

REQUEST FOR QUALIFICATIONS (RFQ)

Qualified Environmental Professional (QEP)

EPA Brownfields Community-Wide Assessment Grant

1. INTRODUCTION

The **City of Ravenswood, West Virginia** (“City”) is soliciting **Statements of Qualifications (SOQs)** from qualified firms and individuals to serve as a **Qualified Environmental Professional (QEP)** in support of the City’s **EPA Community-Wide Brownfields Assessment Grant**.

This procurement is funded in whole or in part by the **U.S. Environmental Protection Agency (EPA) Brownfields Assessment Program** and must comply with all applicable federal, state, and local procurement requirements, including **2 CFR Part 200**, **40 CFR Part 33**, and EPA Brownfields procurement guidance.

The selected QEP will provide professional environmental consulting services on an **as-needed, task-based basis** to support the identification, assessment, and reuse planning of brownfield properties within the City of Ravenswood.

2. PROJECT OVERVIEW

The City of Ravenswood was awarded an **EPA Community-Wide Brownfields Assessment Grant** to inventory, characterize, assess, and conduct cleanup and reuse planning for brownfield sites.

Ravenswood is preparing for major economic development activity in the region, including a large-scale investment in advanced manufacturing near the community. As a community of fewer than 4,000 residents, Ravenswood is proactively addressing aging and underutilized properties—particularly in and near downtown—to support future housing, downtown revitalization, and recreation goals.

Assessment activities will emphasize downtown and other priority properties targeted for redevelopment. Initial priority properties identified in the EPA-approved work plan include downtown properties such as **228 Washington Street**, **234 Washington Street**, as well as other community priorities, including the **Former Copes Supermarket**, the **Caldwell Building**, and the **Sand Street Car Shop**. Additional sites may be identified through ongoing community engagement and coordination with property owners and stakeholders.

The City intends to implement this grant using the **West Virginia Department of Environmental Protection (WVDEP) Presumptive Conformance Program (PCP)** for quality assurance, where applicable.

3. SCOPE OF SERVICES

The selected QEP will be expected to provide some or all of the following services on a task-by-task basis, as authorized by the City and EPA:

A. Environmental Site Assessments

- Phase I ESAs conducted in accordance with **ASTM E1527-21** and the **EPA All Appropriate Inquiries (AAI) Final Rule (40 CFR Part 312)**
- Phase II ESAs conducted in accordance with **ASTM E1903-19**, as approved by EPA and/or WVDEP

B. Quality Assurance & Sampling

- Preparation of **Field Sampling Plans (FSPs)** consistent with WVDEP PCP requirements
- Coordination with WVDEP and EPA for QA approvals prior to sampling
 - Contractors must demonstrate understanding of the differing quality assurance requirements and approval processes associated with WVDEP Presumptive Conformance Program (PCP) and non-PCP assessment pathways, and the ability to comply with applicable QA requirements as determined for each site.
- Preparation of site-specific **Health and Safety Plans (HASPs)**

C. Hazardous Building Materials Surveys

- Asbestos-Containing Materials (ACM) inspections
- Lead-Based Paint (LBP) surveys
- Mold inspections
- Radon testing (if required)

D. Cleanup & Reuse Planning

- Analysis of Brownfield Cleanup Alternatives (ABCA)
- Cleanup or abatement planning for environmental conditions of concern
- Coordination with redevelopment and reuse planning efforts
- Cleanup and reuse planning activities shall be consistent with EPA-eligible planning activities under the Brownfields Assessment Program, including but not limited to Analysis of Brownfield Cleanup Alternatives (ABCA) and related planning tasks.

E. Data Management & Reporting

- Preparation of EPA-compliant assessment reports and supporting documentation
 - **ACRES data entry and maintenance**, including property profile updates as activities occur
 - **Quarterly performance reporting support**: The selected QEP must be capable of preparing and, if authorized by the City, **submitting quarterly performance reports through EPA's ACRES system on the City's behalf**, including ensuring required ACRES property updates are entered prior to report submission
 - Coordination with the City for required quarterly and annual reporting requirements and deadlines
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4. QUALIFIED ENVIRONMENTAL PROFESSIONAL REQUIREMENTS

The firm or individual must demonstrate that assessment activities will be directed and supervised by a **Qualified Environmental Professional (QEP)** meeting the definition at **40 CFR §312.10**, including:

- Appropriate academic credentials and professional licensure, and
 - A minimum of three (3) years of relevant full-time experience in environmental site assessment and remediation.
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5. SUBMISSION REQUIREMENTS

Interested firms or individuals shall submit a Statement of Qualifications that includes, at a minimum:

1. **Cover Letter** identifying the firm/individual and primary contact
 2. **Firm Qualifications & Experience**, including relevant project examples
 3. **Proposed Project Team**, including resumes and identification of the QEP
 4. **Experience with WVDEP PCP and/or state or federal QA processes**
 5. **Capacity to perform work within grant timelines**
 6. **Cost / Price Information**, including:
 - Hourly rate schedule for key personnel
 - Typical costs or ranges for Phase I and Phase II ESA tasks
 - Any assumptions regarding task authorizations and deliverable review cycles
 7. **References** (minimum of three)
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6. EVALUATION CRITERIA

Statements of Qualifications will be evaluated using a weighted scoring system consistent with 2 CFR 200.318–320 and EPA Brownfields procurement guidance.

The anticipated evaluation criteria are:

- **Demonstrated qualifications and experience with contaminated site assessment – 30%**
 - (Includes experience conducting Phase I and Phase II Environmental Site Assessments; familiarity with ASTM standards and the EPA All Appropriate Inquiries (AAI) Rule; experience assessing common brownfield contaminants; and demonstrated ability to manage assessment tasks, documentation, and reporting for EPA- or state-funded brownfields projects.)
- **Experience and capacity of proposed project team – 20%**
- **Understanding of WVDEP PCP and QA requirements – 15%**
 - (Includes demonstrated understanding of EPA and state quality assurance requirements; experience working under the WVDEP Presumptive Conformance Program (PCP) or comparable state QA programs; familiarity with differences between PCP and non-PCP QA pathways; and experience preparing and implementing Field Sampling Plans (FSPs), Health and Safety Plans (HASPs), and related QA documentation consistent with applicable review processes.)
- **Past performance and references – 10%**
- **Reasonableness of cost / price proposal – 25%**

The City reserves the right to interview the highest-ranked respondents.

7. PROCUREMENT CONDITIONS

- This procurement is conducted as a **competitive qualifications-based solicitation with a price component**, as required for EPA Brownfields Assessment Grants.
 - Respondents may not have assisted the City in drafting this RFQ if they intend to submit a response.
 - The City may select one or more firms.
 - Contract award is subject to EPA approval, if required.
 - All work must comply with applicable federal, state, and local regulations.
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8. CONTRACT TERM & OPTIONS

The City anticipates awarding a contract with an initial term of up to **four (4) years**, subject to annual funding availability and satisfactory performance. The contract may include options to extend services for future EPA Brownfields grants awarded to the City within the allowable period.

9. SUBMISSION INSTRUCTIONS

Statements of Qualifications must be received no later than **February 9, 2026 at 4:00 PM Eastern Time**.

Point of Contact:

Molly Washburn

Executive Director

Downtown Ravenswood Partners

City of Ravenswood
1 Wall St.
Ravenswood, WV

Phone: 304-215-1504

• **How to submit:** Statements of Qualifications shall be submitted electronically as a single PDF document via email to **ontrac@cityofravenswood.com**

- The subject line must read: **“QEP RFQ – City of Ravenswood.”**
- Submissions must be received no later than **February 9, 2026 at 4:00 PM Eastern Time**.
- Late submissions will not be accepted.

- Questions regarding this RFQ must be submitted via email no later than **February 2nd**. Responses will be provided via addendum, if applicable.
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10. RESERVATION OF RIGHTS

The City of Ravenswood reserves the right to reject any or all submissions, to waive informalities, and to select the firm(s) deemed to be in the best interest of the City.

Funding for this project is provided by the U.S. Environmental Protection Agency (EPA) Brownfields Assessment Program.