



**South Florida Regional Planning Council**

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# **REQUEST FOR QUALIFICATIONS FOR ENVIRONMENTAL PLANNING SERVICES**

**JANUARY 12, 2026**

**Deadline for responses to RFQ: February 27, 2026, 5 p.m.**

**SOUTH FLORIDA REGIONAL PLANNING COUNCIL**

**REQUEST FOR QUALIFICATIONS**

**Professional Environmental Services / Professional Brownfields Services  
On A Continuing Contract Basis**



South Florida Regional Planning Council  
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# REQUEST FOR QUALIFICATIONS (RFQ) FOR PLANNING SERVICES

## I. INTRODUCTION

### A. Overview

The South Florida Regional Planning Council ("SFRPC/Council") is requesting statements of qualifications from environmental firms (hereinafter "Consultants") registered to do business in Florida with a local office and personnel in Southeast Florida (Monroe, Miami-Dade, Broward, and Palm Beach counties) to provide professional services as following:

#### **Categories / Topic Area:**

- Environmental Services; Brownfields Services
- Environmental and Brownfields Grant Writing

The sole purpose of this RFQ is to identify and pre-qualify consultant firms that can augment Council staff and assist us in securing and implementing contract work from multiple sources. The Council welcomes interest in providing Professional Environmental Services/Professional Brownfields Services to the organization for all qualified firms in the categories listed above. The Council has made every effort to streamline this RFQ and differentiate between the Request for Qualifications and a competitive bidding process.

#### **Greater Detail:**

- **Environmental Services and Brownfields Services:** Environmental site assessment, consultation, and related services for the SFRPC Brownfields Program are required by any Revolving Loan Fund (RLF), Clean Up Grant, Assessment Grant, or Multi-Purpose Grant from the U.S. Environmental Protection Agency (EPA). The intent of the SFRPC is to facilitate the redevelopment and revitalization of hazardous substances and/or petroleum-contaminated Brownfield sites and promote overall economic and environmental enhancement in communities. Qualified firms will bring experience, comprehensive technical skills, a collaborative style, and insight into a partnership with the SFRPC to refine and potentially implement grants and explore other grants as competitive processes for funding are announced. Consultants must be able to comply with US EPA federal qualifications-based procurement requirements specified in 2 CFR 200.317-326, the Brownfields Program. Qualified firms will assist with securing and, if awarded, potentially implement EPA-funded assessment grants.

- **Grant Writing:** Grant writing and technical assistance for various programs in the Regional Environmental and Brownfields field. The programs may include the Florida Department of Environmental Protection (FDEP) programs, Florida Department of Economic Opportunity programs, SFRPC Brownfields Program, any Revolving Loan Funds (RLF), Clean Up Grants, Assessment Grants, or Multi-Purpose Grant from the U.S. Environmental Protection Agency (EPA), and other state or federal agencies with similar programs.
- **Key tasks include:** GIS modeling, inventorying available data and identifying existing data gaps, data collection, planning and engagement in community workshops and meetings, critical and regionally significant asset inventory, Exposure Analysis, Sensitivity Analysis, Focus Area Mapping, Peril of Flood compliance, FDEP reporting, presentation, and engagement with the SFRPC leadership and membership, and other activities that may be required.

The SFRPC seeks to establish a continuing contract with qualified environmental consulting firms in order to be able to periodically issue to such firms specific Task Assignments to provide services and other items as may be required. Respondents to this Request for Qualifications (RFQ) must be prepared to meet all federal and state requirements for work funded by any federal or state grant.

**Additional notes:**

1. The SFRPC seeks to pre-qualify several firms to serve on an ongoing, as-needed basis during this process and beyond.
2. Contract requirements and insurance coverage will be addressed separately to reflect what is usually required, depending on the planning area.
3. No minimum or maximum amount of work is guaranteed under any future contracts that may result from this Request for Qualifications.
4. A firm may submit both as a prime and/or serve as a subconsultant under another firm.

**B. Terms of Contract**

The terms of the contract shall be as set forth in the contract upon mutual agreement and shall require the Consultant to complete all work in a timely manner so that the SFRPC can meet its contractual requirements. The SFRPC, at its sole discretion, will perform annual performance reviews to allow contract extensions. The SFRPC may amend or extend contracts beyond the initial contract years to accommodate the terms and conditions of any EPA grants awarded to the SFRPC within the contracted period, provided a market survey conducted by the SFRPC

indicates that the prices the contractor proposes are reasonable. Conversely, the SFRPC, at its sole discretion, may terminate a contract if work is not provided in a timely manner.

Consultants shall comply with Davis-Bacon labor standards and prevailing wage requirements for certain activities funded by Brownfields Grants (CERCLA 104(g)) – e.g., construction of caps, barriers, and structures which permanently house treatment equipment (hazardous substances + petroleum); excavation of contaminated soil (hazardous substances); abatement of contamination in buildings (hazardous substances).

Consultants shall comply with Build America, Buy America (BABA) whereas all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States.

We do not currently have an annual proposed budget or contract duration.

#### **C. Type of Contract Contemplated**

It is anticipated that the contract, if entered, will be a continuing contract that will be amended as needed to assign/delegate tasks. No task assignments will be issued until after a continuing contract has been executed between the SFRPC and the Consultant.

A copy of the proposed contract containing all requirements will be provided to the Consultant at the time of contract negotiation. The SFRPC reserves the right to revise any proposed contract in connection with negotiations with specific Consultants and to revise any executed contract with any Consultant at any time to include additional terms and conditions as may be required pursuant to grants awarded to the SFRPC from time to time.

#### **D. Submission Deadline and Submittal Requirements**

1. **Submission Deadline:** All responses to this RFQ must be received in the offices of the South Florida Regional Planning Council by February 27, 2026. **The Council reserves the right to contract for professional environmental and brownfields services at any time as needed.**
2. **Submittal Requirements:** Respondents to this RFQ are requested to please provide **one (1) signed original package** of their qualification statements, and one (1) jump drive to SFRPC's offices with the following:

- I. Please use your 12-point font of choice and at least 1.15-line spacing to facilitate reading of the qualifications. This does not apply to resumes.
- II. Clearly articulated Letter of Interest, three-page limit. The letter should include project approach and show an understanding of expertise with a focus on environmental and brownfields services.
- III. Statement of Qualifications, three-page limit exhibiting how the applicant meets the project experience and expectations of the SFRPC.
- IV. Provide a team organizational chart indicating the specific role of each team member in the project and key personnel working in the category/topic area. Also, if any team member or key personnel will be a sub-consultant or subcontractor, this shall be clearly indicated in the submittal of this RFQ.
- V. Resumes of key firm personnel providing expertise and developing work product. Font and spacing requirements do not apply to resumes.
- VI. Provide four (4) verifiable references from the past five (5) years. Provide on-time and on-budget performance data, and a brief description of the work performed for that client.
- VII. Provide a schedule of fees outlining individual/firm fee structure based upon an hourly and per diem basis.
- VIII. Provide the location of the firm's South Florida office(s), office director, and project director. Specify the key personnel/expert/project director that the SFRPC would be working with and where they are located.
- IX. Provide evidence of past or current experience in public sector efforts. Please submit what you believe to be relevant but still succinct.
- X. A firm may submit both as a prime and/or serve as a subconsultant under another firm.

Submittals should be organized and presented in the same order that the information is requested in this RFQ.

#### **E. Correspondence**

All responses to this RFQ are to be submitted to:

Ms. Kathe Lerch  
Director of Administration  
South Florida Regional Planning Council  
1 Oakwood Boulevard, Suite 250  
Hollywood, FL 33020  
Phone: (954) 924.3653  
Email: [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com)

**Email should be used to submit questions only.** Delivery of RFQ packets may be delivered via hand delivery, U.S. Mail, or overnight delivery service; however, the SFRPC shall not be responsible for delays in delivery by any delivery service or postal service.

Proposals may be opened by SFRPC staff as received. They will be kept confidential until after the pre-qualification process has been completed. This RFQ and any resulting contract shall be governed by and construed according to the laws of the State of Florida, including Chapter 119, *Florida Statutes*.

## **II. TERMS AND CONDITIONS**

### **A. Number of Awards / Contracts**

The SFRPC, at its sole discretion, will determine how many contracts are deemed appropriate to meet the needs of the Council. The SFRPC may contract with multiple firms for the same area of expertise.

### **B. Contingencies**

This RFQ does not commit the SFRPC to award a contract. The SFRPC reserves the right to accept or reject any or all responses to this RFQ; to waive any or all informalities and/or irregularities; to re-advertise with either an identical or revised scope of services; or to cancel this RFQ in its entirety.

### **C. Modifications to the RFQ**

The SFRPC reserves the right to issue addenda to this RFQ, to make amendments to its provisions, or change the timelines related to this RFQ. Any addenda will be posted to the SFRPC website.

### **D. Materials Submitted Will Not be Returned to Consultant**

All material submitted by Respondents to this RFQ will be retained by and become property of the SFRPC and will not be returned to the Consultant.

### **E. Questions and Responses**

Once the RFQ has been advertised, please do not contact the SFRPC personnel directly for meetings, conferences, or technical discussions related to this RFQ. Failure to adhere to this

policy may result in disqualification of the Respondent. All questions regarding this RFQ can be emailed to [sfadmin@sfrpc.com](mailto:sfadmin@sfrpc.com).

Respondents will not receive specific responses to their questions in real time. Rather, responses to specific questions received prior to the deadline for submittal of questions to this RFQ will be posted to the SFRPC website the following day or as soon thereafter as can reasonably be done.

### III. SCOPE OF SERVICES AND OWNERSHIP OF WORK PRODUCT

- A. **Community Relations Support:** The Consultant may be required to provide community relations support during all phases of work. These activities may include preparing audio-visual materials and fact sheets, organizing, presenting, and participating in public meetings, workshops, and strategic meetings.
- B. **Task Assignment / Work Orders:** The SFRPC will issue work orders/tasks, in consultation with the Consultant, to perform services that are deemed necessary by the Council to be performed, with mutually agreed timelines and deliverables, as needed.
- C. **Deliverables and Ownership:** All deliverables shall be submitted to the SFRPC in electronic and/or hardcopy formats, as defined in the Task Assignment. All deliverables will, upon submittal to the SFRPC, become the property of the SFRPC and thereafter shall be owned by the SFRPC.

### IV. SELECTION PROCESS AND SCHEDULE

- A. **Selection Process, Criteria and Weight:** The SFRPC will review and evaluate qualifications submitted. The following selection criteria will be used to evaluate the statements of qualification on a scale of 100 points.
  - 1. **Ability and Experience of the Project Team:** **40 points**  
Submissions will be evaluated based on related experience, past record, qualifications of key personnel and team members, and their knowledge of their respective fields. The team must demonstrate exceptional skills and expertise.
  - 2. **Approach to and Understanding of Regional Needs & Issues:** **30 points**  
Submissions will be evaluated based on the Responders' understanding and approach to providing the services and deliverables to the SFRPC that are set forth in this RFQ and ability to present information clearly.

**3. Pricing:** **25 points**

Competitive schedule of fees outlining individual/firm fee structure based upon an hourly and per diem basis.

**4. References:** **5 points**

References will be contacted and asked about contractor reliability, flexibility, responsiveness, quality, on-time performance, and consistency.

After the initial pre-qualification/ranking process is complete, the SFRPC may conduct interviews with a short list of finalists and/or request additional information.

**B. Project Schedule:** The following is a tentative schedule for this RFQ process.

Release of RFQ	January 12, 2026
Deadline for Submission of Questions	February 13, 2026
Date for Posting Responses to Questions	Ongoing until February 21, 2026
Deadline for Responses to RFQ	February 27, 2026 @ 5 p.m.
Tentative Date for Awarding of Contract (if warranted)	Ongoing / March 2026

**V. OTHER CONSIDERATIONS**

**A. Subcontracting:** Consultant shall not assign, sublet, or transfer any obligations, rights, or interests (including, without limitation, moneys that may become due or moneys that are due) under any contract with the SFRPC, without the prior written consent of the SFRPC, which the SFRPC may grant or withhold consent in its sole and absolute discretion. Unless specifically stated to the contrary in any written consent to an assignment, sublet or transfer, no assignment, sublet, or transfer will release or discharge the assignor or transferor from any duty or responsibility under its contract with the SFRPC.

It is also contemplated that a continuing contract may have additional provisions restricting the Consultant's ability to assign, sublet, or transfer regarding Task Assignments. Any subcontracting of duties or responsibilities must also comply with all guidelines of the source funding agency, which may include the EPA, and as such must comply with the relevant procurement guidelines.



- B. Indemnification and Hold Harmless:** It is contemplated that in the contract to be executed with the Consultant, the Consultant shall agree to indemnify, defend, save and hold harmless the South Florida Regional Planning Council, (SFRPC) its board members and employees, from all claims, damages, demands, liabilities and suits of any nature (including but not limited to reasonable attorney's fees incurred by the indemnified parties before litigation, in litigation, in trial and appellate proceedings and post judgment proceedings in arbitration, bankruptcy and other administrative and judicial proceedings and whether suit be brought or not) arising out of, because of, or due, to the extent caused by, any negligent act, error, omission, default under the contract with the SFRPC, or negligence or other wrongdoing or other wrongful conduct, of the Consultant, its subcontractors, agents or employees. The specific indemnification shall be set forth in the contract with the SFRPC and may differ from the foregoing. The indemnification language in any awarded contract will be consistent with F.S. §725.08.
- C. Contract:** The selected Consultant will be expected to execute a Contract with the SFRPC for professional environmental and brownfields services and other items, with additional terms and in such form as may be required by the SFRPC.
- D. Non-Discrimination:** Selected Consultants and the SFRPC agree that no person shall, on the grounds of race, color, creed, religion, sex, national origin, political affiliation, age, marital status, family status, pregnancy, sexual orientation, or gender identity be excluded from the benefit of, or be subject to, any form of discrimination under any activity carried out by the performance of duties under the SFRPC's consultant contracts.