REQUEST FOR PROPOSALS

U.S. EPA Brownfield Assessment Grant Writing and Implementation Services

RFP Release Date: **October 28, 2026**
RFP Response Date: **November 25, 2026**

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposals

The Barren River Area Development District (BRADD), through this Request for Proposal (RFP), is seeking a qualified environmental consulting firm to provide grant application assistance to obtain federal funding to further BRADD efforts with brownfield redevelopment throughout the BRADD.

We are requesting the following approach in response to this RFP from qualified environmental consulting firms:

A qualified consultant will provide grant application assistance and coalition formation, environmental inventory enhancements, community involvement, and grant implementation related to the United States Environmental Protection Agency (US EPA) brownfield grant, including but not limited to the application for the US EPA Communitywide Assessment grants for Hazardous Substances Brownfields and Petroleum Brownfields as part of the US EPA Brownfields Grant Competition for Fiscal Year 2027.

The intent of this RFP is to comply with US EPA federal qualifications-based procurement requirements as updated for 2026. BRADD is seeking qualified firms to assist with securing and, if awarded, potentially implementing brownfield assessment grants. The successful consulting firm will bring experience, comprehensive technical skills, a collaborative style, and insight into a partnership with BRADD and potential coalition members to refine and potentially implement these grants and explore other grants and brownfield initiatives as competitive processes for funding as announced.

BRADD may waive informalities or technicalities and reject any proposals or parts it finds unsatisfactory or not in its best interests. Furthermore, BRADD 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

BRADD is seeking to leverage this partnership to support increasing redevelopment needs through an EPA Brownfield Assessment Grant(s).

The initial steps of the grant application process will be to collaborate with BRADD to form a coalition with interested BRADD counties and cities, recommend the best entity to be the lead of the coalition (County or City), identify potential brownfield sites in priority redevelopment areas, and write and submit EPA Brownfield Assessment grant application(s).

BRADD's desired outcomes are to successfully identify and assess brownfields sites, develop an ongoing and sustainable brownfields program with federal and state funding, prepare sites for successful redevelopment by cities and developers, and bring economic vitality to BRADD.

1.3 Background Information

BRADD intends to award a contract to one full-service consulting firm to serve as a partner in successfully obtaining U.S. EPA Brownfield Grant funding and, if a grant is awarded, then implementing and achieving the goals as defined within the subsequent U.S. EPA 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 grants. The contract period may be extended at the option of BRADD if additional grant funds are obtained. The requested services under this RFP will be funded through EPA grant funds for grant application and grant implementation. The contract maximum will be set after determination of the scope of work based primarily on the EPA approved work plan(s) and budget. The contract maximum is the cap for contractual services, including both professional fees and expenses.

BRADD shall not, in any event, be liable for any pre-contractual expenses incurred by the Proposers in the preparation of their proposals. Proposers shall not include any such expenses as part of their proposals.

Pre-contractual expenses are defined as expenses incurred by the Proposer in:

1. Preparing its proposal in response to this RFP;
2. Submitting that proposal to BRADD;
3. Negotiating with BRADD on any matter related to this RFP; or
4. Any other expenses incurred by the Proposer 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. 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 BRADD for the application and potential implementation of the US EPA Brownfield Assessment Grant. The successful consulting firm is expected to perform many tasks, including but not limited to, the following:

- Grant application:
- Complete all necessary research and analysis required to submit a completed grant application(s).
- Assist BRADD in forming a coalition of governments by acting as an expert resource and providing information about brownfield assessment and remediation.
- Assist BRADD in determining the best entity (County or BEP) to be identified as the lead entity for the grant application.
- Assist BRADD in compiling any associated demographic data to bolster the grant application.
- Assist BRADD as needed with the solicitation of letters of support from the State of Kentucky, community-based organizations, and other area stakeholders.
- Work with BRADD to facilitate community outreach activities as needed to enhance the grant application.
- Assist BRADD in prioritizing and selecting the appropriate sites to include in the grant application consistent with the objective of the EPA Brownfield Assessment Grant program.
- Attend meetings and provide professional expertise in discussions regarding preliminary selection of focus sites and updates on grant application progress. The project work will be completed exclusively and collaboratively with BRADD and EPA Project Managers.
- Provide assistance with revision and resubmittal of application(s) as part of the FY 2027/2028 competition, if the initial applications are unsuccessful.

Grant implementation, if awarded and if this work is contracted to consultant:

- Provide assistance with the development of U.S. EPA required project work plan(s) for a cooperative agreement for applications that are successful.
- Conduct project work in accordance with EPA, County, and BEP 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 U.S. EPA and additional state and local agencies as deemed necessary for each site.
- 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.
- Evaluate cleanup options and conduct risk assessment analysis and provide cost estimates on selected sites.
- Prepare a written Quality Assurance Project Plan (QAPP) in compliance with U.S. 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 Kentucky 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 of BRADD and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with community-wide inventory of potential hazardous substance and petroleum brownfields sites, including working with BRADD staff to update necessary GIS data.
- Develop preliminary budget, financing options, and 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.

The Brownfield Assessment Grant application will be developed in partnership with BRADD and coalition members.

2.2 Project Budget

As part of the response to the RFP, please prepare budget costs for grant application assistance and coalition formation, environmental inventory enhancements, community involvement, and grant implementation should a grant be awarded. The total budget for the grant implementation should be relative to the amount requested in the grant application process. BRADD and the successful consulting firm will develop budgets for assessment activities at individual sites as the project progresses and prospective sites are identified, if the second approach of hiring the same consultant to write the grant and implement the grant is selected.

2.3 Project Management

The successful consulting firm, under the direction of the Project Manager, will:

1. Work with BRADD in writing the text for the grant application.
2. Compile any associated demographic data to bolster the grant application.
3. Assist BRADD with solicitation of letters of support from stakeholders and/or coalition members.
4. Evaluate potential redevelopment sites in BRADD counties and cities based upon priority areas identified in the Comprehensive Plans.
5. Facilitate community outreach activities as needed to enhance the grant application and fulfill grant activities.
6. Define work plan tasks in conjunction with BRADD and BEP.
7. Coordinate grant-related project activities with BRADD, City, State, and U.S. EPA Region 4 staff for U.S. EPA grants.

2.4 Preparation of Work Plans

Consultant's work will be supervised and approved by the Project Manager. If grants are awarded and the second approach to hire the same consultant to implement the grant is selected, the work plans should include:

1. Scope of work organized by logical work tasks,
2. Subcontractors used by the consultant 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 consultant and submitted to the Project Manager for approval, if grants are awarded:

1. Quarterly and annual financial and progress reports required by the U.S. EPA.
2. Submission or updating of information in the U.S. EPA ACRES reporting system for assessed sites.
3. Draft and final work plans for specific sites as deemed necessary.
4. Technical memoranda, as requested by BRADD.
5. Other grant-related reports required by the U.S. EPA, other federal and/or State of Kentucky agencies, and BRADD.

3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Consultants are asked to submit concise qualifications describing their capacity to write successful grant applications, successfully implement EPA grants, manage projects, and their experience with similar projects. All requested information is required. These proposals should include a clear outline of how the firm would help BRADD complete a successful grant application(s), meet the requirements of the U.S. EPA brownfields assessment grants (if awarded), and provide detailed responses to the following items:

1. What would you recommend as a Community Involvement plan?
2. Grants: What would be your proposed strategy to sustain our brownfield program with outside funding beyond the present grant? What grants are available that would be relevant? What kind of timeline should BRADD follow for applying for them?

3. GIS and Web-based Information Ability: BRADD needs to be able to go beyond what we have, to develop the technology we have available to become tools for the future of our program. Full implementation of web-based, geo-coded, environmental information may not be part of this contract, but how would you recommend BRADD prepare its information for such future use?
4. Please define any and all perceived conflicts of interest and how those would be handled. We recognize a number of our consultants work for other clients in BRADD and BRADD may be operating in a regulatory manner with some of those clients. BRADD is also aware that many consultants work directly for and with BRADD counties and cities, and we may be working on sites within these communities. Please explain any of these situations and relationships and how they can be handled to the benefit of all.
5. Please provide a detailed timeline and/or schedule to prepare grant application(s) to meet the expected EPA submittal timeframe. Please note that the FY27 US EPA Community-wide Assessment grants for Hazardous Substances Brownfields and Petroleum Brownfields guidelines have not yet been released as of the date of this RFP.

3.2 Proposals

Proposals should be submitted in electronic form and written form (two copies). Written proposals should be 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 Consultant's discretion. The submittal should be clear and understandable when reproduced in black and white.

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

3.3 General Process

BRADD will review the consulting firm's proposals 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

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

3.4 Terms and Conditions

By submitting a proposal, the Proposer 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 BRADD. Selecting a company to provide consultation services for BRADD requires comprehensive and accurate information from respondents to ensure that a knowledgeable, objective decision can be made.

Any exceptions to the requirements in this RFP must be included in the proposal submitted by the Proposer. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

Where two or more Proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. BRADD intends to contract with a single firm and not with multiple firms doing business as a joint venture.

Issuance of this RFP and receipt of proposals do not commit BRADD to the awarding of a contract. BRADD reserves the right to accept or reject any or all of the proposals or portions thereof, without stated cause. BRADD reserves the right to re-issue any RFP; it is BRADD's choice whether or not to utilize the contract for this grant for future projects funded by U.S. EPA or other brownfields grants.

Upon selection of a Consultant, BRADD by its proper officials shall attempt to negotiate and reach a final agreement. If BRADD, for any reason, is unable to reach a final agreement with this selected Consultant, BRADD reserves the right to reject such finalist and negotiate with another consultant who has the next most viable proposal.

BRADD may also elect to reject all proposals and re-issue a new RFP. BRADD reserves the right to request clarification on any point or obtain additional information related to the RFP. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided from the Consultant within two business days. BRADD is not bound to accept the consulting firm with the lowest cost, but may accept the one that demonstrates the best ability to meet the needs of BRADD.

BRADD reserves the right to waive any formalities, defects, or irregularities in any submittal and/or response where it is in the best interests of BRADD. BRADD reserves the right to disqualify any submittal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consulting firm.

3.5 Public Information

Information supplied to BRADD is subject to the Kentucky Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the proposer believes any information which is not public will be supplied in response to this RFP, the vendor shall take reasonable steps to identify for BRADD what data, if any, it believes falls within the exceptions. If the data is not marked in such a way as to identify non-public data, BRADD will treat the information as public and release it upon request. In addition, BRADD reserves the right to make the final determination of whether data identified by the Consulting Firm as not public falls within the exceptions of the statute.

3.6 Time Schedule

The timeline for completion of this Request for Proposals is outlined below.

- Written questions due by 4:00 PM CST on November 6, 2026 to Russ Hurd at russ.hurd@bradd.org.
- Responses to submitted questions will be answered on November 10, 2026.
- Deadline: All proposals must be received by November 25, 2026, at 4:30 PM CST. Proposals submitted after the deadline will not be considered.
- The Anticipated award date is December 16, 2026.

3.7 Notification of Award

BRADD anticipates selecting a consultant by December 16, 2026. Should either party fail to execute a contract within 30 days of notification of award, BRADD reserves the right to rescind the award and select services from another interested firm.

3.8 Number of Submittals, Deadline, Mail, and Hand Delivery Addresses

Two (2) original paper format and one (1) electronic format must be submitted by 4:30 p.m. Central on November 25, 2026. Submit all questions relating to the RFP in writing via email to Eric Sexton, Executive Director, at the addresses below. All questions and clarifications submitted to BRADD regarding the RFP will be answered promptly and replied to all consulting firms receiving this RFP. Any changes to this RFP will be made by BRADD through a written addendum. No verbal modification will be binding.

The mailing and hand delivery address is: 177 Graham Avenue, Bowling Green, KY 42101

Electronic communications should be delivered to: eric.sexton@bradd.org

3.9 Late Submittals

Submittals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Contracting with Disadvantaged Business Enterprises

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. BRADD will ensure, to the fullest extent possible, that at least the U.S. 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 consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists;
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
- Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
- 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;
- Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.2 Equal Employment Opportunity

The Consultant 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 BRADD, the Consultant shall furnish a written affirmative action plan.