REQUEST FOR PROPOSAL

Original Date Issued: Tuesday, December 14, 2021

Deadline for Questions: Tuesday, December 16. 5:00pm EST

Closing Date: Friday, January 10, 2021. 5:00pm EST

Anticipated Award Date: Monday, January 24, 2022. 5:00pm EST

Subject: **Request for Proposal No**. **ICMA/EPA Region 4 TAB/2021 - 2026**

The International City/County Management Association (ICMA) seeks proposals from eligible Respondents for professional services for ICMA in Washington, D.C. ICMA anticipates awarding three (3) to six (6) single awards a result of this solicitation. ICMA reserves the right to award more or fewer awards than anticipated above.

Technical questions concerning this solicitation should be directed to the ICMA Senior Program Manager, Clark Henry, [chenry@icma.org](mailto:chenry@icma.org). All contractual questions relating to this solicitation must be submitted to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:tjohnson@icma.org).

All communications must include the solicitation title, **ICMA/EPA Region 4 TAB/2021 - 2026**, in the subject line.

No communication intended to influence this procurement is permitted except by contacting the designated contacts above. Contacting anyone other than the designated contacts (either directly by the Respondent or indirectly through a lobbyist or other person acting on the respondent’s behalf) in an attempt to influence this procurement: (1) may result in a Respondent being deemed a non-responsive Respondent, and (2) may result in the Respondent not being awarded a contract.

This solicitation in no way obligates ICMA to award a contract nor does it commit ICMA to pay any cost incurred in the preparation and submission of a proposal.

ICMA bears no responsibility for data errors resulting from transmission or conversion processes. ICMA appreciates your responsiveness and look forward to a mutually beneficial business relationship.

Sincerely,

Clark Henry, Senior Program Manager

**PURPOSE**

ICMA has entered into a cooperative agreement with the Environmental Protection Agency (EPA) as the EPA Region 4 provider for the Technical Assistance to Brownfields Communities (TAB) program. Under this cooperative agreement, ICMA will provide direct technical assistance to communities in the states of Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi.

ICMA is seeking subcontracting partners to provide and support the technical assistance. Entities eligible for selection include for profit and nonprofit organizations, individuals, community-based organizations, and academic institutions. Some travel is required. Successful organizations will be those whose qualifications include experience in one or more of the following areas.

• Brownfield redevelopment

• Environmental justice issues

• Real estate development

• Environmental Site Assessments and remediation

• Local government

• Community organizing

• Nonprofit organization capacity building

• Community development

• Housing

• Economic development

• Finance and financial resources

Subcontracting partners selected to support ICMA TAB will conduct one or more of the following tasks in the scope of work.

**ABOUT ICMA**

ICMA advances professional local government worldwide. Our mission is to advance professional local government through leadership, management, innovation, and ethics. ICMA provides member support, data and information, peer and results-oriented technical assistance, and training and professional development to more than 11,000 ICMA members, city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of individuals living in thousands of communities, from small villages and towns to large metropolitan areas.

ICMA is a 501(c)(3) nonprofit organization founded in 1914 that offers a wide range of services to its members and the local government community. The organization is an internationally recognized publisher of information resources ranging from textbooks and survey data to topical newsletters and e-publications. ICMA provides technical assistance to local governments in developing and decentralizing countries, helping them to develop professional practices and ethical, transparent governments. The organization performs a wide range of mission-driven grant and contract-funded work both in the U.S. and internationally, which is supported by federal government agencies, foundations, and corporations.

For more information regarding ICMA’s programs and services, please go to [www.icma.org](http://www.icma.org).

ICMA’s Dun and Bradstreet number is 072631831

**SCOPE OF WORK**

1. **BACKGROUND**ICMA has entered into a cooperative agreement with the Environmental Protection Agency (EPA) as the EPA Region 4 provider for the Technical Assistance to Brownfields Communities (TAB) program. Under this cooperative agreement, ICMA will provide direct technical assistance to communities in the states of Kentucky, Tennessee, North Carolina, South Carolina, Georgia, Florida, Alabama, and Mississippi.
2. **DELIVERABLES**

* Provide virtual and in person brownfield education and trainings
* Conduct and support community needs assessments to evaluate technical assistance recipients’ capacity to lead brownfield redevelopment.
* Provide direct virtual and in person technical assistance to local governments, nonprofit organizations, and other technical assistance recipients.
* Lead and support public engagement including but not limited to local community organizing, attending virtual and in person meetings, public forums, workshops, strategic meetings with key stakeholders.
* Author technical reports, guidance, educational and training materials for public use.
* Collaborate with other TAB providers on education, training, engagement, technical assistance.
* All selected subcontractors will provide ICMA with quarterly progress reports and participate in annual and closeout reporting.

**SUBMISSION REQUIREMENTS**

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| Section 1. Company profile: | Please limit to no more than two pages. CV’s or resumes will not count toward the page limit.   1. Provide a description of your organization. 2. CV’s or resumes of key personnel- in a leading paragraph, please indicate qualifications, skills, availability, and location of key personnel. |
| Section 2: References: | A description of your work experience providing services similar to those requested in this solicitation, as well as a sample client list indicating the type of services rendered.   1. At least three (3), but not more than fivce (5) examples of similar projects, including location, client, and type of work performed. 2. The contact information should include the contact name, phone number, e-mail address, and website address. References will be contacted as part of the evaluation process. |
| Section 3. Approach: | 1. Describe your experience and qualifications that demonstrate the skills and capacity to performe the scope of work. |
| Section 4. Pricing: | ICMA will consider a proposal that is a level of effort rate subject to a maximum not to exceed fee or other arrangement fair and favorable to ICMA.  Please be advised that ICMA is cost-conscious about procuring outside services. |

**TYPE OF CONTRACT TO BE AWARDED**

ICMA anticipates issuing Service Agreements. The final contract type will be determined upon award.

**CONTRACT TERM AND DELIVERY DATES**

ICMA expects this scope of work to run until September 30, 2026. Final delivery dates will be negotiated upon award.

**EVALUATION AND AWARD PROCESS**  
Offers will be evaluated based upon:

1. ability to match the qualifications set forth in this solicitation
   1. section 1 (20%)
   2. section 2 (20%)
   3. section 3 (35%)
   4. price (25%)

ICMA reserves the right to award under this solicitation without further negotiations. The respondents are encouraged to offer their best terms and prices with the original submission.

**INSTRUCTIONS TO THE RESPONDENTS**

Respondents interested in providing the services described above should submit a proposal following the prescribed format in the Submission Requirements section of this RFP.

Adherence to the proposal format by all respondents will ensure a fair evaluation with regard to the needs of ICMA. Respondents who do not follow the prescribed format may be deemed non-responsive. A letter transmitting the proposal must be signed by an officer of the firm authorized to bind the respondent as required by this solicitation.

1. Transmission letter
2. Package no more than 2 pages excluding CV’s or resumes and required forms
3. Completed and signed required forms

Packages must be submitted electronically to Representative, Grants and Contracts Administration at [workwithus@icma.org](mailto:ikaushansky@icma.org), and ICMA Senior Program Manager, Clark Henry, [chenry@icma.org](mailto:chenry@icma.org), with a subject line noting the RFP title and number found on page one of this solicitation. No phone calls please.

Applications received after the closing date stated on the top of page 1 will be rejected.

**APPENDICES** **(REQUIRED FORMS)**

W-9

New Vendor Form

**GENERAL CONDITIONS**

Proposal Submission - Late proposals and proposals lacking the appropriate completed forms will be returned. Faxed proposals will not be accepted. Proposals will not be accepted at any other ICMA location other than the email address above. If changes are made to this solicitation, notifications will be sent to the primary contact provided to ICMA from each Respondent. ICMA takes no responsibility for effective delivery of the electronic document. The vendor offer will be rejected, if the vendor modifies or alters the electronic solicitation documents.

Contract Award - ICMA anticipates making three (3) to six (6) awards under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. ICMA may request additional data or material to support applications. ICMA expects to notify Respondents in approximately one month from the proposal due date whether your proposal has been selected to receive an award.

Limitation - This solicitation does not commit ICMA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. ICMA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in ICMA's best interest.

Disclosure Requirement - The Respondent shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each.

When a Respondent is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of ICMA after the award of a contract, ICMA may exercise its stop-work right pending further investigation, or terminate the agreement.

No Gifts - It is ICMA’s Policy that no gifts of any kind and of any value be exchanged between respondents and ICMA personnel. Discovery of the same will be grounds for

disqualification of the Respondent from participation in any ICMA’s procurements and may result in disciplinary actions against ICMA personnel involved in such discovered transactions.

Equal Opportunity - In connection with the procurement of the specified services, the firm warrants that it shall not discriminate because of race, color, religion, sex, national origin, political affiliation, non-disabling physical and mental disability, political status, matriculation, sexual orientation, gender identity or expression, genetic information, status as a veteran, physical handicap, age, marital status or any other characteristic protected by law.

Small and Disadvantaged Businesses - ICMA shall use good faith efforts to provide contracting and procurement opportunities for SBD’s. SDB categories include minority business enterprises (MBE), woman-owned business enterprises (WBE), small veteran and disabled veteran owned businesses, Historically Black Colleges and Universities (HBCUs), predominantly Hispanic Universities (HACUs), small businesses in Historically Under-utilized Zones (HUBZones) and private voluntary organizations (PVOs) principally operated and managed by economically disadvantaged individuals.