



REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)

**Professional Environmental Services for
Mission West Community Development Partners
Brownfield Community-wide Assessment Grant**

Question Submittal Deadline:
October 15, 2025 by 5:00 pm MT

Submittal Due Date and Time:
October 31, 2025 by 5:00 pm MT

Selection Date:
November 19, 2025 by 5:00 pm MT
*Selection Date is subject to change.

Mail or deliver documents to:
Mission West Community Development Partners
Attn: RFQP Brownfields Assessment Program
407 Main Street
Ronan, MT 59864
karl.sutton@missionwestcdp.org
(406) 676-5901

Introduction

Mission West Community Development Partners, hereafter known as “MWCDP” is soliciting qualifications and proposals for professional environmental services from qualified environmental consulting firms (Respondents) registered to do business in Montana to provide environmental assessment services to MWCDP with the needs outlined in this RFQP. MWCDP 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) are encouraged to respond.

Only proposals received no later than **5:00 pm MT on October 31, 2025** 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, MWCDP 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 November 10-14, 2025** with specific date and time to be determined.

Questions must be submitted via email to Karl Sutton, karl.sutton@missionwestcdp.org, by **5:00 pm MT on Wednesday, October 15, 2025**. Questions and written responses will be provided to all interested Respondents via email on **October 17, 2025**. It is the Respondent’s responsibility to provide a current email address.

Background

Mission West Community Development Partners (MWCDP) is a 501C3 economic development organization that serves Mineral, Sanders, and Lake Counties in northwest Montana. MWCDP is requesting proposals from engineering or environmental firms registered to do business in Montana to provide environmental site assessment, project management, clean-up planning, and related services on a continuing contract basis for MWCDP under its Brownfields Community-wide Assessment Program. The Brownfields Program, funded by the U.S. Environmental Protection Agency (EPA), is intended to facilitate the redevelopment and revitalization of hazardous substances and/or petroleum-contaminated brownfield sites and areas, restore abandoned and underused sites to productive community-supported uses, and promote overall economic and environmental enhancement in communities. The locations of the “projects” are within a three-county area, including Lake, Sanders and Mineral Counties.

Respondents to this Request for Qualifications and Proposals (RFQP) must be prepared to meet all federal requirements for work funded by an EPA Brownfields Grant. Consultants who are Minority, Women, Disadvantaged, Small Businesses and/or Small Businesses in rural areas are

strongly encouraged to apply. Consultants who utilize Minority, Women, Disadvantaged, Small Businesses and/or Small Businesses in rural areas for their subcontracting needs are also strongly encouraged to apply.

All services shall be performed in accordance with the Scope of Services and as set forth in the Contract to be negotiated. The items listed in the Scope of Services and Tasks are representative of the services and items that may be required of the Consultant but are not meant to comprise an exclusive list of services and items that may be required of the Consultant.

EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse Brownfields. The goals of MWCDP's Brownfields Assessment Program (MBAP) are: 1) Develop an inventory of brownfield properties from which properties will be prioritized and assessed in a streamlined and cost-effective manner, and 2) support redevelopment into affordable housing and improve the appeal of tourist corridors to stimulate economic growth.

Assessment activities are expected to begin by January 2026 and be completed in the summer of 2029 to enable timely submission of final reports/documentation. 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 is as follows:

MWCDP Community-wide Assessment Grant Budget: \$500,000

Expires 9/30/2029

- Task 1: Program Management (\$48,579)
- Task 2: Community Outreach Services (\$54,142)
- Task 3: Site Assessment (\$352,349)
- Task 4: Cleanup / Reuse Planning (\$44,930)

MWCDP anticipates the selected Respondent will achieve the following goals outlined within the Brownfields Assessment Program:

- Work with MWCDP, community leaders, MT DEQ, CSKT Brownfields Program and the EPA to develop an inventory of sites from which properties will be prioritized and assessed based on need and financial availability/grant capacity.
- Complete thorough Phase I and Phase II assessments (if necessary) on the selected parcels to determine the type and extent of contamination of each site.
- Develop cost-effective and efficient scenarios for cleanup and remediation, as necessary, for the sites.
- Perform community outreach and area wide planning activities including educational site visits, public meetings, creating site redevelopment profiles, leading reuse planning concept meeting for 1 site and developing a reuse concept, and strategizing with steering committee and site partners on reuse plans for project sites.

Scope of Work

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

- **Task 1: Program Management** - Respondent will assist the MWCDP's Program Manager in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, assessment, and outreach activities.
- **Task 2: Community Outreach** – Respondents will assist MWCDP in the establishment of an Advisory Committee and development of the Community Involvement Plan. Respondent will conduct 8 Phase II meetings to discuss the results of the findings with owners and/or stakeholders of the assessed site and provide technical information at public meetings and for community outreach tools (media releases, fact sheets/brochures, success stories). Respondent will tour communities, inspect sites, and meet with stakeholders.
- **Task 3: Site Assessment** - Respondent will assist MWCDP and community partners in developing and maintaining a list of recognized and potential Brownfields sites in Lake, Sanders and Mineral Counties of Montana, and assist MWCDP in setting up and maintenance of a brownfields site inventory, tracking, and management database (e.g the Brownfield Inventory Tool, BiT). Respondent will write a QAPP and Building Material Sampling Guide; perform up to 10 Phase I ESAs, complete reports and meet with the advisory committee to review the results. All Phase I assessments must meet the federal all appropriate inquiries (AAI) requirements. Respondent will work with MWCDP and project team to obtain approval from EPA, plan for, conduct and develop reports for up to 8 Phase II ESA sites. Respondent will develop site-specific sampling and analysis plans and health and safety plans for each site where a Phase II ESA is conducted.
- **Conduct Cleanup Planning Activities.** As deemed applicable by MWCDP, Respondent will perform cleanup planning at 4 priority sites that includes 4 analyses for cleanup planning at priority sites, 4 technical cleanup specifications and 1 reuse concept. The Respondent will be responsible for leading reuse planning concept meetings and strategizing with the steering committee and site partners on reuse plans for the project sites.

The resulting contract will be through Sept. 30, 2029. MWCDP may amend or extend this contract beyond the initial years to accommodate the terms and conditions of future EPA grants awarded to MWCDP within this 4-year project period provided a market survey conducted by MWCDP indicates that the prices the contractor proposes are reasonable.

Terms, Conditions and Exceptions

- a. MWCDP 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. MWCDP 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 MWCDP to do so.
- c. MWCDP 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 MWCDP deems necessary.

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

RFQP Submission Requirements

Responses must be received no later than **5:00 P.M, Mountain Time, Friday, October 31, 2025**, to be considered. Please submit one (1) electronic and three (3) hard copies of your proposal, and (1) separate, sealed cost proposal with Respondent's current rate schedule and clearly identified cost of services for each outlined task to:

Mission West Community Development Partners
Attn: RFQP Brownfields Assessment Program
407 Main Street
Ronan, MT 59864
Email: karlvsutton@missionwestcdp.org

To reduce waste, cost, and size of submittals, basic stapled proposals are preferred rather than submittals with three-ring or other binding mechanisms.

MWCDP will not be held responsible for response envelopes mishandled, misrouted, or delivered late. Faxed responses will not be accepted.

RFQ questions will be accepted until 5:00 pm, Wednesday, October 15, 2025. 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 RFQ. **Please submit your questions in an email to:**

Karl Sutton: karl.sutton@missionwestcdp.org

Proposal Contents:

The proposal must include the following information.

- 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 shall not exceed one page, 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. Resume for each primary personnel assuming responsibilities for this project, not to exceed one (1) page per resume.
- c. Detailed description of Respondent's approach to the scope of work and relevant experience, not to exceed 15 pages including:
 - 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 the services they will provide and a description of Respondent's process to select and oversee subcontractors.
 - iv. Methodologies to perform Phase I/II site assessments and confirmatory sampling,
 - v. Technologies or testing methods utilized to assess specific types of contamination,
 - 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, including how the Respondent handles multiple projects to meet deadlines,
 - 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,
 - x. Respondent's experience(s) working with government entities and non-profits that are in the early phases of establishing a Brownfields program and strategies to develop an effective and lasting program, including identifying and inventorying sites and developing site inventory and reporting tools,
 - xi. Respondent's experience writing quarterly reports and reporting project progress in ACRES,
 - xii. Respondent's approach to structuring community engagement strategies in rural communities and if the Respondent has specific experiences in a similar context to MWCDPs service region, how were the communities engaged in the process, funding resources maximized, and what was delivered, and
 - xiii. 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 at least three (3) top ranked Respondents will be opened prior to selecting the Respondent or conducting interviews (if deemed necessary).

* Note that the cover letter, resumes, and cost proposal are not included in the 15-page limitations.

Failure to provide the requested information may result in disqualification.

Threshold Eligibility

- a. Respondent has at least one (1) full-time Montana licensed professional geologist in good standing.
- b. Respondent has at least one (1) full-time Montana professional engineer in good standing.
- c. Respondent has at least one (1) full-time Environmental Professional as defined in ASTM 1527-21.
- d. Respondent must have knowledge of and experience with development of Quality Assurance Project Plans.
- e. Respondent must have a minimum of \$1,000 in Professional Errors and Omissions insurance and \$2,000,000 in General Liability Insurance.
- f. 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 MWCDP. 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	Total Points Available	Comments
Identification of key personnel and experience/capability		3	15	
Resources and key personnel available to perform work in reasonable time frame		2	10	
Respondent's approach to successfully complete each scope of services task		3	15	
Ability to handle multiple projects simultaneously and meet deadlines		3	15	
Specific experiences, references and/or considerations the Respondent has that makes it uniquely qualified		4	20	
Reasonable overall costs/hours/rate schedule		5	25	
Total			100	

Interview Criteria (If deemed necessary)		Weight		
Participation from project manager and other key personnel		4	20	
Presentation specific to applicable scope of work tasks		3	15	
Responses to questions		3	15	
Total:			45	
Ratings:				
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			

Project Timetable

October, 1 2025	RFQP materials e-mailed to potential Respondents and posted on/in the MWCDP website, MWCDP Facebook and Instagram, Public Notice in Missoulian, Lake County Leader, Char-Koosta, Sanders County Ledger, Clark Fork Valley Press/Mineral Independent, and Flathead Beacon
October 15, 2025	RFQP questions received no later than 5:00pm MT
October 17, 2025	Questions and written responses will be provided to all interested Respondents by email
October 31, 2025	Proposals received by the MWCDP no later than 5:00pm MT
November 3, 2025	Respondents' materials provided to Selection Committee for individual evaluation
Nov. 10-14, 2025	Selection Committee evaluates applicants and Recommendations of Respondents for approval returned to MWCDP Program Manager; (If necessary, finalists contacted to schedule interviews)
November 19, 2025	Intent to Award sent to final selection

Attachments (Available Upon Request):

Grant Narrative
EPA Assessment Grant Terms and Conditions