

REQUEST FOR PROPOSAL

BROWNFIELDS REDEVELOPMENT TECHNICAL ASSISTANCE SERVICES

March 13, 2012

Sustainable Community Development Group, Inc. (SCDG) is soliciting proposals to provide Technical Assistance Services. SCDG is a not-for-profit leader in sustainable community and economic development technical assistance, project management, training and public policy. Our objective is community revitalization through equitable development. We deliver expertise that advances the mission of elected officials, governmental agencies, public interest organizations, companies, communities, institutions, foundations and grantees.

This Request for Proposal (RFP) is an open and competitive process. Incorporated for-profit and non-profit entities are eligible to respond. Proposals received after 6:00pm EDT, Tuesday, April 3, 2012 will not be considered. The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal. The price you quote should be inclusive. You must provide a detailed list of fees with a complete explanation of the nature of those fees. Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

If the execution of work to be performed by your company or organization requires the hiring of sub-contractors you must clearly state this in your proposal. Subcontractors must be identified and the work they will perform must be defined. In your proposal please provide the name, address, and EIN of the subcontractor(s). SCDG will not refuse a proposal based upon the use of subcontractors; however we retain the right to refuse the subcontractors you have selected.

Sustainable Community Development Group, Inc. will negotiate contract terms. All contracts are subject to review by legal counsel and, subject to the terms below, a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, certifications and other necessary items.

Purpose

The purpose of this notice is to solicit firms to provide Technical Assistance Services under a subcontract in one or more of the following areas: Community Involvement; Health Impacts of Brownfields Sites; Site Assessment, Preparation and Remediation Science and Technology; Integrated Approaches to Brownfields Redevelopment; Brownfields Finance; State, Tribal, Rural and Local Government Brownfields Programs. Acquisition of services solicited under this Request for Proposal is subject, but not limited to the following: federal agency award and receipt of funding; compliance with relevant federal laws and regulations; statement of work; cost factors; the subcontract and fee agreement.

Communities and municipalities often need help to understand the technical issues associated with brownfields projects - issues such as: building the expertise of local and state governments to redevelop potentially contaminated properties; financing brownfields projects; deciphering technical reports; health impacts and risk management; remedial action planning; grant writing; and community involvement. The purpose of this solicitation is to identify and select entities that would provide brownfields redevelopment technical assistance to assist communities, municipalities and individuals in various regions throughout the United States. Selection of firms is solely at the discretion of SCDG.

Synopsis

Technical assistance services that would be provided can include one or more of the following activities: custom technical assistance and education of urban, rural and tribal brownfields communities and local governments; identification of potential redevelopment funding sources and contractors; site reuse assessments; land use planning; data analysis; review and summary of technical documents and grant applications; assistance with community outreach and engagement; charrettes and visioning workshops; liaison between municipalities and state or federal agencies; workshops, seminars and training. Specific focal areas of this solicitation include, but are not limited to your firm's capabilities relative to: technical approach, technical capacity and capability, past performance, management approach and contractual fees.

Proposal Format

Length and Font Size: Please use fonts no smaller than 12 point. Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 12 pages. Detailed biographies of key personnel must be included and will not be counted in the 12 page limitation. However, these items should not exceed a total of 5 pages.

Title Page: One page with the following: Brownfields Technical Assistance Proposal, your company or organization name, address, web site address, telephone number, fax number, e-mail address and primary contact person.

Cover Letter: One page, signed by the person or persons authorized to sign on behalf of the company or organization.

Proposal: Discuss your proposed solution and qualifications, including the features, benefits and uniqueness of your expertise. You should also touch on your ability to deliver the services under quick timetables.

Hourly Rates: Identify staff you anticipate working on the project and their hourly rates for work that may be needed.

Attachments: Limited to detailed biographies of key staff identified in the proposal and 5 pages.

Contact Information

Proposals should be submitted by 6:00 pm EDT, Tuesday, April 3, 2012 via email to: Sustainable Community Development at info@sustainablecommunitydevelopmentgroup.org

ONLY PROPOSALS SUBMITTED ELECTRONICALLY WILL BE REVIEWED. NO FAXES, MAIL OR PHONE CALLS WILL BE ACCEPTED AT THIS TIME.