

**Western Upper Peninsula of Michigan
Brownfield Assessment Coalition Project**

NOTICE OF REQUEST FOR QUALIFICATIONS & PROPOSALS

Issue Date: September 1, 2026

Due Date: **5:00 PM EDT October 5, 2026**

Project: Western U.P. Brownfield Assessment Coalition Project

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The Western U.P. Brownfield Assessment Coalition Project is a cooperative venture between a Coalition consisting of InvestUP, Western Upper Peninsula Planning and Development Region (WUPPDR), Houghton County Land Bank Authority (HCLBA), and Gogebic County Land Bank Authority (GCLBA), and the U.S. Environmental Protection Agency (EPA).

The EPA awarded the Coalition a \$1,000,000 grant for assessment of sites believed to be contaminated. The grant will be managed and administered by lead Coalition member, InvestUP, and will be used to fund environmental site assessments of Brownfield sites. Public participation is an integral part of the project efforts to restore these properties to productivity.

As part of this process, InvestUP is issuing this Request for Qualifications & Proposals (RFQP) from qualified firms to conduct a substantial portion of the work scope of the EPA Brownfield Assessment Grant.

All proposals will be reviewed by Review Committee, consisting of Coalition members. The Review Committee will rank the proposals submitted by the firms and recommend a firm for selection to the InvestUP management team which will make the final determination in selecting the firm. InvestUP reserves the right to reject or waive any irregularities in the proposals.

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Certification

The undersigned, having become thoroughly familiar with and understanding of all the qualifications that are included in and attached to this Request, agrees to provide the services as specified herein.

I state that all the information I have provided is true, accurate and complete. I affirm through my signature that I have authority to submit this Request for Qualifications & Proposals which will become a binding contract if accepted by InvestUP. I also affirm that I have not communicated with, nor accepted or given anything of value to, any official or employee of InvestUP that would tend to destroy or hinder free competition

In signing this certification, I state that I have read, understand, and agree to be bound by all of the terms of this qualifications document.

Signed: _____ Type or Print Name _____

Title: _____ Date: _____

Company Name: _____

Address: _____

Contact Name: _____

Contact Phones:

Office: _____

Cell: _____

Contact E-mail: _____

INSTRUCTIONS TO RESPONDENTS, TERMS & CONDITIONS

INTERPRETATION FOR ADDENDA

Requests for interpretation of the terms and conditions of this RFQP must be made by e-mail (agiroux@investupmi.com) to Anne Giroux, Director of Development & Investment Services, InvestUP by September 11, 2026. Written responses to questions received will be posted at investupmi.com/brownfieldrfqp no later than September 18, 2026.

PROPOSALS

All proposals must be submitted following the RFQP format as stated in this document, in electronic form and shall be subject to all requirements of this document.

InvestUP may consider as “irregular” any proposal in which there is an alteration of, or departure from, this RFQP format as provided in the RFQP documents and, at its option, may reject the submission

If a contract is awarded, it will be awarded at the discretion of InvestUP to the most responsive proposal, to the most qualified consultant, as those terms are defined throughout this Proposal. This contract will require completion of the work pursuant to these documents.

ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward concise description of the respondent’s ability to meet the requirements of the RFQP. Emphasis should be on completeness and clarity of the content.

TIME FOR RECEIVING QUALIFICATION STATEMENTS

Proposals received prior to the advertised due date will be securely kept. Proposals received thereafter October 5, 2026, at 5pm EDT will not be considered or accepted. It is up to the Respondent to assure that their response is received by this deadline. Respondents may be disqualified from consideration or non-compliance with the requirements of this RFQP.

REVIEW OF PROPOSALS

Once the due date has passed, the Project Contact will open every eligible responsive proposal received within the time set for receiving proposals.

WITHDRAWAL OF QUALIFICATION STATEMENTS

Proposals may be withdrawn on electronic written request.

AWARD OF CONTRACTS/REJECTION OF PROPOSALS

The contract will be awarded to the most responsive proposal as determined based on the Review Committee's recommendation and ultimately, InvestUP's review of the respondent's ability to provide the required services. The Review Committee will use a scoring system as described in the RFQP under the Qualification Requirements and Format Section.

InvestUP reserves the right to reject any and/or all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in the best interest of the objectives of the grant, as determined by InvestUP.

The respondent to whom the award is made will be notified at the earliest possible date of their selection.

The contract shall not be considered executed unless signed by the Chief Executive Officer of InvestUP and certification as to the availability of funds by the U.S. Environmental Protection Agency is received. Signatures on behalf of InvestUP other than those cited immediately above shall not be binding on InvestUP and will render the contract null and void.

EQUAL EMPLOYMENT OPPORTUNITY

The respondents' attention is called to the requirements for ensuring that employees and applicants for employment are not discriminated against on any basis including race, color, religion, sex or national origin.

SIGNATURES

The certification page and any proposal notifications, claims or statements must be signed by an official of the proposing organization authorized to bind the respondent to the provision of the RFQP.

NOT TO EXCEED OR NON-APPROPRIATION

The respondent recognizes that funding for the completion of the Western U.P. Brownfield Assessment Coalition Project is being provided solely by a grant received by InvestUP from the Environmental Protection Agency. If for any reason funding is not made available, or discontinued by the EPA to InvestUP, InvestUP may terminate this agreement without incurring any liability or obligation to the winning applicant. InvestUP will only be responsible for reimbursing the respondent for the expenditures that are eligible for reimbursement from the EPA and only if adequate funds have been received by InvestUP from the EPA.

TYPE OF CONTRACT

A contract entered into as a result of this RFQP will have a fee structure with a specified maximum cost, not to be exceeded. Negotiations will be undertaken with those respondents whose qualifications statement and other factors show them to be qualified, responsible and capable of performing the work. The

contract that is entered into will be one that is most advantageous to InvestUP to fulfill the terms and objectives of this grant as determined by InvestUP. InvestUP reserves the right to consider modifications received at any time before the award is made, if such action is deemed to be in the best interest of fulfilling the objectives of the grant it was awarded by the EPA. Work completed under the contract will be subject to certain Federal guidelines as required by EPA.

CONTRACT EXTENSIONS

This contract will be for a period from approximately October 1, 2026, through the completion of the Western U.P. Brownfield Assessment Coalition Project period, which is estimated to be no later than September 30, 2030.

INCURRING COSTS

InvestUP shall not be liable for any costs, including any travel, incurred by the respondent prior to award of the contract. Total liability of InvestUP is limited to the terms and conditions of this request and through any resulting contract.

NO THIRD-PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of InvestUP and the provision of services called for through this Proposal, not made for the benefit of any third party, and that no action or defense may be founded by a third part upon this contract except through the explicit acknowledgement and signature of the parties to the underlying contract.

DISCLOSURE OF STATEMENT OF QUALIFICATIONS CONTENTS

As a private non-profit organization, InvestUP is not subject to the Freedom Of Information Act. However, work performed under this grant and its partners in this grant may be subject to FOIA. As such, applicants should be aware that any information provided through this Proposal may be subject to FOIA.

ORAL PRESENTATION

Respondents who submit a proposal may be asked to make an oral presentation to the Review Committee. These presentations will provide an opportunity for the respondents to describe their proposals and qualifications in detail, and to respond to questions from the Review Committee.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful respondent will be included and attached as an exhibit to the resulting contract for services that is entered into between InvestUP and the successful bidder. Failure of the successful bidder to accept all the terms and conditions of the contract will result in cancellation of the award.

PROJECT CONTROL

- A. The consultant will perform the work under the direction and control of InvestUP's Director of Development & Investment Services. The consultant will work under an agreed upon schedule by the consultant and the Director of Development & Investment Services for completing the site assessments per site to be assessed.
- B. The Director of Development & Investment Services will meet on an agreed upon basis with the consultant's project director for the purpose of reviewing progress and providing necessary guidance to the consultant in solving problems that may arise.
- C. Prior to commencing work, the consultant shall submit Work Orders to the Director of Development & Investment Services for consideration and approval outlining the work to be completed under the task including an appropriate task budget. Once a Work Order is approved, the consultant will submit written summaries of progress on an agreed upon basis that outline the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, problems that have arisen or may arise which should be brought to the attention of the Director of Development & Investment Services, and to request approval for significant deviation from previously agreed upon work plans. In addition, a summary of project costs for completed work and expected costs for the remainder of the work will be included.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made, on a reimbursement basis, within 60 days of receipt of an acceptable billing statement and progress report. Billing statements should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials and other non-overhead costs and must be approved by the Director of Development & Investment Services prior to payment. Payment will be made following receipt of EPA funds by InvestUP. InvestUP will not pay late fees or interest charges for invoices that are pending more than 30 days but less than 60 days.

CANCELLATION

Cancellation of the contract by InvestUP may be for: a) default by the contactor or; b) lack of further need for the services or commodity at the locations named in the contract; c) a failure by the EPA to provide funding to InvestUP.

“Default” is defined as the failure of the contractor to fulfill any and all of the terms, conditions or obligations of his/her quotation, contract or project-related work orders. In case of default by the contractor, InvestUP may terminate the contract or any project-related work orders immediately, procure the articles or services from other sources and hold the contractor responsible for any resulting excess costs. In the event that InvestUP no longer needs the services specified in the contract or project-related work order due to program changes, changes in laws, rule or regulations, relocation of offices, or lack of funding, InvestUP may, without liability, terminate the contract or project-related work order by giving the contractor written notice of such cancellation 10 calendar days prior to the date of cancellation. No payment will be made for any costs incurred after the date of cancellation.

NEWS RELEASES

News releases pertaining to this request or the work to which it relates, will not be made without prior expressed approval of the Director of Development & Investment Services. However, InvestUP, with advance notice to the applicant, shall be permitted to promote the work being done through this contract.

INDEMNITY

Respondent shall be solely responsible for and shall indemnify, defend and hold harmless InvestUP and the EPA, their officers, employees, agents and representatives from and against any and all claims, suits, damages, losses, liabilities and expenses (including, but not limited to, costs of defense, arbitration, settlement and reasonable attorney’s fees) for loss of use of, or damage to, any property; real or personal; for injury to, or the death of, any person; loss of property rights or entitlement; contamination or adverse effects on the environment; or violation of governmental laws, regulations or orders; and for all other liabilities whatsoever in any way sustained or alleged to have been sustained, directly or indirectly, by reason of, or in connection with the performance of the work by, or any other activities of the respondent, its officers, employees, agents or representatives, including, but not limited to, the use of any equipment or material furnished by the respondent.

INSURANCE

The selected firm will be responsible for maintaining and providing certificates of insurance to InvestUP which prove the firm has not less than \$1,000,000 coverage for **COMPREHENSIVE GENERAL LIABILITY AND PROPERTY DAMAGE** and proof of **WORKER’S COMPENSATION INSURANCE**. The Comprehensive General Liability and Property Damage certificate shall name InvestUP and the EPA, and their officers, employees, agents and representatives

as additionally insured, without exceptions, and shall carry a thirty (30) day Notice of Cancellation. Proof of insurance as stipulated above shall be provided to InvestUP within ten (10) working days of a firm receiving notice from InvestUP of intent to enter into a contract.

AUTOMOBILE LIABILITY insurance shall also be required with notice provided that demonstrates:

1. Coverage that complies with the requirements of the Michigan No-Fault Law.
2. Coverage for Owned, Hired, and Non-owned vehicles.
3. Residual liability coverage with a combined single limit of at least \$1,000,000 for both Bodily Injury and Property Damage.

The consultant shall also maintain and provide proof of **PROFESSIONAL LIABILITY INSURANCE** which shall ensure against acts which are in the nature of professional services performed by architects and engineers. If a contract is entered into, the consultant shall maintain such insurance during the life of the contract. Professional Liability Coverage shall be provided in an amount not less than \$1,000,000 per occurrence.

If the selected firm neglects or refuses to provide any insurance required through this proposal, or if any insurance is subsequently canceled or not maintained, InvestUP may, at its option, terminate its contract with the respondent or procure such insurance and adjust the contract price downward by the reasonable amount of premiums paid or to be paid.

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**REQUEST FOR QUALIFICATIONS & PROPOSALS (RFQP)
WESTERN U.P. BROWNFIELD COALITION ASSESSMENT PROJECT**

A. BACKGROUND

The EPA awarded InvestUP a \$1,000,000 grant for assessment of sites believed to be contaminated. InvestUP is the lead member of a coalition that also includes WUPPDR, HCLBA and GCLBA. The grant will be used to fund environmental site assessments of brownfield sites throughout the Western Upper Peninsula of Michigan 6-county (Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon) region, however per grant guidelines, four target communities within the region were identified as the City of Wakefield, City of Ironwood, Calumet Township and Ontonagon Township. Site selection for assessment will be made by a Coalition Committee, through a prioritization process using criteria that includes site location, development potential, availability of other funding sources, leveraging of private investment, community need, wellhead protection, and EPA eligibility requirements. Public participation has been an integral part of the Coalition's planning process and will continue to be a key element in selecting sites and our efforts to restore the selected properties to productivity.

InvestUP is seeking a consultant who can demonstrate the ability to perform all the duties and tasks necessary to assist the grantee with completing work under this grant. This generally includes environmental site assessments, brownfield planning, programmatic activities and assisting with community outreach. Additionally, the selected consultant must demonstrate that they have a thorough familiarity with EPA requirements for this grant and use of the EPA funds, and any Michigan Department of Environment, Great Lakes, and Energy (ELGE) requirements.

CONSULTANT SELECTION PROCESS

InvestUP will implement the following process to select and approve the consultant.

- Issue RFQP.
- Obtain qualifications statements from consultants.
- Review proposals.
- Select consultant
- Negotiate a contract with the selected consultant.
- Enter into contract and begin implementation of the program work plan.

REQUIRED TIME FOR RECEIPT OF STATEMENTS OF QUALIFICATIONS & PROPOSALS

Statements of Qualifications and Proposals must be received by InvestUP's Director of Development & Investment Services (Project Contact) via email, no later than **5:00 PM EDT October 5, 2026**. All proposals received after this time will not be reviewed or considered by InvestUP.

Questions on any of the RFQP terms and conditions of the Western U.P. Brownfield Coalition Assessment Project must be submitted in writing (email agiroux@investupmi.com) to InvestUP no later than September 11, 2026. A list of questions with responses will be compiled and will be forwarded on September 18, 2026, by email to all entities receiving the RFQP.

It is the respondent's responsibility to ensure that they are familiar with all EPA requirements for work performed under this grant program and to adequately demonstrate their level of understanding via their response to the RFQP. The selected consultant(s) should anticipate that they will be responsible for assisting in implementation of all requirements and work identified by this document and that any further revisions to the EPA guidance materials and that the work required will be automatically included under any contract(s) which results from this RFQP without allowing for additional funding to the consultant(s).

GENERAL PROJECT DESCRIPTION

Respondents should review all information included in this RFQP package to formulate their response, but the project will generally involve the following:

- ❑ **Conducting site assessments of selected sites known or perceived to be contaminated.**
- ❑ **Assisting with community outreach and programmatic activities throughout the grant cycle.**

Project Period

Approximately October 1, 2026, through September 30, 2030.

Summary of Activities

The selected Consultant will conduct some or all of the tasks described below:

The consultant will conduct Environmental Site Assessments (ESAs). These assessments include a limited number of Phase I and Phase II ESAs and Baseline Environmental Assessments (BEAs), and potentially Due Care Plans. Additionally, the consultant will be responsible for preparing, submitting and receiving all appropriate approvals for the required Quality Assurance Project Plans and project specific sampling plans from the EPA project contact person, EGLE and other entities as necessary and appropriate.

Depending upon Coalition Committee priorities, the consultant will prepare brownfield plans for review and approval by various Brownfield Authorities and municipal bodies in which the projects are located. In addition, the consultant may also prepare Act 381 work plans for review and approval by the EGLE and/or the Michigan Economic Development Corporation (MEDC) and/or the Michigan State Housing Development Authority (MSHDA).

The consultant will also be responsible for assisting InvestUP with community education and outreach related to sharing the opportunities and results of the grant and resulting projects.

The selected consultant will be responsible for providing advice and other information to InvestUP and the Coalition Committee, which will allow it to make sound decisions regarding specific brownfield sites and comply with all applicable regulations and grant requirements. The consultant will be responsible for helping to ensure the successful implementation of the project in conjunction with InvestUP and the Coalition Committee.

The consultant will prepare all reporting required by the grant, with reasonable time allowed for review and submission by the Director of Development and Investment Services. The consultant will be responsible for updating ACRES for all project activity.

Consultants will be responsible for helping InvestUP to ensure that all program guidelines and requirements are adhered to and met.

RESPONSIBILITIES OF PARTICIPATING PARTIES

InvestUP will:

- Coordinate and carry out the RFQP solicitation process and consultant qualifications and selection review process.
- Coordinate and carry out the proposal review process.
- Select a consultant.
- Negotiate a contract with the consultant.
- Oversee completion of all tasks identified in the grant application and work plan.
- Oversee adherence of the contract terms
- Complete all other tasks necessary to insure the successful implementation of the program.

The ***Consultant*** will be responsible for the following:

- Conveying to InvestUP that they have a clear understanding of the goals of the Coalition Committee, each task identified in the work plan, and that they will be capable of completing the objectives in a cost efficient and timely manner.
- Submitting to InvestUP, by the due date, their qualifications statement and proposal as part of the RFQP process.
- Carrying out, in close coordination with InvestUP, the project goals and tasks identified in the work plan as requested.
- working under an agreed upon schedule by the consultant and the Director of Development & Investment Services for completing site assessments and community outreach.

- making recommendations to InvestUP regarding key decisions relating to the completion and implementation of all tasks identified in the grant application and work plan.
- Supplying status updates by the end of each month on activities completed within the previous month and activities anticipated for the following month.
- Supplying invoices in a manner which is satisfactory to the project manager.
- Completing all other tasks necessary to ensure the successful implementation of the program.
- Complying with all terms and conditions of the contract.

QUALIFICATION REQUIREMENTS AND FORMAT

InvestUP considers qualified consultants to be those which demonstrate the appropriate experience, capability, knowledge, and financial wherewithal to implement the program.

As part of InvestUP's determination regarding a consultant's qualifications, InvestUP and its RFQP Review Committee will review and analyze the experience and qualifications of the consulting firm as a whole, and also of the individual team members who will be assigned to the project.

The Review Committee will utilize a scoring matrix in its review of proposals. Scores will be assigned as follows:

Total Points = 150
40 points – Cost
40 points – Key Staff/Project Manager experience
20 points - Firm experience
30 points – Approach
10 points – References
10 points – Quality of proposal

All submittals shall require a cover letter, five (5) sections, and three (3) appendices to meet the requirement of the RFQP. Submittals must be in 8 ½ " X 11" format, font size of 11 or 12 point, and not exceed 10 pages in length, excluding attachments in appendices.

Each proposal response should include, at a minimum, the following:

Cover letter. A brief (no more than 2 pages) cover letter will include the firm's name, number of years in business, number of years providing professional environmental services directly related to brownfield redevelopment or the assessment and remediation of hazardous substances, office locations, and other pertinent information. The cover letter shall be signed by a member of the consulting firm empowered to commit the firm to a contractual arrangement with

InvestUP. The cover letter shall also identify the person who will be responsible for regular communications with the Director of Development & Investment Services, including meeting attendance.

Five Sections:

Section 1.

Background. Provide information on the firm's background including:

- Organization size
- Years in business
- Federal ID number, Michigan tax ID number, the firm's legal formation (e.g. corporation, sole proprietor, etc.) and state of incorporation, if applicable.
- Michigan office locations
- Office location where work associated with this project would be performed including identification of the staff in that office that will be responsible for providing services to InvestUP on the Coalition Assessment Grant, the year that this office was opened or acquired, and the expertise of staff in that office.
- A description of the range of services provided by the firm. Specify any areas of expertise.
- A list of all brownfield and hazardous substance assessment/remediation related projects worked on within the last five (5) years. If the firm did not complete the project, provide an explanation why it was not completed.

Section 2.

Experience. Include information on the professional qualifications of the firm, such as licensed professional engineers and geologists, environmental knowledge of the staff, and project experience of the proposed team members. Provide information on prior experience with Brownfield Assessments. List qualifications with regard to ESA's, BEA's, QAPP's, Brownfield Plans, and Brownfield Tax Increment Financing. InvestUP places a high emphasis on brownfield redevelopment and environmental assessment experience in rural Michigan communities and familiarity with grant funded projects. Towards these ends, the following specifics shall be included:

1. A phone number and e-mail address for key associates proposed for assignment to this project, including the principal and/or lead contact for this project. List the types of services staff members are qualified to perform, demonstrate the familiarity of staff with Brownfield redevelopment, and give recent experience of personnel and their roles in similar projects. Provide evidence of their familiarity with the EPA's Quality Assurance Project Plan (QAPP), including data on how many QAPPs staff has had approved by EPA in the past five years.

2. The names of all subcontractors who will perform work under this contract. Each proposal should include a statement as to the actual percentage of work that is proposed to be completed by subcontractors.
3. The ability of the consultant to assist InvestUP with meeting federal requirements for inclusion of disadvantaged business enterprises.
4. A statement or disclosure of all material litigation, administrative proceedings and bankruptcy proceedings currently pending or having occurred within the past ten years directly or indirectly involving the company, regardless of cause or merit including the nature and status of each instance.
5. Affirmation that the company has no listed exclusions with the General Services Administration System for Award Management (SAM).

Section 3.

Approach. A general statement of the firm's approach to this project, with focus on any distinguishing characteristics or services, and the technical and operational approaches to perform the project tasks. Include a written statement demonstrating your understanding of the scope and type of work involved in this grant process, familiarity with applicable State and Federal rules, regulations, statutes, laws, and professional standards.

Section 4.

Fee Schedule. Provide a Fee schedule(s) and a list of the services the firm would perform. Include a fee and rate schedule for all key personnel who are anticipated to be assigned to this project. Provide the average cost of a visit to the western region of the U.P., encompassing all travel-related costs. Include an average cost for a Phase I site assessment.

Describe (in writing and numerically) the total fees for performance of the services identified in the RFQP, including all costs for information gathering, report presentation, travel, postage, other vendor costs, etc.

Section 5.

References. Provide the names of at least three (3) and not more than five (5) references. Include contact information and a phone number for each reference. List the project(s) you worked on and state the date your firm completed work on the project, or that the project is still ongoing.

Appendices as follows:

Appendix 1. Resumes of key personnel (1 page/person). Identify the individual and their role in this project, education, title, related qualifications, and the date on which they joined the firm.

Appendix 2. A list of applicable certifications, licenses, and /or forms, such as professional engineering certificates for each of the staff that would be involved in this project.

Appendix 3. The consultant may include any other information which is relevant to this project. Previously prepared brochures and qualification statements must NOT be included.

SUBMISSION

Submit the proposal by email, with the subject line “*WUP Brownfield Assessment Coalition Proposal*” to:

agiroux@investupmi.com

An acknowledgment email will be sent upon receipt. Respondents are responsible for ensuring that their submission is received and acknowledged prior to the deadline. InvestUP is not responsible for submissions sent to an incorrect email address or for submissions not received due to transmission, delivery, spam filtering, file corruption, or other technical issues. Total email attachment size must not exceed 20 MB. If a submission exceeds this limit, the respondent is responsible for contacting the issuing organization sufficiently in advance of the deadline to arrange an alternative delivery method.

Proposals must be received via email no later than 5:00p.m. EDT October 5, 2026, to be considered.