

SOUTH DAKOTA SCIENCE AND TECHNOLOGY AUTHORITY

REQUEST FOR PROPOSAL 2024-33 BROWNFIELDS MULTIPURPOSE GRANT PROFESSIONAL ENVIRONMENTAL SERVICES

Request for Proposal Posted: January 9, 2025
Questions Submitted: January 31, 2025
Questions & Answers Posted: February 7, 2025
Proposals Due: February 14, 2025

The South Dakota Science and Technology Authority (SDSTA), which manages the Sanford Underground Research Facility (SURF), is issuing this Request for Proposals for **professional environmental services** to solicit responses from qualified contractors with experience in **environmental assessment and grant administration**. Applicants will be competing for selection to provide the services set within this RFP.

1. Introduction:

In May 2024, SDSTA was awarded a Brownfields Multipurpose Grant from the US Environmental Protection Agency (EPA) for assessment and cleanup of sites affected by petroleum and/or hazardous material substances. Assessment activities are expected to begin by Spring 2025. 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 for the project is as follows:

Multipurpose Grant: \$1,000,000

Task 1 Management Reporting	\$53,000
Task 2 Assessment	\$128,210
Task 3 Cleanup	\$719,680
Task 4 Reuse Planning	\$98,810

It is anticipated that the selected respondent will work with SDSTA and EPA to finalize the list of sites to be assessed, complete thorough Phase I and Phase II assessments on the selected sites to determine the scope and extent of contamination, develop cost-effective and efficient scenarios for cleanup and remediation, as necessary, and perform grant administration and reporting to ensure compliance with cooperative agreement requirements.

2. Scope:

The scope of work for this contract includes the following. Refer to **Attachment A**, Multipurpose Work Plan Excerpt.

Cooperative Agreement Management and Reporting – Prepare quarterly reports and other forms; enter site data in ACRES; prepare final reports and grant closeout materials. Maintain project files and financial records.

Assessment – Evaluate sites, collect eligibility data for sites, input data into ACRES. Set up and maintain a Brownfields site inventory, tracking, and management database (e.g. the Brownfield Inventory Tool, BiT). Draft a Quality Assurance Project Plan. Conduct up to three Phase I ESAs and three Phase II ESAs.

Cleanup – Prepare Analysis of Brownfield Cleanup Alternatives (ABCA) and remedial action plans. Conduct site inspections during remediation to ensure compliance with cleanup plans. Prepare and submit closeout documentation to State and/or EPA. Note: SDSTA plans to solicit and manage remediation contracts in house; the contracted QEP firm will not be responsible for managing remediation contracts.

The resulting contract will be for three years. SDSTA may amend or extend this contract beyond the initial three years if the work is not complete.

3. Submission Requirements

General

Proposals should be provided in digital format as a pdf file with standard letter size format referencing RFP #2024-33. Proposals are not to exceed 50 pages and must contain the following:

- Firm (or branch office) name and address.
- Primary points of contact for the proposed team.
- Brief description of the firm's approach to executing the scope of work, including project management, coordination of disciplines, cost and schedule control, and tools used to communicate to the project team and SDSTA.
- Any exceptions to the draft contract or other RFP materials.

Firm Qualifications

- Provide evidence of qualifications to address the scope of this document.
- Provide three examples of similar projects the firm has completed projects within the last five years. Reference projects should note the customer, location, and date of the project.
- Briefly describe the firm's organizational capacity to complete the scope of work.
- Provide a company profile, length of time in business and core competencies.

Individual Qualifications

- Provide resumes for key personnel proposed for this project including the project manager. Resumes should include qualifications, certifications, and experience in the specific role proposed.

Rates and Fees

- Provide a firm fixed price for completion of all deliverables. List hourly billing rates for participating staff using **Attachment B**, QEP Cost Proposal Form. The cost proposal must include all costs to complete the scope of work, including services, travel expenses, testing, and other items necessary to complete the scope of work.
- Break out costs based on the scope of the project. If the execution of work to be performed requires the hiring of subcontractors, it must be stated in the proposal.

4. Proposal Due:

Submit one electronic copy of the proposal no later than 2:00 p.m. February 14, 2025, to Mr. William Kelly at wkelly@sanfordlab.org. Late submissions will not be accepted.

Please direct all questions in writing to Mr. Kelly by close of business January 31, 2025. Questions and answers will be posted as an amendment to this RFP by 5:00 p.m. MT February 7, 2025.

The proposal period may be extended at the discretion of SDSTA based on the quantity and/or complexity of questions. Any notices of extension of time to respond will be distributed to all prospective respondents.

All communications regarding this procurement between RFP release and contract award shall be directed by email Mr. Kelly at wkelly@sanfordlab.org. Direct communications with other SDSTA staff regarding this procurement in advance of the contract award are not allowed.