REQUEST FOR PROPOSAL FOR
PROFESSIONAL ENVIRONMENTAL SERVICES

The Greater Dubuque Impact Investment Fund is accepting proposals from qualified firms for the following professional environmental services:

US Environmental Protection Agency Brownfields Revolving Loan Program

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 environmental cleanup services related to an East Central Intergovernmental Agency (ECIA) United States Environmental Protection Agency (EPA) Brownfield Revolving Loan Program Loan awarded to GDIIF.

The primary purpose of this loan is to carry out site-specific cleanup activities on 1550 Elm Street and 455 E. 15th Street, Dubuque, Iowa, 52001, parcel ID 1024283003 and 1024283004, previously known as the Blum Site, to get the property through the Iowa DNR Land Recycling Program (LRP) and Toxic Substances Control Act (TSCA), and get the site to 'No Further Action' status to allow for redevelopment opportunities.

GDIIF, the current owner of the property, has worked with ECIA, EPA, and Iowa DNR to complete Phase I Environmental Site Assessments (ESA) for both parcels and a Phase II ESA for 1550 Elm Street.

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. 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 remediation. The site remains a detriment to the downtown and Historic Millwork District 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 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.

RFP FOR 1550 ELM STREET

In 2025, GDIIF applied for and was selected by ECIA to receive two $1,500,000 partially forgivable loans through the US EPA Brownfield Revolving Loan Fund (BRLF) program - Cooperative Agreements (CA) #4B96708501 and [455 CA] - to assess and clean-up 1550 Elm Street and 455 E. 15th Street. The cleanup site was developed in 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. By 1950, the Property and east adjoining site operated as Blum Co. junk yard until the 2010s, storing and recycling scrap metals, frequently for use in steel foundries.

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 potential groundwater contamination identified in the 2016 Phase II ESA and the 2025 Phase II ESA, and presence of a potential underground storage tank (US) were identified in the 2025 Phase I ESA and the 2025 Geophysical Survey. 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). Copies of all prior assessments can be accessed through the public repository at https://www.cityofdubuque.org/3385/Iowa-Coffin-Co-Brownfield-Cleanup.

Further assessment may be necessary on the site, particularly on 455 E. 15th. Such assessment activities may be outside the scope of this RFP due to funding sources. GDIIF may elect to use the selected QEP for additional assessment, but this is not guaranteed as the funding source may determine who will be the QEP completing said assessment.

This RFP is for the selection of a Qualified Environmental Professional (QEP) to assist in the cleanup of the approximately 0.59-acre site located at 1550 Elm St known as parcel #1024283003 in addition the selected QEP may also be contracted to assist with a cleanup of 0.71 acres located at 455 E 15th St known as parcel #1024283004. Each cleanup has a separate funding source under the ECIA RLF Program. A portion of these funds will be used to pay a Qualified Environmental Professional (QEP) to complete cleanup oversight and related eligible activities required for cleanup activities on the parcels. **Firms should note that while the scope of services included in this RFP applies to both parcels, the initial agreement with GDIIF would be for services on 1550 Elm Street, with an option to extend services to 455 E. 15th Street if and when deemed appropriate by GDIIF. Therefore, proposals should identify the costs associated with the scope of services for each parcel, separately.**

SCOPE OF SERVICES

A summary of the scope of work is as follows, but is not limited to:

A. Community Engagement and Outreach:
    a. Assist the GDIIF in designing, coordinating and conducting community outreach, public engagement and participation activities as requested, at minimum four community meetings.
    b. Prepare presentation and present ABCA Cleanup Plan to the public.
    c. Work with GDIIF, ECIA, City of Dubuque, IDNR, SHPO and EPA
    d. Assist GDIIF with preparing public communication materials.
    e. Attend meetings with IDNR, EPA, ECIA and GDIIF as requested
    f. Provide technical support for community questions

B. Cleanup Planning
    a. GDIIF is enrolled in the IDNR LRP program for 1550 Elm St (ID#2404). QEP will work with IDNR & EPA to complete all required steps including but not limited to:
        i. Ensure adherence to federal, state, and local environmental regulations,
        ii. Negotiate and obtain necessary regulatory approvals

b. Prepare and submit application for enrollment into LRP for 455 E 15th St; prepare and submit any amendment or communication for the LRP for each site.
c. Prepare and conduct an Analysis of Brownfield Cleanup Alternatives (including cleanup alternatives and green and sustainability measures).
d. Review and finalize the ABCA analysis and document.
e. Prepare a decision document containing the results of the public comment period and selection of the final cleanup remedy.
f. Prepare remedial approach, design and engineering documents/system construction bid plans, cleanup specification documents to submit to EPA and IDNR before obtaining a contractor bid.
g. Prepare bid package request to qualified contractors for each portion of the cleanup.
h. Prepare Risk Evaluation/Response Action and submit to DNR for review.
i. Develop Site-Specific Quality Assurance Project Plan for environmental post cleanup confirmation sampling and submit to EPA for approval.
    i. Verify calibration of field and lab equipment
    ii. Review of laboratory analytical methods and results
    iii. Ensure proper chain-of-custody documentation
    iv. Evaluate data usability and completeness
    v. Confirm implementation of field and lab quality control procedures
j. Assist the EPA project officer in collecting information and determining if Section 106 applies to historic preservation. Communications with EPA and the State Historic Preservation Office, including responding to comments as necessary, are included in this task. QEP may assist with attending meetings as GDIIF consultant to provide technical assistance when GDIIF discussing cleanup with EPA and SHPO.
k. Incorporate Green and Sustainable Remediation (GSR) principles/techniques into the project via language in the ABCA document and the cleanup bid package, as well as track and report GSR in quarterly reports. Provide quarterly activity report to GDIIF and ECIA.
l. Prepare and obtain approval for a budget detailing how EPA funds will be used to clean up the site.

C. Site Cleanup
    a. Conduct site oversight, monitoring, and inspections during remediation to ensure compliance with cleanup plans in accordance with QA and QC standards.

b. Ensure adherence to federal, state, and local environmental regulations.
c. Photograph cleanup progress daily.
d. Track budget for final reporting purposes.
e. Oversight of environmental remediation, cleanup, and additional assessment activities:
    i. Conduct site visits, monitoring, oversight during cleanup
    ii. Observe sampling procedures and verify adherence to HASP, QAPP, Cleanup Plan
    iii. Confirm proper handling, storage and disposal of contaminated materials
    iv. Monitoring health and safety practices on site
    v. Document field activities and deviations from approved plans
    vi. Review and approve contractor reports and invoices.
    vii. Review permits and approvals required for cleanup activities.
    viii. Conduct meetings throughout cleanup and submit weekly progress updates to GDIIF
    ix. Compile analytical data from samples of soil and other materials on site.
f. Prepare copies of Hazardous Waste Manifests.
g. Prepare and submit cleanup close-out report documenting in accordance with regulatory requirements to IDNR LRP and EPA, describing cleanup indicating that cleanup is complete and protective to human health and the environment, and identify any institutional controls and long-term monitoring.
h. Submit a confirmation sampling report and a cleanup sampling report to the EPA, IDNR, ECIA and GDIIF.
i. Prepare and File any necessary covenants attached to the property Deed associated with reuse restrictions.

D. Administration Support:
    a. Prepare fact sheet, site mapping, surveying, site rehabilitation after remediation activities, and site management
    b. Other services as required in bringing to fruition the cleanup project and successful completion of the cleanup, and receipt of an NFA from IDNR for each site, based on the proposed future end use as a medical office facility with outdoor green space and fitness area serving sensitive populations.
    c. Complete and submit final report, grant closeout materials, and 'success

story' for targeted cleanup area to EPA and GDIIF.

d. The QEP will ensure compliance with Federal cross-cutting requirements and will include the requirements to comply with these regulations in the remediation contractor's contract, as applicable. These requirements include, but are not limited to, the OSHA Worker Health & Safety Standard 29 CFR 1910.120; National Historic Preservation Act; Endangered Species Act; and Permits required by Section 404 of the Clean Water Act; Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4; Contract Work Hours and Safety Standards Act, as amended (40 USC § 327-333), the Anti-Kickback Act (40 USC § 276c), and Section 504 of the Rehabilitation Acto f 1973 as implemented by Executive Orders 11914 and 11250.
e. The QEP will identify and evaluate potential tools and activities as identified in the EPA to help alleviate the environmental footprint of cleanup actions. More information can be found at the following web link: https://www.epa.gov/greenercleanups, which can make the cleanup greener.
f. Other Brownfield Related Duties: Other duties may be required for successful project but have not been anticipated in this call for services. QEP will provide all necessary services for GDIIF to achieve a NFA with IDNR.

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 capabilities of firm, community engagement experience, federal and state agency experience, work experience, and capacity of project team – 30 Points (30%)
    a. Staff and financial stability.
    b. Capability to meet project staffing and schedule needs.
    c. Availability and consistency of staff.
    d. Project team organizational structure, project position/role descriptions and responsibilities, and key staff assignments.
    e. Qualifications and experience of key project staff related to contaminated site redevelopment.

    f. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided.
    g. Experience effectively engaging community members as well as federal and state agencies in the redevelopment process.
2. Demonstrated qualifications and experience of the firm and project team – 50 Points (30%)
    a. Project experience related to the technical requirements for completing the tasks described in the Scope of Services, during the past 3 years.
    b. Approach and understanding of scope of work
    c. Project experience related to addressing contaminated properties, environmental services, and assisting local communities in successfully supporting the redevelopment of contaminated properties.
    d. Qualifications and experience of key project staff related to contaminated site redevelopment.
3. 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 – 30 points (30%)
    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. Cost plus % is not allowed.
    b. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in each task.
4. Work Plan and Timeline – 5 Points (5%)
    a. Points will be awarded in this category based on the proposed timeline and work plan to meet schedule that is presented by each of the consulting firms. More points will be awarded based on a plan and timeline that works best for GDIIF.
5. References – 5 points (5%)
    a. The Selection Committee will consider the Project Team's references as required by the proposal requirements.

PROPOSAL REQUIREMENTS

Proposals must be submitted as an electronic PDF file with a maximum length of 25 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. Cover Letter – Include the name of a contact person, address, phone number, and email address.

2. Technical Approach – QEP to review assessments and propose a workplan. A detailed work plan that addresses all elements of the project, describes the consultant's proposed approach and understanding of each task, and justifies the methodology employed. Separate Technical Approach to be included for each parcel.
3. Project Schedule, Estimate of Staff Hours, and Cost Estimate – A breakdown of estimated hours per task and per team member. A cost estimate shall also be submitted. Budget breakdown should breakdown each task. A separate project schedule, estimate of staff hours and cost estimate with budget should be included for each parcel. Include fee schedule and/or rate sheet listing hourly rates for applicable professionals and technicians, as well as any other general or administrative fees typically billed by the firm. The fee schedule should also state the interval at which rates are typically reviewed and/or increased and should detail any anticipated cost assumptions or qualifications.
4. Project Organization and Staffing – A list of project personnel, including role in the project, an organizational chart, and resumes detailing the project personnel's work on related projects. Also include the name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract.
5. References – A list of similar project descriptions undertaken by the firm (preferably project personnel) with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.

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 Friday, December 11th. Negotiation with the selected consultant will commence in December 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 Friday, December 4. The electronic proposal must be submitted via e-mail to davel@greaterdubuque.org, CC'ing Hannah Lyons at lyonshannahg@gmail.com. Late proposals will not be accepted.

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. Questions must be submitted by Friday, November 20th. Responses to all questions will be posted on the public repository by Friday, November 27th.