Request for Qualifications

Technical Assistance for Brownfields (TAB) Program
Brownfields and Community Outreach Firms

General Information

The New Jersey Institute of Technology (NJIT) is pre-qualifying firms interested in working in its Technical Assistance to Brownfield Communities Program beginning in federal FY 2022. Invitation is extended by NJIT for qualifications from firms with expertise in Brownfields and/or Community Planning and Outreach. NJIT provides technical assistance to state, regional, county, tribal, and local governments, and nonprofits in several EPA Regions.

Potential Scope of Services

Brownfields

- Lead and/or provide presentations at seminars, workshops, webinars, bootcamps, and/or training sessions organized by the NJIT TAB Team
- Conduct training sessions on topics such as, but not limited to preparing grant applications, adhering to grant requirements, executing revolving loan funds, developing redevelopment strategies, understanding remediation requirements, and green and sustainable remediation and design
- Develop documents and materials for the seminars, workshops, bootcamps, and training sessions pertinent to your field of specialization
- Provide direct technical mentoring to Brownfield grantees in EPA Regions via on-site meetings, virtual events, emails, or telephone conversations
- Review technical documents and interpret the findings for understanding by community members
- Develop questions and answers to be posted on the NJIT TAB website
- Provide answers to questions submitted by communities and nonprofits to the NJIT TAB team via phone, email, or TAB website
- Participate in videotaped presentations to be posted on the NJIT TAB website regarding a topic within your field of specialization

Community Planning and Outreach

Planning
A community may request assistance in developing a strategy to redevelop a brownfields site, garnering community input, and developing conceptual plans. The successful consultant may be asked to:

- Develop a site redevelopment strategy, identifying potential site uses, time frames and funding options.
- Develop conceptual plans.
- Present conceptual plans to community groups. Revise as per comments received.

**Outreach**

NJIT TAB develops and conducts a number of different types of community outreach efforts ranging from large seminars, to community visioning sessions, to small workshops. The successful consultant may be asked to:

- Assist in the design of and planning for community outreach events (in person and virtual).
- Identify venues for the events. Coordinate with the venue.
- Prepare mailing lists for events; prepare name tags; handle event registration.
- Facilitate events.
- Prepare bi-lingual handouts.
- Provide an interpreter for some events.

**Required Skills and Experience**

**Brownfields**

The firm must possess the following experience and skills.

- Knowledge of Voluntary Cleanup Programs (VCP), revolving loan funds (RLFs), Memorandum of Agreements (MOAs) and other methods of initiating Brownfield redevelopment programs
- Knowledge of how to acquire financial resources for Brownfield projects and how to use the funding strategically
- Experience with developing partnerships between community groups and other Brownfield stakeholders performing community outreach and education to entities receiving federal and state Brownfield grants
- Knowledge of and experience with Federal and state Brownfield programs
- Extensive knowledge and experience with a broad range of Brownfield projects and ability to transfer successful Brownfield redevelopment experiences to community and other groups undertaking Brownfield programs
- Knowledge of the federal, state and local political processes and governance as it relates to Brownfield site cleanup and redevelopment
- Knowledge of EPA assessment, cleanup, and revolving loan fund grants
• Experience with educating and training communities and other eligible entities in the grant application and management process
• Knowledge of and experience in designing and implementing Brownfield redevelopment strategies

Community Planning and Outreach

The successful candidate should possess the following experience and skills.

• Basic knowledge of brownfield issues
• Extensive experience in working with communities to develop redevelopment strategies, vision plans, and conceptual site plans.
• Extensive experience planning for and implementing a range of types and sizes of community outreach events, including virtual events
• Extensive experience planning for and implementing a range of community outreach events in urban, suburban, and rural communities

SUBMITTAL REQUIREMENTS

The Qualifications Statement should be no more than five typed pages and include a brief discussion of the firm’s general understanding of the scope of services to be provided, brief qualifications of key personnel, relevant experience of the firm, and three professional references. Additional information in an Appendix is acceptable.

Closing Date: Due to the limitation COVID-19 has presented in terms of working remotely, NJIT is accepting qualification statements in pdf format via email only. An email with the firm’s Qualifications Statement must be received by 5:00pm on November 13, 2020.

Emailing of Qualifications Statement:
The Qualification Statement should be sent to:

Colette Santasieri, PhD
Executive Director of the NJIT TAB Program
santasieri@njit.edu

Questions: Questions requesting clarification of this Request for Qualifications shall be submitted in writing by close of business day November 8, 2020. Questions should be emailed to santasieri@njit.edu.

Cost of Preparing the Qualifications Statement: The cost of preparing and submitting a Qualifications Statement is entirely the responsibility of the vendor.