



# COCHISE COUNTY PROCUREMENT DEPARTMENT

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26-10-DEV-01  
Scope of Work

## 1. Purpose

The Cochise County Development Services Department is seeking statements of qualifications (SOQ's) from experienced and qualified environmental planning consultants in order to provide environmental consulting services for the Cochise County Brownfields Revolving Loan Fund (RFL) which is funded by the U.S. Environmental Protection Agency (EPA). The selected firm will coordinate, manage, direct and oversee environmental projects under this RLF, advise Cochise County on strategies for executing the RLF and provide regulatory and reporting support for the Grant. The result will be a contract for a Qualified Environmental Professional (QEP). The QEP will serve as a valuable expert consultant to help Cochise County ensure that funded remediation projects are conducted in accordance with state and federal environmental standards and improve the environmental health of the community.

## 2. Project Background

In July 2023, Cochise County was awarded a \$1 million Revolving Loan Fund grant for the purpose of issuing loans and sub-grants to qualified applicants for remediation projects on eligible properties within Cochise County.

## 3. Contract Duration

The contract period will run for approximately two (2) years contingent on availability of funds.

## 3. Scope of Work

The selected consultant will be responsible for:

1. Serve as a member of Cochise County's RLF team, coordinating and overseeing environmental projects and advising Cochise County on regulatory matters.
2. Attend regular meetings with the County.
3. Be available to respond to County staff questions regarding the RLF process.
4. Assist in organizing public participation process to include preparing information brochures and web site content.
5. Provide technical assistance to Cochise County in guiding the RLF Program including preparing and reviewing loans and subgrant applications.

6. Establishing and maintain the administrative record.
7. Assist the County in determining site eligibility per EPA requirements.
8. Provide strategies for remediation and site redevelopment.
9. Advise the County about compliance with All Appropriate Inquiry rules.
10. Review and /or prepare bid specification packages for cleanup contractor bidding.
11. Evaluate contractor bids and review contractor selection by sub-grantees.
12. Oversee remediation projects from Cochise County's perspective.
13. Prepare or review applicant remediation plans and regulator directives.
14. Provide field oversight of remediation projects, ensuring compliance with state and federal requirements.
15. Review public comments on remediations plans.
16. Review payment requests.
17. Coordinate Community Outreach efforts.
18. Develop and review Community Relations Plans.
19. Contact developers specializing in Brownfield's redevelopment are contacted and approached.
20. Prepare final cleanup report.
21. Prepare necessary reports to EPA and ADEQ.
22. Prepare and submit Remediation Implementation Closeout Reports, including necessary plans to ADEQ and EPA.
23. Assist the County in preparing for financial audit.

#### **4. Requirement**

The awarded QEP must have an active registration in SAM.GOV, showing No Exclusions.