

REQUEST FOR PROPOSALS (RFP)
Grant Implementation
Brownfields Cleanup Grant
Former Leas & McVitty / New River Tannery Site

Due Date and Time:

November 2, 2026 by 3:00 pm ET

Deadline to Submit Questions:

October 9, 2026 by 3:00 pm ET

Mail or deliver documents to:

John Hale, Special Projects Manager
County of Giles
1 Taylor Ave., Ste.2
Pearisburg, VA 24134
(540) 921-2525 ext. 1121
Email: jhale@gilescounty.org

Introduction & Background

The County of Giles, Virginia, (the County) is seeking a qualified environmental consulting firm to provide assistance with implementation of the environmental remediation, planning and community engagement activities at the former Leas & McVitty / New River Tannery site in the Town of Pearisburg, Giles County, Virginia (the site), funded by EPA Brownfields Cleanup.

The U.S. EPA defines brownfields as “properties that contain or may contain a hazardous substance, pollutant or contaminant, complicating efforts to expand, redevelop or reuse them.”¹ The County of Giles, Virginia is seeking funding from the U.S. EPA for environmental remediation, planning, and community engagement activities at the former Leas & McVitty / New River Tannery site in the Town of Pearisburg. County of Giles, Virginia will be the lead project manager of the intended grant award.

This RFP is intended to identify the best qualified consultant, firm, or team who is expected to provide environmental remediation, planning, and community engagement activities, in coordination with County of Giles, Virginia.

County of Giles, Virginia assumed ownership of the site in December of 2025 and has been coordinating local assessment and cleanup efforts. County of Giles, Virginia received an EPA Brownfields Cleanup grant to perform necessary cleanup and planning activities at the site.

¹<https://www.epa.gov/brownfields/about#:~:text=Brownfields%20are%20properties%20that%20contain,Impoves%20and%20protects%20the%20environment.>

The timeline for the grant period is October 1, 2026, to September 30, 2030.

Proposed activities must meet federal and state requirements and costs will need to be allocated to the separate funding sources, as appropriate. Coordination among the County of Giles, Virginia, the Virginia Department of Environmental Quality (DEQ), EPA, and others will be required.

Site Description

The name of the site is: Former Leas & McVitty / New River Tannery

The address of the site is: Tannery Road, Pearisburg, Giles County, Virginia 24134 (centered at approximately 37.341696, -80.752079). The site consists of approximately 32.6 acres, more or less.

The site was originally established as a “Leas & McVitty” (L&M) tannery, later known locally in Pearisburg as the “New River Tannery,” in 1894. Operations phased out at the New River Tannery in the late 1960s, and by 1972, wooden structures and other buildings at the site were reportedly burned as part of the demolition process. The site contains several remnants from historic tannery operations, including a dilapidated water tower, relic industrial structures (concrete foundations, railroad spurs, and vats), and concrete used to fill/cover historical vats. In-ground concrete and wooden vats are either completely or partially filled with rubble, soil, and water. Two large agricultural fields are currently present within the Site, one near the northwestern corner and one that comprises the eastern area of the site. Aside from the fields, dense vegetation is present across the Site, which is unoccupied and with no current operations.

The currently proposed future reuse of the site will include a regional sports and recreation complex.

Historic tannery operations at the site included the storage and use of tanning agents and hide preservatives in former lagoons, basins and vats, as well as other general industrial maintenance activities. The Contaminants of Concern (COCs) detected at the site include arsenic, hexavalent chromium, cyanide, and polycyclic aromatic hydrocarbons (PAHs). Previous assessments at the site included sampling and analysis of soil and vat materials. Shallow groundwater within 25 feet has not been encountered at the Site, and no impacts have been identified in the deeper aquifer system, which is utilized by the adjoining municipal water well (PWS VA1071455, Giles County Well No. 4). Analytical results and risk assessment evaluation have indicated that concentrations of arsenic, hexavalent chromium, cyanide, and PAHs in soil, vat soil, and/or vat water present on the site are above applicable Virginia Department of Environmental Quality (VDEQ) Voluntary Remediation (VRP) risk-based performance criteria for the intended redevelopment. Impacts are largely isolated within Areas of Concern (AOC) at the site.

Scope of Work

Grant Implementation Services

The selected consultant, firm, or team will assist the County of Giles, Virginia with the implementation of project management, environmental remediation, planning, and community engagement activities as outlined in the grant proposal.

Project Management

- Work with the [Project Lead] to ensure all necessary documentation for award setup is submitted to US EPA, including the workplan and required federal forms.
- Coordinate the completion of reporting requirements, including narrative and budget reporting, as well as ACRES data entry for quarterly reports.
- Provide project management, implementation, and/or technical oversight.

Environmental Remediation Activities

- Enroll the project in the State Voluntary Remediation/Cleanup Program;
- Serve as the Qualified Environmental Professional of record, ensuring compliance of the cleanup with the Voluntary Remediation Agreement;
- Advise and assist in development of property reuse design and planning;
- Review existing site assessment data and reports, revise the Analysis of Brownfield Cleanup Alternatives, and recommend a cost-effective, dependable path to remediation and redevelopment;
- Provide a Remedial Action Work Plan as determined by the requirements of the VRP/VCP in a written report and an oral presentation;
- Prepare written plans and specifications and bid documents for hiring a cleanup contractor to execute the selected plan;
- Conduct project oversight including on-site inspection and testing as deemed appropriate by EPA and state environmental agency (related to confirmatory or clearance sampling); and
- Provide project progress reports to the County at agreed upon intervals and attend meetings with them, state environmental agency, and other stakeholders, as needed.

Community Engagement

- Provide coordination for public meetings.
- Draft media releases, FAQ sheets, and presentations for any outreach activities.

Selection Process

Process

County of Giles, Virginia will use a two-phase process to select the best qualified submission for this project.

Phase 1

In Phase 1, the County of Giles, Virginia Project Manager will review all submissions to determine whether they meet all the requirements of the RFP. Submissions meeting those requirements will be reviewed and ranked by the Selection Committee.

Phase 2

In Phase 2, the top-ranked respondents will be interviewed and further ranked by the Selection Committee. The successful respondent will be selected based on scoring in both Phase 1 and Phase 2.

Selection Committee

The Selection Committee will consist of the County Special Projects Manager, County leadership, and other County staff.

Evaluation

The evaluation of submissions will follow the guidelines outlined in the Evaluation Criteria outlined in the next section.

Interviews

The Selection Committee will conduct oral interviews with the top-ranked consultants for the project. This provides an opportunity for the County to further evaluate submissions and qualifications and for all parties to evaluate the potential to work together effectively.

The interview will include a short overview of the respondents' qualifications, followed by questions from the Selection Committee. The anticipated length of the interview is 45 to 60 minutes. Notification of interview status will be communicated by November 16, 2026. Respondents should ensure that the project lead and key staff are available to attend the interview. Interviews may be conducted virtually or in-person, depending on the availability and preferences of the Selection Committee.

Selection

Any contract awarded shall be made to the best-qualified submission based on the selection process. County of Giles, Virginia will notify respondents of the submission selected by distributing a Notice of Intent to Award. The final Scope of Work will be negotiated to meet the County of Giles, Virginia needs, comply with all appropriate guidelines, and could include a scope of work modified from the identified one in this RFP.

Submission Information and Requirements

Qualified consultants, firms, or teams are invited to submit a single submission as described in this RFP. Submissions should be thorough and concise and are recommended to be not more than 40 pages.

All submissions must include:

1. *Cover Letter and Availability:* Provide a brief cover letter from the lead consultant or firm, including basic background information on the organization or team, a statement of interest in the project, and a review of understanding of the Scope of Work. Include contact information for the Project Lead and a commitment to participate in an interview on or about November 30, 2026.
2. *Outline of Qualifications and Experience:* Provide an overview of the lead consultant or firm's background, relevant experience, credentials, and qualifications as they pertain to this project and the deliverables. Include specific information on the background and related experience, such as resumes, of the project lead and any other lead staff who will be involved in the project.
3. *Examples of Similar Projects:* Provide not more than three examples of previous similar projects completed by the project team with an emphasis on the key staff and team members who will be included in this project.
4. *Methodology:* Outline your proposed approach to the project and describe the method for working with the County to complete the grant application and perform all of the implementation services outlined in the scope of work.
5. *Timeline:* Include a statement confirming the respondent can complete the project in the timeline outlined in the section below.
6. *Project Budget:* Include an overall cost estimate to complete the proposed services in conjunction with the County of Giles, Virginia staff as well as a rate sheet for any current team members or job types identified as part of the completion of the scope of work.
7. *Professional References:* Provide contact information and/or professional references for not more than three recent clients on similar projects.
8. *Conflict of Interest:* The respondent shall disclose any financial, business, or other relationship that may impact by this work.

9. *Signature:* Provide names, titles, addresses, telephone numbers, and email addresses of individuals with the authority to negotiate and contractually bind the respondent and include the data sheet attached to this RFP as Exhibit A.

Additional Information and Considerations

Disadvantaged Businesses

Disadvantaged Businesses², including women- and minority-owned businesses, are encouraged to apply. Disadvantaged businesses may include small businesses and those owned by groups that have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Time and Place of Submission

To be considered, all submissions must be received by November 2, 2026 at 3:00 pm ET. Submissions may be made electronically to jhale@gilescounty.org. It is the responsibility of the submitting entity to ensure timely delivery of the submission.

Late Submissions

Submissions received after the specified time will not be considered.

Inquiries and Questions

Respondents shall be responsible for reviewing this RFP and any addenda issued by County of Giles, Virginia prior to the due date, and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error, or omission contained therein.

Inquiries and questions concerning this RFP should be directed in writing via email to the Project Manager at jhale@gilescounty.org, by October 9, 2026 by 3:00p ET. No phone calls will be accepted.

The County will respond to written requests for clarification received by October 9, 2026 by 3:00p ET. A summary of all questions and responses will be added to the posted RFP by October 16, 2026 by 5:00 pm ET.

The County will not accept a proposal that limits the liability of the firm for its own negligence, or which requires indemnity by the County.

The submission shall include the cover sheet attached as Attachment A.

² <https://www.epa.gov/grants/frequently-asked-questions-disadvantaged-business-enterprises>

Evaluation Criteria

Submissions will be reviewed and evaluated by a Selection Committee as outlined above. The Selection Committee will use the following criteria in evaluating the narrative and other required documents provided:

Written Proposal Criteria	Max Points
Demonstrated experience of key personnel to be assigned to the project	20 points
Ability to handle multiple projects simultaneously and meet deadlines	15 points
Respondent's methodology to successfully complete each scope of services task	10 points
Reasonableness of costs/price proposals	25 points
Specific experiences, references, or other considerations that make the Respondent uniquely qualified	10 points
Interview Criteria	Max Points
Participation from Project manager and other key personnel	5
Presentation specific to applicable scope of work tasks	10
Responses to questions	5
Total Possible Points	100

The contract awarded to the selected consultant will be subject to the following terms and conditions:

PAYMENT: Payment will be made after the satisfactory completion of key milestones in the process. Amounts and milestones will be negotiated at the time of contract award.

GOVERNING LAW AND VENUE: This solicitation is subject to the provisions of the Virginia Public Procurement Act, Va. Code §2.2-4300, et seq. Any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia. Any litigation with respect thereto shall be brought in the courts of the County of Giles or the United States District Court for the Western District of Virginia, Roanoke Division, if independent federal jurisdiction exists. The Consultant shall comply with all applicable federal, state and local laws, rules and regulations.

This Contract involves a project for which the County will receive funds from the federal government. To the extent that federal statutes and regulations exist that govern anything within the Scope of Work under this Contract, those provisions are incorporated herein by reference, and the terms imposed by law take precedence over any term of the Contract in conflict with the law.

ANTI-DISCRIMINATION: By submitting their proposals, Offerors certify to the County that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where

applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E). In every contract over \$10,000 the provisions in A. 1. and 2. below apply:

A. During the performance of this contract, the Consultant agrees as follows:

- (1). The Consultant will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Consultant. The Consultant agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- (2). The Consultant, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, will state that such Consultant is an equal opportunity employer.
- (3). Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

B. The Consultant will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

DRUG-FREE WORKPLACE: During the performance of this contract, the Consultant agrees to (i) provide a drug-free workplace for the Consultant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Consultant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Consultant that the Consultant maintains a drug-free workplace; and (iv) include the

provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or Vendor.

For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a Consultant, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

ETHICS IN PUBLIC CONTRACTING: Pursuant to Virginia Code §2.2-4367, et seq, by submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, Offerors certify that they do not and will not during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986, and any amendment thereto.

DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the federal government, the Commonwealth of Virginia, any political subdivision thereof, or any other state from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred. Should the County determine during the course of performance of the Contract that the Consultant is so debarred, the County may immediately terminate the Contract and seek all appropriate damages.

QUALIFICATIONS OF OFFERORS: The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to inspect Offeror’s physical facilities prior to award to satisfy questions regarding the Offeror’s capabilities. The County further reserves the right to reject any Proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Consultant in whole or in part without the written consent of the County.

MODIFICATIONS OR CHANGES TO THE CONTRACT: Modifications or changes can be made to the contract in any of the following ways:

- A. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed upon by the parties as a part of their written agreement to modify the scope of the contract.
- B. The County may order changes within the general scope of the contract at any time by written notice to the Consultant. Changes within the scope of the contract include, but are not limited to, things such as services to be performed and the place of performance. The Consultant shall comply with the notice upon receipt. The Consultant shall be compensated for any additional costs incurred as the result of such change order and shall give the County a credit for any savings. Said compensation shall be determined by mutual agreement of the parties.

DEFAULT: In case of failure to deliver satisfactory services in accordance with the Contract terms and conditions, the County shall give written notice to the Consultant of the default. If the Consultant fails to cure the deficiency within thirty (30) days of the notice, then the County may immediately terminate the Contract, may procure replacement services from other sources and hold the Consultant responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have. For purposes of the Contract, “written notice” shall mean notice in writing transmitted by United States mail, courier service, personal delivery, facsimile machine, or email.

INSURANCE: By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractors will have workers’ compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The Offeror further certifies that the Consultant and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- 1. Workers’ Compensation - Statutory requirements and benefits.
County to be added to policy as alternate employer.
- 2. Employer’s Liability - \$1,000,000.00.

3. Commercial General Liability - \$1,000,000.00. combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Consultant's Liability or Owner's and Consultant's Protective Liability. Giles County must be named as an additional insured when requiring a Consultant to obtain Commercial General Liability coverage.
4. Automobile Liability - \$1,000,000.00 - Combined single limit. (Only used if motor vehicle is to be used in the contract.)
5. Professional Liability Insurance - The Consultant shall maintain during the life of this contract such Professional Liability Insurance as shall protect the Consultant against claims for damages resulting from errors, omissions, or malpractice or the Consultant, which may arise from operations under this contract whether such operations be by the Consultant, the Consultant staff, or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such Professional Liability Insurance shall be as follows:

\$ 1,000,000.00 each incident
\$ 3,000,000.00 aggregate

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award the contract resulting from this solicitation, the County will publicly post such notice on the County's website (www.virginiasmtnplayground.com) for a minimum of 10 days.

DISPUTE RESOLUTION: In the event of any dispute, with the exception of a claim for indemnity or a claim subject to coverage under the Consultant's Professional liability coverage, arising under the terms of the contract, notice of the dispute must be filed within 30 days of the incident, act, or omission giving rise to the claim, and a statement of the basis of the claim together with all supporting evidence shall be submitted within 30 days of the notice of claim. The dispute shall first go to mediation. Mediation must be commenced within 60 days of the submission of said statement, unless the parties agree to a longer period. If the dispute is not concluded through mediation, then suit must be filed in a court with proper jurisdiction or venue within six (6) months of the termination of the mediation proceeding.

AUDIT: The Consultant shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the County, whichever is sooner. The County auditors shall have full access to the right to examine any of said materials during said period.

AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

PROPOSAL ACCEPTANCE PERIOD: Any Proposal in response to this solicitation shall be valid for 120 days. At the end of the 120 days, the Proposal may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

CANCELLATION OF CONTRACT: The County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 30 days written notice to the Consultant. Any contract cancellation notice shall not relieve the Consultant of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

INDEMNIFICATION: Consultant agrees to indemnify, defend and hold harmless the County its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Consultant/any services of any kind or nature furnished by the Consultant, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Consultant on the materials, goods or equipment delivered. The County cannot and will not provide any indemnity to Consultant and will not accept a contract that limits Consultant's liability for negligent acts or omissions.

SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Consultant desires to subcontract some part of the work specified herein, the Consultant shall furnish the County with the names, qualifications and experience of their proposed subcontractors. The Consultant shall, however, remain fully liable and responsible for the work to be done by its subcontractors and shall assure compliance with all requirements of the contract.

SEVERABILITY: Should any part of this Contract be deemed void or otherwise unenforceable at law or equity, that part shall be deleted from the Contract, and the remainder of the terms shall be in full force and effect.

ATTACHMENT A

REQUEST FOR PROPOSALS (RFP)
Cover Sheet
Grant Implementation
Brownfields Cleanup Grant
Former Leas & McVitty / New River Tannery Site

OFFEROR DATA SHEET

NAME AND ADDRESS OF FIRM:

NAME Date: _____

ADDRESS LINE 1

ADDRESS LINE 2

City State Zip Code

Signature

Title: _____

FEI/FINT NO: _____ PHONE _____

FAX _____

SCC Registration Number (if applicable) _____

Virginia Contractor License Number (if applicable): _____