



Request for Qualifications

New Jersey Institute of Technology's Technical Assistance to Brownfields Communities Program (NJIT TAB)

General Information

The New Jersey Institute of Technology (NJIT) is pre-qualifying firms interested in working in its Technical Assistance to Brownfield Communities Program (TAB) beginning in federal FY 2024. Invitation is extended by NJIT for qualifications from firms with expertise in Brownfields and brownfield related issues. NJIT provides technical assistance to state, regional, county, tribal, and local governments, and nonprofits in EPA Regions 2 and 4.

Potential Scope of Services

Provided below is a list of services we typically request from subcontractors. For your Qualifications Statement, please address only those services that are relevant to your firm's expertise and experience.

- 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, green and sustainable remediation and design, economic development, alternative energy, etc.
- Develop documents and materials for the seminars, workshops, bootcamps, and training sessions pertinent to your field of specialization.
- Provide direct technical assistance to communities in EPA Regions 2 and/or 4 via on-site meetings, virtual events, emails, or telephone conversations.
- Review technical documents and interpret the findings for understanding by community members.
- Develop content for the NJIT TAB website.
- Participate in videotaped presentations to be posted on the NJIT TAB website regarding a topic within your field of specialization
- Conduct economic analysis for specific brownfield sites.

Required Expertise and Experience

Below is the general expertise and experience required of subcontractors in the NJIT TAB Program. Depending on the type of firm and the type of activities that firm may provide NJIT, it is understood that your firm may not possess all the below qualifications. Please highlight those qualifications that are most relevant to your firm's expertise and experience.

- 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 regulatory processes and governance as it relates to Brownfield site cleanup and redevelopment.
- Knowledge of EPA assessment, cleanup, and revolving loan fund grants.

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: 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 September 11, 2023.

Emailing of Qualifications Statement:

The Qualification Statement should be emailed to:

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

Questions: Questions requesting clarification of this Request for Qualifications should be submitted in writing by the close of business day September 1, 2023. 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.

Next Steps: If NJIT accepts your qualifications, NJIT will then send you a Request for Proposal for specific tasks relevant to your firm's expertise.