



Request for Proposals (RFP)

Environmental Assessment and Related Technical Services

EPA Brownfields Assessment Coalition Cooperative Agreement BF-02F88601-0

“Revitalizing Acadiana:
The Acadiana Regional Assessment Coalition Brownfields Initiative”

Issued by:

Acadiana Planning Commission
101 Jefferson St., Suite 201
Lafayette, LA 70501
Phone: 337-806-9368

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June 16, 2026

Proposal Due Date and Time:

July 22, 2026, at 2:00 PM (Central Time)

RFP Contact:

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SECTION 1 – PURPOSE AND PROCUREMENT AUTHORITY

1.1 – Purpose

The Acadiana Planning Commission (APC), serving as the Lead Coalition Member and recipient of the U.S. Environmental Protection Agency (EPA) Brownfields Assessment Coalition Cooperative Agreement BF-02F88601-0, hereby solicits competitive proposals from qualified environmental consulting firms to provide professional environmental assessment and related technical services. These services will support activities associated with the initiative titled:

Revitalizing Acadiana: The Acadiana Regional Assessment Coalition Brownfields Initiative

Work is anticipated to occur within the target areas associated with the EPA-recognized Coalition Members (the Cities of Abbeville, Eunice, and Opelousas) as well as the Acadiana Planning Commission's designated target area in the City of Ville Platte. Additional assessment activities may occur in surrounding areas or elsewhere within the APC region, as justified by programmatic needs and consistent with the Cooperative Agreement and EPA guidance.

Services procured under this Request for Proposals (RFP) are intended to support selected activities identified in the EPA-approved work plan for Cooperative Agreement BF-02F88601-0. The scope of services may include, but is not limited to:

- Support for the development, maintenance, and refinement of a regional brownfields site inventory, including site identification, eligibility screening, and prioritization in coordination with APC and Coalition Members and Participating Communities;
- Performance of Phase I Environmental Site Assessments (ESAs) in accordance with the All Appropriate Inquiries (AAI) Rule and applicable ASTM standards;
- Performance of Phase II ESAs, including preparation and execution of site-specific sampling and analysis activities necessary to characterize the nature and extent of contamination;
- Preparation of Quality Assurance Project Plans (QAPPs) and related field documentation required for EPA approval prior to any data-generating activities;
- Sampling and laboratory analysis, data validation, and interpretation consistent with EPA Brownfields Program and Quality Assurance requirements;

- Preparation of Analyses of Brownfield Cleanup Alternatives (ABCAs) and other cleanup or remedial planning documents, as appropriate and as authorized under the Cooperative Agreement;
- Limited reuse and redevelopment planning support, including coordination with communities to inform future redevelopment, investment, and revitalization decisions;
- Limited support for community engagement and public outreach activities associated with assessment and planning efforts, as identified in the EPA-approved work plan; and
- Support for APC in fulfilling EPA reporting and documentation requirements, including preparation of draft materials and data necessary for entry into the Assessment, Cleanup and Redevelopment Exchange System (ACRES), quarterly progress reporting, and other assessment-related deliverables. APC shall retain responsibility for all official submissions to EPA, including ACRES data entry and reporting.

All services shall be performed in accordance with the EPA-approved work plan, applicable federal and state regulations, the EPA-approved Acadiana Brownfields Program (ABP) Quality Management Plan (QMP), and the requirements of the EPA Brownfields Program.

This solicitation is issued as a Request for Proposals (RFP) and will result in the award of a professional services contract to the responsive and responsible proposer whose proposal is determined to be the most advantageous, based on technical merit, qualifications, approach, and price.

1.2 – Cooperative Agreement, Legal, and Procurement Authority

This procurement is conducted under the authority of, and in full compliance with:

- EPA Brownfields Assessment Coalition Cooperative Agreement BF-02F88601-0;
- Title 2, Code of Federal Regulations (2 C.F.R.) Part 200, including §§200.317–326 governing procurement standards for non-federal entities receiving federal financial assistance;
- Applicable EPA Brownfields Program policies, guidance, and Cooperative Agreement terms and conditions;
- Louisiana Revised Statutes governing competitive procurement, including applicable provisions of La. R.S. 38:2237 and related laws governing professional services procurement by regional entities; and

- APC's adopted procurement policies, procedures, and conflict-of-interest standards.

This procurement is conducted in accordance with the Acadiana Planning Commission Procurement Policy, as revised August 21, 2025, and, where applicable, the procurement standards under 2 C.F.R. Part 200 supersede local policy in order to ensure compliance with federal procurement requirements.

Any contract resulting from this RFP shall incorporate all mandatory federal contract provisions required by 2 C.F.R. Part 200 and EPA Brownfields guidance. A summary of required federal contract provisions is included as Attachment A.

1.3 – Nature of Procurement and Evaluation Method

The services solicited under this RFP consist of environmental professional services associated with EPA Brownfields assessment and planning activities.

Accordingly:

- Price is a required and weighted evaluation factor and will be evaluated as part of the competitive selection process;
- Proposers must submit pricing sufficient to allow APC to assess cost reasonableness and overall value; and
- Proposals will be evaluated using a best-value selection methodology consistent with EPA and 2 C.F.R. Part 200 requirements.

While APC may negotiate final contract terms, scope refinements, and pricing with the selected proposer, award decisions will be based on the evaluation criteria set forth in this RFP, and negotiations will not materially alter the basis for selection or undermine competition.

1.4 – Coalition Governance and Contract Authority

APC serves as the sole fiscal agent, contracting authority, and official liaison with EPA Region 6 for Cooperative Agreement BF-02F88601-0. Consistent with the executed Memorandum of Agreement among the Coalition Members and Participating Communities:

- APC retains final authority over procurement, consultant selection, federal compliance, contract administration, and reporting;

- Coalition Members and Participating Communities support site identification, prioritization, access, and local coordination but do not act as contracting parties; and
- No contractual relationship will be created between the selected Contractor and individual Coalition Members or Participating Communities.

APC may include options to extend the contract term and may issue additional task orders for services within the scope of this procurement, subject to funding availability and price reasonableness determinations. Such extensions or options may be exercised to support work under current or future EPA Brownfields grants, provided that the scope of services remains consistent with this solicitation and pricing is determined to be fair and reasonable based on current market conditions.

1.5 – No Obligation to Award

Issuance of this RFP does not obligate APC to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure any services. APC reserves the right, in its sole discretion, to:

- Reject any or all proposals;
- Waive minor informalities or irregularities;
- Request clarifications or additional information; or
- Cancel or reissue this solicitation if determined to be in the best interest of the project or required for federal compliance.

SECTION 2 – PROJECT OVERVIEW, COALITION STRUCTURE, AND GEOGRAPHIC SCOPE

2.1 – Project Overview

The “Revitalizing Acadiana: The Acadiana Regional Assessment Coalition Brownfields Initiative” is a regional effort led by the Acadiana Planning Commission (APC) under EPA Brownfields Assessment Coalition Cooperative Agreement BF-02F88601-0. Through this Cooperative Agreement, APC, Coalition Members, and Participating Communities conduct environmental assessments and related planning activities at eligible brownfields sites to address real or perceived environmental contamination, reduce barriers to redevelopment, and support community-driven revitalization efforts across the Acadiana region.

The work supported under this RFP is a core implementation component of the EPA-approved work plan and will generate the environmental data, analysis, and documentation necessary to advance eligible sites from identification through assessment and early-stage planning, positioning properties for future public or private investment consistent with local planning priorities.

2.2 – Coalition Structure and Participating Communities

The Acadiana Regional Assessment Coalition is structured as a collaborative, multi-jurisdictional partnership led by the Acadiana Planning Commission (APC), which serves as the EPA-recognized Lead Coalition Member and recipient of the Cooperative Agreement.

EPA-recognized Coalition Members include:

- City of Abbeville
- City of Eunice
- City of Opelousas

The City of Ville Platte participates as a Participating Community within the Coalition framework. While not an EPA-recognized Coalition Member, it serves as a regional partner and designated target area through APC.

The roles, responsibilities, and governance framework for the Coalition are defined in the Memorandum of Agreement (MOA) executed among APC and the Coalition Members and Participating Communities. Under this framework:

- APC is responsible for overall project administration, procurement, federal compliance, reporting, and coordination with EPA Region 6.
- Coalition Members and Participating Communities collaborate with APC on site identification, prioritization, access coordination, and community engagement.

2.3 – Geographic Scope and Eligible Project Areas

Assessment activities conducted under this RFP may occur within the municipal boundaries of the Coalition Members and Participating Communities, as well as within surrounding priority target areas identified in the EPA-approved work plan. Consistent with the approved work plan, priority will be given to sites within designated target areas; however, assessment activities may also occur within a defined buffer area or elsewhere within the APC service region (Louisiana Planning District 4) where justified by community need, redevelopment potential, or environmental risk, and subject to EPA approval and eligibility requirements.

Consistent with EPA Brownfields Program guidance and the Coalition’s adopted site selection framework:

- Priority consideration will be given to sites identified through APC’s adopted site selection framework and EPA-approved work plan, including properties located within designated redevelopment areas, economic opportunity zones, corridors, or neighborhoods identified in applicable local or regional plans.
- When appropriate and supported by community need, assessment activities may occur within a defined buffer area surrounding priority areas to address environmental conditions that affect broader redevelopment objectives.
- All sites proposed for assessment must meet EPA’s definition of a brownfield property and must receive written eligibility approval from EPA prior to initiation of assessment activities.
- Final decisions regarding site selection, sequencing, and scope of assessment activities remain the responsibility of APC, in coordination with Coalition Members and Participating Communities and subject to EPA approval.

2.4 – Roles and Communications During Project Implementation

The selected Contractor shall work closely with APC throughout the period of performance. APC will serve as the Contractor’s primary point of contact and will be responsible for:

- Issuing task directives consistent with the Cooperative Agreement and this RFP;

- Coordinating access to sites and community-level coordination; and
- Reviewing and approving all deliverables, and managing all official communications and submissions to EPA Region 6 and other regulatory entities, including the Louisiana Department of Environmental Quality (LDEQ);

Coalition Members and Participating Communities may participate in field coordination, data review, and stakeholder engagement activities but will not issue task orders, modify scope, or provide direction independently of APC.

2.5 – Quality Management and Data Quality Requirements

Environmental data-generating activities conducted under this RFP shall be governed by the EPA-approved Acadiana Brownfields Program (ABP) Quality Management Plan (QMP) approved by the U.S. Environmental Protection Agency (EPA) in accordance with EPA Requirements for Quality Management Plans (EPA CIO 2105-S-01.1).

The EPA-approved QMP establishes the quality system under which all environmental monitoring, sampling, analysis, and related data collection activities are planned, implemented, reviewed, and documented for EPA Brownfields activities administered by the Acadiana Planning Commission.

The selected Contractor shall comply with the EPA-approved QMP and shall support the preparation and implementation of project-specific Quality Assurance Project Plans (QAPPs) for individual assessment activities conducted under this contract. No environmental data-generating activities may begin until EPA has issued written approval of the applicable QAPP.

All sampling, laboratory analysis, data validation, and reporting activities shall be conducted in strict accordance with the approved QAPP, applicable EPA and ASTM standards, and relevant federal and state regulations, including LDEQ's Risk Evaluation/Corrective Action Program (RECAP) where warranted.

APC retains sole responsibility for quality assurance oversight and for coordination with EPA Region 6 on QMP and QAPP matters. Contractors shall respond promptly to requests for revisions or clarifications necessary to obtain and maintain EPA approval of project-specific QAPPs.

The Contractor shall ensure that quality assurance oversight is performed by personnel independent from those directly responsible for data collection, consistent with EPA quality system requirements.

Failure to comply with the EPA-approved QMP, approved QAPPs, or applicable quality assurance requirements may result in suspension of work, rejection of deliverables, or termination of the contract.

SECTION 3 – SCOPE OF SERVICES

3.1 – General Scope

The selected Contractor shall provide professional environmental assessment and related technical services in support of the EPA Brownfields Assessment Coalition Cooperative Agreement BF-02F88601-0, consistent with the EPA-approved work plan, the Acadiana Planning Commission’s EPA-approved QMP, and all applicable federal and state requirements.

Services may be conducted at eligible brownfields sites within the jurisdictions of the Coalition Members and Participating Communities and associated priority target areas, as approved by EPA. Task assignments will be issued by APC based on site eligibility, community readiness, EPA approval, and available funding.

The Contractor shall perform all work at the direction of APC and in coordination with Coalition Members and Participating Communities, as appropriate.

The scope of services described herein is intended to establish a framework for procuring professional environmental assessment services; no minimum level of work is guaranteed, and work will be assigned based on project needs, EPA approval, and funding availability.

3.2 – Task Categories

The scope of services may include, but is not limited to, the following task categories. APC reserves the right to assign tasks individually or in combination based on project needs.

Task 1: Site Inventory Development and Prioritization Support

The Contractor may be requested to support APC in developing, maintaining, and refining a regional brownfields site inventory. APC will retain primary responsibility for site identification, coordination with Coalition Members and Participating Communities, and final site selection.

Contractor support under this task may include:

- Reviewing candidate sites identified by APC, Coalition Members, and Participating Communities to provide technical input on potential environmental concerns, data gaps, and assessment feasibility;

- Assisting APC in evaluating site eligibility in accordance with EPA Brownfields Program requirements;
- Providing technical support to inform site prioritization, including consideration of environmental risk, redevelopment potential, and data needs;
- Assisting in the preparation of documentation required for EPA site eligibility determinations, as directed by APC; and
- Providing input to improve or refine inventory tracking tools, data organization, or screening approaches, as requested.

The Contractor shall not independently select sites for assessment or initiate site evaluations without direction from APC.

Task 2: Phase I Environmental Site Assessments

The Contractor shall perform Phase I Environmental Site Assessments (ESAs) in accordance with:

- EPA's All Appropriate Inquiries (AAI) Rule (40 CFR Part 312); and
- The most current applicable ASTM standard for Phase I ESAs.

Phase I ESA services may include, but are not limited to:

- Records review and historical research;
- Site reconnaissance;
- Interviews as required under AAI;
- Review of user-provided information, including environmental liens, activity and use limitations (AULs), and other relevant property information, as applicable;
- Identification of Recognized Environmental Conditions (RECs), Controlled RECs, and Historical RECs;
- Preparation of written Phase I ESA reports suitable for EPA review and acceptance.
- Review of Louisiana Department of Environmental Quality (LDEQ) Electronic Data Management System (EDMS) records, as applicable;
- Consideration of vapor intrusion pathways, where warranted based on site conditions; and
- General discussion of site hydrology and potential contaminant migration pathways.

Task 3: Phase II Environmental Site Assessments

The Contractor may be requested to perform Phase II ESAs to further evaluate environmental conditions identified during Phase I ESAs or through other sources.

Phase II ESA services may include:

- Development of site-specific assessment approaches and sampling strategies;
- Preparation of project-specific Quality Assurance Project Plans (QAPPs) consistent with APC's EPA-approved QMP;
- Collection of environmental samples (e.g., soil, groundwater, soil vapor, surface water, sediment, building materials), as appropriate;
- Conducting limited building-related assessments (e.g., asbestos-containing materials, lead-based paint, or hazardous building materials), where appropriate and authorized under the Cooperative Agreement;
- Laboratory analysis and data validation using EPA-approved methods; and
- Preparation of Phase II ESA reports documenting findings, conclusions, and data limitations.

The Contractor shall be responsible for obtaining all required permits, coordinating utility clearances, and managing investigation-derived waste (IDW) in accordance with applicable federal, state, and local regulations.

Phase II Environmental Site Assessments shall be conducted in accordance with applicable EPA guidance. Where appropriate, assessment approaches may reference risk-based evaluation frameworks commonly used in Louisiana, such as the LDEQ Risk Evaluation/Corrective Action Program (RECAP), to support site evaluation and redevelopment planning. Use of such frameworks does not imply regulatory program enrollment or formal compliance. No data-generating activities may begin unless and until EPA has issued written approval of the applicable QAPP, as confirmed by APC.

Task 4: Quality Assurance and QAPP Support

Project-specific Quality Assurance Project Plans (QAPPs) will be required for each data-generating activity or group of related activities, unless otherwise approved by APC and EPA.

The Contractor shall support APC's quality assurance framework by:

- Preparing draft QAPPs and supporting documentation for review by APC;
- Responding to APC and EPA comments during the QAPP review and approval process;
- Implementing all approved QAPP requirements during field and analytical activities; and
- Developing a Quality Assurance Report at the end of the project to document QA activities.

All QA/QC procedures shall conform to APC's EPA-approved QMP, EPA Brownfields Program guidance, and applicable federal and state regulations.

Task 5: Sampling, Analysis, and Data Interpretation

This task category is intended to support discrete or follow-on sampling and analytical activities that may not constitute a full Phase II Environmental Site Assessment.

The Contractor shall conduct sampling and analytical activities only as authorized in approved QAPPs, including:

- Field sampling and documentation;
- Coordination with appropriately accredited laboratories;
 - Laboratory analyses shall be conducted by laboratories accredited under the Louisiana Environmental Laboratory Accreditation Program (LELAP) or an equivalent state-approved accreditation program, as applicable.
- Review and validation of analytical results; and
- Interpretation of environmental data to support redevelopment decision-making.

Task 6: Analysis of Brownfield Cleanup Alternatives (ABCAs)

When authorized under the Cooperative Agreement, the Contractor may prepare Analyses of Brownfield Cleanup Alternatives (ABCAs), which may include:

- Identification of applicable cleanup goals and regulatory considerations;
- Evaluation of cleanup alternatives;
- Consideration of the long-term effectiveness and resilience of alternatives, including the potential impacts of extreme weather events, flooding, or climate-related conditions;
- Cost and feasibility considerations; and
- Documentation suitable for EPA review and community discussion.

Task 7: Reuse Planning and Community Coordination (Limited)

The Contractor may provide limited, assessment-related support for reuse and redevelopment planning activities related to assessed sites, including:

- Technical input to inform future site reuse concepts;
- Coordination with community stakeholders as directed by APC;
- Providing input to support site-specific reuse considerations as part of assessment deliverables (e.g., ABCA-related planning inputs); and
- Support for meetings, presentations, or materials related to assessment findings.

Reuse planning under this RFP is limited to activities directly associated with assessed sites and eligible under EPA Brownfields Assessment funding.

Task 8: Reporting and EPA Documentation

The Contractor shall support APC's EPA reporting obligations by:

- Preparing assessment deliverables suitable for EPA submission;
- Assisting with ACRES data entry and updates, as directed by APC; and
- Providing documentation necessary for quarterly and final EPA reports.

Deliverables shall be submitted in electronic PDF format and, where applicable, should include bookmarks, organized appendices, and clear labeling of figures, tables, and supporting documentation to facilitate review and use by APC and EPA. Hard copy submissions may be required for specific deliverables or regulatory coordination, as directed by APC.

3.3 – Task Authorization and Contract Structure

Work under this contract will be authorized by APC through written task directives, work orders, or similar mechanisms, as determined by APC. Task assignments will identify:

- The authorized scope of work;
- Deliverables;
- Schedule expectations; and
- Budget or not-to-exceed amounts.

APC reserves the right to assign additional tasks within the general scope of services or to discontinue tasks based on project needs, funding availability, or EPA direction. Task directives may be issued on a fixed-price, unit-rate, or not-to-exceed basis, as determined by APC in accordance with federal procurement requirements

3.4 – Standards of Performance

All work shall be performed in a timely, professional, and technically competent manner consistent with:

- The EPA-approved work plan and QMP;
- Approved QAPPs;
- Applicable EPA, ASTM, and industry standards; and

- Federal, state, and local laws and regulations.

Prior to submission of draft assessment reports or major deliverables, the Contractor shall coordinate with APC to review preliminary findings, discuss conclusions, and confirm alignment on recommended next steps.

SECTION 4 – EVALUATION CRITERIA AND SELECTION PROCESS

4.1 – Evaluation Methodology

Proposals will be evaluated using a best-value selection methodology consistent with the requirements of 2 C.F.R. Part 200, EPA Brownfields Program procurement guidance, and the Acadiana Planning Commission’s Procurement Policy.

Award will be made to the responsive and responsible proposer whose proposal is determined to be the most advantageous to APC, based on a combination of technical merit, qualifications, demonstrated approach, and price.

Evaluation will be conducted by a proposal review committee composed of APC staff and/or representatives authorized by APC.

4.2 – Evaluation Criteria and Relative Weights

Proposals will be evaluated and scored on a 100-point scale using the criteria below. The relative importance of each criterion is identified by its assigned point value.

A. Technical Approach and Understanding of the Scope (30 points)

Evaluation will consider the proposer’s demonstrated understanding of environmental assessment requirements and the scope of services described in this RFP, including:

- Demonstrated understanding of applicable federal and state environmental assessment requirements and processes relevant to brownfields or similar projects;
- Understanding of task-based assessment workflows and experience managing projects under defined scopes, schedules, and budgets;
- Proposed approach to managing multiple sites, tasks, and deliverables over time;
- Demonstrated ability to comply with applicable quality assurance requirements, including APC’s EPA-approved QMP; and
- Demonstrated ability to prepare and implement project-specific Quality Assurance Project Plans (QAPPs).

B. Firm Experience and Qualifications (25 points)

Evaluation will consider the proposer’s experience and qualifications relevant to the scope of work, including:

- Experience performing Phase I and Phase II Environmental Site Assessments for projects involving environmental site characterization and redevelopment, including work conducted under federal, state, or other similar programs;
- Experience preparing Quality Assurance Project Plans (QAPPs) or similar quality assurance documentation and supporting regulatory or programmatic review processes;
- Experience applying risk-based evaluation frameworks or state regulatory screening criteria relevant to environmental site assessment;
- Experience conducting cleanup planning activities, including Analysis of Brownfield Cleanup Alternatives (ABCAs), where applicable; and
- Experience working with local governments, regional entities, or coalitions.

Evaluation may include review of representative sample deliverables (e.g., Phase I ESAs, Phase II reports, or QAPPs) submitted with the proposal.

C. Key Personnel and Capacity (20 points)

Evaluation will consider the qualifications and availability of key personnel proposed for this work, including:

- Relevant education, certifications, and professional experience of key staff;
- Demonstrated experience of proposed staff performing comparable work;
- Adequacy of staffing capacity to support multiple concurrent tasks; and
- Clarity of organizational structure and roles.

Proposers must identify a designated Quality Assurance Officer responsible for independent oversight of all quality assurance and quality control activities. The Quality Assurance Officer must be organizationally independent from personnel performing field sampling or data-generating activities and must demonstrate experience with applicable quality assurance requirements and preparation of Quality Assurance Project Plans (QAPPs) or comparable documentation.

D. Cost Proposal and Price Reasonableness (25 points)

Evaluation will consider the reasonableness, completeness, and competitiveness of the proposer's cost proposal, including:

- Clarity and consistency of proposed unit rates or task-based pricing;
- Cost effectiveness of proposed pricing relative to the scope of services; and
- Alignment of proposed costs with the requirements of EPA Brownfields-eligible activities.

Price will be evaluated as a stand-alone, weighted scoring factor. APC reserves the right to conduct a price or cost analysis in accordance with 2 C.F.R. §200.324 to determine cost reasonableness. Price reasonableness may be evaluated through comparison of proposed pricing among offerors, comparison to available market data, and other appropriate cost analysis methods.

Total Possible Points: 100

4.3 – Interviews and Clarifications

APC reserves the right, but is not obligated, to:

- Request clarifications from proposers;
- Conduct interviews or oral presentations with one or more proposers; and/or
- Request best and final offers, if deemed in the best interest of APC.

If interviews are conducted, APC will notify the selected proposers in advance and provide additional instructions. Interviews, if held, may be considered as part of the evaluation of technical criteria.

4.4 – Final Selection and Negotiation

Following evaluation and ranking, APC may enter into negotiations with the highest-ranked proposer to finalize contract terms, scope refinements, and pricing. If APC is unable to successfully negotiate a contract with the highest-ranked proposer, APC reserves the right to terminate negotiations and proceed with the next highest-ranked proposer.

SECTION 5 – COST PROPOSAL REQUIREMENTS

5.1 – General Cost Proposal Instructions

Proposers shall submit a separate Cost Proposal that provides sufficient detail to allow APC to evaluate cost reasonableness and overall value.

The Cost Proposal shall reflect that work under this contract will be authorized through individual task directives or work orders, subject to EPA approval, site eligibility, and funding availability. No minimum level of work is guaranteed.

5.2 – Required Pricing Structure

The Cost Proposal shall include pricing in a task-based and/or unit-rate format, as applicable. Given the variability in site conditions and investigation needs, proposers are expected to provide pricing structures that allow APC to evaluate cost reasonableness across a range of potential assessment scenarios, which may include:

- Phase I Environmental Site Assessments (per site);
- Phase II Environmental Site Assessments, including pricing structured to reflect varying levels of investigation (e.g., limited sampling, intermediate investigation, or comprehensive site characterization), as applicable;
- QAPP preparation and QA/QC support;
- Sampling and laboratory analysis coordination;
- Analysis of Brownfield Cleanup Alternatives (ABCAs) (per site);
- Reuse planning or technical support activities, where applicable;
- Hourly rates for key personnel classifications.
- Labor categories and corresponding hourly rates;
- Unit costs for analytical services;
- Unit costs for drilling, sampling, laboratory analysis, and field activities sufficient to support varying Phase II investigation scopes; and
- Equipment and other direct costs, as applicable.

Proposers may group related services where appropriate, provided pricing is clearly described and consistent with the scope of services.

5.3 – Pricing Assumptions and Conditions

All proposed pricing shall:

- Be inclusive of all costs associated with performing the identified services, unless otherwise specified;
- Comply with applicable federal cost principles under 2 C.F.R. Part 200;
- Identify any assumptions or conditions that materially affect pricing; and
- Remain valid for the period specified in the RFP.

APC reserves the right to negotiate pricing on a fixed-price, unit-rate, or not-to-exceed basis for individual task directives, consistent with federal procurement requirements and program needs.

5.4 – Funding and Payment

Work performed under any resulting contract will be funded through the EPA Brownfields Assessment Coalition Cooperative Agreement BF-02F88601-0 and will be subject to the availability of funds and EPA approval.

No work may begin, and no costs shall be incurred, until authorized by APC through a written task directive issued by APC.

5.5 – Cost Proposal Evaluation

Cost Proposals will be evaluated in accordance with Section 4.2(D) of this RFP. APC may request additional cost detail or clarification to support its price or cost analysis.

SECTION 6 – PROCUREMENT SCHEDULE

The anticipated procurement schedule is as follows. APC reserves the right to modify this schedule as necessary through written addenda.

- RFP Issued: June 16, 2026
- Deadline for Written Questions: July 1, 2026
- Responses to Questions Issued (if applicable): July 8, 2026
- Proposals Due: July 22, 2026, at 2:00 PM CT
- Anticipated Selection / Notice of Intent to Award: August 5, 2026

Proposals received after the specified due date and time will not be considered.

SECTION 7 – SUBMISSION INSTRUCTIONS

7.1 – Proposal Format and Organization

Proposals shall be organized in the following order and clearly labeled:

- Cover Letter;
- Technical Proposal;
- Qualifications and Experience;
- Key Personnel, including resumes for all proposed key staff;
- Cost Proposal (submitted separately, as required in Section 5);
- Sample Phase I Environmental Site Assessment report prepared by personnel proposed for this contract (Louisiana projects preferred);
- Sample Quality Assurance Project Plan (QAPP) or similar quality assurance documentation demonstrating familiarity with applicable quality requirements; and
- Required Forms and Certifications as noted in Section 10.

The Technical Proposal shall describe the proposer’s approach to performing the scope of services described in this RFP, including, at a minimum:

- Overall approach to conducting Phase I and Phase II Environmental Site Assessments under an EPA Brownfields program;
- Approach to coordinating with APC, Coalition Members, Participating Communities, and other stakeholders;
- Approach to managing multiple sites, task orders, and deliverables concurrently; and
- Approach to scope management and cost control, including how changes in scope are identified, communicated, and managed.

Proposals should be concise, well organized, and responsive to the requirements of this RFP.

7.2 – Submission Method

This Request for Proposals (RFP) is publicly advertised on APC’s website at <https://www.planacadiana.org/about/request-for-proposals>. All official solicitation materials, including this RFP and any subsequent addenda, will be made available at this location. APC may also distribute this RFP through additional outreach methods, including direct notification to interested parties and posting on relevant professional or industry

platforms. Such distribution is intended to enhance competition; however, APC's website shall serve as the official source for all solicitation materials. It is the responsibility of proposers to monitor the APC website for updates and addenda.

Proposals shall be submitted in one of the following formats, as specified by APC:

- Electronic submission (PDF format), or
- Sealed hard-copy submission, as instructed in the RFP announcement.

Submission details, including delivery address or email address, will be specified in the official RFP notice. APC is not responsible for late, misdirected, or incomplete submissions.

7.3 – Questions and Addenda

All questions regarding this RFP must be submitted in writing to the following contact no later than the deadline listed in Section 6:

Kade Jones

Acadiana Brownfields Program Manager

Acadiana Planning Commission

kjones@planacadiana.org

Responses to questions, if issued, will be provided through written addenda posted on APC's website at <https://www.planacadiana.org/about/request-for-proposals>. This RFP and all related solicitation materials will also be posted at this location. It is the responsibility of proposers to monitor this page for updates and addenda. Only written addenda issued by APC shall be considered official and binding.

Proposers are prohibited from contacting APC Board members, Coalition Members, Participating Communities, or other APC staff regarding this RFP outside of the official question process.

APC reserves the right to conduct an optional pre-proposal conference or informational meeting if determined to be beneficial based on the volume or nature of inquiries received. If held, notice of the meeting, including date, time, format, and participation instructions, will be provided through written addendum posted on APC's website. Attendance at any such meeting, if conducted, will be optional unless otherwise specified in the addendum.

SECTION 8 – GENERAL CONDITIONS AND RESERVATION OF RIGHTS

8.1 – Reservation of Rights

APC reserves the right to:

- Reject any or all proposals;
- Waive minor informalities or irregularities;
- Request clarifications or additional information;
- Conduct interviews or request presentations;
- Cancel or reissue this RFP; or
- Take any action deemed to be in the best interest of the project or required for federal compliance.

Issuance of this RFP does not obligate APC to award a contract or to pay any costs incurred in the preparation of a proposal.

8.2 – Equal Opportunity and Nondiscrimination

The selected Contractor shall comply with all applicable federal and state nondiscrimination laws and regulations, including but not limited to Title VI of the Civil Rights Act of 1964.

8.3 – Disadvantaged Business Enterprises (DBE)

APC encourages participation by Disadvantaged Business Enterprises (DBEs), as well as minority-owned, women-owned, small, and veteran-owned businesses, in accordance with EPA Brownfields Program requirements and applicable federal regulations. Proposers are encouraged to describe efforts undertaken to engage DBE firms, including outreach, potential subcontracting opportunities, and partnerships, as applicable, consistent with EPA Disadvantaged Business Enterprise (DBE) Good Faith Efforts requirements under 40 CFR Part 33. DBE participation will not be evaluated as a separately scored criterion but may be considered as part of the overall responsiveness and completeness of the proposal.

8.4 – Conflict of Interest

No employee, officer, or agent of APC shall participate in the selection, award, or administration of a contract supported by federal funds if a real or apparent conflict of interest exists.

Proposers must disclose any actual or potential conflicts of interest that could reasonably be perceived to affect their performance under a resulting contract.

8.5 – Public Records

Proposals submitted in response to this RFP are subject to disclosure in accordance with Louisiana Public Records Law. Proposers are responsible for clearly marking any proprietary or confidential information; however, APC cannot guarantee confidentiality where disclosure is required by law.

8.6 – Use of Artificial Intelligence (AI) and Data Security

The selected Contractor shall comply with all applicable federal, state, and local laws, regulations, policies, and executive orders governing the use of artificial intelligence (AI), automated systems, and data processing technologies.

The Contractor shall ensure that any use of AI tools or systems in connection with work performed under any resulting contract is conducted in a manner that protects the confidentiality, integrity, and security of project data. Under no circumstances shall sensitive, confidential, or non-public information obtained through performance of services under this procurement be uploaded to or processed by AI tools or external systems in violation of applicable laws, regulations, or established data protection requirements.

The Contractor shall be responsible for ensuring that all personnel and subcontractors comply with these requirements. Failure to comply may be considered a material breach of any resulting contract.

SECTION 9 – CONTRACT TERMS AND CONDITIONS

9.1 – Contract Form

Any contract resulting from this RFP will be in the form of a professional services contract between APC and the selected Contractor and will incorporate:

- The successful proposal;
- This RFP;
- Applicable federal contract provisions required under 2 C.F.R. Part 200; and
- EPA Brownfields Program terms and conditions.

APC reserves the right to revise contract terms as necessary to ensure federal compliance.

9.2 – Term and Termination

The contract term shall align with the period of performance of the EPA Brownfields Assessment Coalition Cooperative Agreement BF-02F88601-0 (October 1, 2025 through September 30, 2029). The anticipated contract start date is upon execution following award and is expected to occur in 2026. The contract shall extend through the remaining period of performance of the Cooperative Agreement, ending no later than September 30, 2029, unless otherwise modified based on funding availability, project needs, or EPA approval.

The contract shall include provisions for termination for convenience and for cause, consistent with applicable federal requirements.

9.3 – Access to Records

The Contractor shall provide APC, EPA, the Comptroller General of the United States, and other authorized entities access to records, documents, and other evidence related to contract performance for audit and oversight purposes.

9.4 – Insurance and Licensing

The selected Contractor shall maintain all insurance coverage, professional licenses, and certifications required by applicable law and customary for environmental consulting

services, as well as any additional requirements specified by APC. Proof of insurance shall be provided prior to execution of the contract.

SECTION 10 – REQUIRED FORMS AND CERTIFICATIONS

Proposers shall submit required forms and certifications as part of their proposal or prior to contract award, as applicable. APC reserves the right to request additional documentation prior to contract execution to ensure compliance with federal and local requirements.

Proposers shall submit all Required forms and certifications may include but are not limited to:

- Certification regarding suspension and debarment (SAM.gov);
- Conflict of interest disclosure;
- Non-collusion affidavit;
- Title VI/Nondiscrimination certification; and
- Any additional forms required by APC or EPA.

Failure to submit required forms and certifications as requested may result in a proposal being deemed non-responsive or, if applicable, delay or prevent contract award.

ATTACHMENT A - REQUIRED FEDERAL CONTRACT PROVISIONS

Any contract resulting from this solicitation shall incorporate and require compliance with all applicable provisions of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and EPA Brownfields Program requirements, including but not limited to the following:

1. Termination for Cause and Convenience

The contract shall include provisions allowing termination by the Acadiana Planning Commission (APC) for cause and for convenience, including conditions under which termination may occur and the basis for settlement.

2. Equal Employment Opportunity (EEO) and Nondiscrimination

The Contractor shall comply with all applicable federal nondiscrimination laws and regulations, including but not limited to:

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act (ADA)
- Executive Order 11246, as amended

The Contractor shall not discriminate on the basis of race, color, national origin, sex, disability, age, or other protected status.

3. Compliance with Federal Environmental Laws

The Contractor shall comply with all applicable environmental standards, including:

- Clean Air Act (42 U.S.C. § 7401 et seq.)
- Federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.) as applicable to contract activities.

4. Suspension and Debarment

The Contractor shall certify that neither the firm nor its principals are debarred, suspended, or otherwise excluded from participation in federally funded contracts, in accordance with 2 C.F.R. Part 180 and Part 1532.

5. Byrd Anti-Lobbying Amendment

The Contractor shall comply with 31 U.S.C. § 1352 and certify that no federal funds have been used to influence or attempt to influence an officer or employee of any federal

agency, Member of Congress, or employee of Congress in connection with the award of any federal contract.

6. Access to Records and Audits

The Contractor shall provide access to any books, documents, papers, and records related to the contract to APC, the U.S. Environmental Protection Agency (EPA), the Comptroller General of the United States, or any authorized representatives for the purpose of audit, examination, excerpts, and transcription.

7. Conflict of Interest

The Contractor shall disclose any actual or potential conflicts of interest and comply with APC's conflict of interest policies and applicable federal regulations.

8. Compliance with Applicable Laws

The Contractor shall comply with all applicable federal, state, and local laws, regulations, executive orders, and EPA Brownfields Program requirements governing the performance of work under the contract.

9. Subcontractor Compliance

The Contractor shall ensure that all subcontractors comply with applicable federal requirements, including those outlined in this attachment.