

SERDA

SOUTHEASTERN REGIONAL DEVELOPMENT AGENCY

REQUEST FOR PROPOSAL

US EPA Brownfield Multi-Purpose and Assessment Grant Implementation Services

Release Date: May 5, 2026

Response Due Date: May 19, 2026

1.0 GENERAL INFORMATION

1.1 Purpose of Request for Proposal

The Southeastern Utah Association of Local Governments doing business as Southeastern Regional Development Agency (“SERDA”), through this Request for Proposal (“RFP”), is seeking a qualified environmental consulting firm (“firm”) to provide implementation services of a United States Environmental Protection Agency (US EPA) Brownfield Multi-Purpose and Assessment Grant (“grant”) in Carbon, Emery, Grand and San Juan Counties, Utah (“region”).

SERDA is requesting a response to this RFP from firms to:

1. provide grant assistance and executions for the US EPA grant; and
2. provide grant assistance and environmental inventory enhancements, community involvement, grant implementation.

The intent of this RFP is to comply with US EPA federal qualifications-based procurement requirements specified in 40 CFR 200.317-326. SERDA is seeking qualified firms to assist in implementing brownfield multi-purpose and assessment grants. The successful consulting firm will bring experience, comprehensive technical skills, a collaborative style, and insight to a



partnership with SERDA and potential coalition members to refine and potentially implement these grants. The award of the firm is contingent upon receiving the award of the US EPA grant.

SERDA reserves the right to waive any informalities or technicalities and to reject any and all proposals or parts thereof deemed to be unsatisfactory or not in SERDA's best interests. Furthermore, SERDA reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions, and specifications of this request and/or contract.

1.2 Background Information

The primary location of the project is 252 South Fairgrounds Road, Price, Utah 84501 and will include working in locations and municipalities located in Carbon, Emery, Grand and San Juan Counties, Utah.

SERDA works with federal, state, and local governments in implementing state and federal programs at the regional level. Its mission includes driving economic development, supporting low-income individuals and seniors, stabilizing housing, and promoting education for economic stability. As one of over 400 economic development districts established by the U.S. Economic Development Administration, SERDA builds relationships and adopts innovative strategies to advance local and regional economic initiatives. Since the late 1960s, it has played a key role in supporting social, community, and economic development projects throughout the region.

SERDA's desired outcomes are to successfully identify and assess brownfield sites, develop a sustainable plan for brownfield sites, secure additional federal and state funding, prepare sites for redevelopment, and enhance economic vitality in the region.

1.3 Type of Contract and Contract Term

SERDA intends to award a contract to one full-service firm to serve as a partner in implementing and achieving the goals as defined within the anticipated award of a US EPA Brownfield Grant's Cooperative Agreement ("CA") and Work Plan(s). The contract period will begin after contract approval and continue through the subsequent implementation period for any successful grant(s). The contract period may be extended at the option of SERDA if additional grant funds are obtained. The requested services under this RFP will be funded through SERDA's grant application and US EPA Grant funds for grant implementation. The contract amount will be set after determination of the scope of work based primarily on the EPA-approved workplan(s) and budget. The contract maximum is the cap for contractual services, including both professional fees and expenses.



SERDA shall not, in any event, be liable for any pre-contractual expenses incurred by the firms in the preparation of their proposals. Firms shall not include any such expenses as part of their proposals. Pre-contractual expenses are defined as expenses incurred by the firm in; 1) preparing its proposal in response to this RFP; 2) submitting that proposal to SERDA; 3) negotiating with SERDA on any matter related to this RFP; or 4) any other expenses incurred by the firm prior to the date of execution of the proposed agreement.

1.4 Payment Procedures

Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed.

2.0 TECHNICAL SPECIFICATIONS

2.1 Activities Funded Under this Request for Proposals

This RFP is to solicit a consulting firm who will be expected to provide a wide range of services to SERDA for the potential implementation of the US EPA Brownfield Multi-Purpose and/or Assessment Grant(s). The successful consulting firm is expected to perform many tasks including, but not limited to, the following:

- Provide assistance with the development of US EPA required project work plan(s) for a cooperative agreement for applications that are successful.
- Conduct project work in accordance with US EPA and SERDA approved work plans.
- Prepare and maintain schedules and budgets for all assigned grant activities.
- Conduct and oversee site assessments and prepare appropriate technical reports (printed and electronic formats) required by the US EPA, Utah Department of Environmental Quality, and additional agencies as deemed necessary.
- Conduct and oversee comprehensive site investigations including sample collection and laboratory analysis.
- Provide work updates and information to all stakeholders as requested by the Project Manager. The project work will be completed exclusively and collaboratively with SERDA and US EPA Project Managers.
- Evaluate cleanup options, conduct risk assessment analysis, and provide cost estimates on selected sites.
- Prepare a written Quality Assurance Project Plan (QAPP) in compliance with the US EPA regulations.



- Deliver to the Project Manager completed Phase I and Phase II ESA reports, site investigation reports, response action plans, and other environmental reports or plans required under the applicable Utah environmental regulations.
- Provide project management, implementation, and technical oversight in compliance with State rules, regulations, and guidelines.
- Offer professional advice regarding environmental issues associated with land reuse and/or redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with a community-wide inventory of potential hazardous substance and petroleum brownfields sites.
- Develop a preliminary budget, financing options, and an implementation plan for cleanup and reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Develop comprehensive community outreach and public involvement program(s).
- Provide public and private opportunities for stakeholder participation throughout all phases of projects.

2.2 Project Budget

As part of the response to the RFP, please prepare a budget for 1) grant application assistance and coalition formation; and 2) environmental inventory enhancements, community involvement, and grant implementation should a grant be awarded. The total budget for the grant implementation will be relative to the amount requested in the grant. SERDA and the successful firm will develop budgets for assessment activities at individual sites as the project progresses and prospective sites are identified.

2.3 Project Management

The successful firm, under the direction from the SERDA Project Manager, will:

1. Implement and report on US EPA grant.
2. Evaluate potential redevelopment sites in the region and surrounding properties based upon priority areas previously identified or that may be identified.
3. Facilitate community outreach activities as needed to enhance and fulfill grant activities.
4. Define work plan tasks in conjunction with SERDA.



5. Coordinate grant-related project activities with SERDA, counties, cities, state and US EPA regional staff.
6. Other assignments for the successful completion of grant award and activities.

2.4 Preparation of Work Plans

The firm's work will be supervised by the approved SERDA Project Manager. The work plans should include, at a minimum, the following:

1. scope of work organized by logical work tasks;
2. subcontractors used by the firm and identification of their project roles,
3. detailed project budget for each major task and subtask, and
4. time-phased project schedule listing major tasks, target dates, and delivery of work products.

2.5 Reporting Requirements

The following reports shall be prepared by the firm and submitted to the SERDA Project Manager for approval. At a minimum, the following reporting requirements should be completed:

1. Quarterly and annual financial and project reports required by the US EPA.
2. Submission and updating of information in the US EPA reporting system for assessed sites.
3. Draft and final work plans for specific sites as deemed necessary.
4. Other grant related reports required by the US EPA, other federal and/or State of Utah agencies, counties, and SERDA.

3.0 PROPOSAL REQUIREMENTS

3.1 General Expectations

Firms are asked to submit concise qualifications describing their capacity to successfully implement EPA grants, ability to manage projects, and their experience with similar projects. All requested information is required. The proposals should include a clear outline of how the firm would help SERDA complete a successful grant application(s), meet the requirements of the US EPA brownfields multi-purpose and assessment grants (if awarded), and provide detailed responses to the following items:

1. What would you recommend as a Community Involvement plan?



2. What would be your proposed strategy to sustain brownfield work with outside funding beyond the present proposed grant? What grants are available that would be relevant? What kind of timeline should SERDA follow for applying for them?
3. Please provide a detailed timeline and/or schedule for the implementation of the US EPA grant.

3.2 Proposals

Proposals should be submitted in electronic form. Proposals should be prepared on standard size paper (8.5" x 11") and limited to ten (10) pages, exclusive of a maximum of five (5) resumes, limited to two (2) pages each. Standard advertising brochures should not be included in the proposal. Please index and sequentially number all pages throughout or by section. The type and necessity of binders and covers will be at the firm's discretion. The submittal should be clear and understandable when reproduced in black and white.

The selected firm will assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, SERDA will consider the firm to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The firm is responsible for adherence by the subcontractors to all provisions of the contract.

3.3 General Process

SERDA's project team will review the firm's proposal with the following criteria in mind:

- successful track record in obtaining grant funding,
- expertise related to relevant project components,
- firm and staff experience related to Brownfields Assessment,
- cleanup and redevelopment planning,
- project approach,
- ability to facilitate public outreach activities,
- demonstrated ability to provide comprehensive and innovative environmental services.



3.4 Evaluation Weighting and Scoring

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal - 35% Project Approach / Methodology Quality of Work Plan Project Schedule Project Deliverables	15 Points (Maximum) 35 Points (Maximum) 10 Points (Maximum) 10 Points (Maximum)	70 Points Possible
Management Proposal - 30% Project Team Structure / Internal Controls Staff Qualifications / Experience Experience of the Firm	15 Points (Maximum) 15 Points (Maximum) 30 Points (Maximum)	60 Points Possible
Cost Proposal - 35%	70 Points (Maximum)	70 Points Possible
Grand Total for Proposal		200 Points Possible

SERDA reserves the right to accept or reject proposals on any basis it deems appropriate.

3.5 Terms and Conditions

By submitting a proposal, the firm represents that he/she has thoroughly examined and become familiar with the work required under this RFP and that he/she is capable of performing quality work to achieve the objectives of SERDA. Selecting a company to provide consultation services for SERDA requires comprehensive and accurate information from respondents to ensure that a knowledgeable, objective decision can be made.

3.6 Compliance with Laws and Standard of Care

Firms represent and warrant that it has reviewed and is familiar with all laws applicable to its performance of the services and shall comply with all such laws.

The firm warrants that the services shall satisfy the standards of care, skill, and diligence ordinarily exercised by members of the same profession performing similar services in Utah.

3.7 Work Product and Confidentiality



Any documents, materials, information, and reports collected or generated in connection with the services (collectively, the “work product”) are confidential and privileged, and the firm agrees to maintain and protect the confidentiality of the work product, without restriction as to time. Unless already part of the public domain or otherwise required by law, the firm shall not disclose the work product to parties other than SERDA and its agents and employees, except as authorized by SERDA in writing. Firm shall provide reasonable notice to SERDA of any disclosure required by law prior to making such disclosure and shall take no action to prevent or interfere, and shall cooperate, with efforts that might be taken by SERDA to intervene in any related proceedings, or to otherwise prevent such disclosure. The firm shall disclose the work product to its own employees only to the extent necessary to perform the services and shall require its employees to maintain the confidentiality of the work product.

3.8 Ownership of Documents

The firm understands that SERDA has exclusive ownership of all materials created under this RFP and potential agreement. To the extent that the firm is found to have any rights in materials created under this agreement, the firm hereby irrevocably assigns to SERDA all right, title, and interest worldwide, including without limitation all ownership and proprietary rights, including any copyrights. The firm agrees not to challenge the validity of SERDA’s ownership of such materials. At SERDA’s request, the firm shall take such steps as are reasonably necessary to enable SERDA to record, maintain, or enforce this assignment, at SERDA’s expense.

3.9 Time Schedule

The timeline for completion of this RFP is outlined below:

May 5, 2026	Formal Announcement Date of RFP
May 19, 2026	Deadline for Submission
May 29, 2026	Notice of Award and Contracting (anticipated)

4.0 RFP SUBMISSION INSTRUCTIONS AND NOTIFICATION

4.1 Submission, Number of Submittals, Deadline, Emails & Questions

One (1) electronic format proposal must be submitted by 5:00 pm MST on May 19, 2026 in a single PDF. The single PDF should include a limit of ten (10) page proposal plus a maximum of five (5) resumes limited to two (2) pages each. All submissions must have “*US EPA Brownfield Grant Services*”



Proposal" in the subject line. All information must be submitted to SERDA's Executive Director at the contact information detailed below:

Geri Gamber, Executive Director
ggamber@serda.utah.gov

Should there be any questions about this RFP and process, the questions should be submitted in writing to Geri Gamber at the email address stated above. No verbal modification will be binding.

4.2 Late Submittals

Submittals received after the deadline will not be considered.

4.3 Notice of Award

SERDA anticipates selecting a firm by May 28, 2026. Should either party fail to execute a contract within 30 days of notification of award, SERDA reserves the right to rescind the award and select services from another interested firm.

4.4 Contracting with Disadvantaged Business Enterprises

If the US EPA policy remains to award a fair share of contracts to disadvantaged business firms, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. SERDA will ensure, to the fullest extent possible, that at least the US EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and minorities. The firm shall agree to support the US EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts. Affirmative steps include the following as a minimum:

1. Including qualified disadvantaged businesses on solicitation lists;
2. Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
3. When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
4. Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;



5. Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
6. Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.5 Equal Employment Opportunity

The firm agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by SERDA, the firm shall furnish a written affirmative action plan.

