



REQUEST FOR ENVIRONMENTAL CONSULTING SERVICES PROPOSALS: City of De Pere, Wisconsin

**Development Services
Department**

Issued: February 5, 2024

Proposals Due: March 29, 2024 by 4:00PM

A. INTRODUCTION AND SUMMARY

Through this Request for Proposals (RFP), the City of De Pere (City) Development Services Department is seeking proposals from qualified professional environmental services firms to provide assistance with the creation of a Brownfield Property Acquisition and Remediation Fund (Brownfield Fund). The Common Council authorized the creation of a Brownfield Fund as a subset of the Revolving Loan Fund and has allocated funds to assist with Brownfield analysis and remediation efforts. The Brownfield Fund was designed for Phase 1 and Phase 2 assessments, grant applications, acquisitions, remediation planning, and if necessary assist with clean up. The Brownfield Fund should be limited to properties located outside a Tax Increment District or in tax increment districts that either do not have consulting expenses for Brownfields included in the project plan, have enough remaining years to recoup the Brownfield remediation expenses, or have surpassed the tax increment district expenditure period.

This RFP will be used to establish a list of qualified professional environmental consultants. Submissions must be received by the Development Services Department at City Hall, 335 S. Broadway, De Pere, WI 54115 no later than 4:00 p.m. on March 29, 2024.

The number and locations of Brownfields sites within the City include eight (8) priority properties and others that have or will be identified. One goal of the program is to develop a Brownfields Plan and inventory to promote effective planning by the City in implementing the Brownfield Fund program.

The City will award a contract to one (1) full-service firm to implement a Brownfield Property Acquisition and Remediation Program Fund. The initial contract may be extended at the option of the City.

B. COMMUNITY OVERVIEW

The approximately 25,000 people who call the City of De Pere, Wisconsin home know that the community provides a high quality of life in the Greater Green Bay metropolitan area. The excellent schools, a dynamic downtown, successful business parks, and safe neighborhoods served by ample parks and natural areas have resulted in considerable loyalty and community pride among

residents. The residences, businesses, and commercial areas are connected with a transportation and green space network that accommodates cars, bikes, and pedestrians. The beautiful Fox River is the focal point of the City Center, and the Claude Allouez Bridge unites the two sides of our dynamic downtown. Whether you are on the east side or west side, historic buildings thoughtfully blend with new redevelopment to provide a mix of housing, employment, shopping, dining, and entertainment.



C. SCOPE OF WORK

This RFP is to solicit for a qualified environmental consultant who is expected to provide a wide range of environmental services to the City. The scope of work to be performed under this contract by the consultant is expected to include:

Task 1: Program Development

As part of this task, the consultant will work closely with the City to develop a Brownfield Fund Program to assess, cleanup, and redevelop brownfield sites within the City. The Brownfield Fund Program will take into consideration how existing funds should be utilized, identify and inventory priority sites, identify steps required to build a sustainable program, and how to leverage local funding to maximize State and Federal grant funding. This task is anticipated to evolve over time pending the needs of the City and as redevelopment opportunities arise. Expected product deliverable: Living work plan.

Task 2: Evaluation of (8) Catalyst Brownfield Sites

As part of this task, the consultant will review of existing project work, discussions with potential developers, establishing a timeline of probable next steps, identifying potential funding opportunities that align with project schedule, and creating an outline of proposed future work. The work will range from Phase I environmental site assessments (ESAs) to Remedial Action Plan reports that evaluate the types/extents of potential remediation needed to redevelop sites for industrial, commercial, and/or multi-family residential purposes. This task will also include preparing project Cut Sheets or other deliverables associated with the catalyst sites to assist the City in marketing the Properties. Further details below:

- a) City parking lot 360 Main Ave. Expected product deliverable- Remedial Action Plan (Phase II complete).
- b) City parking lot South Broadway St. Expected product deliverable- Remedial Action Plan (Phase II complete).
- c) Joe's Service 400 Main Ave. Expected product deliverable- Remedial Action Plan.
- d) Redevelopment sites along Southern Bridge route (4 sites). Expected product deliverable- Remedial Action Plan and Cut Sheets for sites.
- e) G & G Rebuilders Inc. 2535 Lawrence Dr. Expected product deliverable- Remedial Action Plan and a removal, relocation, or condemnation plan.

Task 3. Assessment, Remediation Planning, Onsite Remediation Work

The majority of the program budget is allocated to Task 3 as uncommitted funds to support continued assessment, remediation planning, or onsite remediation work as identified at the target properties during Task 2 or at other Brownfield sites identified in the future. This portion shall require an additional scope of work under a master services agreement based off current rates.

Task 4. Future Grant Application Support

As part of this task, the consultant will work closely with the City to identify future Brownfield programs, grants, and opportunities with but limited to: United States Environmental Protection Agency, Wisconsin Department of Natural Resources, and the Wisconsin Economic

Development Corporation. This portion shall require a separate scope of work under a master services agreement based on current rates.

D. SUBMITTAL QUESTIONS

All questions shall be submitted in written form to the contact information provided below by Friday, February 23, 2024. Answers will be provided via the City website as a part of addenda to the RFP as they become available. Multiple addenda may be released.

E. Submission Requirements

The City wishes to evaluate each proposal under the same uniform review standards. Proposals for this project should be organized in the following order and contain all of the following information: Respondent shall submit one (1) electronic copy in PDF format through the City's online portal. In order to be considered, proposals must be received no later than 4:00 PM, Central Time, March 29, 2024 and delivered to:

Quasan Shaw
Community & Economic Development Specialist
qshaw@deperewi.gov
or
[\[De Pere, WI\] RFP Application \(seamlessdocs.com\)](#)

Proposals should include all of the following:

1. **Qualifications and Capabilities:** This section shall include the firm's name, area of expertise, a brief history of the firm, size, number of office locations, and business address of the office responsible for the contract. The name, address, and telephone number of the contact person responsible for their submittal shall be included. In addition, the following shall be included:
 - a) General description of firm's history providing brownfields services including grant writing and other related redevelopment funding and incentives.
 - b) Experience of the firm in conducting Brownfield inventories, Phase I and Phase II ESAs, petroleum assessments, and subsurface site investigations under a U.S. EPA Brownfields Assessment grant, other governmental reimbursement and/or equivalent grant-funded programs.
 - c) General description of the firm's services including experience for this contract in providing additional eligible assessment services including but not limited to: asbestos surveys, mold surveys, lead paint surveys, and wetlands and natural resource surveys.
 - d) Summary of experience in redevelopment planning and market research activities related to Brownfield properties and site reuse.

- e)* Summary of experience in environmental/engineering/consulting experience with petroleum and hazardous contaminant Brownfield remediation.
 - f)* Summary of experience Designing and maintaining Brownfield remediation strategies.
 - g)* Summary of experience conducting community involvement and public engagement activities related to Brownfield program.
 - h)* Ability to perform environmental inventories utilizing GIS in conjunction with U.S. EPA Brownfields grants. Knowledge and experience pertaining to EPA and DNR regulations shall be demonstrated.
- 2. **Technical Approach:** Description of the firm’s technical approach to complete the tasks required of Brownfield projects including grant writing as described in the scope of work.
 - a)* Provide your understanding of this project and requirements as depicted in this document and identify key issues from the consultant’s perspective.
 - b)* Provide a description of how your firm will manage and implement the site assessments and cleanup planning elements of the Brownfield Fund. Including the firm’s approach and methodology to planning, organization, and management. Include how this approach is expected to achieve good results for this project.
 - c)* Address all scope of work issues and indicate how the consulting firm will go about assisting and coordinating the project with the City.
- 3. **Project Staff:** Description of the following:
 - a)* Brief biographical summaries of related experiences for staff members working on the project.
 - b)* Organizational chart.
 - c)* Resumes for key project personnel assigned to this project. Indicate the project manager who will be responsible for ensuring the project success.
- 4. **Budget:** Description of the following:
 - a)* Rates for Tasks 1 and 2
 - b)* Rates for Tasks 3 and 4
- 5. **Local Experience and Knowledge:** Demonstrate local knowledge of the City and understanding of redevelopment and planning goals.
- 6. **References:** Project summary of relevant Brownfield experience and contact information for three (3) recent (completed within the past three years) client references with name, email address, and phone number for each.

F. SELECTION PROCESS

The following describes the anticipated general review process.

1. Proposal review.
2. Staff recommendation to the Finance and Personnel Committee.
3. Common Council approval of the selected environmental consulting services firm.
4. Finalize/execute service contract.

G. SELECTION CRITERIA

The selection process will involve the following primary steps. Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. Applicants should become fully aware of the nature of the work and the conditions while performing the work. Each of the following review criteria will be taken into consideration in the evaluation of the proposals. The proposals evaluation will be weighted as shown below:

1. Completeness of Proposal: Extent to which completed proposal elements are submitted. (Maximum 10 points)
2. Professional Experience and Capacity: The extent to which the firm has demonstrated knowledge of project area and competence in creating and implementation brownfield programs and assessments. In addition, the firm has appropriate personnel, project experience, regulatory and scientific knowledge, equipment, and facilities to perform the scope of services to implement a Brownfield assessment program. (Maximum 45 points)
3. Project Methodology: The extent to which the firm has demonstrated their approach to manage and perform program implementation, reporting, and related activities. (Maximum 45 points)

The selection team will recommend an environmental consulting services proposal and firm to the Common Council based on the Selection Criteria.

The Common Council reserves the right to reject any and all proposals and select an environmental consulting services firm of their choosing. When a selection decision is made, the City expects to enter negotiations with the selected firm to complete a service contract. Upon approval and execution of a service contract, all other competing firms will be notified of the selection in writing. The City is committed to a cooperative working relationship with the selected environmental consulting services firm.

H. TENTATIVE TIMELINE

The following is the conceptual timeline for the process (subject to change):

Release of Request for environmental Consulting Services	February 5, 2024
Written questions submitted to gshaw@deperewi.gov	February 23, 2024
Reponses to questions available	March 1, 2024
Submission deadline by 4:00 p.m.	March 29, 2024
Follow Up Information and Interviews (if needed)	TBD, 2024
Presentation of Proposals to Finance/Personnel Committee	April 9, 2024
Recommendation to Common Council	April 16, 2024

I. De Pere Resource Links

City of De Pere:

<https://www.de-pere.org/>

Comprehensive Plan, Downtown Master Plan, Cultural District Master Plan Historic Neighborhood Preservation Plan:

<https://www.de-pere.org/egov/apps/document/center.egov?view=item&id=730>

Zoning Code (Chapter 14):

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR

Business Districts:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR_ARTVIIBUDI

General Requirements:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR_ARTXGERE

Design & Development Standards:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances?nodeId=PTIIMUCO_CH14ZOOR_ARTXIIDEDEST

De Pere Municipal Ordinance:

https://library.municode.com/wi/de_pere/codes/code_of_ordinances

De Pere Chamber:

<http://deperechamber.org/>

Definitely De Pere:

<http://definitelydepere.org/>

J. STATEMENT OF RIGHTS AND UNDERSTANDING

The City reserves, and may, in its sole discretion, exercise any and all of the following rights and options with respect to this RFP:

1. To accept, reject, or negotiate modifications to, any and all proposals;
2. Submission of a proposal does not bind the City to any action or any applicant;
3. To issue clarifications and propose addenda;
4. To modify any timeline;
5. To negotiate with one or more applicants;
6. To select any submission as the basis for negotiations and to negotiate with applicants for amendments or modifications to their submission;
7. To conduct investigations with respect to the qualifications of each applicant;
8. All materials submitted in response to this RFP become the property of the City;
9. Any proposal/response submitted in conjunction with this request will become public record;
10. The City is not responsible for costs associated with preparing proposals, or for cost incurred before a formal notice to proceed is issued if a contract is awarded;
11. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP. This RFP has been prepared by the City and does not purport to be all-inclusive or to contain all of the information a prospective applicant may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.