

## REQUEST FOR STATEMENT OF QUALIFICATIONS

**Title: Support for Technical Assistance to Brownfields Communities grant proposal and other contracts**

**SOQ Number: SOQ#2\_2025\_01**

**Release Date: November 3, 2025**

**Deadline: December 12, 2025 at 5pm Pacific.**

*Deadline extended from December 5th to December 12th on 12/3/25.*

### SUMMARY

The Center for Creative Land Recycling (CCLR) is a non-profit based in California with an active practice across the US and territories. CCLR accelerates economic development by helping communities transform blighted, contaminated, and underutilized properties into engines of opportunity. Through targeted education, strategic partnerships, and hands-on technical assistance, CCLR equips local leaders to overcome redevelopment barriers and unlock sites for investment, job creation, and long-term resilience. From rural towns and tribal lands to urban neighborhoods, CCLR catalyzes land reuse as a pathway to revitalization and inclusive growth.

CCLR serves as the Technical Assistance to Brownfields (TAB) provider for EPA Regions 9 and 10. As part of this role, contractors may occasionally be called upon to deliver specialized services, including GIS mapping, reuse visioning, development of funding matrices and redevelopment roadmaps, equity-based planning, support for developer and site acquisition strategies, and other related expertise.

### REQUEST FOR STATEMENT OF QUALIFICATIONS

We are seeking consultant expertise across the Task Categories listed below, with particular interest in firms and individuals who bring strong experience in Technical and Design Services and Redevelopment Financing. For detailed descriptions of each category, please refer to the Qualifications Chart.

1. Technical and Design Services
2. Reuse Planning
3. Resiliency/Renewable Energy
4. Financing
5. Project development process
6. Outreach and community participation
7. Communications
8. Event Planning and Execution
9. Grant Application Preparation and Grant Management
10. Environmental Assessment
11. Cleanup, including Nature-based Solutions
12. Local Regulatory and Municipal Approval Research

Please note that submissions will be evaluated based on the quality and relevance of each individual response to the Task Categories, rather than the total number of categories addressed.

If only one Task Category is applicable to you or your firm, you are still strongly encouraged to apply. For any categories that do not apply, simply indicate “N/A.” Limiting your response to just one or two Task Categories will not diminish your chances of being selected for inclusion on CCLR’s bench.

CCLR is an equal opportunity employer and welcomes applications from talented and qualified individuals regardless of age, ancestry, color, creed, ethnicity, gender identity, marital status, military service, national origin, physical ability, race, religion, socio-economic background, sexual orientation, or veteran status. We also strongly encourage submissions from certified women- and minority-owned businesses, as well as other disadvantaged enterprises.

To learn more about CCLR and our mission, please visit [cclr.org](http://cclr.org)

## **SUBMITTAL FORMAT AND CONTENT**

To be considered complete, all submissions must include:

1. A cover letter. The cover letter that accompanies your submission must be signed by an official with the authority to commit your organization to the project and should be written on your organization's official letterhead. (1 page limit)
2. A completed Qualifications Chart. [A template chart can be downloaded here.](#)
3. Supplemental: Describe, in 200 words or less, your (individual or firm) qualifications and experience, above and beyond what is requested in the Qualifications Chart.
4. Clients/stakeholders: Please provide a short statement of the size and general breakdown of your clients/contacts by nonprofit, developer, municipality, redevelopment professionals, by geographical area. If you have experience working with tribal entities please make that clear. Also, include information on your communication mechanisms such as newsletters to share information with your stakeholders.
5. Staff profiles and qualifications: The submission must include short profiles of all principal staff that will have a major role in the project. These staff profiles must specifically address each individual’s experience with the tasks listed in the Qualifications Chart.
6. A schedule of hourly labor rates for all principal staff that will have a significant role in the contract. All hourly labor rates must be fully burdened and shall not incur any additional fees or surcharges for labor. **Important:** For TAB work, hourly labor rate for individual consultants is subject to EPA’s general procurement standards described [here](#). As of January 1, 2025, the maximum hourly rate is \$93.53 (based on salary data published [here](#)).
7. A discussion of other resources you could provide to support CCLR’s proposal, including other sources of funding, in-kind contributions (e.g. use of facilities for workshops), or collaboration with affiliated programs. (300 word limit)
8. Identification of all geographic areas you are willing to work. Preference will be given to those with experience in EPA Regions 9 and 10.
9. Acknowledgement that you will abide by all Federal reimbursement and travel rates.
10. Attestation that you are not suspended or debarred from any federal, state, or other municipality contracts.

Please include all materials with the exception of the Qualifications Chart in PDF format. Please submit the Qualifications Chart as an Excel document in the same email in which you submit the PDF.

## **SUBMISSION**

**One copy of your response to this request in PDF file format as well as the Qualifications Chart in excel format must be sent to [RFQ\\_P@cclr.org](mailto:RFQ_P@cclr.org).**

Please relay any questions about the request to [Jean Hamerman](mailto:jean.hamerman@cclr.org) at [jean.hamerman@cclr.org](mailto:jean.hamerman@cclr.org). Include in the subject line “**SOQ#2\_2025\_01**”. No late proposals will be accepted.

## **SOQ REVIEW OVERVIEW**

- Submittals will be reviewed for completeness.
- Each firm’s qualifications will be noted and assessed individually.
- Responses will be reviewed in December 2025.
- CCLR will determine whether applicants meet the minimum threshold for consideration.
- CCLR retains sole discretion to invite selected applicants to submit cost proposals for services under this grant.
- CCLR reserves the right to reject any or all submittals that do not meet its requirements.
- Evaluation will be based on the following criteria:
  - Conformance to the specified format
  - Specialized experience and technical competence in one or more Task Categories listed in the Qualifications Chart
  - Geographic areas served and diversity of stakeholder engagement
  - Qualifications of key personnel
  - Competitive pricing and rate structure

## **TERMS AND CONDITIONS**

- Issuance of this RFQ does not obligate CCLR to award a contract or to reimburse any costs incurred in the preparation of a response. Execution of any contract resulting from this request is subject to CCLR’s approval.
- CCLR reserves the right to reject any or all submissions, and to waive informalities or minor irregularities in any proposal. Except as noted above, submissions that do not conform to the instructions provided may be disqualified at CCLR’s discretion. Additionally, CCLR retains the right to negotiate all final terms and conditions of any resulting agreement.
- To ensure consistency and quality across all technical assistance provided under the TAB program, any contract awarded through this request will include standard procedures and protocols. This includes, but is not limited to, a requirement that all technical assistance requests be reviewed and approved by CCLR prior to initiation and subject to conflict of interest provisions.
- CCLR may amend this RFQ at any time prior to the submission deadline. All updates and additional information will be posted on CCLR’s [website](#).

**PRE-PROPOSAL/APPLICATION ASSISTANCE AND COMMUNICATION**

Any communication regarding this RFQ shall be in writing to Jean Hamerman at [jean.hamerman@cclr.org](mailto:jean.hamerman@cclr.org). CCLR requests that applicants not contact other CCLR staff.

This RFQ is conducted in accordance with CCLR's Procurement Policies and Procedures. For more information on this Policy, please contact Mike Mithani, Director of Finance and Administration at [mike.mithani@cclr.org](mailto:mike.mithani@cclr.org).