



REQUEST FOR PROPOSALS

Professional Consulting Services to
Support a US Environmental Protection Agency
Brownfield Community-wide Assessment Grant

Advertised on: August 24, 2026

**Solicitation Due Date: October 5, 2026
at 4 p.m. EDT/3 p.m. CDT**

For More Information:

Northern Kentucky Area Development District
22 Spiral Drive, Florence, KY 41042
lgs@nkadd.org (859) 283-8180

Introduction

Since 1968, the **Northern Kentucky Area Development District (NKADD)** has performed community and economic development activities in Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, and Pendleton Counties. NKADD has been awarded a United States Environmental Protection Agency (US EPA) Brownfield Assessment Grant in the amount of \$500,000 to further NKADD efforts with brownfield redevelopment throughout our eight (8) county region, specifically in the City of Falmouth, KY.

NKADD is soliciting proposals (RFP) from qualified environmental engineering/consulting firms to assist NKADD with the management and implementation of the grant-funded environmental assessments and related tasks. Related tasks will be discussed in more detail on pages 4-5.

The intent of this RFP is to comply with US EPA federal qualifications-based procurement requirements as updated for 2026. NKADD is seeking qualified firms to assist in implementing brownfield assessment grants. The successful consulting firm will bring experience, comprehensive technical skills, a collaborative style, and insight into a partnership with NKADD and potential coalition members to refine and potentially implement this grant and explore other grants and brownfield initiatives as additional competitive processes for funding are announced.

The contract period will begin after contract approval. The contract period may be extended at the option of NKADD if additional grant funds are obtained. The requested services under this RFP will be funded through EPA grant funds for grant implementation. The contract maximum will be set after determination of the scope of work based primarily on the EPA approved work plan(s) and budget. The contract maximum is the cap for contractual services, including both professional fees and expenses.

NKADD shall not, in any event, be liable for any pre-contractual expenses incurred by the Respondents in the preparation of their proposals. Respondents shall not include any such expenses as part of their proposals.

Pre-contractual expenses are defined as expenses incurred by the Respondent in:

- Preparing its proposal in response to this RFP;
- Submitting that proposal to NKADD;
- Negotiating with NKADD on any matter related to this RFP; or
- Any other expenses incurred by the Respondent prior to the date of execution of the proposed agreement.
- Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed.

NKADD may waive formalities or technicalities and reject any proposals or parts it finds unsatisfactory or not in its best interests. Furthermore, NKADD reserves the right to cancel any order or contract for failure of the successful firm to comply with the terms, conditions, and specifications of this request and/or contract.

Proof of acceptable insurance in accordance with the requirement outlined in the RFP shall accompany the response. No bid bond, payment bond, or performance bond is required for this contract. Submission of a signed submittal by the Respondent constitutes acknowledgment of

and acceptance of all document terms and conditions of this RFP and the EPA Cooperative Agreement.

The contract resulting from this proposal will be for four (4) years. NKADD may amend or extend this contract beyond the initial 4 years to accommodate the terms and conditions of this Community-wide Assessment Grant or future EPA grants awarded to NKADD within a four-year period, provided a market survey is conducted appropriately.

Submission Requirements

Two (2) original paper proposals and one (1) electronic format proposal (via USB thumb drive) must be submitted by **Monday, October 5, 2026, at 4 p.m. EDT/3 p.m. CDT** to the address below. Proposals shall be enclosed in a sealed envelope, labeled "Environmental Services for the Northern Kentucky Area Development District, EPA Community-wide Assessment Grant." Proposals will not be accepted via email.

Submit all questions relating to the RFP in writing via email to Katie Jo Berkshire Kirkpatrick, Associate Director – Community Development Planning, at lgs@nkadd.org.

All questions must be submitted before **Monday, August 31, 2026, at 4 p.m. EDT/3 p.m. CDT**. Questions received after this deadline will not be answered. Any misrepresentation by a respondent may result in disqualification. Any changes to this RFP will be made by NKADD through a written addendum. No verbal modification will be binding.

All questions and clarifications submitted to NKADD regarding the RFP will be answered promptly and replied to all consulting firms receiving this RFP and published on the NKADD website (nkadd.org) on an ongoing basis but no later than **Monday, September 7, 2026, at 4 p.m. EDT/3p.m. CDT**.

All proposals should be mailed or hand-delivered to:

Northern Kentucky Area Development District
Attn: Katie Jo Berkshire Kirkpatrick
22 Spiral Drive
Florence, KY 41042

Project Overview

Project History

The Northern Kentucky Area Development District (NKADD), in partnership with the City of Falmouth, has been awarded a \$500,000 Environmental Protection Agency (EPA) Brownfield Community-wide Assessment Grant to support the identification, assessment, and planning for the redevelopment of brownfield properties throughout the city.

The project area includes 13 brownfield sites within the city limits that have been identified by NKADD's Brownfield Advisory Committee. These former industrial, commercial, and transportation-related properties may contain hazardous building materials or environmental contamination and have remained vacant or underutilized for years.

Environmental assessments funded by the grant will determine the nature and extent of contamination, helping prepare priority sites for future redevelopment.

Technical Specifications

Activities Required Under this Request for Proposals

- This RFP is to solicit a consulting firm who will be expected to provide a wide range of services to NKADD for the implementation of the US EPA Brownfield Assessment Grant. The successful consulting firm is expected to perform many tasks, including but not limited to, the following:
- Provide assistance with the development of U.S. EPA required project work plan(s) for a cooperative agreement.
- Conduct project work in accordance with the EPA-approved work plans.
- Prepare and maintain schedules and budgets for all assigned grant activities.
- Conduct and oversee site assessments and prepare appropriate technical reports (printed and electronic formats) required by the U.S. EPA and additional state and local agencies as deemed necessary for each site.
- Conduct and oversee comprehensive site investigations, including sample collection and laboratory analysis.
- Provide work updates and information to all stakeholders as requested by the NKADD Project Manager.
- Evaluate cleanup options and conduct risk assessment analysis and provide cost estimates on selected sites.
- Prepare written Quality Assurance Project Plan (QAPP) and Site-Specific Quality Assurance Project Plan (SS QAPP) in compliance with U.S. EPA regulations.
- Deliver to the NKADD Project Manager completed Phase I and Phase II ESA reports, site investigation reports, response action plans, and other environmental reports or plans required under the applicable Kentucky environmental regulations.
- Provide project management, implementation, and technical oversight in compliance with State rules, regulations, and guidelines.
- Offer professional advice regarding environmental issues associated with land reuse and/or redevelopment.
- Deliver to the NKADD Project Manager completed Market Studies and Reuse Plans.
- Provide regulatory and financial information as needed.
- Attend meetings of NKADD and advisory committees as requested.
- Prepare presentations to provide information about the project's progress as requested.
- Assist with community-wide inventory of potential hazardous substances and petroleum brownfields sites, including working with NKADD staff to update necessary GIS data.
- Develop preliminary budget, financing options, and implementation plan for cleanup and reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Provide assistance with the development of comprehensive community outreach and public involvement program(s).
- Provide public and private opportunities for stakeholder participation throughout all phases of projects.

Project Budget

As part of the response to the RFP, please prepare budget estimates for environmental inventory enhancements, community involvement, and grant implementation in alignment with the required project activities, using 80% of the total project award. The total budget for grant implementation is \$500,000. If awarded, the selected firm and/or individual will work with NKADD to negotiate and finalize a detailed project budget consistent with the awarded scope of work and in compliance with applicable EPA grant requirements.

Project Management

The selected consulting firm, under the direction of the NKADD Project Manager, will:

- Define work plan tasks in conjunction with NKADD
- Assist NKADD in facilitating community outreach activities as needed to fulfill grant activities, and
- Coordinate grant-related project activities with NKADD, City, State, and U.S. EPA Region 4 staff for U.S. EPA grants.
- Preparation of Work Plans
- Consultant's work will be supervised and approved by the NKADD Project Manager:
- Scope of work organized by logical work tasks,
- Subcontractors used by the consultant and identification of their project roles,
- Detailed project budget for each major task and subtask, and
- Time-phased project schedule listing major tasks, target dates, and delivery of work products.

Reporting Requirements

The following reports shall be prepared by the consultant and submitted to the NKADD Project Manager for approval:

- Quarterly and annual financial and progress reports required by the U.S. EPA,
- Submission or updating of information in the U.S. EPA ACRES reporting system for assessed sites,
- Draft and final work plans for specific sites as deemed necessary,
- Technical memoranda, as requested by NKADD, and
- Other grant-related reports required by the U.S. EPA, other federal and/or State of Kentucky agencies, and NKADD.

Selection Procedures

NKADD will review the consulting firm's proposals with the following criteria in mind:

- Expertise related to relevant project components
- Firm and staff experience related to Environmental Assessment
- Cleanup and redevelopment planning
- Project Approach

- Ability to facilitate public outreach activities
- Demonstrated ability to provide comprehensive and innovative environmental services
- NKADD reserves the right to accept or reject proposals on any basis it deems appropriate.

Requirements for Proposals

General instructions for preparing and submitting a Proposal.

Two (2) original paper proposals and one (1) electronic format (via USB thumb drive) must be submitted. Written proposals should be limited to ten (10) pages, excluding a maximum of five (5) resumes, each limited to two (2) pages. Standard advertising brochures should not be included in the proposal. Please index and sequentially number all pages throughout or by section. The type and necessity of binders and covers will be at the Consultant's discretion. The submittal should be clear and understandable when reproduced in black and white.

The selected consultant will assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, NKADD will consider the consultant to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The consultant is responsible for adherence by the subcontractors to all provisions of the contract.

Two (2) original paper proposals and one (1) electronic format (via USB thumb drive) proposal must be submitted by Monday, **October 5, 2026, at 4 p.m. EDT/3 p.m. CDT**. Proposals shall be enclosed in a sealed envelope, labeled "Environmental Services for the NKADD, EPA Community-wide Assessment Grant."

Proposal Content

Consultants are asked to submit concise qualifications describing their capacity to successfully implement EPA grants, manage projects, and their experience with similar projects. All requested information is required. These proposals should include a clear outline of how the firm would help NKADD meet the requirements of the U.S. EPA brownfields community-wide assessment grant and provide detailed responses to the following items:

Identification, Qualifications and Key Staff

- Provide the firm name, address of the responsible office from which the work will be performed, and the name and email address of the contact person authorized to negotiate for the associated work.
- List all proposed sub-consultants and the percentage of work to be performed by the prime consultant and each sub-consultant.
- List the Project Manager and other key staff members, including key subconsultant staff and the percent of time the Project Manager will be committed to the contract. Include resumes for key staff members responsible for work to be performed. Address the ability of the key staff members to perform project deliverables and the staff qualifications relative to the required deliverables.

- Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload
- Detail outreach strategies, stakeholder engagement methods, and budget allocations
- Please define any and all perceived conflicts of interest and how those would be handled. We recognize a number of our consultants work for other clients in the eight-county NKADD region and NKADD may be operating in a regulatory manner with some of those clients. NKADD is also aware that many consultants work directly for and with NKADD counties and cities, and we may be working on sites within these communities. Please explain any of these situations and relationships and how they can be handled to the benefit of all.

Project Approach

- Provide a description of your project approach relative to the advertised services. For all deliverables address your firm's technical understanding of project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Attachments

- Project budget and justifications.
- Resume(s) of proposed Project Manager and other key staff members that would have a major role in the project deliverables.
- Any materials that help to display a specific expertise or skill that is relevant to the project.

Evaluation Criteria

Evaluation Factor	Points
Firm and/or Individual Qualification	10
Background and Experience on Similar US EPA Brownfield Projects	10
Experience of Current Personnel on Similar US EPA Brownfield Projects	10
Capacity to Perform Work and Meet Schedule	10
References to Previous US EPA Brownfield Projects	10
Proven Ability to Meet Schedules and Deadlines	10
Proven Ability to Control Costs and Meet Budgets	10
Experience with Public Outreach and Education	10
Capacity/Commitment to Assist in Obtaining Additional Brownfields Grants	10
Quality of Response	10
Total	100

Terms and Conditions

By submitting a proposal, the Respondent represents that he/she has thoroughly examined and become familiar with the work required under this RFP and that he/she is capable of performing quality work to achieve the objectives of NKADD. By submitting a proposal, the Respondent certifies they are able to complete the work in compliance with Federal Procurement Standards outlines in CFR §200.317- CFR - §200.326. Selecting a company to provide consultation services for NKADD requires comprehensive and accurate information from respondents to ensure that a knowledgeable, objective decision can be made.

Any exceptions to the requirements in this RFP must be included in the proposal submitted by the Respondent. Segregate such exceptions as a separate element of the proposal under the heading "Exceptions and Deviations."

Where two or more Respondents desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture. NKADD intends to contract with a single firm and not with multiple firms doing business as a joint venture.

Issuance of this RFP and receipt of proposals do not commit NKADD to the awarding of a contract. NKADD reserves the right to accept or reject any or all of the proposals or portions thereof, without stated cause. NKADD reserves the right to re-issue any RFP; it is NKADD's choice whether or not to utilize the contract for this grant for future projects funded by U.S. EPA or other brownfields grants.

Upon selection of a Consultant, NKADD, by its proper officials, shall attempt to negotiate and reach a final agreement. If NKADD, for any reason, is unable to reach a final agreement with this selected Consultant, NKADD reserves the right to reject such finalist and negotiate with another consultant who has the next most viable proposal.

NKADD may also elect to reject all proposals and re-issue a new RFP. NKADD reserves the right to request clarification on any point or obtain additional information related to the RFP. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided from the Consultant within two business days. NKADD is not bound to accept the consulting firm with the lowest cost but may accept the one that demonstrates the best ability to meet the needs of NKADD.

NKADD reserves the right to waive any formalities, defects, or irregularities in any submittal and/or response where it is in the best interests of NKADD. NKADD reserves the right to disqualify any submittal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the consulting firm.

Public Information

Information supplied to NKADD is subject to the Kentucky Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Respondent believes any information which is not public will be supplied in response to this RFP, the vendor shall take reasonable steps to identify for NKADD what data, if any, it believes falls within the exceptions. If the data is not marked in such a way as to identify non-public data, NKADD will treat the information as public and release it upon request. In addition, NKADD

reserves the right to make the final determination of whether data identified by the Consulting Firm as not public falls within the exceptions of the statute.

Time Schedule

The timeline for completion of this Request for Proposals is outlined below:

- August 24, 2026: Formal announcement date for RFP
- August 31, 2026: Deadline for submission of questions regarding the RFP
- September 7, 2026: Deadline for NKADD to post answers to submitted questions
- October 5, 2026: Deadline for submittal of proposals
- October 22, 2026: Proposal evaluation and contract award date (anticipated NKADD reserves the right to cancel and/or modify the RFP dates at any time).

Notification of Award

NKADD anticipates selecting a consultant by October 22, 2026. Should either party fail to execute a contract within 30 days of notification of award, NKADD reserves the right to rescind the award and select services from another interested firm.

Withdrawal, Submission, and Receipt of Applications/Proposals

Applicants may withdraw their application or proposal at any time prior to the submission deadline by providing written notice to NKADD. After the submission deadline, applications or proposals may not be withdrawn for the purpose of modification or resubmission unless expressly permitted by the solicitation.

Applications or proposals must be received by NKADD no later than the date and time specified in this solicitation. Late submissions will not be accepted or considered. It is the sole responsibility of the applicant or offeror to ensure timely receipt.

Applications or proposals shall be submitted only by the method identified in this solicitation. A submission is considered received only when it has been successfully delivered to the physical delivery location (22 Spiral Dr., Florence, KY 41042) before the stated deadline. Confirmation of transmission, shipping, or mailing does not constitute proof of receipt.

NKADD reserves the right to reject any application or proposal that is late, incomplete, nonresponsive, or submitted by an unauthorized method. Submission requirements will be applied uniformly to all applicants and offerors in accordance with applicable federal and state procurement requirements.

Vendor Requirements

Contracting with Disadvantaged Business Enterprises

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. NKADD will ensure, to the fullest extent possible, that at least the U.S. EPA “fair share” objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and minorities. The consultant shall agree to

support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists;
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business participation;
- Where the requirement permits, establishing delivery schedules which will encourage participation by disadvantaged businesses;
- Using the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, and the Community Services Administration as required;
- Consultants are encouraged to procure goods and services from disadvantaged businesses.

Equal Employment Opportunity

The Consultant agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by NKADD, the Consultant shall furnish a written affirmative action plan.