



Council of Development Finance Agencies

Request for Proposals: Technical Assistance Providers for Brownfields Project Response Teams

The Council of Development Finance Agencies (CDFA) requests proposals from finance firms and individuals with development finance expertise to assist targeted communities with brownfields redevelopment financing. Technical Assistance Providers selected through this RFP will have a unique opportunity to showcase their redevelopment finance expertise for specific communities, as well as brownfields stakeholders nationwide.

Responses to this Request for Proposals will be used to establish a list of vendors eligible to participate as members of CDFA's Brownfields Project Response Teams. These teams will travel to provide on-site technical assistance to communities looking to redevelop brownfield sites. A grant awarded to CDFA by the U.S. Environmental Protection Agency (EPA) is providing the funding for these activities. Only entities that have responded to this RFP and have been selected by CDFA may be considered to participate as Technical Assistance Providers for CDFA's Brownfields Project Response Teams.

Background

CDFA and EPA have partnered to launch the CDFA Brownfields Technical Assistance Program. This program provides support to brownfields communities by helping them identify appropriate financing tools to make brownfield redevelopment an economically viable undertaking. The technical assistance programming will focus on former EPA brownfields revolving loan fund grantees, as well as communities undergoing economic restructuring, recent manufacturing plant closures, and initiatives to diversify their economies. With participation from technical assistance partners, CDFA will organize Project Response Teams composed of CDFA staff and technical assistance partners to deliver technical assistance directly to brownfields-impacted communities through on-site visits. Locations, dates and times for the site visits will be coordinated by CDFA staff.

Scope of Work

The period of technical assistance covered by this Request for Proposals will begin no sooner than October 1, 2016 and will extend to September 30, 2017. CDFA will conduct eight site visits with Project Response Teams during this period. Partners will be selected from the Eligible Vendor list on a per-project basis. Selection for a specific project will be at CDFA's discretion and will be based upon vendor location, experience and prior participation in the CDFA Brownfields Technical Assistance program.

The tasks CDFA seeks from Project Response Team Technical Assistance Providers are described below.

Prior to Project Response Team Visit

- Review materials provided by CDFA and community officials related to the brownfield site (materials may include public documents, site records, and project budgets)
- Participate on calls with community officials and regional stakeholders as necessary

On-Site Project Response Team Visit

- Travel to selected community for three days, as arranged by CDFA staff and agreed to in advance by CDFA, community officials, and selected vendors
- Meet and collaborate with community officials and stakeholders as coordinated by CDFA staff to identify appropriate financing strategies and tools as appropriate for the community's brownfields redevelopment goals and challenges
- Provide recommendations for community to move forward with the project, including best practices and actionable next steps

Post Project Response Team Visit

- Inform CDFA of further communications with, or services provided to, the community

CDFA estimates that selected vendors will provide up to 30 hours of technical assistance services in delivering this Scope of Work.

[Eligibility Requirements](#)

Entities eligible to submit proposals for this RFP will have documented experience in development finance and/or brownfields redevelopment and may include the following types of individuals or firms.

- Bankers and other Lenders
- Project Financiers
- Financial Advisors
- Development and Finance Counsel
- Project Consulting
- National Trade Organizations

[Terms](#)

By submitting this Proposal, the vendor agrees to the following terms.

- Submission of a proposal does not guarantee a contract for services.
- An accepted proposal will earn vendors a place on the list of vendors eligible to participate on a CDFA Brownfields Project Response Team.
- Targeted communities and Project Response Team members will be selected solely by CDFA.
- Once a vendor is selected by CDFA to participate in a specific Project Response Team, the vendor and CDFA will determine whether the vendor is available to meet the Scope of Work for the targeted community prior to executing a service contract.
- Participation in a Project Response Team in no way provides a guarantee of future work for the selected vendor to any community officials or other stakeholders.
- Vendors are required to abide by the Scope of Work and Terms described in the RFP and the service contract, including the dates of travel.
- Failure to provide services or comply with the RFP or service contract may result in the vendor being removed from the eligible vendor list and being required to reimburse CDFA for any travel costs or stipends already paid.

Payment

CDFA will directly pay or reimburse selected vendors' travel costs for the Project Response Team site visit. These costs include airfare or mileage, parking, hotel, and meals (does not include alcohol).

CDFA will provide each selected vendor with a \$1,000 stipend for the technical assistance services provided to the community. This stipend is a single payment per site visit that will be paid upon delivery of the entire Scope of Work as described in this RFP and the service contract.

Application Requirements

Proposals should be submitted via email to emoser@cdfa.net and must include the following items in order to be considered.

- Completed Vendor Application Form (attached)
- Resumes for each individual seeking to become an eligible vendor; resumes should highlight expertise and experience with brownfields, redevelopment and development finance

Proposals for this RFP may be submitted on an ongoing basis, but interested vendors are encouraged to submit a proposal as soon as possible.

Contact

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Council of Development Finance Agencies

Technical Assistance Providers
for Brownfields Project Response Teams

Vendor Application Form

Firm Name: _____

Firm Address: _____

Eligible Staff Member(s)

If more than three staff members are eligible to participate, please include additional page.

Contact Name: _____

E-mail: _____

Phone: _____

Contact Name: _____

E-mail: _____

Phone: _____

Contact Name: _____

E-mail: _____

Phone: _____

MBE Registered Organization? Yes No

If yes, list Certifying Entity: _____

WBE Registered Organization? Yes No

If yes, list Certifying Entity: _____

Geographic Footprint: _____

Standard Hourly Rate Charged for these services: \$ _____

(Required for grant reporting)

Areas of Expertise*

*Attach resumes for each individual seeking to become an eligible vendor; resumes should highlight expertise and experience with brownfields, redevelopment and development finance.