



## **Request for Qualifications for Professional Services**

Funded by  
United States Environmental Protection Agency  
Brownfields Program

**Request for Qualifications Issued: July 10, 2025**  
**Statement of Qualifications (SOQs) must be received**  
**no later than:**  
**5 p.m. CT on August 15, 2025**  
**Via the [HLB Intake Form](#)**

Houston Land Bank  
P.O. Box 2549  
Houston, TX 77252

Questions should be emailed to [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org); please see RFQ for detailed instructions.

## INVITATION TO SUBMIT STATEMENT OF QUALIFICATIONS (SOQ) HOUSTON LAND BANK

The Houston Land Bank (HLB) is requesting interested parties to submit Statement of Qualifications (SOQ) to provide brownfields technical and project assistance to HLB in support of its FY24 U.S. Environmental Protection Agency (EPA) Community-Wide Assessment Grant. This solicitation is being issued in part to comply with all applicable federal, state and local regulations.

Submissions are due electronically to: [HLB Intake Form](#)

SOQs must be received no later than 5:00 PM CT on August 15, 2025.

Contact for this RFQ: [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org)

RFQ Issuance	July 10, 2025
Deadline for Questions	July 25, 2025
Responses to Questions Published on Website	August 01, 2025
SOQ Due	August 15, 2025
Anticipated Selection	September 2025
Desired Commencement of Work	October 2025

### PURPOSE

The purpose of the project is to identify and assess brownfield sites for future redevelopment, with a focus on conducting Phase I and Phase II Environmental Site Assessments (ESAs) and engaging the community in planning for the reuse of these sites. All notices related to this RFQ will be posted on HLB's website at [www.houstonlandbank.org](http://www.houstonlandbank.org),

### **Background/Introduction**

The HLB was awarded a Fiscal Year 2024 EPA Brownfields Community-Wide Assessment Grant (Grant) to plan and implement activities related to assessment and reuse activities.

The HLB is a government corporation that promotes workforce development, community development, economic development, and affordable housing through our land inventory

throughout the communities we serve. We acquire vacant, deteriorated, and often contaminated properties and turn them into productive use. In addition, HLB encourages and supports resilient planning and development efforts that create affordable housing units, provide economic opportunity, and encourage community-centric redevelopment in various Houston sub-markets.

The HLB adopts a holistic approach that considers the community's and other stakeholders' needs and aspirations, achieving success through innovative practices that expand the organization's capacity to serve our community. HLB seeks to create an ecosystem of resilient neighborhoods and districts where all individuals have the opportunity to thrive. Our community partners supplement our community-focused approach, which requires empathy and understanding of disinvested neighborhoods' unique challenges and opportunities. Additionally, HLBs align with the goals and objectives of the City of Houston's Complete Communities Plans, which center around a healthy, economically thriving, equitable, and sustainable Houston for everyone. HLB will also work with these partners to create specific program and policy solutions to address development needs in pilot and future neighborhoods and advance public trust and community partnerships.

With a mission to strategically acquire, dispose, and steward vacant, abandoned, and damaged properties into productive use and to catalyze transformative community and economic development in the City of Houston, HLB was awarded an EPA Community-Wide Assessment Grant ("the Grant") for the grant period ending on September 30, 2028.

## **Scope of Work**

HLB seeks SOQs from qualified and experienced individuals and/or firms for professional services related to the Grant. The Grant will fund various activities, including community engagement, brownfields inventory, ESAs, cleanup and reuse planning, and some assistance with programmatic activities. These activities will focus on two areas:

1) **Northeast Target Area** comprising four contiguous neighborhoods northeast of downtown: **Kashmere Gardens, Trinity Gardens, Settegast and East Houston**; and

2) **East End Target Area**, consisting of two contiguous neighborhoods: **Second Ward and Magnolia Park**.

The project will include assessment activities at priority brownfields sites in the target areas, including an estimated 7 Phase I ESAs, 9 Phase II ESAs, 2 Analysis of Brownfields Cleanup Alternatives (ABCAs) and/or Remedy Action Plans (RAPs), one site reuse plan, and a brownfields disposition strategy plan.

Tasks include, but are not limited to, the following activities:

- Conduct Phase I ESAs to identify potential contamination in the Northeast and East End Target Areas.

- Conduct Phase II ESAs, including site investigations with sampling and analysis to assess and characterize contamination levels and determine appropriate remediation measures.
- Maintain and update a brownfields inventory (GIS-based) to identify and prioritize sites for future redevelopment.
- Assist in developing site-specific reuse plans, including assessing the potential for affordable housing, parks or other community assets based on community input.
- Potentially assist with HLB with project management and Grant CA compliance as needed.

## **Submittal Requirements and Evaluation Criteria**

### **Response Deadline:**

All Proposals must be submitted electronically in one combined pdf to the [HLB Intake Form](#) no later than **5:00 Central Time on August 15, 2025. Please note that a \$100 application fee is required at the time of submission.** Submittals that do not include the required application fee will not be considered. Submittals received after the stated deadline will be rejected without review. Submittals that arrive on time, but are incomplete, and/or do not follow the submittal requirements will also be rejected. Please note that the [HLB Intake Form](#) has an attachment size limitation of 25 MB. It is the firm's responsibility to confirm HLB's receipt of its proposal.

### **Rejection of Submission:**

HLB will have the right to reject any and all SOQs and in particular to reject a submission not received by the deadline or any submission that is incomplete or irregular. HLB further reserves the right to accept SOQs that are in the best interest of HLB. HLB reserves the right to reject any submission if it fails to possess to the satisfaction of HLB, in its discretion, the qualifications necessary to fully, properly and timely carry out all obligations described in this RFQ. HLB requires well-managed and financially sound firms with demonstrated skills and technical ability, high levels of customer service, responsiveness, and satisfaction, to fulfill the requirements outlined in this RFQ.

Respondents are advised to adhere to the Submittal Requirements. Failure to comply with the instructions of this RFQ will be cause for rejection of submittals. All submittals will be considered the property of HLB and will not be required to be returned.

Submit the SOQ electronically. Hard copy submissions will not be accepted. The submittal shall be no longer than 10 pages (including any organizational chart, required statement and schedule of fees) and shall include at a minimum all information outlined in this section (Submittal Requirements and Evaluation Criteria) to be considered:

## Selection Criteria and Process

Proposals will be evaluated by HLB and its representatives in considering the completeness of the proposal and how well the proposal meets the needs of HLB. Proposals will be evaluated by HLB on the clarity of the proposal, the understanding of the project, the cleanup, its objectives and the responsiveness to the scope of work. Additionally, the degree to which the respondent demonstrates an ability to work effectively and coordinate activities with HLB's project team, EPA, TCEQ and other interested stakeholders. Each proposal will be evaluated against the following criteria:

1. Name, address, telephone number and email address of the designated contact and principal(s) authorized to conduct negotiations for the firm;
2. A statement disclosing any and all lawsuits, debarments, suspensions, decertification's, administrative claims, fine proceedings or responsibility matters that the firm or any of its principals has been a party to in the past five (5) years; and,
3. A statement that the firm will provide certificate(s) of industry standard liability insurance in the minimum amounts of:
  - Professional Liability Insurance - \$1,000,000
  - Comprehensive General Liability Insurance - \$2,000,000 Aggregate, \$1,000,000 Each Occurrence
  - Automobile Liability - \$1,000,000 Combined Single Limit
  - Property Damage - \$1,000,000
4. A current schedule of fees for all individuals involved in performing the subject consulting services; fees shall include all direct and indirect labor expenses, transportation costs, and other reimbursables.

To ensure a fair evaluation, the SOQ should be organized into the following separate sections.

### 1.0 Experience and Capacity

The SOQ shall include a summary of the following:

- History of the firm's experience providing environmental consulting and professional consulting services as described herein and with particular experience that have led to successful redevelopment of contaminated, abandoned, underutilized or vacant properties.
- Description of the firm's experience working with federal and state agencies and local governments;
- Description of the firm's organizational structure and the names, qualifications and experience of key individuals, including sub-contractors if applicable. The chosen

Contractor shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of HLB; and

- Experience working with community outreach, public and stakeholder engagement.

## 2.0 Cost Proposal

The evaluation process is designed to award this procurement not necessarily to the Respondents that propose the least cost, but rather to those whose submissions meet the requirements of the RFQ. Please submit rate sheets that provide hourly rates for each person included in the submission. Staff costs and any other expenses necessary to accomplish the tasks outlined in the RFQ should be included as well as the reasoning for inclusion.

## 3.0 Proposed Methodology

The SOQ shall include a complete description of the firm's proposed approach and methodology for the project and the various tasks outlined. This section should convey the firm's understanding of the proposed project and shall contain sufficient detail to convey the firm's knowledge of the subjects and skills necessary to successfully complete the project.

## 4.0 References

The SOQ shall include at least three (3) references for similar services/projects that have been provided by the firm and the dates of the service. Please include the reference's name, company, email address and phone number and point of contact best to respond to the work. Additionally, please include a brief description of the services and key personnel who were involved in the project, their roles and responsibilities, and how long they were a part of the project.

The following weighting and points will be assigned for evaluation purposes:

<b>Criteria</b>	<b>Points</b>
<b>Experience and Capacity:</b> <b>Demonstrated experience</b> in addressing <b>contaminated properties</b> <b>Demonstrated experience</b> of project team/personnel in successfully <b>completing tasks/projects</b> meeting timelines, scope and budget demands <b>Demonstrated experience in effectively engaging</b> with community members, stake holders, and federal and state agencies	<b>25</b> <b>20</b> <b>10</b>
<b>Methodology:</b> <b>Proposed approach</b> in carrying out project deliverables	<b>20</b>
<b>Cost Proposal:</b> <b>Reasonableness of cost/price</b> proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for similar services (2 CFR 200.404)	<b>25</b>
<b>References:</b> Quality of references	<b>5</b>
<b>Total Points Possible:</b>	<b>100</b>

A selection committee will review each SOQ for completeness and content. Each SOQ will be evaluated based upon the relevant qualifications and experience of the firm. HLB reserves the right to award this opportunity based on the initial RFQ responses without oral presentations or interviews; however, oral presentations to or interviews with HLB may be requested. HLB may conduct interviews at its sole discretion. If interviewed, respondents will be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract, among other things. References will also be verified.

HLB reserves the right to reject any and all responses. Firms not selected are anticipated to be notified in writing.

## Submittal Requirements

Submissions are due on or before 5:00 PM CT on August 15, 2025, electronically to the [HLB Intake Form](#)

All questions regarding this RFQ shall be sent via email to [procurements@houstonlandbank.org](mailto:procurements@houstonlandbank.org) no later than 5:00 PM CT July 25, 2025. Questions and answers will be posted to the HLB website for all respondents to review. The email MUST have "HLB Professional Services RFQ" in the subject line. Only emailed questions will be addressed and answered. The issuance of such written responses is the only official method by which interpretation, clarification, or additional information will be provided. Only requests answered by formal written responses submitted electronically will be binding. Oral and other interpretations or clarifications will be without legal effect. No personal inquiry or marketing meetings will be conducted or allowed.

All questions will be answered in writing within five (5) business days after the question deadline and posted at [houstonlandbank.org/resources](http://houstonlandbank.org/resources) under the Procurement tab.

Late Submittals: Submittals of SOQs received after the deadline will not be opened or considered by HLB. HLB assumes no responsibility for the receipt and return of late submittals.

Cost of Submitting a SOQ: The cost of submittal and any related expenses, including travel and presentations, shall be entirely the responsibility of the Respondent. HLB reserves the right to reject any and all SOQs.

Reservation of Rights: HLB reserves the right to: seek clarifications of each SOQ; negotiate final contract/s that is in the best interest of HLB; reject any or all submitted SOQs; cancel this RFQ at any time, as determined by HLB in its sole discretion; award contracts to any Respondent based on the evaluation criteria set forth in this RFQ; and request any additional information HLB deems reasonably necessary to allow HLB to evaluate, rank and select the most qualified respondent/s to perform the services describe in this RFQ.

HLB reserves the right to procure services by another means.

HLB reserves the right to modify the selection process or project scope.

To the extent permissible by law, HLB will maintain the confidentiality of all SOQs. However, Texas' Public Records Law does apply to this RFQ as well as the Freedom of Information Act for federally funded projects. It is the responder's responsibility to identify any confidential or trade secret information contained in the submittals.

All submitted SOQs in response to this RFQ become the property of HLB.

Acceptance of RFQ Provisions: Submission of a SOQ constitutes express acceptance by the respondent of all provisions of this RFQ.

Signature Requirements



All SOQs must be signed by an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature of a cover letter will meet this requirement. Failure to sign the submission is grounds for rejection. The name and title of the individuals signing the submission must be clearly shown immediately below the signature.