



REQUEST FOR PROPOSALS (RFP)

Brownfields Assessment Grant Writing and Grant Implementation Services

Issue Date: June 22, 2026

Proposal Due Date: July 13, 2026

Contact:

City of Ottumwa
Community Development Department
105 E. Third Street, Ottumwa, IA 52501
Attn: Community Development Director
Email: eltahira@ottumwa.us
Phone: 641-680-7706

1. INTRODUCTION

The City of Ottumwa, Iowa (“City”), is seeking proposals from qualified consulting firms with demonstrated experience in the preparation, submission, administration, and implementation of U.S. Environmental Protection Agency (EPA) Brownfields Grants. The City intends to pursue funding opportunities under the EPA Brownfields Program, including but not limited to Assessment, Cleanup, Multipurpose, and Revolving Loan Fund (RLF) Grants.

The selected consultant shall assist the City with the preparation and submission of one or more EPA Brownfields grant applications and, if awarded, provide grant administration and implementation services to ensure compliance with all federal requirements and successful project delivery.

The City reserves the right to award a contract for the entire scope of work or to negotiate separate contracts for grant writing and grant implementation services.

2. PROJECT BACKGROUND

The City of Ottumwa has identified several redevelopment opportunities involving potentially contaminated or underutilized properties. Brownfield redevelopment is a key component of the City’s economic development and neighborhood revitalization strategy. The City seeks to leverage federal funding to inventory, assess, and facilitate the redevelopment of brownfield properties while protecting public health and the environment.



The consultant will work collaboratively with City staff, local stakeholders, regional organizations, and state and federal agencies to maximize the competitiveness of the City's application and ensure effective grant implementation.

3. SCOPE OF SERVICES

Task 1 – Grant Strategy and Project Development

The consultant shall:

- Review and evaluate potential brownfield sites and redevelopment opportunities.
- Assist in identifying the most appropriate EPA Brownfields grant category or combination of categories.
- Develop a grant strategy, including target areas, project objectives, and anticipated outcomes.
- Facilitate meetings with City staff and stakeholders to refine project priorities.

Task 2 – EPA Brownfields Grant Application Preparation

The consultant shall:

- Prepare and draft all narrative sections of the EPA Brownfields grant application.
- Develop work plans, budgets, schedules, and ranking criterion responses.
- Coordinate collection of supporting documentation and letters of support.
- Assist the City in obtaining required registrations and certifications, including SAM.gov and Grants.gov, as needed.
- Prepare final application packages for submission.
- Provide revisions and technical support through the EPA review process.

Task 3 – Grant Administration and Implementation (Post-Award)

If the grant is awarded, the consultant may be retained to:

- Assist in grant agreement negotiation and work plan development.
- Establish grant management and reporting systems.
- Manage project schedules and ensure compliance with EPA grant conditions.
- Prepare and submit quarterly and annual reports.
- Assist with procurement of environmental consultants and contractors.
- Coordinate environmental site assessments, cleanup planning, and related technical activities.
- Maintain financial and programmatic records required by EPA.



- Monitor project expenditures and budget compliance.
- Coordinate with the Iowa Department of Natural Resources, EPA Region 7, and other regulatory agencies.
- Assist with public outreach and stakeholder engagement activities.
- Prepare documentation necessary for grant amendments, closeout, and audit compliance.

Task 4 – Technical Assistance and Advisory Services

The consultant may provide:

- Brownfields inventory and prioritization assistance.
- Redevelopment planning support.
- Assistance with identifying additional federal, state, and private funding opportunities.
- Technical guidance on environmental due diligence and redevelopment strategies.

4. DELIVERABLES

At a minimum, the selected consultant shall provide: 1. Brownfields grant strategy memorandum. 2. Draft and final EPA Brownfields grant application(s). 3. Project budget and implementation schedule. 4. Letters of support coordination package. 5. Grant administration manual and reporting templates (if awarded). 6. Quarterly progress reports. 7. EPA-required reports and documentation. 8. Grant closeout package.

5. CONSULTANT QUALIFICATIONS

The City seeks firms with the following qualifications:

- Demonstrated experience preparing successful EPA Brownfields Grant applications.
- Experience administering EPA Brownfields grants and ensuring federal compliance.
- Familiarity with EPA Region 7 requirements and federal grant regulations.
- Experience coordinating environmental assessments and redevelopment projects.
- Strong understanding of 2 CFR Part 200 (Uniform Administrative Requirements).
- Proven record of collaboration with municipalities and economic development organizations.
- Experience working with communities of similar size and complexity is preferred.



6. PROPOSAL REQUIREMENTS

Proposals shall include the following:

A. Cover Letter

A letter signed by an authorized representative of the firm.

B. Firm Profile

- Firm history and background.
- Office location(s).
- Primary contact person.
- Organizational structure.

C. Project Team

- Identification of key personnel and their qualifications.
- Resumes of principal staff assigned to the project.
- Description of subcontractors, if any.

D. Relevant Experience

Provide descriptions of three (3) comparable projects completed within the last five years, including:

- Client name.
- Project description.
- Grant type and amount awarded.
- Scope of services provided.
- Contact information for references.

E. Project Approach

Describe the firm's approach to:

- Grant strategy development.
- Application preparation.
- Stakeholder engagement.
- Post-award administration and compliance.
- Project management and communication.



F. Proposed Schedule

Provide an estimated timeline for grant preparation and post-award implementation activities.

G. Fee Proposal

Provide a detailed fee schedule including:

- Grant application preparation (lump sum).
- Hourly rates for key personnel.
- Post-award grant administration services.
- Reimbursable expenses.
- Any contingency or optional services.

The City prefers a contingency-free compensation structure for grant writing but welcomes alternative pricing models for consideration.

H. References

Provide at least three (3) municipal client references for similar projects.

7. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

Evaluation Factor	Points
Experience with EPA Brownfields Grants	30
Qualifications of Project Team	20
Technical Approach and Understanding	20
Fee Proposal and Overall Value	30
Total	100

The City may conduct interviews with one or more firms prior to selection.

8. SELECTION PROCESS

The anticipated schedule is as follows:

Milestone	Date
RFP Issued	June 22-2026



Milestone	Date
Questions Due	June 29-2026
Responses to Questions Issued	July 6-2026
Proposals Due	July 13-2026
Consultant Interviews (If necessary)	July 15-2026
Recommendation & Award Contract	August 4-2026

The City reserves the right to reject any or all proposals, waive informalities, request additional information, negotiate with any proposer, or cancel this solicitation at any time if deemed to be in the City's best interest.

9. GENERAL TERMS AND CONDITIONS

1. All materials submitted become the property of the City of Ottumwa.
2. The selected consultant must comply with all applicable federal, state, and local laws and regulations.
3. The selected consultant shall maintain insurance coverage customary for professional consulting services.
4. The consultant must not have any organizational conflicts of interest related to the services provided.
5. The City reserves the right to negotiate the final scope of services and contract terms.
6. The contract shall include all federally required provisions applicable to EPA-funded projects.

10. SUBMISSION INSTRUCTIONS

Proposals shall be submitted electronically in PDF format or in sealed hard copy form no later than:

Proposal Due Date: July 13, 2026, at 2:00 PM

Electronic proposals should be emailed to: Eltahira@ottumwa.us

Hard-copy proposals should be delivered to:

Community Development Department
City of Ottumwa



105 E. Third Street
Ottumwa, IA 52501

Late proposals may not be considered.

11. QUESTIONS

Questions regarding this RFP shall be submitted in writing to the Community Development Director at Eltahira@ottumwa.us by the deadline listed above. Responses will be distributed to all known prospective proposers.

The City of Ottumwa is an Equal Opportunity Employer and encourages proposals from qualified firms regardless of race, color, religion, sex, national origin, disability, age, or any other protected status.