



CITY OF GREENWOOD, IN

Addendum No. 2

EPA Brownfields Grant - Request for Proposal

Issued May 8, 2026

This addendum forms a part of the City of Greenwood's EPA Brownfields Grant – Request for Proposal. This addendum includes four (4) pages.

QUESTIONS AND ANSWERS as of 3:45 PM May 8, 2025

Previously answered questions are in **gray**. New and revised questions and answers are in **black**.

1. **Did an environmental consultant prepare or assist with the EPA Grant application, or did the City of Greenwood prepare the grant application on its own?**

A1. An environmental consultant assisted with the EPA Grant application.

2. **If an environmental consultant did prepare or assist, who are they?**

A2. V3 Companies.

3. **This is an RFP, not an RFQ. Can you please provide details on what pricing you are requesting in this RFP?**

A3. Provide a fee schedule and a list of the services the Respondent would perform. Include a fee and rate schedule for all personnel assigned to this project. Include standard billing rates for Certified or licensed professionals (e.g. Professional Geologist, Professional Engineer, Industrial Hygiene Specialist, Certified Lab, Certified Well Driller, etc.) needed for this project. Include mileage costs. Be sure to include the cost (or range of costs) of the following:

1. Quality Assurance Project Plan (QAPP)
2. Phase I Environmental Site Assessment
3. Phase II Environmental Site Assessment
4. Baseline Environmental Site Assessment/ Due Care Compliance
5. Hazardous material survey
6. Total estimated staff hours/costs devoted to EPA Site Assessment implementation and management.

The detailed schedule of fees and unit costs should be included for any and all environmental activities proposed to be undertaken as defined in this RFP. The response must confirm that the proposed unit costs and labor rates are the lowest costs currently charged by the QEC(s) to its clients for similar activities.



Any proposed subcontractors should also be discussed together with the services which will be performed and the unit costs of those services. **Davis Bacon may apply to this procurement for prime and subcontractors.

4. **Do the 12 pages include resumes, project profiles, and the most recent financial audit report?**
A4. Yes. **In addition to the 12 pages, you may include a financial report that does not count toward your page count. This is a revised response.**
5. **As a firm, we generally do not provide a financial audit report due to the confidential information they contain until we are pre-award in contract negotiations. Is that going to be a problem?**
A5. Responses that fail to comply with the Submission Contents will result in a reduced score or may be rejected entirely.
6. **Do resumes or bios count towards the 12-page response limit?**
A6. Yes.
7. **May they be provided in an Appendix that is not page-limited?**
A7. No.
8. **Given the hardcopy nature of the submittal, would any consideration be given to an earlier deadline for questions so that the City's responses can be incorporated (as applicable), while still leaving time for mailing/delivery by the May 12th due date?**
A8. I will provide my answers online now and update them as they are received. The deadline will remain.
9. **Our understanding of the RFP is that the City intends to award one contract to a single QEC. Can you confirm that this is a correct interpretation?**
A9. Yes, you are correct.
10. **Is the City requesting that, as part of the bid, the respondent either self-perform or hire outside professional services to develop a website and develop a site inventory and prioritization tool/map, such as a GIS mapping application?**
A10. Yes.
11. **If not, can the city please provide additional clarification as to the expected deliverable(s) for this task?**
A11. No, further clarification is needed, since the answer was "Yes", however, I would note that web-based aps that combine maps, text, images, and multimedia into a single, shareable webpage would meet the requirement of a website, since they function like a website and have a URL.
12. **Does the website need to be publicly available (i.e. anyone can access it) or should it be password protected?**
A12. Yes. It should be publicly available.
13. **Is the City requiring all financial statements with audited responses / comments?**
A13. A summary is fine.
14. **Does it need to have been performed within a certain time before the response date?**
A14. It should be most recent financials.



15. And, if submitted, will these financial reports remain confidential or will they be made public?

A15. Confidential financial information is excepted from the Access to Public Records Act pursuant to Ind. Code §5-14-3-4(a)(5) and therefore not available for public review. The entity responding to the RFP must clearly mark that financial information it deems confidential.

16. Who will own this future website? Or do you anticipate it will be a microsite that is built and handed off to the City of Greenwood?

A16. City will own/have permissions for the website. A Microsite is fine, since this site will function independently from Greenwood's primary website.

17. Are there any specific URL requirements?

A17. No.

18. Is the map public, internal, or both?

A18. Public.

19. What GIS platform is expected?

A19. We don't have an expected platform. We use ArcGIS Pro.

20. Can you elaborate on what is meant by the "prioritization tool"?

A20. A tool/map that identifies a brownfield site inventory. An example could be an interactive map, or a dashboard.

21. Who will maintain the inventory after launch?

A21. The City of Greenwood.

22. What fields need to be tracked? Examples include the following:

- a. Site name/address
- b. Parcel ID
- c. Owner
- d. Current/former use
- e. Suspected contamination type
- f. Access agreement status
- g. EPA eligibility status
- h. Phase I/II status
- i. Priority score
- j. Redevelopment potential
- k. Public/private visibility flag

A22. All of these seem reasonable. We do not have a requirement for which fields are tracked. Whatever fields are required for completion of the task are needed.

23. What data can be public?

A23. All data is subject to public information laws. Confidential financial information is excepted from the Access to Public Records Act pursuant to Ind. Code §5-14-3-4(a)(5) and therefore not available for public review. The entity responding to the RFP must clearly mark that financial information it deems confidential.



24. Will the consultant that assisted with EPA grant application be allowed to bid on this RFP?

A24. Yes.

25. Regarding Question #3, where are these requirements outlined in the RFP? The Q&A document references several items that do not appear in the RFP. Are these intended as additional requirements, or are they optional since they are not explicitly included in the RFP?

A25. They are not specifically listed in the RFP; however, these are required for our consideration. If you do not include rates, we would likely not have enough information to make a decision.

26. The Q&A you provided says the audited financial report must be included in the 1-page limit Company Background section but ours is 25 pages. I'm not sure how to include this with the one page limit. Can you please advise?

A26. I will be revising my response/requirement to allow people to exempt the Financial Report from the 1-page limit.

27. In Section 1.d., you ask us to provide our "most recent audited Financial Report". What exactly do you need for this? FYI, we are a private corporation, and our annual financial reports are not audited; they are just provided to our certified accountant to calculate taxes.

A27. Whatever your most recent financial report is.

28. Since the requested proposal format is relatively short, will you be requesting interviews with respondents to defend our proposals and further discuss our capabilities?

A28. If the City would like extra information, we have the right to request interviews. The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.

29. I am curious whether you are interested in using more immersive and innovative public engagement activities like Tactical Urbanism workshops to support redevelopment planning?

A29. We would be open to immersive and innovative public engagement activities.