Frequently Asked Questions and Helpful Hints

Request for Qualifications (RFQ) for
Environmental Consulting Services for Assessment and
Remediation of Hazardous Substances and/or Petroleum-Contaminated Sites

Q: Is this RFQ for selection of one (1) consultant or more? If more than one (1) firm will be selected, how many will be selected?

A: The RFQ is for the selection of multiple consultants. The Indiana Brownfields Program (Program) has not established a cap on the number of firms that will be qualified. The current group consists of seventeen (17) firms, and most likely the number of firms will be in that range again.

Q: Will the selected consultant(s) be required to price bid against each other on each project or will there be a rotation for projects?

A: Consultants will be required to competitively bid against however many other qualified firms decide to bid on a project. On average the Program receives about six (6) bids for each project put out for bid, so roughly a third of qualified firms have actually been bidding on a given project.

Q: What will be the contract duration for projects awarded under this RFQ? One (1) year, three (3) years or other duration?

A: Typical contract duration is two (2) or three (3) years with the option for renewal if project circumstances warrant an extension.

Q: Is there a backlog of identified projects on which work will be conducted? If so, how many of each type (petroleum or hazardous)?

A: There is a small backlog (fewer than 10) of identified projects to be worked on, mostly petroleum. Part of the work that will be bid to the qualified firms will include helping the Program to identify sites for future award of Program financial assistance.

Q: Is project work under this RFQ currently funded (so projects opportunities will begin soon after selection) or only partially-funded (project work will commence sometime in the future when funding is secured)?

A: Both. The Program currently has in excess of $3M in available petroleum funds and project opportunities will be bid soon after selection for these funds. We have other available funding for future project work, the scope of which (petroleum/hazardous) has yet to be determined.

Q: Please clarify what is meant by “overall staff experience” in item 2(a).

A: Responses to this question should demonstrate the firm’s experience over time with the various remedial approaches. Examples of relevant information could include the total number of years of relevant staff experience, a brief summary of the related experience and/or the number/type of sites on which the remedy has been successful, etc.
Q: Our firm does not employ a full time Professional Engineer (PE). When a project requires the services of a PE, those services are subcontracted to any one of a number of PEs with whom our firm does work. Can we identify a subcontracted PE as our PE of record even if he/she works for another firm?

A: Yes. Please identify the subcontracted PE(s) that your firm intends to use in your RFQ response. If your firm is selected through this qualifications process, then you will have to use the PE(s) that were included in your submittal or get pre-approval from the Program before subcontracting the services of a different PE if your firm is awarded a project.

Q: Our firm is currently seeking to hire a full time licensed PE, but the process is not complete nor will it likely be complete prior to the RFQ submittal deadline. In the interim, our firm would like to be able to subcontract these services.

A: Please identify the PE(s) that your firm would engage as subcontractor(s) in your RFQ response. If your firm is selected through this process, then it must use the services of the identified PE(s) until a PE has been hired, at which point the relevant information about the newly-hired PE should be submitted to the Program for review and approval prior to conducting any awarded work using the new PE.

Helpful Hints in Completing Your RFQ Response

- Please include the expiration dates of your licensed LPG(s) and PE(s) on your table (RFQ page 5).
- Try to use Indiana site examples as often as possible rather than out-of-state projects.
- Include dates when listing relevant trainings in the past five (5) years (RFQ page 10).