



REQUEST FOR PROPOSALS

PROFESSIONAL CONSULTING SERVICES TO
SUPPORT FEDERAL BROWNFIELDS
ASSESSMENT COALITION GRANT

AUGUST 17, 2026

NORTHEAST FLORIDA REGIONAL COUNCIL
40 EAST ADAMS STREET, #320
JACKSONVILLE, FL 32202

GENERAL SPECIFICATIONS

Northeast Florida Regional Council (NEFRC) is a dynamic network of local governance, serving seven counties – Baker, Clay, Duval, Flagler, Putnam, Nassau and St. Johns – and 26 municipalities since 1977. The Council is engaged on numerous issues, including economic development, emergency management, and resilience around the Region and works to serve the needs of member local governments.

NEFRC has been selected by the US Environmental Protection Agency for a 2026 Brownfields Assessment Coalition grant, along with coalition members Nassau County and the City of Palatka. NEFRC plans to develop its capacity to assist communities in the region to identify, assess, and redevelop brownfield properties to improve public health, provide for economic development, and reduce urban sprawl.

NEFRC is hereby soliciting written Request for Proposals (RFP) from professional consulting firms interested in contracting with NEFRC to assist with the implementation of this program. Responsibilities include but are not limited to the following: conducting environmental assessments, development of quarterly reports and associated paperwork, supporting public engagement activities, and assisting with the development of brownfield redevelopment activities. The contract will be for the period between October 1, 2026 to September 30, 2030.

NEFRC reserves the right to accept any or all conditions or to choose the proposer considered to be in their best interest.

NO RFP WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.

PLEASE NOTE THE RFP TITLE “REQUEST FOR PROPOSALS – BROWNFIELDS PROGRAM” ON THE OUTSIDE OF YOUR RETURN ENVELOPE OR ON THE SUBJECT LINE OF THE SUBMITTAL EMAIL.

INSTRUCTIONS TO PROPOSERS

1. Proposals can be submitted through one of the following processes by September 16, 2026, at 4:00 pm:
 - a. Enclosed in a sealed plain envelope, with the RFP title written on the outside and addressed to the NEFRC office, which is located at 40 East Adams Street, #320, Jacksonville, FL 32202. - OR
 - b. Emailed with the RFP title in the subject line to dstarling@nefrc.org
2. The specifications and scope of work in this RFP represent the minimum performance requirements. Proposals submitted shall not be subject to correction or alteration after the RFP has been filed, opened, and publicly read.
3. By submitting a proposal to the RFP, the proposer agrees that NEFRC reserves the right to reject any or all proposals, or to accept the part of the RFP considered to be in the best interest of the Council, without stated cause. Furthermore, NEFRC retains the right to re-issue this RFP or cancel the RFP process if none of the proposals are deemed satisfactory.
4. Specifications and the scope of work referred to are the minimum; therefore, unless otherwise indicated by the proposer, NEFRC will assume proposals meet or exceed all specifications.

A. PROJECT BACKGROUND

NEFRC's four year Brownfields Assessment Coalition grant is intended to address environmental challenges and encourage redevelopment projects over greenfield development throughout the region. NEFRC intends to assist local governments throughout the region in identifying, assessing, and developing

strategies to deal with contaminated properties. NEFRC also plans to develop brownfields expertise throughout the region during the term of the grant.

The selected Consultant will assist NEFRC with the following tasks:

- Conduct Phase I and Phase II Environmental Site Assessments (ESAs) and lead and asbestos surveys in accordance with federal and state standards.
- Develop a sequential numbering system for the Site-Specific Quality Assurance Project Plans (SSQUAPPs) Addendum and any follow-up SSQAPP Addenda for additional work at the sites;
- Complete Analysis of Brownfield Clean Up Alternatives (ABCAs) including any Institutional Controls as requested by the state and federal agencies;
- Assist NEFRC staff with the completion of reports to EPA including, but not limited to, quarterly progress reports, disadvantage business enterprise report, performance reports, and updates to the ACRES database;
- Assist NEFRC staff with the development of a region-wide inventory and prioritization list of brownfield sites across the region's seven counties.
- Contact owners of potential brownfield sites on behalf of NEFRC and Coalition partners, as requested;
- Attend community meetings and public engagement events as requested by NEFRC and Coalition partners, and
- Assist NEFRC with the development of planning reuse activities.

NEFRC has budgeted a total of \$1,123,200 to complete all these activities.

Respondents to this Request for Proposals (RFP) must be prepared to meet all federal requirements for work funded by an EPA Brownfields Grant. Consultants who utilize Minority and Woman Owned Business Enterprises (MBE/WBE), 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 outlined in Section B and as set forth in the contract to be negotiated. The items listed in the Scope of Services and Tasks outlined in Section B 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.

B. SCOPE OF WORK

The qualified firm selected for this contract will be expected to complete Phase I and Phase II ESAs and serve as NEFRC's agent with the subcontractors and relevant agencies to ensure compliance with U.S. Environmental Protection Agency (EPA) and Florida Department of Environmental Protection (FDEP) requirements. In addition to these tasks, the Consultant will be expected to help build the knowledge and capacity of NEFRC staff and Coalition partners regarding brownfield redevelopment activities. The selected Consultant will assist with the following tasks:

Task 1 – Project Management and Reporting: The selected Consultant will serve as technical liaison between NEFRC, FDEP, EPA, and subcontractors to include the negotiation on NEFRC's behalf with FDEP and EPA of assessment and clean up requirements. The Consultant will also develop and maintain a project budget, as approved by NEFRC, to ensure completion of project goals as outlined in the grant.

The Consultant will also assist NEFRC with the preparation of all necessary reporting forms to EPA, including quarterly, semi-annual, and close-out reports; financial reimbursement forms; annual projections; MBE/WBE forms; and all other required forms to ensure compliance with EPA standards and regulations.

Task 2 – Community Involvement/Engagement: The selected Consultant will assist with community outreach activities as directed by NEFRC throughout the project period. These activities may include, but are not limited to, the preparation of "plain-language" fact sheets and other marketing materials for the required Information Repository; attendance at workshops, stakeholder meetings, general community meetings, and Coalition and Brownfields Advisory Committee (BAC) meetings; preparation of project reports suitable for distribution to the community at large; and assistance in community-wide charrettes.

Task 3 – Brownfield Site Identification and Assessments: The Consultant will assist NEFRC staff with developing a region-wide brownfields inventory using Geographic Information System (GIS) software and other data sources. This information will be used by NEFRC and Coalition partners to develop a list of priority sites based on different criteria. The Consultant will take the lead in contacting property owners on behalf of NEFRC as requested.

As proposed in the grant application, the Consultant is expected to complete a minimum of thirty-one (31) Phase I assessments and twelve (12) Phase II assessments including property profile forms as needed for designated sites. All assessments will follow EPA and ASTM International standards, requirements, and all state and federal procurements policies. This includes performing Ground Penetrating Radar (GPR) surveys as needed and appropriate. Moreover, the Consultant may be requested to prepare Asbestos/Lead-Based Paint Surveys as part of the Phase II ESAs.

The Consultant will prepare quality management and safety plans as required under the grant and according to EPA requirements, which may include, but are not limited to: generic and site-specific Quality Assurance Project Plans (QAPP) and Health & Safety Plans (HASP).

The Consultant will also complete any additional surveys as may be required by the grant, including, but not limited to, Threatened and Endangered Species Survey in compliance with Endangered Species Act (ESA), and Historical and Cultural Resource Survey in compliance with the National Historic Preservation Act (NHPA) of properties designated for Phase II Environmental Site Assessments.

Task 4 – Clean Up Planning: The Consultant will develop a plan to clean up and redevelop sites within the corridor that includes implementation strategies and resources based on input from the BAC, site-specific redevelopers, EPA, and FDEP. The information obtained from community outreach and Phase I and II ESAs will be used to evaluate the potential level of effort necessary to clean up selected sites and the associated costs. As part of this process, the Consultant will develop at least six (6) Analyses of Brownfields Cleanup Alternatives that include information on the clean-up effectiveness, the ability of the interested

party to implement each alternative, the cost of each proposed clean up alternative and an analysis of the reasonableness of the various clean up alternatives considered, including the one chosen. In some cases, the Consultant will have to develop Institutional Controls to help minimize the potential for human exposure to contamination or to protect the integrity of a remedy.

Task 5 - Program Building and Growth: The selected Consultant will help develop activities that expand the expertise and leadership skills of NEFRC staff and Coalition members in brownfield redevelopment and community revitalization. This includes leveraging the opportunity created by this grant to attract additional funding and technical assistance to help communities and organizations located across the east central Florida region.

C. DELIVERABLES

The selected Consultant must demonstrate the ability to deliver the following items in a timely manner:

1. Quality Assurance Project Plans
2. Ground Penetrating Radar Surveys
3. Brownfields Prioritization Inventory
4. Phase I and Phase II Environmental Assessment reports
5. Asbestos/Lead Containing Materials Surveys
6. Quarterly and Semi-annual Reports for submittal to NEFRC
7. Health and Safety Plan
8. Property Profile Form
9. Environmental Site Assessment Reports
10. Threatened and Endangered Species Survey and Historical and Cultural Resource Survey Reports
11. Clean up and Redevelopment Plans
12. Planning Reuse Activity Reports
13. Close-Out Report

D. NEFRC ROLE AND RESPONSIBILITIES

NEFRC will be responsible for contract administration, procurement, payments, and will oversee the activities of the chosen firm. This includes having biweekly meetings with the Consultant to discuss progress. NEFRC and the Coalition partners will lead the community outreach and engagement process for the grant, including the development of the Community Involvement Plan. NEFRC will also lead the development of the “eligible reuse activities” reports for all priority sites.

The Consultant will support NEFRC in all these activities as requested by the agency or Coalition partners. In this supporting role, the consultant will be expected to share its knowledge of national best practices and methodologies to complete these tasks in an efficient manner.

E. SELECTION PROCESS AND SCHEDULE

NEFRC will select a Consultant based on the history and experience of the firm; qualifications of key staff assigned to the project; project management approach; project costs; experience building clients’ capacity, and experience developing strategies to leverage this opportunity to attract additional assistance for Northeast Florida communities. Submitted proposals should be of sufficient detail to allow evaluation and comparison with other competing proposals. Proposals should demonstrate knowledge and understanding of NEFRC’s objectives and goals for redevelopment and revitalization plans.

NOTE: Qualifying firms must be registered to do business in Florida and have an excellent working knowledge of ASTM Phase I and Phase II Environmental Site Assessment requirements, as well as EPA requirements and regulations.

Responses to this Request for Proposals (RFP) shall include the following sections.

All proposals will be evaluated by a committee consisting of NEFRC staff and Coalition members. Committee members will review the proposals individually

and collectively to determine total points and then rank them accordingly. The following selection criteria will be used to evaluate and rank the proposals on a scale of 100 points.

1. ***Firm Description and Experience*** - Provide a description of the company including legal name, business structure, location of parent firm and branches, total number of employees, and history. Describe the firm's specific expertise as it relates to program management and grant implementation; streamlined Brownfield Site Evaluations; brownfield clean up and redevelopment planning, and public involvement. Describe examples of previous similar projects completed by the firm within the past five (5) years. Summarize the scope of work, budget, timeframe, and provide client contact information. **(15 points)**
2. ***Key Staff Assigned to the Project*** - Identify specific personnel (name and title) that will be assigned to project. Personnel identified in the proposal must be the principal staff that will work on the project and represent most hours billed to the project **(20 points)**
3. ***Project Management Approach*** - Describe the technical approach that will be used to complete the items identified in the Scope of Work including a detailed project time schedule showing key milestones such as reporting, deliverables, meetings, etc. (It is recognized that this schedule may change due to specific site circumstances.) **(15 points)**
4. ***Project Costs***- Provide general cost estimates by acreage for Phase I, Phase II (with sampling), and Asbestos/Lead Surveys. Most funds should be used for actual inventory, assessment, and planning rather than administration. **(25 points)**
5. ***Capacity Building***: Describe how the firm has assisted previous clients to increase their leadership skills and expertise in environmental remediation, community development, environmental justice, and other similar topics. This includes, but is not limited to, assisting with the development of grant proposals, conference panels, and technical workshops. Describe examples of previous similar projects completed by the firm within the past five (5) years. **(10 points)**

6. **Program Growth:** Describe how the firm has leveraged previous grant/contracts to attract additional funding/technical assistance opportunities for the communities and organizations it has worked for in the past. Describe examples of previous similar projects completed by the firm within the past five (5) years (**10 points**).
7. **MWBE Requirements:** Describe the firm's plan, if any, to utilize disadvantaged, minority-owned, woman-owned, and small business enterprises in executing the project. (**5 points**)

Responses to this RFP will be evaluated based on the Consultant's response to all relevant criteria stated in the RFP. NEFRC has the right to reject and/or honor any and all proposals. The winning firm must affirm that they will comply with the following:

- The provisions of all applicable Federal Regulations including 2 CFR 200 and 40 CFR Part 35 Subpart 0.
- Title VI and VII, as enacted as part of the Civil Rights Act of 1964. The Consultant and its subcontractors must not violate Title VI or Title VII and not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take an affirmative action to ensure that applicants for employment are employed, and that employees are treated fairly during employment, without regard to race, color, religion, sex, and national origin.
- The Consultant and its subcontractors must be an Equal Employment Opportunity Employer pursuant of 24 CFR Part 130 regulations and Executive Order 11246.
- The Consultant and its subcontractors must comply with all State, Federal and Local laws, and regulations.
- The Consultant and subcontractors working contractually with NEFRC are required to use the E-Verify Program and/or Federal Work Authorization Program.

NEFRC anticipates selecting a consulting firm within 60 days of the RFP submittal date. Proposals will be scored by a group including NEFRC and Coalition Member staff. The final consultant selection must be made by the NEFRC Board of Directors, which will likely be done at the normally scheduled meeting on October 1, 2026.

Contract negotiations will take place following consultant selection. Both parties are expected to execute a final written contract within 30 days of the completion of the negotiation process. Should either party fail to execute the written contract within this timeframe, NEFRC reserves the right to discontinue negotiations and consider other qualified firms or take other appropriate actions in the best interest of NEFRC.

NEFRC reserves the right to seek clarification or request additional information from any proposer regarding any aspect of their proposal. Any request for clarification or other correspondence related to this RFP should be directed to the contact person specified within the RFP documentation, and responses will be provided promptly.

NEFRC further reserves the right to waive any informalities, defects, or irregularities in any proposal or submittal where such action serves the best interests of NEFRC. Additionally, NEFRC may disqualify any proposal before or after opening upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the proposer.

Anticipated Contract Timeline

RFP Posting Date	August 17, 2026
Questions Due	August 24, 2026
Questions & Answers Posted	August 31, 2026
RFP Responses Due	September 16, 2026
Scoring Committee Meets	September 24, 2026
Official Selection by Board of Directors	October 1, 2026
Contract Negotiations Completed	By November 2, 2026
Contract Executed & Work Begins	By November 16, 2026
Contract Ends	September 30, 2030

Anticipated dates are subject to change

F. OTHER CONSIDERATIONS

1. Subcontracting – Consultant shall not assign, sublet, or transfer any obligations, rights or interests (including without limitation, moneys that may become due or moneys that are due) under any contract with NEFRC, without the prior written consent of NEFRC which NEFRC may grant or withhold consent in its sole and absolute discretion. Unless specifically stated to the contrary in any written consent to an assignment, sublet or transfer, no assignment, sublet or transfer will release or discharge the Consultant from any duty or responsibility under its contract with NEFRC. It is also contemplated that the continuing contract will also have additional provisions restricting Consultant's ability to assign, sublet or transfer, regarding Task Assignments.
2. Indemnification and Hold Harmless – It is contemplated that in the contract to be executed with the Consultant, the Consultant shall agree to indemnify, defend, save and hold harmless NEFRC, its board members and employees, from all claims, damages, demands, liabilities and suits of any nature (and including but not limited to reasonable attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial and appellate proceedings and post judgment proceedings in arbitration, bankruptcy and other administrative and judicial proceedings and whether suit be brought or not) arising out of, because of, or due, to the extent caused by, any negligent act, error, omission, default under the contract with NEFRC, or negligence or other wrongdoing or other wrongful conduct, of the Consultant, its subcontractors, agents or employees. The specific indemnification shall be set forth in the contract with NEFRC and may differ from the foregoing.
3. Insurance – The Consultant selected under this RFP shall continuously maintain at their expense during the life of any contract with NEFRC the following policies: Comprehensive General Liability insurance, Workers' Compensation/Employer's Liability Insurance, Automobile Liability Insurance, Professional Liability Insurance, Environmental Impairment (Pollution)

Insurance, and other insurance as may be required by NEFRC. Such insurance shall be maintained with such companies, with such coverages (including various required endorsements), and such amounts and subject to such other terms and conditions as shall be set forth in the continuing contract between NEFRC and the Consultant.

4. Contract – The selected Consultant will be expected to execute a contract with NEFRC for professional services and other items, in such form as may be required by NEFRC.
5. Lobbying - The Consultant must fully comply with the requirements of Title 40 CFR Part 34, New Restrictions on Lobbying and submit required certification and disclosure forms accordingly.
6. Non-Discrimination – The selected Consultant and NEFRC agree that no person shall, on the grounds of race, color, creed, religion, sex, national origin, political affiliation, age, marital status, family status, pregnancy, sexual orientation, or gender identity be excluded from the benefit of, or be subject to, any form of discrimination under any activity carried out by the performance of duties under the NEFRC's Brownfields program.
7. Notice of Award - The final decision will be communicated to the Proposers via mail or email. In accordance with Florida Statutes section 120.57, Any person who is adversely affected by the agency decision or intended decision shall file with the agency a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed. Failure to file a notice of protest or failure to file a formal written protest shall constitute a waiver of proceedings under this chapter. The formal written protest shall state with particularity the facts and law upon which the protest is based. Saturdays, Sundays, and state holidays shall be excluded from the computation of the 72-hour time periods provided by this paragraph. The

NEFRC reserves the right to segment proposals or accept portions of proposals as is in the best interest of the program and the NEFRC. Final price negotiation will be the result of the selection of all or a portion of the most successful proposal.

8. Option to Extend – NEFRC may amend or extend this contract beyond the initial term to accommodate the terms and conditions of the FY26 Brownfields Assessment Coalition Grant or future EPA grants awarded to NEFRC within the contract period provided a market survey conducted by NEFRC indicates that the prices the contractor provides remain reasonable.”

G. SUBMITTAL DEADLINE AND REQUIREMENTS

Submission Deadline: All responses to this RFP must be received **no later than 4:00 PM on September 16, 2026**. Responses received after that date and time will not be accepted.

Submittal Requirements: Respondents to this RFP are required to furnish **one (1) signed original and one electronic copy saved on a USB drive to NEFRC** with the following:

- I. Clearly articulated Letter of Interest signed by an Owner or Partner of the Consultant – two-page limit. The letter should describe the consultant’s project approach and show an understanding of NEFRC’s goals for the program.
- II. Narrative – The consultant should fully explain its approach to the project using the Selection Criteria in Section E as sub-headings.
- III. Provide the firm’s legal name, business structure, location of parent firm and branches, and total number of employees.
- IV. A team organizational chart indicating the specific role of each team member in the project and key personnel assigned to the project. Also, if

any team member or key personnel will be a subconsultant or subcontractor, this shall be clearly indicated in the submittal of this RFP.

- V. Resumes of key assigned individuals. Provide a maximum of three (3) resumes for the personnel assigned as liaisons to NEFRC. Each resume shall not exceed two pages in length. Resumes should include identification of similar projects completed by the respective staff person, including the project budget and timeframe. Project staff must meet all local, state, and federal requirements to perform work. Certified or licensed professionals (e.g., Florida Professional Geologist, Professional Engineer, Certified Well Driller, etc.) must be used to perform work, as required.
- VI. Provide three (3) verifiable references of brownfield (or similar site) assessment and remediation efforts or redevelopment projects completed in the last five (5) years using the form provided. Provide on-time and on-budget performance data, and a brief description of the work performed for that client. Any experience related to brownfields assessment, clean up planning, redevelopment or remediation projects will be considered as relevant.
- VII. Provide information and documentation as to whether the firm or any proposed subconsultant or subcontractor is a MBE, WBE, small business, or is a small business located in a rural area in accordance with EPA requirements pertaining to Brownfield's assessment and Clean Up Cooperative Agreements with EPA.
- VIII. Provide statement of evidence of financial stability via an audit, R&E/Profit Loss Statement, or similar materials.
- IX. Cost proposal
- X. Complete Public Entity Crimes Certification in accordance with Florida Statutes section 287.133(3) (a),
- XI. Complete Drug-Free Workplace Certification In accordance with Florida Statutes section 287.087.

The proposal should be organized in the same order that the information is requested in this RFP. Submittals should be concise and should not contain any unnecessary attachments, marketing materials, enclosures, or exhibits.

If submitted on paper, the proposal should be inside a sealed envelope. The response text and graphics must be duplex (two-sided) printed.

H. CORRESPONDENCE

All responses to this RFP are to be submitted to the attention of:

Donna Starling
Chief Financial Officer
Northeast Florida Regional Council
40 East Adams Street, #320
Jacksonville, FL 32202

RFP packets may be delivered by hand delivery, U.S. Mail, or overnight delivery service, or emailed to DStarling@nefrc.org. NEFRC shall not be responsible for delays in delivery by any delivery service including e-mail. Packets should be marked or include the following title in the e-mail subject line: "Request for Proposals – Brownfields Program".

This RFP and any resulting contract shall be governed by and construed according to the laws of the State of Florida, including Chapter 119, *Florida Statutes*.

All questions regarding this RFP shall be submitted in writing via e-mail to dstarling@nefrc.org by August 24, 2026, at 5:00 p.m. All questions and responses will be posted on the NEFRC website by August 31, 2026 at 5:00 p.m.

Except as provided above, all prospective proposers are hereby prohibited from contacting any member of the NEFRC Board or employees in any respect during the bid process. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by

the violator.

ATTACHMENT A – CONTRACTOR REFERENCES

CONTRACTOR: _____

PROVIDE THE INFORMATION REQUESTED BELOW for verifiable references of brownfield (or similar site) assessment and remediation efforts or redevelopment projects completed in the last five (5) years. It is imperative that accurate contact names and phone numbers be given for the projects listed. Ensure that telephone numbers and contact names given are up-to-date and accurate.

Project Number 1

1. Name of Client Organization	_____
2. Name and Title of Point of Contact (POC) for Client Organization	_____
Phone Number of POC	_____
Email	_____
3. Approximate Value of Contract	_____
4. Duration of Contract	_____
5. Description of Services Provided	_____
6. Team Member(s) Involved	_____

Project Number 2

1. Name of Client Organization	_____
2. Name and Title of Point of Contact (POC) for Client Organization	_____
Phone Number of POC	_____
Email	_____
3. Approximate Value of Contract	_____
4. Duration of Contract	_____

5. Description of Services Provided

6. Team Member(s) Involved

Project Number 3

1. Name of Client Organization

**2. Name and Title of Point of Contact
(POC) for Client Organization**

Phone Number of POC

Email

3. Approximate Value of Contract

4. Duration of Contract

5. Description of Services Provided

6. Team Member(s) Involved
