary.

SEDA-COG's vision is to create a long-term and sustainable RLF program from the initial requested grant funds.

Marketing Strategy

As demonstrated by SEDA-COG's past success with various federal and state RLF programs, SEDA-COG will employ similar strategies to market the proposed grant to public/private developers who seek to increase economic vitality, downtown revitalization, and remediation of environmentally impacted properties. Target markets for leads will include Shamokin based organizations, banks, small businesses, commercial real estate brokers, SEDA-COG related boards, target geographic market, and economic development partners. It was mentioned previously that six **Priority Sites** have undergone an EPA assessment. Developers and owners of these sites will be targeted to encourage interest in this RLF program. SEDA-COG Business Finance staff will work with the SEDA-COG Communications Department to develop leads and loans through this targeted market listing. Relationships between potential clients will be created through in-person meetings, personalized thank you letters, and more. In addition, marketing will include fact sheets, success stories, webpage announcements, and other electronic and paper publications. Marketing will also be dispersed through SEDA-COG's PA PREP and Engage! Coordinator.

SEDA-COG expects to have five (5) loans/subgrants closed by the end of Year 5. Below is a description of the target area/sites, included known contamination and potential redevelopment.

Target Areas:

City of Shamokin, Northumberland County, Pennsylvania

- Census tracts: 42097081700, 42097081600, 42097081500, & 42097081300
- Priority sites:
 1. Coal Hole Building, 550 West Walnut Street Shamokin
 2. Shamokin Post Office, Sunbury Street Shamokin

3. The Lincoln Street Methodist Episcopal Church of Shamokin, 112 East Lincoln Street, Shamokin
4. Shamokin EDA Residential Vacant Property, 112 East Lincoln Street, Shamokin
5. Fun Zone, 68 East Independence Street, Shamokin
6. Eagle Silk Mill Property, East Water Street, Shamokin

These **Priority Sites** in the Shamokin **Target Area** will be the focus for cleanup and reuse based on their strategic location to the downtown area and their potential and capacity for remediation, reuse, and development. The **Coal Hole Building**, located at 550 West Walnut Street, was once a manufacturing building and a night club. Currently the building is vacant, with a proposed future use as a hotel. During the Phase 1 assessment, hazardous materials, such as asbestos, lead, fungi, mercury, PCB, and others were identified. The estimated cost for remediation is \$100,000. This property is within the regulatory floodplain (100-year floodplain). The **Shamokin Post Office**, located on Sunbury Street, is also vacant, and currently owned by the Shamokin Economic Development Authority (Shamokin EDA). The previous use of the property was a post office and commercial space. Reuse planning conducted under the current assessment grant has identified reuse of this site as a potential event space. Remediation efforts will be needed to remove asbestos, lead, mercury, PCB, and other hazardous materials. Cost to remediate is estimated at \$500,000. The **Lincoln Street Methodist Episcopal Church of Shamokin** is located at 112 East Lincoln Street. The property is vacant but once was a church. The Phase 1 review identified contaminants include asbestos, lead, mercury, PCB, and other hazardous materials, in addition to two above ground fuel tanks. The proposed use of the building is to build a community space, which could potentially include mix-uses with market-rate, and low-income housing opportunities. The **Shamokin EDA Residential Vacant Property** is a vacant residential property at 112 East Lincoln Street. It is also owned by the Shamokin EDA. Identified contaminants include asbestos, lead, drug paraphernalia, mercury, PCB, and other hazardous materials. The proposed use of the building after remediation is still to be determined. The **Fun Zone** building, located at 68 East Independence Street in Shamokin, was previously a commercial space (event/arcade, dress store, department store), but is currently vacant. Asbestos, lead, mercury, PCB, and other hazardous materials, including two above ground fuel tanks, are present at the site. Currently, the property is undergoing reuse planning with the EPA Brownfield

Assessment Grant, however one proposal is to renovate the building into a proposed mixed-use space, which would have a main floor with one apartment in the rear of the building. Floors 2 and 3 will have a combination of market-rate and low-income housing opportunities. The **East Silk Mill Property**, located at East Water Street, was at one point the largest textile manufacturing building under a single roof in the United States. The factory building has been razed and is now vacant. The identified contaminates and proposed use of the building have not been determined but the property is undergoing Phase 1 Environmental Review and Reuse Planning with EPA Brownfield Assessment Grant.

Potential Redevelopment

SEDA-COG will use the USEPA funding to continue to grow redevelopment and improve the environment health, economy, and community in the **Target Area** and the SEDA-COG region, addressing the issues identified in the Justice40 Initiative. The proposed reuse plan for the **Priority Sites** includes redeveloping the properties into hotels, event spaces, low-income housing, community spaces, and mixed-use spaces. The assessment and reuse of the Shamokin brownfield sites within the **Target Area** aligns with adopted Shamokin plans for revitalization. These reuse plans align with the city's *Plan: Go Shamokin* by addressing goals which include: attracting and supporting the development of new businesses and support job creation activities/programs; bringing citizens together to work towards a common goal of increasing pride and ownership in our community; redeveloping / demolishing / rehabilitating blighted commercial and residential properties throughout the city, enhancing positive relationship building, inclusive communities, fostering human dignity and respect; and making Shamokin healthy, green, and clean now and tomorrow. This strategy and revitalization plan in the city of the Shamokin also aligns with SEDA-COG's Comprehensive Economic Development Strategy (CEDS, 2020) goals, including: **Goal 1:** Encourage the protection, modernization, and expansion of existing businesses and job opportunities, and where appropriate, encourage entrepreneurship and the recruitment of new business and industry consistent with the character of the Region; **Goal 4:** Encourage the prudent utilization of the Region's natural resources in an environmentally sustainable manner (including land, water, natural gas, and lumber); **Goal 5:** Improve and expand infrastructure, flood resiliency, and conservation/greening efforts to

enhance the older and rural centers throughout the area for business and economic development;

Goal 6: Encourage the promotion of the Region as a destination for travel, recreation, and tourism.

Outcomes and Benefits of Reuse Strategy

The locations of these brownfield properties in the **Target Area** make them crucial pieces to the successful implementation of Shamokin's economic growth strategy. As mentioned previously, the Justice40 Initiative identified health burdens, training and workforce issues, lack of clean energy, and limited access to affordable and sustainable housing. The **Priority Sites** have proposed future uses that include various types of businesses, community spaces, and low-income housing. These proposed uses for the **Priority Sites** will address many of the issues identified for the city in the Justice40 Initiative. Health burdens will be addressed by remediating the site to remove environmental toxins. Training and workforce development needs will be alleviated by creating employment in the city. The lack of affordable and sustainable housing will be offset as many of the proposed uses for the sites include low-income housing projects. Shamokin will also explore the potential for renewable energy and/or energy efficient improvements for all projects within the **Target Area**. In September 2020, the city council voted to reorganize the Shamokin Industrial Development Authority (IDA) to channel the renewed interest in the city by investors and advance the recommendations provided by EPA and the *Plan: Go Shamokin*. The first task by the five-member board was to create a Central Business District, which is also the **Target Area** for this brownfield RLF project. Of the 39 identified brownfield locations within the city limits of Shamokin, 15 are within the Federal opportunity zone, six are in the historic district, and three fall within both the opportunity zone and historic district. In addition, many are in the new flood zone designation.

The reuse of the **Priority Sites** will incorporate energy efficiency measures, as well as climate adaptation and/or mitigation measures. Both the IDA and Redevelopment Authority (RDA), previously established, will encourage the use of energy efficiencies and green development in all redevelopment projects. The federally funded HOME Investment Partnership Program uses best management practices in the City of Shamokin per the City's programmatic guidelines for

all Existing Owner-Occupied Rehabilitation activities. Under this program, freeboard is required for all electrical heading, ductwork, ventilation, plumbing, and air conditioning equipment; protected to one foot or greater above the Base Flood Elevation (BFE). Within the regulatory floodplain, the lowest floor (including basement of any new or substantially improved residential structures shall be at least 1 ½ feet above 100-year flood elevation, per PA Act 166 of 1978. In addition to the redevelopment of historic buildings, the plan for the city of Shamokin is to capitalize on the rebirth of the community as an outdoor/tourist destination and create more greenspaces in now blighted areas.

1. FUNDING: \$1,000,000 (Federal Funds)

2. BUDGET:

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a).

Budget				
Budget Categories	Project Tasks for Loans/Subgrants			
	Task 1: Program Management / Marketing	Task 2: RLF Operation	Task 3: Remediation Oversight	Total
Personnel	\$12,848	\$3,425	\$3,806	\$20,079
Fringe Benefits	\$6,489	\$1,731	\$1,923	\$10,143
Travel	\$6,286	\$265	\$127	\$6,678

Supplies	\$80	\$107	\$34	\$221
Contractual	\$188	\$251	\$95,084	\$95,523
Other: Loan		\$500,000		\$500,000
Other: Subgrants		\$355,000		\$355,000
Other Direct Costs	\$454	\$305	\$202	\$961
<i>Total Direct Costs</i>	\$26,345	\$861,084	\$101,176	\$988,605
<i>Indirect Costs</i>	\$7,826	\$1,745	\$1,824	\$11,395
TOTAL BUDGET	\$34,171	\$862,829	\$103,000	\$1,000,000

* EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

3. SCOPE OF WORK:

SEDA-COG is seeking the professional environmental services of a Qualified Environmental Profession (QEP) consultant for the preliminarily identified tasks below. Respondents may suggest as part of their submission, different approaches, refinements, and improvements to the tasks, provided that are maintaining the overall purpose of the project as approved by the EPA. The grant completion date is September 30, 2028.

Task 1: Program Management / Marketing

i. Program Implementation

1. Review and execute Grant Agreement.
2. Prepare and submit RLF reports (progress, financial reports, etc.).
3. Develop RLF marketing materials: brochures, fact sheets, webpages, and social media.
4. Market RLF program to Target Area, disadvantaged communities in SEDA-COG's region.

5. Prepare compliance with loan/subgrant terms and conditions in compliance with EPA's requirements.
6. Track outputs/outcomes.

ii. Identifying Additional Sites: Should grant funds remain after addressing the **Target Area/Priority Sites**, sites within SEDA-COG's geographic boundary will be made available to the proposed RLF program. Priority sites will be the tracts identified in the Justice40 initiative as described previously, followed by other brownfield sites in underserved communities based on American Community Survey economic data.

iii. Anticipated Project Schedule: In the 1st 30 days execute Grant Agreement anticipated to occur in October/November of 2023. In the 1st 60 days, after contract execution, marketing materials created, and compliance with loan/subgrants terms and conditions. Reporting, tracking, marketing, to continue to project end.

iv. Task Lead: SEDA-COG as the primary agency will lead all Task 1 activities with the assistance of the selected QEP.

iv. Outputs: EPA RLF Loan/Subgrant execution; Continued marketing in target area; RLF operations; work with sub applicants to secure funding, settlement of loans, and issuance of subgrant awards. Quarterly and annual reports to EPA.

Task 2: RLF Operations

i. Program Implementation:

1. Coordination of underwriting process; perform bookkeeping.
2. Screening applicants for program, legal, and environmental criteria and selecting borrows.
3. Request SEDA-COG Board of Directors Local Loan Review Committee to consider RLF loan/subgrant applications to then be formally approved by the Committee.
4. Procure appraisals of RLF site properties for collateral purposes.

5. Manage Fund: process applications, verify eligibilities, prepare agreements, close loans/subgrants, disburse funds, manage program income.
6. Execute loan and subgrant agreements; disburse funds.

ii. Identifying Additional Sites: Should grant funds remain after addressing the **Target Area/Priority Sites**, sites within SEDA-COG's geographic boundary will be made available to the proposed RLF program. Priority sites will be the tracts identified in the Justice40 initiative as described previously, followed by other brownfield sites in underserved communities based on American Community Survey economic data.

iii. Anticipated Project Schedule: Beginning in June 2024, underwrite and appraise, begin loan processing for Shamokin **Priority Sites**; Close loan and disburse funds by end of Year 1 (2024). Close 1 loan and disburse funds to applicant in Year 2, Year 3, Year 4, and Year 5. Loan/Subgrants: Year 1: 1, Year 2: 1, Year 3: 1, Year 4: 1, Year 5: 1.

iii. Task Lead: SEDA-COG as the primary agency will lead all Task 1 activities.

iv. Outputs: Screen applicants and seek SEDA-COG Board of Directors Local Loan Review Committee approval. Underwriter and appraisal contracts executed. 5 loan packages qualified, agreements executed, and closed.

Task 3: Remediation Oversight

i. Program Implementation: Remediation oversight for cleanup projects will be provided by the selected QEP. In addition, loan and subgrant recipients will be enrolled in a state response program or other appropriate oversight program.

1. Procure Qualified Environmental Professional (QEP) to prepare analyses of brownfield cleanup alternatives (ABCAs) and cost estimates; review quality assurance project plans (QAPPs), cleanup plans, procurements, invoices, closeout reports, and operation & maintenance plans; conduct cleanup confirmation sampling; and oversee cleanup activities.

2. Enroll sites in state voluntary cleanup program (VCP), or other appropriate oversight program, to manage site cleanup, get plan approval, oversight, completion certification, and land use controls.
3. Conduct 1-2 community meetings per priority site to inform stakeholders and solicit input on loans/subgrants, and cleanup and reuse options.

ii. Anticipated Project Schedule: Procure QEP by March 2024 (Year 1); Enroll 1-2 priority sites in VCP and complete clean up no later than end of year 2; Complete all cleanup of priority sites by end of year 5.

iii. Task Lead: The selected QEP will be the technical lead. SEDA-COG will provide the administrative lead and coordination of effort.

iv. Outputs: QEP will be contracted. 5 cleanup plans approved. 5 cleanups will be completed. 4 community involvement plans and administration records. 1-2 site reuse plans.

4. PROGRAM ADMINISTRATION AND FUND MANAGEMENT:

Following SEDA-COG's comprehensive guidelines and established practices for the other RLFs it manages, SEDA-COG will provide guidance to clients on company lending philosophies as well as establish policies and procedures to fulfill the requirements of the EPA Brownfield RLF. SEDA-COG's policies and procedures reflect the requirements of the CODE of Federal Regulations (CFR) and Economic Development Administration's Standard Operating Procedures (SOP) related to eligibility, loan approval, closing, and service of EDA RLF loan programs. SEDA-COG will perform financing strategies for interested borrowers, oversee financing policies, select loan and subgrant applicants, evaluate applicants' financial statements audits, tax returns, and other records to determine if they are credit worthy. Any remaining funds from what is provided to the **Target Area**, including any principal repayments on loans, will be marketed, and used to provide loans to additional sites across the SEDA-COG geographic boundary. SEDA-COG's vision is to create a long-term and sustainable RLF program from the initial requested grant funds.

5. SCHEDULE, DELIVERABLES, AND MILESTONES

Activity	Expected Timeframe	Outputs (projected activities, deliverables, reports)	Outcomes (projected results, effects, improvements)
<i>Task 1: Program Management / Marketing</i>			
Review and execute Grant Agreement.	In 1st 30 days execute Grant Agreement anticipated to occur in October/November of 2023	Executed Grant Agreement	<ul style="list-style-type: none"> • Executed Grant Agreement
Prepare and submit RLF reports (progress, financial reports, etc.)	Ongoing	Submitted quarterly and annual reports	<ul style="list-style-type: none"> • Effective and well-managed RLF program • Regular communication of project status and next steps • Current reports for community and Congress access
Develop RLF marketing materials: brochures, fact sheets, webpages, and social media.	In 1st 60 days, after contract execution, marketing materials created, and compliance with loan/subgrants terms and conditions.	Marketing materials including: brochures, fact sheets, webpages, and social media.	<ul style="list-style-type: none"> • Solid and effective marketing materials
Market RLF program to Target Area,	Ongoing	Marketed RLF program to	<ul style="list-style-type: none"> • Continued expansion of RLF program

disadvantaged communities in SEDA-COG's region.		disadvantaged communities	
Prepare compliance with loan/subgrant terms and conditions in compliance with EPA's requirements.	Ongoing	Prepared compliance with loan/subgrant terms and conditions	<ul style="list-style-type: none"> • Well managed RLF Program
Track outputs/outcomes.	Ongoing	Measured outputs / outcomes	<ul style="list-style-type: none"> • Well managed RLF program with metrics captured
<i>Task 2: RLF Operations</i>			
Coordination of underwriting process; perform bookkeeping.	Beginning in June 2024, underwrite and appraise, begin loan processing for Shamokin	Coordinated underwriting process; documented records	<ul style="list-style-type: none"> • Coordinated underwriting process, and well documented bookkeeping. • Screened and reviewed applicants for grant and loan disbursement.
Screening applicants for program, legal, and environmental criteria and selecting borrows.	Beginning in June 2024	Screened applicants	<ul style="list-style-type: none"> • Screened and reviewed applicants for grant and loan disbursement.
Request SEDA-COG Board of Directors Local Loan Review Committee to consider RLF loan/subgrant applications to then be	Beginning in June 2024	Screen applicants and seek SEDA-COG Board of Directors Local Loan Review Committee approval.	<ul style="list-style-type: none"> • Screened and reviewed applicants for grant and loan disbursement.

formally approved by the Committee.			
Procure appraisals of RLF site properties for collateral purposes.	By end of Year 2024	Appraisals procured for collateral purposes	<ul style="list-style-type: none"> • Collateral established for each loan
Manage Fund: process applications, verify eligibilities, prepare agreements, close loans/subgrants, disburse funds, manage program income.	Ongoing	Processed applicants with verified eligibilities, 5 loans closed.	<ul style="list-style-type: none"> • Applicants processed, agreements prepared, closed loans/subgrants, disbursed funds, and managed program incomes.
Execute loan and subgrant agreements; disburse funds.	Close 1 loan and disburse funds to applicant in Year 2, Year 3, Year 4, and Year 5. Loan/Subgrants: Year 1: 1, Year 2: 1, Year 3: 1, Year 4: 1, Year 5: 1; Ongoing.	5 loan packages qualified, agreements executed, and closed	<ul style="list-style-type: none"> • Improved understanding of cleanups and opportunity for potential modifications based on public input
Task 3: Remediation Oversight			
Procure Qualified Environmental Professional (QEP) to prepare analyses of brownfield cleanup alternatives (ABCAs) and cost estimates; review quality assurance project	Procure QEP by March 2024 (Year 1); Complete all cleanup of priority sites by end of year 5.	QEP will be contracted Quality Assurance Plans 5 cleanup plans approved	<ul style="list-style-type: none"> • Professional QEP to perform cleanups • Complete cleanups protective of human health and the environment • Reviewed QAPPs

<p>plans (QAPPs), cleanup plans, procurements, invoices, closeout reports, and operation & maintenance plans; conduct cleanup confirmation sampling; and oversee cleanup activities.</p>		<p>5 cleanups will be completed</p> <p>4 community involvement plans and administration records</p> <p>1-2 site reuse plans</p> <p>5 completed cleanups by end of year 5</p>	<ul style="list-style-type: none"> • Potential redevelopment outcomes include a renewed workforce with higher wages, population retention and growth, decreased poverty rates, and increased tax base and housing values
<p>Enroll sites in state voluntary cleanup program (VCP), or other appropriate oversight program, to manage site cleanup, get plan approval, oversight, completion certification, and land use controls.</p>	<p>Enroll 1-2 priority sites in VCP</p>	<p>Sites enrolled in VCP</p> <p>Cleanup plans approved</p> <p>Cleanups managed</p>	<ul style="list-style-type: none"> • Cleanup sites in compliance with state programs
<p>Conduct 1-2 community meetings per priority site to inform stakeholders and solicit input on loans/subgrants, and</p>	<p>First community meeting by end of 2024. Rest of community meetings will be ongoing.</p>	<p>1- 2 Community meetings held per priority site</p>	<ul style="list-style-type: none"> • Improved community understanding of cleanups and opportunity for potential modifications based on public input5 sites

cleanup and reuse options.			cleaned up and ready for redevelopment
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5. QUALITY ASSURANCE

When environmental sampling is to be conducted as part of a cleanup grant funded wholly or in part with EPA funds, a Quality Management Plan and either site specific Quality Assurance Project Plan (QAPP) or Quality Assurance Program Plan (QAPrP) must be prepared and submitted to EPA for review and approval 45 days prior to performance of any sampling. A revolving loan fund cooperative agreement should result in a QAPrP with FSPs for each property addressed under the grant. [*Note: sampling performed without an approved QAPrP and FSP is not an allowable cost*]. The recipient can receive guidance on preparing Quality Assurance documents from their project officer. Additional guidance will be issued by EPA.

Please include the following text (or similar) addressing the QAPP/QAPrP/FSP requirements for this project:

Prior to undertaking activities involving the collection of environmental samples, the (*name of grantee*) will prepare and submit a Quality Management Plan and either a Quality Assurance Project Plan (QAPP) and field sampling plan (FSP) combination OR a Quality Assurance Program Plan (QAPrP) along with field sampling plan (FSP) which meets the approval of the U.S. EPA Region III Brownfields Program. The QAPP/FSP or QAPrP with FSP for each site will describe the sampling and analytical strategies, methods and procedures approved by EPA that will be used in all sampling activities. The QAPP/QAPrP/FSP will be submitted at least 45 days prior to the initiation of field activities and approval will be obtained prior to performing any field sampling.

SUBMITTING A PROPOSAL:

The proposal to be submitted must include the following without exceptions:

1. A written statement of the consultant's understanding of the project. Greater consideration will be given to firms that possess familiarity with the SEDA-COG region.
2. The name, resume and role of the individual(s) working on the project. Note: The resumes should not exceed two pages.
3. Specific examples of comparable work completed within the last five years from other local government clients or private organizations where consulting services were rendered.
4. A list of current contracts where consulting work is currently being performed. Provide a list of the contact names and phone numbers for each.
5. A brief description of the work schedule explaining how the consultant will meet the scope of services.
6. A list of professional references including phone numbers.
7. An itemized budget by task as relevant to Scope of Services, materials, and travel.

PROPOSALS DUE:

Five (5) bound copies of proposals and one electronic copy in PDF format are required and should be submitted to:

Betsy Kramer
Revitalization Coordinator
201 Furnace Road, Lewisburg, PA 17837

Proposals are due no later than 4:00 p.m. on Thursday February 1st, 2024. For further information, please contact Betsy Kramer at 570-898-4083 or email bkramer@seda-cog.org

PLEASE NOTE:

- Proposals received after this date will not receive consideration.

- All costs of developing proposals and any subsequent expenses relating to the contract are the responsibility of the applicant.

- The Request for Proposal is subject to the competitive bidding process, and any contract entered into as a result of any proposal will not be based on the concept of the “lowest responsible bidder.” Criteria have been established to guide the evaluation of each consultant’s proposal. The top-ranked firms may be asked to make an oral presentation to representatives from SEDA-COG. Furthermore, as mentioned previously, SEDA-COG reserves the right to reject any and all proposals.

- SEDA-COG reserves the right to procure services by another means.

- SEDA-COG reserves the right to modify the selection process or project scope.

- Soliciting proposals and granting exclusive negotiation rights do not commit SEDA-COG to accept any terms of the proposal. Final terms of any agreement will be determined by direct negotiation and all agreements are subject to approval by the governing body SEDA-COG.

- Negotiations may be suspended or terminated at any time that it is determined that additional negotiation would be unproductive.

- Submission of a proposal constitutes express acceptance by the proponent of all provisions of the RFP.

- SEDA-COG reserves the right to modify the scope of the RFP with one or more respondents, and to waive any or all requirements which are deemed to be in SEDA-COG's best interest. To the extent permissible by law SEDA-COG will maintain the confidentiality of all proposals. However, the Pennsylvania Right to Know Act does apply to this RFP. It is the submitters' responsibility to identify any confidential or trade secret information contained in the proposals.

- SEDA-COG encourages the participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) for this project.