

REQUEST FOR PROPOSAL FOR PROFESSIONAL ENVIRONMENTAL CONSULTING SERVICES

PURPOSE

The Greater Dubuque Impact Investment Fund (GDIIF), a 501(c)(3) nonprofit, through this Request for Proposals (RFP), is seeking a qualified environmental consulting firm to provide specified environmental assistance including, but not limited to, preparing application for Iowa Department of Natural Resources (IDNR) Land Recycling Program (LRP), working with U.S. Environmental Protection Agency (EPA) Toxic Substances Control (TSC) and associated reporting in FAST tool, and registration of an underground storage tank (UST) with IDNR.

GDIIF the current owner of the property, has worked with ECIA, EPA, and IDNR to complete a Phase I Environmental Site Assessment (ESA) for the entire site. ECIA and its QEP under an EPA Assessment grant are conducting additional environmental assessments on the site.

SCOPE OF SERVICES

This initial request for proposal (RFP) is for limited environmental professional services from a qualified environmental professional (QEP) for GDIIF. The scope of work includes the following:

- A. Assist GDIIF with the preparation and submittal of a Land Recycling Program (LRP) application, working with ECIA, IDNR, and EPA partners as necessary.
 - a. The site is currently enrolled in the program under [ID #2404](#), but this registration must be updated to separate the 1550 Elm Street site (Parcel A) from the neighboring 455 E. 15th Street site (Parcel B).
- B. Assist GDIIF with the preparation and submittal of Toxic Substances Control Act (TSCA) documentation, working with ECIA, IDNR, and EPA partners as necessary
- C. Assist GDIIF in registering a UST with IDNR
- D. Other duties as assigned

BACKGROUND

Historically, the Property and surrounding area were developed industrially and commercially since the 1880s. The Property operated as “Iowa Coffin Co” between 1884 and 1909 which included painting, varnishing, engine room, lumber yards, and a dry kiln. The east adjoining site included several coal sheds and lumber yards with a railroad beyond in 1884 and eventually became occupied by Iowa Coffin Co. in 1891 until 1909. The Blum Co. junkyard and recycling facility occupied the property from 1924 through

December 2016. The Property is located in a mixed-use commercial/residential district within the City of Dubuque. The adjacent parcels consist of commercial businesses, a state correctional residential facility, and single-family residential dwellings.

The City of Dubuque purchased the property on December 20, 2016 (Document #2016-17264). An initial Phase I ESA, Phase II ESA, and ABCA were completed by the City in 2016 as part of the purchase.

No Controlled Recognized Environmental Conditions (CRECs), Historical Recognized Environmental Conditions (HRECs), or De Minimis Conditions were identified in connection with the property. However, the Recognized Environmental Conditions (RECs) of conditions indicative of release of hazardous substances to the Property, due to the document historical uses and IDNR Statewide standard exceedances in soil and groundwater identified in the 2016 Phase II ESA, and presence of a potential underground storage tank (US) were identified in the 2025 Phase I ESA. Additionally, Business Environmental Risk (BER) of asbestos containing materials are present associated with the building and brick fence. Lead-based paint may also be present associated with these structures based on their reported ages (c. 1890 and 1900).

The City received two EPA Brownfield Cleanup grants, each for \$200,000, for cleanup of the Blum Property. Unfortunately, while some site remediation has taken place since the property's purchase, including the removal of site debris and the addition of a protective gravel cap, the Site does not meet IDNR standards for proposed reuse and therefore requires additional assessment to determine cleanup and additional remediation needs. The site remains a detriment to the downtown and contributes to blight in the city. The Property is surrounded immediately by E 15th Street to the south, Elm Street to the west, E 16th Street to the north, and a vacant commercial building and railroad tracks to the east. The site is a community priority for cleanup and redevelopment. GDIIF plans to seek to sustainably redevelop and remodel the subject infill property in historic downtown Dubuque for expansion of a local community health center and officially acquired the building on January 8th, 2026.

CONSULTANT SELECTION EVALUATION CRITERIA

The GDIIF Board of Directors shall review the proposals and select the firm they feel will supply them with the best and most complete project.

A summary of the specific evaluation factors and associated evaluation weighting criteria is presented below:

1. Demonstrated qualifications and experience of the firm and project team – 10 Points (50%)
 - a. Project experience related to the technical requirements for completing the tasks described in the Scope of Services, during the past 3 years.
 - b. Project experience related to addressing contaminated properties, environmental services, and assisting local communities in successfully supporting the redevelopment of contaminated properties.
 - c. Qualifications and experience of key project staff related to contaminated site redevelopment.
2. Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services – 10 points (50%)
 - a. Estimated cost - including a not-to-exceed figure - and hours to complete project activities required to accomplish the Consultant's scope of services described in this RFP.
 - b. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in each task.

PROPOSAL REQUIREMENTS

Proposals must be submitted as an electronic PDF file with a maximum length of 4 single-sided 8.5" x 11" pages, when printed. Resumes and other attachments will not be included in page count. Other required information includes, but is not limited to:

1. Letterhead – Include the name of a contact person, address, phone number, and e-mail address.
2. Technical Approach and Project Schedule – A work plan that addresses all elements of the project.
3. Cost Estimate – Undefined cost-plus contracts are not allowed; procurements must have a fixed price or cap.
4. Project Staffing – A list of project personnel and role in the project. Also include the name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract.

SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official of the consultant firm. If selected, a duly authorized official of the consultant firm will be required to sign a Debarment Certificate and Lobbying Certificate on behalf of the firm.

REJECTION RIGHTS

GDIIF retains the right to reject all proposals and resolicit if deemed to be in its best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement once the consultant selection process is complete.

RIGHT TO REQUEST ADDITIONAL INFORMATION

GDIIF reserves the right to request any additional information it deems necessary from consultants responding to this request for proposal after proposals have been received.

NO REIMBURSEMENT FOR PROPOSAL COSTS

GDIIF does not pay for any information solicited or obtained. Further, GDIIF will not be liable for any costs incurred in proposal preparation, presentation, or contract negotiations.

PUBLIC RECORDS LAW

GDIIF will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying.

ESTIMATED PROJECT SCHEDULE

GDIIF anticipates that the selection process will be completed by April 10, 2026. Negotiation with the selected consultant will commence in April 2026 upon notice that the selection process is completed.

DEADLINE AND SUBMITTAL

In order for your company to be considered, you must submit your proposal in electronic form by 5:00 PM on March 30, 2026. The electronic proposal must be submitted via e-mail to davel@greaterdubuque.org, CC'ing Hannah Lyons at lyonshannahg@gmail.com.

QUESTIONS

All Questions regarding this proposal are required to be submitted ONLY by email to Dave Lyons at davel@greaterdubuque.org, CC'ing Hannah Lyons at lyonshannahg@gmail.com.