

REQUEST FOR PROPOSAL FOR PROFESSIONAL ENVIRONMENTAL SERVICES

The City of Keokuk, IA, (City) is accepting proposals from qualified firms for the following professional environmental services.

US Environmental Protection Agency Brownfields Cleanup Grant

PURPOSE

The City of Keokuk, through this Request for Proposals (RFP), is seeking a qualified environmental consulting firm to provide environmental cleanup services related to a United States Environmental Protection Agency (EPA) Site-Specific Cleanup Grant for Brownfields awarded to the City as part of the U.S. EPA Brownfields Grant Competition for Fiscal Year 2026.

The primary purpose of this grant is to carry out site-specific cleanup activities on the Southern Parcel of the former Elkem site to get the property through the Iowa DNR Land Recycling Program (LRP). The purpose of enrolling in this program is to get the entire site or parts of the site to 'No Further Action' status to allow for redevelopment opportunities.

The City of Keokuk, the current owner of the property, has worked with the EPA and Iowa DNR to complete a Phase I Environmental Site Assessment (ESA) for the entire site and Phase II ESAs for portions of the site. The City of Keokuk also recently completed additional assessment work with EPA Region 7's TBA program to conduct Phase II ESAs on the western and southern portions of the property. All ESAs completed on site are to assist in transitioning regulatory authority of the property from EPA RCRA authority to the Iowa DNR Land Recycling Program (LRP).

BACKGROUND

The former Elkem facility was initially planned without municipal oversight and was developed before being annexed by the city in the 1950s. The Site once enjoyed manufacturing prominence, robust community development, and significant earnings among workers until operations ceased, and the Site was vacated in 2007. The Site was part of the original United Lead Company that operated as a zinc smelter and lead alloying facility. By 1929, the Site was operating as Midwest Carbide Corp., manufacturing carbide. In the 1950's the Site transitioned to carbon products, which continued until 2007 when facility operations ceased. The Site quickly fell into disrepair and became home to vandals and squatters.

In March of 2021, the City of Keokuk took ownership of the entire Elkem Carbide site (including the Southern Parcel) through Iowa Code 657A.10B Abandoned and Unsafe Buildings. This area has been identified as a redevelopment priority for the city to secure the site and eliminate the health and safety threat it poses. The Site boasts easy accessibility to U.S. Highway 61 and U.S. Highway 218 and rail lines with utility infrastructure, making it ideal for light industrial development.

The City of Keokuk received a FY2018 Site Specific Assessment Grant for the entire 79-acre Elkem Carbide site. Activities conducted under this assessment grant included a Phase I Environmental Site Assessment (ESA) for the entire Site as well as Phase II ESAs for portions of the Elkem Carbide site, including the Southern Parcel. The city recently completed working with EPA Region 7's TBA program to conduct Phase II ESAs on the western wooded area and the southern portion containing the old foundry.

In Fiscal Year 2023, the City was awarded a \$2 million U.S. EPA Brownfield Cleanup Grant for Hazardous Substances for the northmost portion of the former Elkem site, Plat 1. In Fiscal Year 2024, the City was awarded a \$4.5 million U.S. EPA Brownfield Cleanup Grant for Hazardous Substances for the Auditor's Parcel, the lot that comprises the middle portion of the Elkem site.

RFP FOR SOUTHERN PARCEL

In Fiscal Year 2025, EPA selected the City of Keokuk for an additional \$1,996,900 Brownfields Cleanup Grant funded by the Bipartisan Infrastructure Law (BIL) to clean up the Southern Parcel located at 365 Carbide Lane. The cleanup site was developed in 1915 for smelting and refining zinc and lead. Other products produced at the site included electrode paste, tin cans, casting metals, bearings, and various carbide products. The site is contaminated with coal tar and zinc smelting by-products, coal and petroleum coke stockpiles containing high concentrations of PAHs, and heavy metals. The carbide plant ceased operations in the late 1980s.

This RFP is for the selection of a Qualified Environmental Professional (QEP) to assist in the cleanup of the 16.37-acre Southern Parcel of the former Elkem site. Funding provided by this grant will extend for a four-year grant period. A portion of these funds will be used to pay a Qualified Environmental Professional (QEP) to complete all studies, reports, testing, bidding, cleanup oversight, etc., required for cleanup activities at the targeted Elkem brownfield Southern Parcel, located in Keokuk.

SCOPE OF SERVICES

The scope of work will generally follow the Brownfield Cleanup Grant Work Plan submitted to EPA by the City. A summary of work is as follows, but is not limited to:

A. Community Engagement and Outreach:

- Assist the City and grant administrators in designing and conducting community outreach and participation activities, including at least two community meetings.
- Create a community relations plan to involve stakeholders in cleanup activities.
- Establish an information repository that is accessible to the public and includes all relevant documents.
- Implement and document a 30-day public comment period on ABCA.
- Work with the City, grant administrators, and Brownfields Advisory Committee.
- Develop and/or update the project website and create print flyers to be available to the general public.

B. Cleanup Planning

- Work with the IDNR to evaluate and conduct an Analysis of Brownfield Cleanup Alternatives (including TBA cleanup alternatives).
- Review and finalize the ABCA analysis and document.
- Prepare a decision document containing the results of the public comment period and selection of the final cleanup remedy.
- Prepare and submit the LRP enrollment package for the site.
- Negotiate and obtain necessary regulatory approvals, specifically related to IA LRP.
- Prepare cleanup specification documents to submit to EPA and IDNR before obtaining a contractor bid.
- Prepare bid package request to qualified HAZMAT/HAZWOPER trained companies.
- Place documents in the information repository, etc.
- Complete Contractor Selection.
- Assist the EPA project Officer in collecting information and determining if Section 106 applies to historic preservation.
- Prepare an archaeological report indicating the presence or absence of archaeological impacts as a result of the planned remedial actions that will be completed. Communications with EPA and the State Historic Preservation Office, including responding to comments as necessary, are included in this task.
- Assist with Cultural Resource Management (CRM) survey if needed by EPA.
- Incorporate Green and Sustainable Remediation (GSR) principles/techniques into the project via language in the ABCA document and the cleanup bid package, as well as track and report GSR in quarterly reports.
- Compile a geodatabase incorporating historical sampling data from the Site and the surrounding area.
- Assemble Remedial Design & Engineering Documents for IDNR.
- Prepare and obtain approval for a budget detailing how EPA funds will be used to clean up the site.
- Prepare cleanup specification documents to submit to EPA and IDNR before obtaining a contractor bid.
- Prepare engineering design bid documents for cleanup services contractors to perform work.
- Submit completed Cleanup Design Bid Package request to qualified HAZMAT-trained companies and select a contractor.
- Develop Site-Specific Quality Assurance Project Plan for environmental post-cleanup confirmation sampling and submit to EPA for approval.

C. Site Cleanup

- Conduct site inspections during remediation to ensure compliance with cleanup plans and Davis-Bacon documentation in accordance with QA and QC standards.
- Collect, review, and maintain payroll.
- Track budget for final reporting purposes.
- Conduct on-site labor interviews.
- Collection of post-cleanup samples.
- Manage and direct cleanup activities on site, including but not limited to:
 - Asbestos abatement and coordination with abatement contractor
 - Removal of household hazardous waste
 - Removal of contaminated soil
 - Demolition of structures on site
 - Landfill assessment and landfill assessment drilling and fill work
 - Coordination with trucking and operating engineers, union reps, and all necessary parties.
- Compile analytical data from samples of soil and other materials on site.
- Prepare copies of Hazardous Waste Manifests.
- Obtain disposal permitting for all necessary materials.
- Coordinate with the energy broker for recovered coal and petroleum coke offsite shipments.
- Prepare and submit close-out documentation to IDNR LRP and EPA, indicating that cleanup is complete and protective to human health and the environment, and identify any institutional controls and long-term monitoring.
- Submit a confirmation sampling report and a cleanup sampling report to the EPA and City of Keokuk.
- File any necessary covenants attached to the property Deed associated with reuse restrictions.
- Submit final 'cleanup complete' letter from IDNR LRP and submit to EPA.
- Complete and submit final report, grant closeout materials, and 'success story' for targeted cleanup area to EPA and City of Keokuk.

COMPLIANCE WITH 40 CFR PART 33

The City of Keokuk encourages qualified DBEs, i.e., Minority Business Enterprise (MBE) or Women Business Enterprise (WBE), to respond to this RFP. The City of Keokuk also encourages RFP respondents to identify and include qualified DBE subcontractors in their response.

The Respondent shall clearly identify their status as a DBE or non-DBE in their response. If the Respondent is claiming DBE status, the Respondent shall submit a valid certification as part of the response.

If the Respondent solicits subcontractors for work as part of the response, the solicitation must comply with the requirements of 40 CFR Part 33.

Each subcontractor (solicited or direct award) for work described in this RFP must be identified as a DBE or non-DBE. If a subcontractor is identified as a DBE, a valid copy of the subcontractor's DBE certification shall be included with the form.

- (1) Entity's name with point of contact;
- (2) Entity's mailing address, telephone number, and e-mail address;
- (3) The procurement on which the entity bid or quoted, and when; and
- (4) Entity's status as an MBE/WBE or non-MBE/WBE.

Consultant Selection Evaluation Criteria

A consultant selection team comprised of a City of Keokuk representative, Southeast Iowa Regional Planning Commission representative, Lee County Economic Development Group representative(s), and a Keokuk Area Chamber of Commerce/Keokuk Economic Development Corporation representative shall review the proposals and select the firm they feel will supply the City the best and most complete project.

A summary of the specific evaluation factors and associated evaluation weighting criteria is presented below:

1. Demonstrated stability and capabilities of the firm – 15 points (15%)
 - a. Staff and financial stability.
 - b. Capability to meet project staffing and schedule needs.
 - c. Availability and consistency of staff.
 - d. Breadth of U.S. EPA Brownfields Grant support and brownfield redevelopment support capabilities and services.
2. Demonstrated community engagement experience, federal and state agency experience, work experience, and capacity of project team – 20 Points (20%)
 - a. Project team organizational structure, project position/role descriptions and responsibilities, and key staff assignments.
 - b. Qualifications and experience of key project staff related to contaminated site redevelopment.
 - c. Identification and qualifications of all proposed subcontractors and descriptions of the services to be provided.
 - d. Experience effectively engaging community members as well as federal and state agencies in the redevelopment process.
3. Demonstrated qualifications and experience of the firm – 25 Points (25%)
 - a. Project experience related to addressing contaminated properties, environmental services, and assisting local communities in successfully supporting the redevelopment of contaminated properties.
 - b. Project experience related to the technical requirements for completing the

tasks described in the Scope of Services, during the past 3 years.

- c. Project summaries for representative projects, including client name, dates of service, and references (contact name, title, and telephone number), technical activities required in the Scope of Services.
 - d. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in each task
 - e. Demonstrated understanding of the Scope of Services and task implementation as evidenced by discussions of estimated costs and schedules where requested.
4. Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services – 25 points (25%)
- a. Representative costs for project activities required to accomplish the Consultant’s scope of services described in this RFP.
 - b. Overall project budget breakdown by task, including estimated numbers of grant-specific activities to be completed and work products prepared in each task.
 - c. The Selection Committee will award points based on criterion description above.
5. Work Plan and Timeline – 5 Points (5%)
- a. Points will be awarded in this category based on the proposed timeline and work plan to meet schedule that is presented by each of the consulting firms. More points will be awarded based on a plan and timeline that works best for the City.
6. DBE Participation – 5 Points (5%)
- a. The Selection Committee will consider the Project Team’s willingness and ability to make DBE’s aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.
 - b. Make information on this RFP available to DBEs, provide time frames for contracts, and provide delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process.
7. References – 5 points (5%)
- a. The Selection Committee will consider the Project Team’s references as required by the proposal requirements on page 7.

PROPOSAL REQUIREMENTS

Proposals must be submitted as an electronic PDF file with a maximum size limit of seven megabytes. The PDF file, when printed, must be limited to 20 single-sided (or 10 double-sided) 8.5" x 11" pages. A proposal cover page, blank "divider" pages, and a single-page cover letter will not be counted against the page limit. Proposals exceeding the file size and/or page length requirements will not be accepted. Other required information includes, but is not limited to:

1. Cover Letter – Include the name of a contact person, address, phone number, and e-mail address.

2. Technical Approach – A detailed work plan that addresses all elements of the project, describes the consultant's proposed approach and understanding of each task, and justifies the methodology employed.

3. Project Schedule, Estimate of Staff Hours, and Cost Estimate – A breakdown of estimated hours per task and per team member. A cost estimate shall also be submitted.

4. Project Organization and Staffing – A list of project personnel, including role in the project, an organizational chart, and resumes detailing the project personnel's work on related projects. Also include the name(s) and telephone number(s) of personnel in your organization authorized to negotiate the contract. Note: Upon negotiation of the final contract, any changes in personnel by the consultant must receive prior approval from the Project Manager.

5. References – A list of similar project descriptions undertaken by the firm (preferably project personnel) with beginning and ending dates, and name, address, phone number, fax number, and e-mail address of a contact person for each reference.

6. DBE Outreach and Inclusion - Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities.

SIGNATURE REQUIREMENTS

Proposals must be signed by a duly authorized official of the consultant firm. Consortia, joint ventures, or teams submitting proposals, although permitted and encouraged, will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity, which shall be a subsidiary or affiliate with limited resources. Each proposal should indicate the entity responsible for execution on behalf of the proposal team. All subconsultants must be listed in the proposal.

REJECTION RIGHTS

The City retains the right to reject all proposals and resolicit if deemed to be in its best interests. Selection is also dependent upon the negotiation of a mutually acceptable contract with the successful consultant firm and readiness to enter into a binding agreement once the consultant selection process is complete.

PUBLIC RECORDS LAW

The City of Keokuk will treat all information submitted by a consultant as open records following the conclusion of the selection process. Open records are public records that are open for public examination and copying.

ESTIMATED PROJECT SCHEDULE

The City of Keokuk anticipates that the selection process will be completed by February 20th, 2026. Negotiation with the selected consultant will commence in March 2026 upon notice that the selection process is completed.

DEADLINE AND SUBMITTAL

In order for your company to be considered, you must submit your proposal in electronic form by 5:00 PM on Friday, December 19th, 2025. The electronic proposal must be submitted via e-mail to atiwari@seirpc.com

This RFP will be posted on the City of Keokuk's website and other platforms for a minimum of 30 calendar days before the bid or proposal closing date.

QUESTIONS

All Questions regarding this proposal are required to be submitted ONLY by email to Kansha Tiwari at atiwari@seirpc.com. Emails will be checked daily for questions and will be answered and posted to the City's website at <http://www.cityofkeokuk.org/government/bids-and-notices/>. Deadline for questions is 4:00 pm Central Time, Friday, December 12th, 2025. Phone calls or in-person visits will not be accepted.