Southern Indiana Development Commission

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)

Professional Environmental Services for
Southern Indiana Development Commission (SIDC) Brownfield Assessment Grant

Submittal Due Date and Time:
November 30, 2026 by 12:00 pm EST

Question Submittal Deadline:
November 18, 2026 by 12:00 pm EST

Mail or deliver documents to:
Bobbie Abel, Project Specialist
Southern Indiana Development Commission
405 N John F Kennedy Avenue
Loogootee, IN 47553
bobbie@sidc.cc

Introduction

The Southern Indiana Development Commission, hereafter known as "SIDC" is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms (Respondents) to provide environmental assessment services and grant writing as outlined in the RFQP. The SIDC partnered with Daviess, Greene, Knox, Lawrence and Martin Counties hereafter known as "SIDC" or "Commission" to apply for a U.S. EPA Brownfields Community Wide Assessment Grant. SIDC intends to select a single Respondent that meets the threshold and selection criteria outlined in this RFQP to enter into a contractual agreement with SIDC.

The RFQP is open to all qualified environmental professionals (QEPs) capable and qualified to meet the objectives and requirements described in this document. Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

Only proposals received no later than **12:00 pm on November, 30, 2026** will be considered. Upon receipt, all RFQP submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained herein. If threshold criteria are satisfied, the Coalition will assess each Respondent's qualifications based upon the selection criteria. Once the selection committee has reviewed and ranked all Respondent proposals, if determined necessary, the top scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **December, 7, 2026** with specific time to be determined.

Questions must be submitted via email to Bobbie Abel, bobbie@sidc.cc, by November 18, 2026, **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

In 2020, SIDC was awarded a brownfields coalition assessment grant from the U.S. Environmental Protection Agency for assessment of sites affected by petroleum and/or hazardous material substances and community engagement, planning, environmental testing and reporting. SIDC intends to apply for a FY27 EPA Brownfields community-wide Assessment grant to continue this successful brownfields redevelopment program.

This RFQP is soliciting EPA Brownfields Grant writing services as well as technical services associated with implementing the EPA Brownfields Initiative (community engagement, inventory, assessment, and cleanup planning). Grant writing services are expected to begin in December 2026 with the submittal deadline of January 21, 2027. Petroleum and/or hazardous materials substances assessment activities will follow in the Fall/Winter 2027 should the grant be selected for award. Costs will need to be allocated among the various tasks, as appropriate, and all assessment activities must meet federal and state requirements. The project period for Assessment Coalitions is 4 years ending by Summer 2031 to enable timely submission of final reports/documentation.

SIDC anticipates the selected Respondent will achieve the following goals:

Grant Writing

- Assist with grant preparation through submission to EPA.
- Work with the SIDC to draft a competitive community-wide Brownfields Assessment Grant application that addresses the grant guidelines.
- Timely submission of a grant application package to the SIDC for routing, approval, and submittal through grants.gov.

Assessment Activities

- Assist with ongoing Region-wide inventory identification of potential Brownfield sites.
- Coordinate with the public, county, and municipal officials to identify specific sites to conduct Phase I Environmental Site Assessments.
- Assist SIDC with public meetings, community outreach to educate community stakeholders, solicit potential brownfields sites for the inventory, and/or discuss cleanup approaches for a given site.
- Prioritize and conduct Phase II Environmental Site Assessments on those properties with Recognized Environmental Conditions in the Phase I. These may include but not limited to geophysical surveys, vapor intrusion assessment, soil and ground water testing, lead paint and asbestos testing, Underground Storage Tank removal to assess subsurface soils. All assessment activities must meet federal and state requirements.
- Conduct Hazardous Materials Surveys.
- Conduct Cleanup Plans (Remedial Actions Plans & UST Removal Reports)
- Develop cost-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.

- Prepare all required written reports including but not limited to the Quality Assurance Project Plans (QAPP), Sampling and Analysis Plan (SAP), and Health and Safety Plans.
- Provide all necessary data and documentation for Quarterly Reports.
- Provide and upload required data to ACRES.

Scope of Work

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

- **Grant Writing Services:** Develop an appropriate grant strategy for the SIDC. Activities may include:
    - identify target areas for assessment activities,

    - site identification and potential reuse opportunities,
    - community involvement plan,
    - budget development,
    - research demographic data to address grant criteria for the community and incorporate into the grant application,
    - identify and coordinate with key community partners, and,
    - identify leverage resources for assessment, cleanup and redevelopment.
- **Grant Writing Training:** Attend grant writing trainings offered by the K-State Technical Assistance to Brownfields (KSU TAB) program and U.S. EPA Brownfields program.
- **Grant Review:** Coordinate a review of the draft application with the KSU TAB.
- **Timely Submission of a Completed Application to the SIDC:** Submit a final grant application package to the SIDC on Wednesday, January 13, 2027 to allow time for SIDC routing, approval and submission through grants.gov.

THE FOLLOWING TASKS WILL BE REQUIRED ONLY IF THE GRANT IS SELECTED FOR AWARD.

- **Program Development and Outreach** - Provide coordination for public meetings, stakeholder meetings; draft media releases, FAQ sheets, presentations for outreach. Respondent will assist the SIDC 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, setting up and maintenance of a brownfields site inventory, tracking, and management database), meet with the Coalition to prioritize sites and document the site selection process.
- **Quality Assurance Project Plan (QAPP), Phase I and Phase II Environmental Site Assessments (ESAs)** - Respondent will draft a QAPP; conduct Phase I ESAs and Phase II ESAs; develop site-specific sampling and analysis plans and health and safety plans for each site where a Phase II ESA is conducted; and conduct building assessments. All Phase I assessments must meet the federal all appropriate inquiries (AAI) requirements (e.g., ASTM 1527-21).
- **Conduct Cleanup Planning Activities**. As deemed applicable by the Coalition, Respondent will prepare remedial action plans (RAPs) in accordance with the Indiana Brownfields Program/Indiana Department of Environmental Management. .

The resulting contract will be for 5 years. SIDC may amend or extend this contract beyond the initial 5 years to accommodate the terms and conditions of future EPA grants awarded to the SIDC within this 10-year project period provided a market survey conducted by the SIDC indicates that the prices the contractor proposes are reasonable.

Terms, Conditions and Exceptions

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

RFQP Submission Requirements

Responses must be received no later than **12:00 P.M, Eastern/Mountain Time, Monday, November 30, 2026** to be considered. Respondents must submit one original written single sided response and one (1) electronic copy in PDF of qualifications and cost proposal Your proposal must contain the required information and must be organized in the exact order specified in the outline that follows:

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 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. One-page resumes of primary personnel assuming responsibilities for this project.
c. Detailed description of Respondent's approach to the scope of work and relevant experience must include
    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 along with their services they will provide and a description of Respondent's process to select and oversee subcontractors. The use of DBE/WBE/MBE[1] organizations are encouraged,
    iv. Methodologies to perform site assessments and confirmatory sampling,
    v. Technologies or testing methods utilized to assess specific types of contamination,

[1]If Disadvantaged Business, Minority or Women's Business Enterprise firms (MBE/WBE) are to be included in the project team, please attach a one-page letter from each firm indicating their desire to be included in the project team.

vi. 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,
vii. Strategy and timeline for completing the project including key milestones,
viii. Experience conducting assessments on contaminated properties and remediation to address state and federal requirements,
ix. Discussion on Respondent's Health and Safety practices/programs including Respondent's record for the last three years, and,
x. List of other projects along with references for up to three (3) similar projects.

d. Cost proposal including rate schedule in a separate, sealed envelope. The cost proposals for the at least three (3) top ranked Respondents will be opened prior to the interviews.

Complete RFQP packages shall be submitted to:
Bobbie Abel, Project Specialist
Southern Indiana Development Commission
405 N John F Kennedy Avenue
PO Box 442
Loogootee, IN 47553
bobbie@sidc.cc

Responses not received by **12:00 P.M, Eastern Time, Monday, November 30, 2026** WILL NOT BE ACCEPTED FOR CONSIDERATION. To reduce waste, cost, and size of submittals, basic stapled or spiral-bound proposals are preferred rather than submittals with three-ring or other binding mechanisms.

SIDC 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 RFQP must be submitted in an **e-mail to Bobbie Abel at bobbie@sidc.cc no later than 12:00pm CT/MT, Wednesday, November 18, 2026**. 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 RFQP. Inquiries pertaining to the RFQP are NOT to be directed to any other member of SIDC. 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. If determined necessary by the selection committee, the top scoring Respondents will be invited to participate in an in-person interview **Monday, December 7, 2026,** time to be determined.

Threshold Eligibility

a. Respondent has at least one (1) full-time Indiana professional engineer in good standing.
b. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-21.
c. Respondent must have knowledge of and experience with development of Quality Assurance Project Plans.
d. Respondent must have a minimum of $1,000 in Professional Errors and Omissions insurance and $1,000,000 in General Liability Insurance.
e. Respondent must have demonstrated experience in conducting community outreach and public meetings.

If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.

Evaluation Process

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

Written Proposal Criteria	**Rating Score (1-5)**	**Weight (0-4)**	**Comments**
Identification of key personnel and experience/capability/availability		4	
Respondent's approach to successfully complete each scope of services task with multiple projects and meet deadlines		4	
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified		4	
Cost of Services		4	
		Weight	
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		

Interview Criteria/Scoring

Evaluation Category	Key Considerations & Specific Criteria	Weight (1-10)	Rating (1-5)	Score
1. Firm Experience & Qualifications	Experience with EPA/IFA Brownfield grants; historical success with Phase I & II ESAs; knowledge of Indiana environmental regulations.	10		**0**
2. Key Personnel & Team Expertise	Qualifications of the Project Manager and Licensed Environmental Professionals (LEPs); technical capacity of the team.	9		**0**
3. Project Approach & Strategy	Logic and feasibility of the work plan; understanding of the community's specific brownfield goals and site prioritization strategy.	8		**0**
4. IFA & EPA Regulatory Proficiency	Familiarity with EPA Region 5 requirements; experience drafting Quality Assurance Project Plans (QAPP), ACRES, Financial Accounting and Health & Safety Plans.	9		**0**
Responsiveness to Concerns	Evaluate abilities of the firm to form successful working relationships and communications with the owner	7		**0**
6. Schedule & Timeliness	Ability to meet strict grant performance periods; clear timeline milestones; availability of local staff to respond quickly.	7		**0**
7. Community Outreach Support	Experience assisting municipalities with public meetings, stakeholder engagement, and clear communication of environmental risks. Knowledge of communities overall needs.	6		**0**
8. Interview Performance & Clarity	Quality of the presentation; ability to answer technical and regulatory questions directly and concisely.	5		**0**
			TOTAL SCORE **	**0**

**Cost of Services will be added to the interview criteria total for 25% of final placing

Project Timetable

November 6, 2026	RFQP materials e-mailed to potential Respondents and posted on www.sidc.cc and SIDC Facebook page.
November 18, 2026	RFQP questions received no later than 12:00pm EST
November 30, 2026	Proposals received by the Coalition no later than 12:00pm EST
November 30, 2026	Respondents' materials provided to Selection Committee for individual evaluation
December 2, 2026	Finalists contacted to schedule interview times

Recommendations of Respondents for approval
December 7, 2026 Interviews with times to follow
December 9, 2026 Intent to Award sent to final selection

*Interviews/Award dates subject to change.