

REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQP)
Professional Environmental Consulting Services
Grant Writing and Environmental Assessment Services

Issued By: Flint Hills Regional Council, Inc.

Issue Date: July 8, 2026

Proposal Due: August 6, 2026 -12:00 p.m. Central Time

Questions Due: July 17, 2026 -12:00 p.m. Central Time

Questions and proposals shall be submitted electronically to: FHRC Brownfields Program rfp@flinthillsregion.org

Questions and written responses will be provided to all interested Respondents, via addendum posted at [RFPs | RFP Opportunities from Flint Hills Regional Council](#).

1. Introduction

The Flint Hills Regional Council, Inc. (FHRC) is soliciting qualifications and proposals from qualified environmental consulting firms to provide professional services associated with the preparation of an application for, and if awarded, implementation of a U.S. Environmental Protection Agency (EPA) Community-Wide Brownfields Assessment Grant under the Fiscal Year (FY) 2027 Multipurpose, Assessment, Revolving Loan Fund, and Cleanup (MARC) Notice of Funding Opportunity (NOFO).

FHRC will select one qualified environmental consulting firm capable of providing comprehensive Brownfields consulting services including grant writing, project management, environmental assessments, redevelopment planning, community engagement, and technical assistance throughout the life of the grant. The selected consultant shall demonstrate extensive experience in successfully preparing and implementing EPA Brownfields Assessment Grants and providing professional environmental services that comply with applicable federal and state regulations and assisting communities throughout the Flint Hills region in identifying, assessing, planning for, and preparing brownfield properties for productive reuse.

Qualified Woman-owned businesses (WBE) Minority-owned businesses (MBE) and/or Veteran-owned businesses (VBE) organizations are encouraged to respond.

2. Procurement Authority

This Request for Qualifications and Proposals (RFQP) is issued in accordance with the Flint Hills Regional Council Procurement Policy and applicable federal procurement requirements contained in **2 CFR Part 200**, including Sections **200.317 through 200.327**, as applicable. This procurement is also subject to the requirements contained in the FY2027 EPA Brownfields MARC Notice of Funding Opportunity and any applicable EPA Brownfields Cooperative Agreement Terms and Conditions. Nothing contained in this RFQP shall obligate FHRC to award a contract or reimburse any costs incurred in preparing a response. FHRC reserves the right to reject any or all proposals, waive minor irregularities, negotiate with the highest-ranked Respondent, request clarification of

proposals, or cancel this procurement if determined to be in the best interest of the Council.

3. About the Flint Hills Regional Council

The Flint Hills Regional Council (FHRC) is a voluntary association of local governments providing regional planning, economic development, grant administration, environmental planning, infrastructure planning, emergency preparedness, and technical assistance to member governments throughout Chase, Clay, Dickinson, Geary, Morris, Pottawatomie, Riley, and Wabaunsee Counties in Kansas. FHRC has successfully administered numerous federal and state grant programs, including multiple EPA Brownfields Assessment Grant and an EPA Brownfields Revolving Loan Fund Grant.

4. Project Background

FHRC will apply for a **FY2027 EPA Community-Wide Brownfields Assessment Grant** to continue expanding Brownfields assessment and redevelopment opportunities throughout the Flint Hills region. The proposed project will build upon FHRC's successful Brownfields program by assisting local governments, nonprofit organizations, developers, and property owners with identifying, assessing, planning for, and preparing brownfield properties for cleanup and redevelopment. Grant writing activities are anticipated to begin in **August 2026**. If awarded, implementation is expected to begin in **Fall 2027** and continue throughout the four-year EPA cooperative agreement period.

Potential grant activities include, but are not limited to:

- Phase I and Phase II Environmental Site Assessments (ESAs)
- Hazardous Building Materials Surveys
- Structural Assessments
- Site Eligibility Determinations
- Analysis of Brownfield Cleanup Alternatives (ABCAs)
- Cleanup Planning
- Area-Wide Planning
- Redevelopment Planning
- Community Engagement
- Brownfields Inventory Development
- Technical Assistance to Local Governments

5. Project Objectives

FHRC seeks to retain a consultant that can successfully assist the Council in:

- Preparing a competitive FY2027 EPA Brownfields Community-Wide Assessment Grant application.
- Developing a technically sound Work Plan consistent with EPA requirements.
- Completing environmental assessments in accordance with applicable EPA, ASTM, and KDHE requirements.
- Assisting communities in evaluating redevelopment opportunities for brownfield properties.
- Conducting meaningful public engagement and stakeholder outreach.

- Supporting FHRC with grant administration, technical reporting, and EPA coordination throughout implementation.

6. Scope of Services

The selected Respondent shall provide professional environmental consulting services necessary to prepare a competitive FY2027 EPA Brownfields Community-Wide Assessment Grant application and, if awarded, successfully implement the grant in accordance with the EPA-approved Work Plan, applicable federal regulations, Cooperative Agreement Terms and Conditions, and Kansas Department of Health and Environment (KDHE) requirements. The Respondent shall furnish all personnel, supervision, equipment, materials, travel, technical expertise, and administrative support necessary to complete the services described below. **The resulting contract will be for 5 years.**

Task 1 – Grant Writing and Pre-Award Services

The selected consultant shall work collaboratively with FHRC to develop and submit a competitive EPA Brownfields Community-Wide Assessment Grant application.

Services shall include, at a minimum:

- Develop an overall grant strategy consistent with the FY2027 EPA MARC Notice of Funding Opportunity (NOFO).
- Assist in identifying target communities, priority brownfield properties, redevelopment opportunities, area wide planning opportunities and project partners.
- research demographic data to address grant criteria for the community and incorporate into the grant application.
- Prepare the technical narrative, budget development, work plan outline, maps, schedules, and supporting documentation required by the NOFO.
- Identify leveraging opportunities and coordinate with local, regional, state, and federal partners.
- Participate in strategy meetings with FHRC staff.
- Submit a complete draft application to FHRC no fewer than seven (7) calendar days prior to the EPA submission deadline.

Task 2 – Project Management and Grant Administration

If the grant is awarded, the consultant shall provide overall technical management of the project and assist FHRC in implementing the EPA Cooperative Agreement.

Services may include:

- Draft the EPA Work Plan and associated project schedules.
- Coordinate project activities with FHRC, EPA Region 7, KDHE, and participating communities.
- Monitor project schedules, budgets, and grant progress.
- Assist FHRC with quarterly and annual reporting requirements.
- Assist with ACRES reporting and other EPA-required documentation.
- Coordinate subcontractors and maintain project records.

- Provide ongoing technical assistance throughout the grant period.

The consultant shall designate a Project Manager who will serve as FHRC's primary point of contact.

Task 3 – Environmental Assessment Services

The consultant shall perform environmental assessment services in accordance with applicable EPA guidance, ASTM standards, KDHE requirements, and the approved Work Plan. Services may include:

- Preparation and EPA approval of the Quality Assurance Project Plan (QAPP).
- Property eligibility determinations.
- Phase I Environmental Site Assessments (ASTM E1527-21).
- Phase II Environmental Site Assessments.
- Sampling and Analysis Plans.
- Health and Safety Plans.
- Hazardous building materials surveys.
- Structural assessments.
- Removal of Underground Storage Tanks
- Soil, groundwater, soil gas, and building material sampling, when authorized.
- Technical reporting and recommendations.

All assessment reports shall be submitted in electronic format, with hard copies provided upon request.

Task 4 – Community Engagement and Brownfields Inventory

The consultant shall assist FHRC in engaging stakeholders and maintaining a regional inventory of brownfield properties.

Services may include:

- Community and stakeholder meetings.
- Brownfields Advisory Committee support.
- Public outreach materials and presentations.
- Site identification and prioritization.
- Property owner coordination.
- Site inventory development and maintenance.
- GIS mapping and database support.
- Coordination with KSU TAB resources (BiT), as appropriate.

The consultant shall document outreach activities and support FHRC in maintaining compliance with EPA public participation requirements.

Task 5 – Cleanup Planning and Area-Wide Planning

The consultant shall provide planning services that support redevelopment and future investment in brownfield properties.

Services may include:

- Analysis of Brownfields Cleanup Alternatives (ABCA).
- Remedial Action Plans (RAPs), when appropriate.
- Redevelopment feasibility analyses.

- Area-Wide Planning for priority sites or redevelopment corridors.
 - Existing conditions assessments.
 - Infrastructure and utility evaluations.
 - Market and redevelopment analyses.
 - Conceptual redevelopment plans.
 - Implementation strategies.
 - Funding identification and redevelopment recommendations.

Recommendations should emphasize practical, implementable projects that position communities for future public and private investment.

Task 6 – Deliverables

The consultant shall prepare all reports, plans, and documentation necessary to complete the project in accordance with the EPA-approved Work Plan.

Deliverables may include, as applicable:

- EPA Brownfields Grant Application
- EPA Work Plan
- EPA-approved QAPP
- Property Eligibility Documentation
- Phase I and Phase II Environmental Site Assessment Reports
- Sampling and Analysis Plans
- Health and Safety Plans
- Structural Assessment Reports
- Hazardous Building Materials Reports
- Analysis of Brownfields Cleanup Alternatives (ABCA)
- Area-Wide Planning Studies
- Community Engagement Materials
- Quarterly and Annual Progress Reports
- ACRES reporting support
- GIS files, mapping, and other electronic project data

Unless otherwise specified in the Professional Services Agreement, all reports, maps, GIS files, databases, photographs, and other work products prepared under this contract shall become the property of FHRC upon acceptance and final payment.

The Scope of Services described herein represents the anticipated services required by FHRC. The final scope, schedule, and level of effort will be negotiated with the selected Respondent and incorporated into the Professional Services Agreement.

7. Proposal Submission Requirements

Respondents shall submit one (1) electronic PDF Proposal and one (1) separate electronic PDF Cost Proposal no later than the date and time identified on the cover page of this RFQP. Proposals shall be submitted electronically to:

Flint Hills Regional Council, Inc.

Attention: Brownfields Grant Manager/RFP@flinthillsregion.org

Late proposals will not be considered. Respondents are solely responsible for ensuring timely delivery of their proposals.

8. Proposal Format and Content

To facilitate an efficient and consistent evaluation process, proposals shall be organized in the following order.

Section 1 – Cover Letter

Provide a cover letter signed by an individual authorized to bind the Respondent contractually.

The cover letter shall include:

- Name, address, telephone number, and email address of the primary contact.
- A brief statement demonstrating the Respondent's understanding of the project.
- Confirmation of the Respondent's availability and commitment to complete the project.
- A statement that the proposal shall remain valid for ninety (90) calendar days.

Maximum Length: One (1) page

Section 2 – Firm Qualifications

Describe the Respondent's qualifications and experience relevant to this project, including:

- Company overview and years in business.
- Brownfields and environmental consulting experience.
- Experience with EPA Brownfields grants.
- Experience working with local governments or regional organizations.
- Available technical resources and office locations.

Maximum Length: Five (5) pages

Section 3 – Project Team

Identify the proposed Project Manager and key personnel assigned to the project.

Include:

- Relevant experience
- Professional registrations and certifications
- Brownfields experience
- Proposed project responsibilities
- Resumes (maximum two pages each)

Identify any proposed subcontractors and describe the services they will provide.

Section 4 – Technical Approach

Describe the Respondent's approach to completing the Scope of Services.

Include discussion of:

- Grant writing strategy
- Project management

- Environmental assessment approach
- Technologies or testing methods utilized to assess specific types of contamination,
- Discussion on Respondent's Health and Safety practices/programs including a description of the Respondent's Occupational Safety and Health Administration Safety record for the last three years.
- Community engagement
- Cleanup planning
- Area-Wide Planning
- Quality assurance procedures
- Schedule and project management

Respondents are encouraged to describe innovative approaches that maximize project outcomes while maintaining cost effectiveness.

Maximum Length: Ten (10) pages

Section 5 – Relevant Experience and References

Provide descriptions of up to five (5) similar projects completed within the past five years.

For each project include:

- Client
- Project location
- Funding source
- Scope of services
- Completion date
- Key personnel
- Reference contact information

FHRC reserves the right to contact any reference provided or other known clients of the Respondent.

Section 6 – Cost Proposal

The Cost Proposal shall include:

Pre-Award Services

- Grant writing
- Meetings
- Project strategy
- Budget development
- Community engagement

Post-Award Services

Provide hourly billing rates for personnel anticipated to work on the project, including principals, project managers, professional staff, technical staff, planners, GIS specialists, and administrative personnel.

Identify any anticipated reimbursable expenses.

FHRC reserves the right to negotiate scope and fees with the selected Respondent.

9. Minimum Qualifications

To be considered responsive, the Respondent shall demonstrate the following minimum qualifications:

- Minimum of ten (10) years of professional environmental consulting experience.
- Demonstrated experience preparing successful EPA Brownfields Assessment Grant applications.
- Demonstrated experience implementing EPA Grants or similar federally funded environmental projects.
- Access to Kansas licensed Professional Geologists and Professional Engineers.
- Access to AICP Planner(s)
- Environmental Professionals meeting the requirements of ASTM E1527-21.
- Experience preparing EPA-approved Quality Assurance Project Plans (QAPPs).
- Experience conducting Phase I and Phase II Environmental Site Assessments.
- Demonstrated experience conducting public outreach and stakeholder engagement.
- Professional Liability Insurance with minimum limits of **\$1,000,000 per claim and \$2,000,000 aggregate.**
- Commercial General Liability Insurance with minimum limits of **\$1,000,000 per occurrence and \$2,000,000 aggregate.**

Failure to satisfy the minimum qualifications may result in the proposal being determined non-responsive.

10. Evaluation Criteria

Proposals determined to be responsive will be evaluated by an FHRC Selection Committee using the criteria below.

Evaluation Criteria	Points
Completeness, Project Understanding /Technical Approach	20
Relevant Brownfields Experience	25
Qualifications of Proposed Project Team	20
Capacity and Ability to Meet Schedule	20
Cost Proposal	15
Total	100

FHRC reserves the right to request additional information, clarification, or interviews as part of the evaluation process.

11. Interviews

FHRC proposes to invite the highest-ranked Respondents to participate in interviews during the week of August 10th.

12. Selection and Contract Award

The Selection Committee will recommend the highest-ranked Respondent to the executive board for approval. FHRC reserves the right to:

- Reject any or all proposals.
- Request clarification of proposal information.
- Negotiate the final scope of work and compensation.
- Request Best and Final Offers (BAFOs), if determined necessary.
- Award without interviews.
- Cancel or reissue this procurement at any time.

Award of a contract shall be contingent upon successful negotiation of a Professional Services Agreement acceptable to FHRC.

Requirements contained in **Exhibit A – Insurance Requirements**.

Certificates of Insurance shall be provided to FHRC prior to execution of the Professional Services Agreement. Failure to maintain the required insurance coverage may constitute grounds for suspension or termination of the Agreement.

15. Federal Requirements

The selected Respondent shall comply with all applicable federal, state, and local laws, regulations, and requirements governing the performance of work under this Agreement. Applicable federal requirements include, but are not limited to:

- 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- EPA Brownfields Cooperative Agreement Terms and Conditions
- Debarment and Suspension Requirements
- Byrd Anti-Lobbying Amendment
- Equal Employment Opportunity requirements
- Drug-Free Workplace requirements
- SAM.gov registration requirements
- Federal record retention requirements
- All other applicable EPA and federal regulations

16. Ownership of Work Products

All reports, studies, plans, drawings, maps, GIS data, databases, photographs, technical memoranda, electronic files, and other work products prepared under this Agreement shall become the property of FHRC upon acceptance and final payment, unless otherwise specified in the Professional Services Agreement. The selected Respondent may retain copies for its records but shall not distribute project materials without the prior written consent of FHRC, except as required by law.

17. Project Schedule

FHRC anticipates the following procurement schedule. FHRC reserves the right to modify these dates as necessary.

Milestone	Date
RFQP Issued	July 8, 2026
Questions Due	July 17, 2026
Responses to Questions Issued	July 20, 2026
Proposal Due Date	August 6, 2026
Proposal Review	August 6-10, 2026
Interviews (if necessary)	August 10-14, 2026
Selection and Negotiation	August 2026
Anticipated Grant Submission	Fall 2026

18.Terms, Conditions and Exceptions

FHRC reserves the right to:

- Reject any or all proposals.
- Waive informalities or minor irregularities.
- Request clarification or additional information from Respondents.
- Negotiate the Scope of Services and compensation with the highest-ranked Respondent.
- Request Best and Final Offers (BAFOs), if determined necessary.
- Cancel or reissue this RFQP at any time.
- Determine the proposal determined to be in the best interest of FHRC.
- 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.
- In no event shall any obligation of any kind be enforceable against the FHRC unless a written agreement has been entered into.
- 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 the FHRC 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. The FHRC will determine whether a conflict of interest exists and whether it may reflect negatively on the FHRC's selection of a Respondent. The FHRC reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- Work performed under agreements resulting from this RFQP may be subject to federal contractual provisions. The FHRC hereby puts Respondents on notice that a

successful award at the end of this process may be contingent upon an agreement between the FHRC and the Respondent to comply with standard federal contractual provisions, including but not limited to, minimum Federal wage rates (Davis-Bacon).

- Firms are responsible for familiarizing themselves with the technical requirements and US EPA Community-wide Assessment grants for Hazardous Substance Brownfields and Petroleum Brownfields grant applications and implementation requirements as well as requirements specified in 40 CFR 200.317 before submitting a proposal for this request.
 - Other than as provided above, inquiries pertaining to the RFQP are NOT to be directed to any other member of the FHRC or its board. Any such action may disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry
 - Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which your firm is or was involved during the past five years.
 - Issuance of this RFQP does not obligate FHRC to award a contract or reimburse Respondents for any costs incurred in preparing a proposal.
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Exhibit A – Insurance Requirements

Coverage	Minimum Limits
Commercial General Liability	\$1,000,000 Each Occurrence / \$2,000,000 Aggregate
Professional Liability (Errors & Omissions)	\$1,000,000 Per Claim / \$2,000,000 Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit
Workers' Compensation	Statutory Kansas Requirements
Employer's Liability	\$500,000 Each Accident
Additional Insured	FHRC on General Liability policy, where applicable
Certificate of Insurance	Required prior to contract execution