



REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)
Professional Environmental Services for
Ames Regional Economic Alliance Brownfield Community-wide Assessment Grant

Submittal Due Date and Time:

July 15, 2026 by 12:00 pm CT

Question Submittal Deadline:

June 30, 2026 by 12:00 pm CT

Mail or deliver documents to:

Brenda S. Dryer, Sr. Vice President
Ames Regional Economic Alliance
304 Main Street
Ames, IA 50010
brenda@amesalliance.com
(515)232-2310

Introduction

The Ames Regional Economic Alliance, hereafter known as “Alliance” is soliciting qualifications and proposals for professional environmental services from qualified vendors (Respondents) to provide grant writing and environmental services to the “Alliance” with the needs outlined in the RFQP. The “Alliance” plans to select a single Respondent that meets the threshold and selection criteria outlined in this RFQP.

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 CR July 15, 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 “Alliance” 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 2 scoring Respondents will be selected for an interview with the selection committee. Interviews will be held **during the week of July 27, 2026**, with specific date and time to be determined.

Questions must be submitted via email to Brenda Dryer, brenda@amesalliance.com, by **12:00 pm CT June 30, 2026**. 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 “Alliance” intends to apply for an U.S. Environmental Protection Agency (EPA) Brownfields community-wide assessment grant in the Fall of 2026. This will be a new grant application and our first time applying for these funds. Our goal is to work with our member communities to identify sites in our 4-county region for environmental assessments. Grant writing services are expected to begin in August or September 2026 with assessment activities to follow in 2027 should the grant be selected for award. Assessment grant activities will include assessment of sites affected by potential hazardous material substances and perform other activities as applicable i.e. community engagement, planning, cleanup planning, ABCA development, etc.. Assessment grant activities are expected to begin by Fall 2026/Spring/Summer2027 and be completed in the late summer of 2027to enable timely submission of final reports/documentation.

The “Alliance” anticipates the selected Respondent will achieve the following goals.

Grant Writing

- Assist the “Alliance” to develop a grant proposal strategy and overall grant project.
- Work with the “Alliance” to draft a Brownfields Assessment Grant application that addresses the grant guidelines.
- Timely submission of a grant application package to the “Alliance” for routing, approval, and submittal through grants.gov.

Assessment Activities

- Work with the “Alliance”, member communities, 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. All assessment activities must meet federal and state requirements.
- 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, as determined necessary in the grant application.
- Coordinate with the “Alliance” to implement other grant-related activities discussed in the grant application.

Scope of Work

The proposed scope of work under this RFQP consists of assisting the “Alliance” with the following.

- **Grant Writing Services:** Develop an appropriate grant strategy for the “Alliance”. Activities may include:
 - identify target area(s) 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 “Alliance”:** Submit a final grant application package to the “Alliance” ten (10) days prior to the grant deadline to allow time for “Alliance” routing, approval and submission through grants.gov.

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

- **Work Plan Development:** Assist in the drafting of a grant work plan that meets U.S. EPA requirements and address the Terms and Conditions under the Alliance’s Cooperative Agreement with U.S. EPA.
- **Implement tasks and activities outlined in the grant application and subsequent U.S. EPA Approved Work Plan. Such tasks may include:**
 - **Program Development and Outreach:** Provide coordination for public meetings, stakeholder meetings; draft media releases, FAQ sheets, and presentations for outreach; assist in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, planning, assessment, and outreach activities.
 - **Brownfields Inventory and Prioritization:** Tour community, inspect sites, meet with stakeholders, collect eligibility data for sites and secure site access, establish and maintain a database for site inventory, tracking, and management (by utilizing the Brownfield Inventory Tool, BiT), meet with the “Alliance” to prioritize sites and document the site selection process.
 - **Quality Assurance Project Plan (QAPP), Phase I and Phase II Environmental Site Assessments (ESAs) and other Assessment Related Activities:** Draft a QAPP; conduct Phase I ESAs and Phase II ESAs as outlined in the work plan; 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 if determined necessary. 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 “Alliance”, Respondent will prepare and finalize the Analysis of Brownfield Cleanup Alternatives (ABCA) and remedial action plans (RAPs) in accordance with the State of Iowa Voluntary Program.

The resulting contract will be for up to 5 years. The “Alliance: may amend or extend this contract beyond the initial 5 years to apply for additional grant funds and or accommodate the terms and

conditions of future EPA grants awarded to the “Alliance” within this 5-year project period provided a market survey conducted by the “Alliance” indicates that the prices the contractor proposes are reasonable.

Terms, Conditions and Exceptions

- a. The “Alliance” 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. The “Alliance” 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 “Alliance” to do so.
- c. The “Alliance” 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 “Alliance” deems necessary.
- d. Work performed under agreements resulting from this RFQP may be subject to federal contractual provisions. The “Alliance” hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the “Alliance” 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 “Alliance” to carry out the purposes described in this RFQP, the “Alliance” 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 “Alliance” 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. The “Alliance” 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 the “Alliance” 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 "Alliance" will determine whether a conflict of interest exists and whether it may reflect negatively on the Alliance's selection of a Respondent. The Alliance reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.

- j. The "Alliance: 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 "Alliance".

RFQP Submission Requirements

Responses must be received no later than **12:00 P.M, CT, July 15, 2026** to be considered. Respondents must submit 1 paper copies and one (1) electronic copy in PDF of qualifications, and one (1) separate, sealed cost proposal with Respondent's current rate schedule and clearly identified cost of services for each outlined task. Complete RFQP packages shall be submitted to:

Brenda S. Dryer, Sr. Vice President
Ames Regional Economic Alliance
304 Main Street
Ames, IA 50010
brenda@amesalliance.com

Responses not received by **12:00 P.M, CT, July 15, 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.

RFQP Response Contents

Each Respondent must include the following materials in its response to this RFQP.

- a. Cover Letter, not to exceed one page, 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. The cover letter must include a statement describing the Respondent's general understanding of the scope of work and the key issues associated with performing the required services. The statement must include Respondent's familiarity with the project and describe unusual conditions or problems prospective Respondent believes may be encountered.
- b. Resumes of primary personnel assuming responsibilities for this project, including those meeting the definition of Iowa licensed professional geologist(s), and Iowa licensed professional engineer(s). Please identify the applicable Respondent personnel and their respective responsibilities as they will relate to the requirements of, and activities included in this RFQP. [Insert any limitations for resumes. E.g. limit response to 3 or fewer individuals and/or limit resume length to 1-2 pages per personnel.
- c. Detailed description of Respondent's approach to the scope of work described herein

and relevant experience, not to exceed 10 pages:

- i. experience in grant writing including applying for and securing federal grant dollars,
 - ii. methodologies to perform site assessments and sampling activities,
 - iii. experience conducting assessments on contaminated properties and ability to meet all applicable state and federal regulations governing environmental site assessments and remediation,
 - iv. technologies or testing methods utilized to assess specific types of contamination,
 - v. strategy and timeline for completing the project including key milestones, and
 - vi. innovative ideas for maximizing the value and amount of work that can be completed within a budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services.
- d. Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities. If relevant, include a listing of subcontractors to be used for activities identified in the scope of work along with the services they will provide and a description of Respondent's process to select and oversee subcontractors. The use of VBE/MBE/WBE¹ organizations as sub-contractors is encouraged.
- e. Discussion on Respondent's Health and Safety practices/programs including a description of the Respondent's Occupational Safety and Health Administration Safety record for the last three years.
- f. List other similar projects undertaken along with references for up to 3 similar projects.
- g. Cost proposal including rate schedule in a separate, sealed envelope. Separate out the costs of writing or assisting with the grant application, workplan development and pre-award grant writing training from those activities post grant award. The cost proposals for the 2 top ranked Respondents will be opened prior to the interviews.

Please note the following:

- a. The "Alliance" 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.
- b. For ease of evaluation, the response should be presented in a format that corresponds to and references sections outlined within this RFQP and should be presented in the same order. Responses to each section and subsection should be labeled to indicate which item is being addressed. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.
- c. Any questions regarding this RFQP must be submitted in an **e-mail to Brenda Dyer at brenda@amesalliance.com no later than 12:00 P.M, CT, June 30, 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.

¹ If 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.

- d. Other than as provide above, inquiries pertaining to the RFQP are NOT to be directed to any other member of the “Alliance”. Any such action may disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.
- e. Respondents shall certify that to the best of its knowledge, all information provided in their respective response materials is accurate and complete. Any misrepresentation by a Respondent shall be treated as fraudulent concealment from the “Alliance” of the true facts relating to the qualification.
- f. Respondent shall disclose any information that may materially impair the Respondent’s ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQP, may be rejected.
- g. Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which your firm is or was involved during the past five years.

Selection Process

Each response will be evaluated based upon the threshold eligibility and section criteria detailed below. Respondents passing the threshold requirements will be further evaluated against the selection criteria.

Threshold Eligibility

- a. Respondent has at least one (1) full-time Iowa licensed professional geologist in good standing.
- b. Respondent has at least one (1) full-time Iowa professional engineer in good standing.
- c. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-21.
- d. Respondent has a minimum of 3 years’ environmental professional experience.
- e. Respondents must have knowledge of and experience with development of Quality Assurance Project Plans.
- f. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$1,000,000 in General Liability Insurance.
- g. Respondents 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 using the criteria below. It is expected that the review committee will include 3 people. Each reviewer will complete the scoring independently. All the scores will be combined for each Respondent to determine a total score. If determined necessary by the selection committee, the top 2 scoring

Respondents will be invited to participate in an in-person (or virtual) interview **during the week of July 27, 2026**, specific date and time to be determined.

Written Proposal Criteria	Points Available	Points Awarded	Comments
Identification of key personnel and experience/capability	20		
Resources and key personnel available to perform work in reasonable time frame	20		
Respondent’s approach to successfully complete each scope of services task	10		
Ability to handle multiple projects simultaneous and meet deadlines	10		
Specific experience, references and/or considerations the Respondent has that makes it uniquely qualified	15		
Reasonable overall costs/hours/rate schedule	25		
Total Points	100		
Interview Criteria – if applicable	Points Available	Points Awarded	
Participation from project manager and other key personnel	10		
Presentation specific to applicable scope of work tasks	15		
Responses to questions	25		
Total Points:	50		

Project Timetable

May 27, 2026	RFQP materials e-mailed to potential Respondents and posted on social media outlets and other avenues planned for marketing the RFQP]
June 30, 2026	RFQP questions received no later than 12:00 pm CT
July 15, 2026	Proposals received by the Alliance no later than 12:00 pm CT
July 17, 2026	Respondents’ materials provided to Selection Committee for individual evaluation
July 31, 2026	Selection Committee evaluations returned to the Alliance for compilation; Finalists contacted to schedule interviews Recommendations of Respondents for approval
August 14, 2026	Intent to Award sent to final selection