

REQUEST FOR QUALIFICATIONS (RFQ)

Environmental Engineering and Brownfield Consulting Services

EPA Brownfields Assessment Grant – 2026

Issued By: Ionia County Brownfield Redevelopment Authority (ICBRA)

RFQ Issue Date: September 23, 2026

Qualifications Due: October 26, 2026

Contact Person:

Ryan Wilson, Board Chair

Ionia County Brownfield Redevelopment Authority

101 W Main St.

Ionia, MI 48846

616-690-3613

rwilson@ioniacounty.org

1. INTRODUCTION

The Ionia County Brownfield Redevelopment Authority (ICBRA) is soliciting Statements of Qualifications (SOQs) from qualified environmental engineering and consulting firms to provide professional environmental services associated with the implementation of the Authority's recently awarded U.S. Environmental Protection Agency (EPA) Brownfields Assessment Grant.

The selected consultant will serve as the ICBRA's Environmental Engineering and Brownfield Consulting Firm of Record and assist the Authority in identifying, assessing, and advancing the redevelopment of brownfield properties throughout Ionia County, Michigan.

The ICBRA reserves the right to negotiate the final scope of work and contract terms with the selected firm.

2. ORGANIZATION OVERVIEW

The Ionia County Brownfield Redevelopment Authority serves communities throughout Ionia County and works collaboratively with local units of government, economic development organizations, developers, property owners, and state and federal agencies to facilitate redevelopment and economic growth through the reuse of environmentally challenged and underutilized properties.

The Authority was recently awarded EPA Brownfields Assessment Grant funding to conduct environmental assessments and related activities throughout Ionia County.

3. PROJECT OBJECTIVES

The primary objectives of this procurement are to:

- Identify and evaluate potential brownfield redevelopment sites.
 - Conduct environmental due diligence activities.
 - Support redevelopment planning efforts.
 - Assist the Authority in complying with EPA grant requirements.
 - Advance redevelopment opportunities that support economic development, housing, community revitalization, and job creation.
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4. SCOPE OF SERVICES

The selected consultant may be asked to provide one or more of the following services on an as-needed basis:

Environmental Assessment Services

- Phase I Environmental Site Assessments (ASTM-compliant)
- Phase II Environmental Site Assessments
- Baseline Environmental Assessments (BEAs)
- Due Care Evaluations and Plans
- Environmental sampling and analysis
- Hazardous materials investigations
- Underground storage tank evaluations
- Vapor intrusion assessments
- Data interpretation and reporting

Brownfield Redevelopment Services

- Brownfield Plan preparation and amendments
- Tax Increment Financing (TIF) analysis support
- Site redevelopment planning
- Cost estimating and redevelopment feasibility analysis
- Environmental risk assessments

Grant Administration and Compliance

- EPA grant implementation assistance
- Work plan development
- Quality Assurance Project Plan (QAPP) support
- Quarterly reporting
- Property profile preparation
- EPA ACRES reporting assistance
- Community involvement planning
- Procurement and compliance guidance

Community Engagement

- Public meetings
- Stakeholder engagement
- Community outreach materials
- Environmental justice and equitable development support

Additional Services

- EGLE coordination
- Technical assistance to local governments
- Site prioritization and inventory development
- Cleanup planning support
- Other environmental engineering services related to brownfield redevelopment

The ICBRA does not guarantee any minimum volume of work under this solicitation.

5. MINIMUM QUALIFICATIONS

Respondents must demonstrate:

- Experience in addressing contaminated properties
- Experience conducting environmental assessments in Michigan.
- Familiarity with Michigan brownfield legislation and redevelopment programs.
- Ability to meet all federal procurement and grant compliance requirements.
- Availability of qualified professional staff to perform assigned work.

Professional staff should include appropriate licensed and certified personnel, including Professional Engineers (PEs), Professional Geologists (PGs), Certified Hazardous Materials Managers (CHMMs), and other relevant professionals as appropriate.

6. STATEMENT OF QUALIFICATIONS REQUIREMENTS

Qualifications shall include the following sections:

A. Cover Letter

Include:

- Firm name and address
- Primary contact information
- Statement of interest
- Authorized signature

B. Firm Overview

Provide:

- Company history
- Office locations
- Years in business
- Organizational structure
- Areas of specialization

C. Relevant Experience

Describe experience with:

- Addressing contaminated properties
- Brownfield redevelopment projects
- Environmental assessments
- Michigan-based projects

Provide at least five relevant project examples completed within the last five years.

D. Project Team

Identify:

- Project Manager
- Key personnel
- Relevant certifications and licenses
- Brownfield and EPA grant experience

Include resumes for key staff.

E. Project Approach

Describe:

- Approach to grant implementation
- Site selection methodology
- Community engagement strategy
- Regulatory coordination process
- Reporting and compliance procedures

F. Capacity and Availability

Describe:

- The firm's current workload and ability to provide timely services to the ICBRA.

Identify:

- Primary project manager;
- Backup project manager;
- Typical response time;
- Field staff availability;
- Geographic coverage; and
- Ability to respond to urgent requests.

References

Provide a minimum of three references from clients for whom similar services have been provided.

G. Fee Schedule

Provide hourly billing rates for anticipated personnel classifications.

The Authority reserves the right to negotiate final compensation.

7. EVALUATION CRITERIA

Statements of Qualifications will be evaluated using the following criteria:

Evaluation Factor	Points
Demonstrated experience in addressing contaminated properties	10
Demonstrated experience in effectively engaging with community members and federal and state agencies	10
Qualifications of Project Team	15
Project Approach	20
Capacity and Availability	15
References and Past Performance	5
Fee Structure	25
Total	100

The ICBRA reserves the right to interview selected firms before making a final determination.

8. PROCUREMENT REQUIREMENTS

This procurement shall comply with all applicable federal, state, and local requirements, including EPA Brownfields Grant regulations and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200).

Respondents must disclose any actual or potential conflicts of interest.

The ICBRA reserves the right to reject any or all submissions and to waive informalities or irregularities in the procurement process.

9. CONTRACT TERM

The anticipated contract term shall be three (3) years with the option* for two (2) one-year extensions upon mutual agreement.

*If the optional extensions are exercised, the ICBRA must request updated cost information from the contractor to determine if there is a change in rates and to ensure the new price for services is reasonable as required by 2 CFR 200.324(a) and 2 CFR 200.404.

Services will be provided on an as-needed basis through task orders approved by the ICBRA.

10. INSURANCE REQUIREMENTS

The selected consultant shall provide proof of insurance including:

- Commercial General Liability
- Professional Liability (Errors and Omissions)
- Automobile Liability
- Workers' Compensation

Coverage limits shall be provided prior to contract execution.

11. SUBMISSION REQUIREMENTS

Submit one electronic PDF copy of the Statement of Qualifications to:

rwilson@ioniacounty.org

OR

Mail/Deliver to:

Ionia County Brownfield Redevelopment Authority
c/o Ryan Wilson
101 W Main St.
Ionia, MI 48846

Submissions must be received no later than:

4:30 p.m. on October 26, 2026

Late submissions may not be considered.

12. ANTICIPATED SCHEDULE

Activity	Date
RFQ Issued	September 23, 2026
Questions Due	October 10, 2026
Responses to Questions Posted	October 15, 2026
Statement of Qualifications Due Date	October 26, 2026
Selection of Finalists & Recommendation (If Necessary)	November 24, 2026
Interviews (If Necessary)	December 1-4, 2026
ICBRA Selection of Consultant and Approval	December 22, 2026
Board of Commissioners Approval and Contract Execution	December 22, 2026

13. RIGHTS OF THE AUTHORITY

The Ionia County Brownfield Redevelopment Authority reserves the right to:

- Reject any or all submissions.
- Request additional information.
- Conduct interviews.
- Negotiate scope and fees.
- Award a contract in the best interests of the Authority.
- Cancel or modify this solicitation at any time.

The issuance of this RFQ does not obligate the ICBRA to award a contract or reimburse any costs incurred by respondents.

We appreciate your interest in partnering with the Ionia County Brownfield Redevelopment Authority to advance redevelopment opportunities throughout Ionia County.