

Questions and Answers to the RFP for Environmental Consulting Services March 1, 2024

1. Section A of the RFP indicates the RFP will be used to establish a list of qualified consultants and later that the City will award a contract to one full-service firm. Can you please clarify the City's intent?

The City will select one consulting firm from the submitted proposals to enter into an agreement to manage the brownfield program.

2. Has the City ever previously had a Brownfield Fund (or similar) for assessing, cleaning up, and redeveloping brownfield sites?

No, the City has never had a substantial brownfield program or funding. The City has typically used TID funding or other small funding sources for one-off projects.

3. Will the City conduct the marketing of the brownfield sites for which Cut Sheets or other deliverables are prepared under Task 1? Or who will conduct this marketing?

Yes. The City will be conducting the marketing. The City manages a site selection webpage that identifies all of our available sites; however, several of the sites referenced in the RFP have hits from the WDNR BRRTS website that deter interested parties from those sites. The purpose of the cut sheet will be to identify any necessary measures required to develop the properties.

A link to our existing site selection webpage: [Locate in De Pere](#)
[Locate in De Pere / De Pere, Wisconsin \(deperewi.gov\)](#)

4. Task 1 of the Scope of Work indicates that "the Brownfield Fund Program will take into consideration how existing funds should be utilized...". Can the City please provide a breakdown of the source(s) and amount(s) of available funds?

The City has allocated \$400,000 to seed fund the brownfield program from local funding sources (not state or federal). It is our preference to leverage those funds to apply to various assessment grants and other programs. We expect the majority of the funding will be for specific tasks to be identified under Tasks 3 and 4 under separate master services agreements. Therefore, the City is most interested in the scope and fees for the specifically identified in Tasks 1 and 2.

Tasks 3 and 4 can be grouped under a fee schedule. The City expects to be updated under the terms of an agreement. The length of the initial agreement and fee schedule adjustment can be negotiated during the agreement process.

5. Task 3 of the Scope of Work states that "the majority of the program budget is allocated to Task 3...". Can you please clarify what program budget that is referring to? Is it the Brownfield Fund Program?

See previous question.

6. Does the City have a budget established for this Scope of Work? If so, what is it?

See previous question.

7. Who is on the proposal review/consultant selection team?

Larry Delo (City Administrator), Dan Lindstrom (Development Services Director), Anthony Wachewicz (City Attorney), and Quasan Shaw (Community and Economic Development Specialist).