



Request for Proposals (RFP)

Environmental Consulting Services

City of Mt. Vernon, Illinois

Issued: October 8, 2025

Contact Information:

City of Mt. Vernon

Attn: Nathan McKenna

PO Box 1708

Mt. Vernon, IL 62864

Phone: 618-242-6802

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Prepared by the City of Mt. Vernon, Illinois

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1. Introduction / Background

The City of Mt. Vernon, Illinois, has been awarded a FY25 U.S. EPA Brownfield Assessment Grant. Funding will support activities such as inventorying and prioritizing brownfield sites, conducting Phase I and Phase II Environmental Site Assessments (ESAs), developing cleanup planning documents (including Analysis of Brownfield Cleanup Alternatives), and engaging the community in reuse planning.

The City anticipates completing approximately 16 Phase I and 8 Phase II assessments, preparing up to 4 site-specific cleanup plans, and holding public meetings to involve residents, businesses, and stakeholders. A Qualified Environmental Professional will be competitively procured to conduct assessment activities in compliance with EPA requirements.

2. Scope of Work

The selected firm will assist the City with activities related to the Brownfield Assessment Grant. Services may include, but are not limited to:

- Phase I and Phase II Environmental Site Assessments (ESAs)
- Quality Assurance Project Plans (QAPPs)
- Cleanup and reuse planning
- Community engagement support
- Reporting in compliance with EPA requirements

Note: The work plan associated with this grant is not included in this RFP.

3. Proposal Requirements

Proposals shall be submitted on the firm's official letterhead signed by an authorized officer of the company. One (1) electronic copy (PDF) and three (3) printed copies shall be provided. Each proposal must include the following:

A. Firm Qualifications

- Location of principal office and list of company officers.
- Number and disciplines of in-house personnel.
- Annual environmental services revenue for the past three (3) years.
- Any pending lawsuits or judgments against the firm or company officers.

B. Relevant Experience

- A minimum of three (3) projects of comparable size, scope, and complexity requiring environmental consulting services similar to those required under this RFP.
- References for submitted projects, including contact information.

C. Key Personnel

- Organizational chart showing the proposed project team.
- Education, certifications/professional registrations, and experience for each team member who will be directly assigned to the City's project.

D. Project Approach

- Technical approach for conducting environmental assessments (Phase I and Phase II ESAs).
- Community engagement strategy, including methods to ensure meaningful involvement of residents and stakeholders.
- Approach to developing cleanup planning documents (e.g., Analysis of Brownfield Cleanup Alternatives).
- Quality control and assurance measures.
- Familiarity with EPA Brownfields Program requirements and reporting systems (e.g., ACRES).

4. Submission Instructions

- Proposals must be submitted no later than **10 A.M., October 27, 2025.**
- Submit proposals to:
Nathan McKenna, City Manager
City of Mt. Vernon
PO Box 1708
Mt. Vernon, IL 62864

All proposal envelopes must be **clearly marked** on the outside:

“Request for Proposals for Environmental Consulting Services – FY25 Brownfield Assessment Grant.”

Proposals must be received by the deadline. Postmarks and late submissions will not be accepted.

Questions regarding this RFP may be directed to the contact listed above.

5. Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Firm qualifications and capacity to perform the work
- Relevant project experience and references
- Qualifications and availability of key personnel
- Proposed project approach and understanding of EPA Brownfields requirements

The City of Mt. Vernon encourages submission of proposals from minority and women-owned firms. The City of Mt. Vernon does not discriminate on the basis of race, color, religion, creed, sex, age, ancestry, or national origin in consideration of this award.

6. Selection Process and Schedule

It is the intention of the City of Mt. Vernon to adhere to the following schedule for the selection of an environmental consulting firm. Should the schedule change, potential consultants will be notified.

- Issuance of RFP: October 8, 2025
- Proposal due date: October 27, 2025

City personnel will review all proposals received and evaluate them based on the criteria outlined in this RFP. It is anticipated that the selected firm will be notified within 30 days of the presentations, at which time fee negotiations will commence. If the City is unable to negotiate an acceptable contract with the selected firm, the City reserves the right to negotiate with the next-ranked consultant. Successful negotiations will conclude with the signed Agreement submitted to the City Council for approval.

The City will notify all firms that submitted proposals of the final selection.

All proposals submitted in response to this RFP shall remain valid for at least ninety (90) days after the due date.

7. General Information

- This procurement will follow applicable federal, state, and local requirements.
- Minority-owned, women-owned, and disadvantaged business enterprises are encouraged to apply.

- The firm that assisted the City in preparing the grant application and work plan is eligible to submit a proposal, but did not participate in the preparation of this RFP.

8. Terms and Conditions

- A. The City of Mt. Vernon reserves the right to reject any and all proposals. The City also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all respondents, and to waive any defects as to the form or content of the RFP or any proposal submitted.
- B. This RFP does not commit the City of Mt. Vernon to award a contract, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All proposals become the property of the City of Mt. Vernon as public records.
- C. By accepting this RFP and/or submitting a proposal in response hereto, each respondent agrees for itself, its successors, and assigns, to hold the City of Mt. Vernon and all of its various agents, commissioners, directors, consultants, attorneys, officers, and employees harmless from and against any and all claims and demands of whatever nature or type, which any such respondent, its representatives, agents, contractors, successors, or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a respondent, or negotiating or executing an agreement incorporating the commitments of the selected respondent.