

SCHUYLKILL COUNTY INDUSTRIAL DEVELOPMENT AUTHORITY

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Request for Proposals

Environmental Consultant

Community-Wide Brownfield Assessment

Issued: 08/01/2025

Written Questions Due: 08/15/2025

Proposals Due: 09/01/2025

Project Start: 10/01/2025

The Schuylkill County Industrial Development Authority (SCIDA) is seeking a qualified environmental consultant with the capacity to conduct and prepare Phase I and Phase II Assessments, Remedial Action Plans, Quality Assurance Program Plans, and Field Sampling Plans to provide environmental professional services to implement SCIDA's FY25 U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant in the amount of \$500,000, of which \$474,000 is allocated to perform the described scope of work. The environmental consultant will be retained using a qualification-based selection process in accordance with Pennsylvania law and that complies with applicable federal funding procurement regulations (40 CFR §31.36, [2 CFR Part 200](#), [2 CFR Part 1500](#), and [40 CFR Part 33](#)).

BACKGROUND & PURPOSE

The Schuylkill County Industrial Development Authority (SCIDA) aims to stimulate economic development, enhance quality of life, raise local standards of living, and safeguard environmental quality in Schuylkill County communities. SCIDA's specific mission is to support industrial growth by facilitating investment, job creation/retention, and redevelopment, particularly of underutilized or idle properties.

The Schuylkill County Industrial Development Authority (SCIDA) has been awarded a \$500,000 Community-Wide Brownfields Assessment Grant. The funding will be used to identify, inventory, characterize, rank, and select existing brownfield sites contaminated with hazardous substances within Schuylkill County for site-specific assessment, remedial planning and design, and also develop liability management and remedial strategies that

allow for the safe and viable monitoring, redevelopment and/or reuse of the identified properties. The selected consultant will assist SCIDA with grant management and will be the primary entity performing site identification, inventory, characterization, ranking, selection, and environmental assessments in addition to preparing all required technical documents applicable to the grant, as outlined in the grant terms and conditions.

Throughout the entirety of the project, SCIDA will be involved in any decisions regarding grant funding activities.

SCOPE OF SERVICES

SCIDA is seeking the professional environmental services of a Qualified Environmental Professional (QEP) consultant for the preliminary identified tasks below. Respondents may suggest as part of their submission, different approaches, refinements, and improvements to the task, provided that are maintaining the overall purpose of the project as approved by the EPA. The grant project period is 7/1/2025 through June 30, 2029. The resulting contract will be for four years. SCIDA may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY25 Brownfields Assessment Grant or future EPA grants awarded to SCIDA within this four-year period, provided a market survey conducted by SCIDA indicates that the prices the contractor proposes are reasonable.

Task 1: Project Management and Reporting:

Oversee the grant by providing necessary information to the EPA with regard to project progress. This is typically done through submitting quarterly progress reports to EPA, engaging in verbal and written communications and updating databases such as ACRES. During the course of the grant, necessary forms will be submitted to EPA for approval. These include the property approval questionnaire (PAQ) to be filled-out by SCIDA or the QEP and approved by EPA. PAQs will be submitted in advance of performing any grant-funded activities at a site. Additionally, the All-Appropriate Inquiry Checklists, Phase I and II reports, and any other technical reports that result as deliverables from this project will be submitted to EPA for Review. The EPA Project Officer will provide these forms. The Executive Director will oversee the implementation of the described grant activities. SCIDA personnel will manage all coordination of the QEP and EPA reporting.

The QEP will be required to complete and submit all EPA reporting documents throughout the period of performance, which may include:

- Quarterly Progress Reports.
Federal Financial Reporting (FFR)
ACRES/ Property Profile Form;
and Final Performance Report

Task 2: Community Outreach:

With regard to community outreach, SCIDA is planning for the preparation of meeting materials, brochures and other printed program materials describing the project to the public. In addition, we plan to prepare a Community Relations Plan that describes methodology and schedules for the following goals:

- Set up and provide notice of public meetings to inform the public of the project;
- Present and explain the grant and brownfield program to neighborhood representatives and other affected parties.

The QEP should be prepared to be available to present at public meetings and provide community updates and project related information for printed programs for public distribution.

Task 3 Site Inventory and Selection:

Through the QEP, SCIDA will complete an inventory of Phase I Environmental Site Assessment (ESA) candidates. The completion of this report will establish a list of sites that can then be prioritized. Once the site inventory is complete the QEP will assist in the prioritization of the list. The QEP must have experience with brownfield site identification and prioritization, and provide options for communicating the inventory to the public.

Task 4 Site Assessments:

Utilizing the inventory of sites, the QEP will be directed by SCIDA to conduct site assessments on selected sites. Sites will be evaluated through performance of Phase I and/or Phase II ESA's. The Phase I ESA's will be performed by the QEP in accordance with the American Society for Testing Materials Standard (ASTM) E1527-21 and the guidelines set forth in the US EPA's All Appropriate Inquiry Rule to qualify for liability protection under CERCLA.

SCIDA anticipates up to 20 Phase I or equivalent ESA's will be completed.

Once the Phase I ESA's have been completed, a percentage of sites will be recommended for further study by the QEP. As a result, these sites will be subject to a Phase II ESA, inclusive of analytical studies to determine the impact by the site to public health and/or the environment. Prior to undertaking activities involving the collection of environmental samples, the QEP will prepare and submit a Quality Assurance Program Plan (QAPrP) which meets the approval of the U.S. EPA Region 3 Brownfields Program. The QAPrP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. The QAPrP 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. The QAPrP will be utilized to facilitate the compilation of Site-Specific Field Sampling Plans (FSP) to determine the degree of contamination at these sites. Additionally, the QEP will prepare a generic Health and Safety Plan to ensure that the

activities of the Phase II will be conducted in a safe manner.

SCIDA anticipates up to 10 Phase II or equivalent ESA's will be completed.

Task 5: Remedial Action Program Plans:

The QEP will complete Remedial Action Program Plans (RAPPs) outlining the plan for remediation on targeted locations. These RAPPs will be used to leverage cleanup funds from State brownfields grant programs and reviewed by Pennsylvania DEP in the application process. SCIDA anticipates up to nine RAPPs will be completed.

CONSULTANT REQUIREMENTS AND QUALIFICATIONS

1. Responses will be evaluated against the following factors:

- 10% - Demonstrated experience in addressing contaminated properties
- 10% - Demonstrated experience in successfully completing tasks/projects
- 25% - Demonstrated experience in effectively engaging with community members and federal and state agencies
- 10% - Experience and capacity of project team/personnel
- 25% - Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services
- 20% - References

2. The consultant must meet the minimum insurance requirements as described by the SCIDA.

SUBMITTING A PROPOSAL

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

Proposal Element	Max Pages
Cover Letter that includes: • Prime consultant's legal name and federal ID number • Subcontractor's legal name and federal ID number • Identification of key personnel who will manage the project and who can negotiate and execute the project contract.	1
Consulting Team Profile that includes: • Background and description of the consulting team including prime consultant and subcontractors. • Organizational chart showing the staff involved in the project and their respective assignments. • Listing and description of similar projects, in tabular format, that have been completed in the past 5 years by the prime consultant and/or proposed subcontractors. The consultant should include links to where the committee may review electronic copies of the deliverables from the listed projects. Do not attach electronic versions or send hard copies of previously completed projects. • Reference list that may be contacted for recently completed similar projects. • Resume of proposed project manager • A breakdown of the % of work (by allocation of dollars) each consultant/subconsultant firm will perform as part of this contract.	4

Project Understanding, Approach, Scope of Work and Budget that includes • Narrative that includes the consultant’s understanding of the purpose and need for implementation of the Community Wide Assessment and Area Wide Plan. • Detailed discussion of the items listed in the “Consultant Qualifications” above with elaboration on how the consulting team meets those qualifications. • Specific project task descriptions, associated outcomes/deliverables and corresponding budget. Each project task should have an associated timeframe for the activity. • A separate allocation of travel, supplies, and any contingency costs per project task item. • Ability to complete the work within the anticipated schedule and budget.	10
Quality Assurance and Control Plan that includes: Project management and quality assurance plan that highlights the consultant’s approach to managing potential projects, managing costs, and achieving client quality standards	1

PROPOSALS DUE

Two (2) bound copies of proposals and one electronic copy in PDF format are required and should be submitted to:

Frank J. Zukas, Executive Director, Schuylkill County Industrial Development Authority
1 Progress Circle, Suite 200 Pottsville, PA 17901, fzukas@sed-co.com

Proposals are due no later than September 1, 2025 by 4:00 PM prevailing time. For further information, please contact our office at 570-622-1943.

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 not 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 the Schuylkill County Industrial Development Authority Board. Furthermore, as mentioned previously, the SCIDA reserves the right to reject any and all proposals.
- SCIDA reserves the right to modify the selection process or project scope.
Soliciting proposals and granting exclusive negotiation rights do not

commit SCIDA 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 SCIDA.
- 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.

The Schuylkill County Industrial Development Authority encourages the participation of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) for this project.