



CHARTER TOWNSHIP OF MERIDIAN  
**Request for Qualifications**  
Secondary Brownfield Consultant

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OWNER: Charter Township of Meridian  
Economic Development Department  
5151 Marsh Road Okemos, MI 48864

CONTACT PERSON: Amber Clark, Neighborhoods & Economic  
Development Director

CONTACT PHONE: 517.853.4568  
E-mail: [clark@meridian.mi.us](mailto:clark@meridian.mi.us)

PROJECT NAME: Meridian Township Secondary Brownfield Consultant  
Charter Township of Meridian Michigan

BIDS DUE: Friday, March 15, 2024 by 3pm

BID SUBMISSION: [bids@meridian.mi.us](mailto:bids@meridian.mi.us)

**REQUEST:**

The Charter Township of Meridian is issuing this request for qualifications (RFQ) for a SECONDARY BROWNFIELD REDEVELOPMENT CONSULTANT. We are looking for qualified firms to perform a range of environmental services on select brownfield properties across Meridian Township. The Township has a primary BRA consultant and we are looking for a secondary consultant to review plans as needed. The Township asks that a senior level consultant of your firm is assigned as our project manager.

**DESIRED PROFESSIONAL SERVICES TO BE PROVIDED:**

- Brownfield Plan creation, review, and approval
- Technical review and expert support during plan approval process
- Assist with reimbursement agreement and regulations
- Assist with evaluating assumptions with project plans
- Act 381 plan review & experience
- Plan implementation capability
- Economic impact of the plan and duration
- Monitoring of eligible activities of projects
- Engagement with developer's consultant and legal team regarding BRA plans
- Support for plan amendments, cost changes, and other unexpected situations
- Review of eligible expenses, reimbursement requests, receipts, and proof of payment

## **QUALIFICATIONS:**

- Experience with EGLE, MSHDA, and MEDC preferred
- Environmental Consulting, site assessment (phase I and II review), due care plans, contaminant investigation, risk assessment, remedial systems, storage tanks
- Understanding of Brownfield, related to environmental impacts of wetlands, lakes, and rivers
- Understanding of land review, assessment, and management
- Experience with PILT or Affordable Housing Incentives

1. Provide resume for the “Key” personnel. The Charter Township of Meridian anticipates that the “Key” personnel is the individual who will be the primary contact with administrative staff of the Township, and who will provide the vast majority of the consulting services listed in the Scope of Work. Resume and/or narrative response shall provide, at a minimum, the education degree(s), institution(s) issuing the degrees, and year(s) received; certifications and registrations; years and position(s) with the company; years with other firms and firm names; types of services “Key” individual is qualified to perform; demonstration of the familiarity of “Key” individual with services required for this project; recent experience of “Key” individual and his/her roles in similar projects; recent experience of the “Key” personnel with other redevelopment programs/incentives not specifically listed in the Scope of Work.
2. Please demonstrate the previous experience of the firm and/or “Key” personnel with descriptions of three (3) similar projects completed or in progress with governmental entities within the past five (5) years. For each such project provide a one- or two-page summary that includes:
  - i. Project name and location;
  - ii. Client name;
  - iii. Short project description;
  - iv. Role of “key” personnel;
  - v. List of services provided; and,
  - vi. Client contact information (name, title, phone number, email address).
3. Describe what additional “value added services” your firm can provide.
4. List the key differentiators for your firm and what factors distinguish your firm from your competitors?

## **COMPENSATION AND FEES:**

Please provide in tabular form the following information on your fees:

1. Hourly professional billing rate for the “Key” personnel.
2. The percentage markup, if any, on approved subcontractors.
3. Other fees/charges (if any).

**CONFLICT OF INTEREST:**

Disclose any conflicts or perceived conflicts of interest. Includes the name(s) of the development firm(s) that you are contracted to provide work for. Please note this is for internal information only to identify potential conflicts of interest on Brownfield projects or sites in the future. Identify what procedures your firm would utilize to identify and resolve conflicts of interest.

**CONTENT OF SUBMISSIONS:**

- Firm Qualifications
- Key Staff Profiles
- Relevant Project Experience
- References
- Fees

**JUDGING OF SUBMISSIONS:**

The Township will judge submissions received based on professional qualifications and experience, completeness of submission, quality of product, references, and total bid cost. The Township reserves the right to reject all bids, waive informalities or irregularities and accept the bid that it determines to be in the best interest of its residents, which may not necessarily be the lowest bid.

**SCOPE OF WORK:**

The selected consulting agency will:

- Serve as a secondary Brownfield consultant on an as needed basis
- Provide plan review when our primary consultant is unable to do so



**SECONDARY BROWNFIELD CONSULTANT RFQ  
Meridian Township Economic Development Department**

Organization Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

**Please provide the following information in your bid:**

- Completed bid documents
- Firm Qualifications
- "Key" Staff Profiles
- Relevant Project Experience
- References
- Fees

**Submission Deadline: 3:00 pm on Friday, March 15, 2024**

**Send Bids to: Meridian Township Clerk's Office  
Secondary Brownfield Consultant RFQ  
5151 Marsh Road  
Okemos, MI 48864**

Bids may also be submitted electronically via email at [bids@meridian.mi.us](mailto:bids@meridian.mi.us), please send a follow-up email to confirm receipt to: Amber Clark at [clark@meridian.mi.us](mailto:clark@meridian.mi.us).

