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Request for Statement of Qualifications

Consulting Services: Planning Support Services for EPA Brownfield Grant

RFQ Due Date: 4:00 pm, Friday, October 10, 2008

Location: Center for Planning Excellence, 402 N. 4th Street, Baton Rouge, LA 70802

OSBR Land, L.L.C. will receive submittal packages at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded and reviewed. OSBR Land, LLC ("LLC"), a single purpose entity, was created to acquire vacant and underutilized properties within the Nicholson/Highland Gateway Development Area ("Nicholson/Highland Gateway") into developable tracts consistent with the *Old South Baton Rouge Strategic Neighborhood Revitalization and Economic Development Strategy* dated March 2006 ("Strategic Plan").

The consultant is to submit one (1) original of a signed and completed submittal package and five (5) copies for evaluation use (one copy should be unbound).

Contact: Jeremy Tennant, CPEX, at 225-267-6300 or jtennant@c-pex.org for questions concerning the clarification of the Request for Qualifications.

I. Basic Services

The Consultant shall provide planning and programmatic services regarding the pilot assessment project. OSBR Land, L.L.C. has entered into a Cooperative Agreement (“Agreement”) with the United States Environmental Protection Agency (EPA) under their Brownfield Assessment Program in the amount of \$200,000 for a petroleum hazardous substances site at 1320 Highland Road. The grant will be used to remediate a site that once served as a gas station by removing 4 underground storage tanks. A copy of the application that we submitted to the EPA is available upon request. (See 1320 Highland Gas Station Map)

II. Project Description

The successful consultant shall assist OSBR Land, L.L.C in the following manner:

- Prepare and submit the required Quality Management Plan (QMP)
- Provide technical oversight of contractors
 - Evaluation of Quality Assurance Project Plan (QAPP)
 - Review of budgets
 - Review of work completed
- Assist in education of community and interested private parties
- Assist in selecting a Cleanup Contractor
- Assist in future grant research, development, and submittal specific to brownfields.
- Provide research and advice on the Brownfield Redevelopment Strategies.
 - Evaluation/analysis of properties
 - Analysis of community participation techniques and methods
 - Planning activities
- Identify Federal, state and all available brownfield opportunities and other appropriate tools (including, but not limited to insurance, tax advantages and other incentives) available for general brownfield redevelopment projects.
 - Inventory all available brownfield resources (state, federal and local programs)
 - Research economic development tools available to brownfield projects
 - Investigate both private and institutional resources available
- Prepare a project schedule that meets the deadline

III. Selection Criteria

The selection of the consulting firm will be based on an evaluation of responses to the criteria below. The award will be made to the most qualified candidate whose qualifications are deemed most advantageous to OSBR Land, L.L.C. Unsuccessful candidates will be notified in writing as soon as possible. OSBR Land, L.L.C. reserves the right to conduct telephone inquiries to clarify written information submitted.

Firms who are interested in providing services for this contracting opportunity shall submit the following information:

- Letter of interest
- Consulting firm's resume
- A written statement of the firm's qualifications, which should address the consultant's ability to perform the project description in Section II above and may also include any additional materials in 8.5" x 11" format illustrating plans, sketches, or photographs of recent relevant projects, published materials, and awards (total 15 page limit)
- List of references
- Insurance certificate for general liability and professional liability insurance
- Staff resumes for specific expertise in brownfield topics
- Proposed fee schedule and project timeline

IV. Additional Conditions

The selection committee reserves the right to reject any and all proposals received pursuant to this Request for Qualifications as it is determined to be in the best interest of OSBR Land, L.L.C.

Costs for developing proposals in response to this Request for Qualifications are entirely the obligation of the proposer(s) and shall not be chargeable in any amount to OSBR Land, L.L.C.

Thank you for your consideration. All questions concerning the interpretation or clarification of the Request for Qualifications should be directed to Jeremy Tennant at 225-267-6300 or jtennant@c-pex.org.