

City of Marion, IN

Request for Proposals / Qualifications (RFP/Q)

**Environmental Consultant Services for Environmental Site Assessment and
Related Activities Funded by the United States Environmental Protection
Agency Community-Wide Brownfield Assessment Grant**

November 24, 2025

Section 1.0 – Introduction

The U.S. Environmental Protection Agency (US EPA) has awarded the City of Marion, Indiana (the “City”) a US EPA Brownfield Assessment Grant (the “Grant”) in the sum of \$500,000 to support redevelopment of brownfields impacted by petroleum and hazardous substances. The City is requesting proposals from qualified environmental engineering/consulting firms (each, a “Respondent”) to assist the City with management of the Grant and implementation of the Grant funded environmental assessments.

The City reserves the right to waive any information or minor defects in the RFP/Q or the RFP/Q responses / procedure, reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the City.

Any response may be withdrawn by the Respondent prior to the scheduled time for the opening of the response or authorized postponement thereof.

Proof of acceptable insurance in accordance with the requirements outlined in this RFP/Q shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents, terms, and conditions of this RFP/Q and the US EPA Cooperative Agreement (CA).

Section 2.0 – Project Overview

The City has been awarded \$500,000 in grant funding from the US EPA for assessment of sites affected by petroleum and/or hazardous materials across the entire Marion community. The City anticipates conducting ten (10) Phase I and ten (10) Phase II environmental site assessments and holding community meetings and submitting sixteen (16) quarterly reports throughout the term of the Grant. Work conducted under this agreement will benefit the residents, business owners, and stakeholders in and near the City. The City will use Grant funds to complete the following tasks:

Task 1 – Program Management, Training Support, & Brownfield Inventory/Prioritization

The City and Respondent will need to call, meet, and correspond with US EPA staff to manage the Grant’s cooperative agreement. Additionally, the Respondent will be responsible for providing Grant reporting documentation services on behalf of the City. Funds allocated for this task will also be used to update the City’s Brownfield Inventory.

Task 2 – Environmental Investigation

The Respondent will be expected to complete Eligibility Determination Requests for each site. Eligibility determinations for hazardous substances sites will be made through the EPA Project Officer, and eligibility determinations for petroleum sites will be made through the Indiana Brownfield Program (IBP). Phase I Environmental Site Assessments (ESAs) will be performed by the Respondent under this task. The City will identify locations for Phase I ESA activities on key sites throughout the City. All Phase I ESAs must be conducted by the Respondent in accordance with the ASTM standard for Phase I ESAs (E1527-21) and the All-Appropriate Inquiry (AAI) rule.

The Respondent will prepare and submit a Quality Assurance Project Plan (QAPP) according to the model provided by the EPA and will update the QAPP annually. The Respondent will complete work plans, field activities, and reports, which will be reviewed and approved by regulatory authorities, as appropriate. These activities may include geophysical surveys to locate buried tanks, initial Phase II ESAs, and delineation of soil and ground water contamination.

Task 3 – Clean-up & Re-Use Planning

The Respondent will complete clean-up and re-use planning documents, such as: Remedial Action Plans, Analysis of Brownfield Cleanup Alternatives, site closure letter requests (Site Status Letters, No Further Action Letters, etc.), Comfort Letters, and clean-up funding development. Cleanup planning will include an evaluation of potential remedial techniques, determination of appropriate cleanup goals, identification of probable costs, and planning and application for additional funding. RAPs will include a feasibility analysis that includes alternatives designed to meet the project's objectives.

Task 3 funds will also be used to identify funding sources necessary to remediate contaminated brownfields and return them to productive reuse.

Task 4 – Community Outreach & Involvement

The Respondent will be expected to provide technical expertise and education in community involvement activities, including working with the City to develop outreach materials used to educate stakeholders on the benefits of the grant. The Respondent will also be expected to attend community engagement events and coordinate/conduct community outreach programs and meetings.

Budget:

Table 5 Budget	Budget Categories ¹	1. Program Mgmt, Training Support, Inv / Prioritization	2.Phase I / II ESAs	3. Clean-up / Reuse Planning	4. Community Outreach & Involvement	Budget Category Total
	Travel	\$8,000				\$8,000
	Supplies				\$300	\$300
	Personnel	\$15,000				\$15,000
	Contractual ²	\$22,050	\$408,900	\$30,000	\$15,750	\$476,700
TOTAL BUDGET		\$45,050	\$408,900	\$30,000	\$16,050	\$500,000

Section 3.0 - Submission Requirements

Qualifying firms with a strong background in environmental assessments and brownfield redevelopment activities should submit their proposal containing the information outlined below. Proposals are not limited in length and shall be enclosed in one or more sealed envelopes, labeled “Environmental Services for the City of Marion US EPA Brownfield Assessment Grant.”

All proposals shall be addressed and delivered to:

City of Marion, IN
 Attn: Joe Murphy – Director of Economic Development
 301 S Branson Street
 Marion, IN 46953

Proposals are due at the above office **on or before December 19, 2025, at 3:00 pm.** Late responses to this RFP/Q will not be accepted. The City will not be held responsible for mishandled, late, or lost qualification packages. Facsimile qualifications will NOT be considered unless otherwise authorized.

Questions related to this RFP/Q should be directed to Joe Murphy at jmurphy@cityofmarion.in.gov. All questions posed by Respondents will be compiled and responses will be sent back to all parties that have posed questions. **Questions must be submitted on or before December 15, 2025.** Questions received after this date will not be answered. Those that have not posed questions but wish to receive the question-and-answer information should contact Joe Murphy via email.

Respondents shall certify that to the best of his/her knowledge, all information provided in the response is accurate and complete. Any misrepresentation by a Respondent may result in disqualification.

Section 4.0 – Proposal Content

All the following information must be included with your submission to be considered for selection.

- 1) Firm name, address and phone number, and a brief description of the firm and its areas of business.
- 2) Name, job title, email, and phone number of primary contact person.
- 3) Description of the proposed project, including detailed Scope of Work and description of how the allotted Grant funds will be fully utilized.
- 4) Experience and demonstrated success working with the City and/or other Indiana communities (up to five (5)) to obtain external funding sources for brownfield investigation / remediation, such as EPA brownfields grants.
- 5) Experience and demonstrated success working with the City and/or other Indiana communities (up to five (5)) to manage EPA brownfields grants.
- 6) Experience and demonstrated success in working with the City and/or other Indiana communities (up to five (5)) on long-term brownfield redevelopment, including planning, investigations, and remediation.
- 7) Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff. Limit to no more than five (5) staff.
- 8) The names and contact information for at least three (3) but not more than five (5) local governmental units, particularly in Indiana, for whom your firm has provided similar services within the past five years.
- 9) Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
- 10) Proof of current insurance meeting insurance requirements outlined below. Insurance Requirements Respondent shall maintain and provide current proof of the following insurance:

- Worker's Compensation and Disability: Statutory requirements
- Employer's Liability - \$500,000 each accident
- Commercial General Liability – General Aggregate - \$1,000,000
- Comprehensive Automobile - \$1,000,000
- Excess/Umbrella Liability - \$1,000,000
- Errors and Omissions Professional Liability - \$1,000,000
- Contractor's Pollution Liability insurance - \$2,000,000

Section 5.0 – Evaluation Committee & Selection Criteria

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFP/Q. Each person on the Review Committee will complete the scoring independently. Ratings will be assigned by reviewers and multiplied by the weight to determine the score. All the scores will be combined for each Respondent to determine a total score. Following the scoring process, the Evaluation Committee may decide to short list and interview Respondents for additional evaluation. The selection criteria are detailed below:

- 20% - Demonstrated experience in addressing contaminated properties
- 20% - Demonstrated experience in successfully completing tasks/projects
- 20% - Demonstrated experience in effectively engaging with community members and federal and state agencies
- 10% - Experience and capacity of project team/personnel
- 25% - Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing Respondents and other available information on market rates for consulting services
- 5% - References

Section 6.0 - Terms and Conditions

The City shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry.

The City reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the US EPA Grant project and the City's redevelopment goals.

By submitting a response to the RFP/Q, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFP/Q, 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.

The Respondent shall hold the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Respondent in the execution of its work.

The Respondent will be required to indemnify and hold harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Respondent or its agents or employees.

The City 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 RFP/Q.