



Request for Proposals for Environmental Services

Former City of Houston Velasco Incinerator

Funded by
United States Environmental Protection Agency
Brownfields Program

Issued: May 30, 2025

Submission Deadline: 5 p.m. Central time July 11, 2025

[HLB Intake Form](#)

Questions and submissions should be emailed to
procurements@houstonlandbank.org; please see RFP for detailed instructions.

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Purpose

The Houston Land Bank (HLB) is initiating this Request for Proposals (RFP) to solicit proposals from firms interested in participating in a project to provide professional services related to its FY24 U.S. Environmental Protection Agency (EPA) Cleanup Grant. This solicitation is being issued in compliance with all applicable federal, state and local regulations including, but not limited to 2 CFR 200 and 1500 as well as any applicable prevailing wages (i.e. Davis-Bacon Act).

The purpose of the project is to remediate the former City of Houston Velasco Street Incinerator property so that it can be redeveloped into a viable community asset.

RFP TIMELINE

RFP Schedule and Timeline	Date
RFP Issued	May 30, 2025
Deadline for Questions	June 20, 2025
Responses to Questions Published	June 30, 2025
Submission Deadline	July 11, 2025
Notification of Finalists	Upon review by the Evaluation Committee
Award of Contract	Upon approval by the HLB Board

Background/Introduction

The HLB was awarded a Fiscal Year 2024 EPA Brownfield Cleanup Grant to plan and implement cleanup activities at the former City of Houston (COH) Velasco Street Incinerator in Houston, Texas (Site).

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 encourages 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.

The City of Houston, is the petrochemical capital of the U.S., and the city's East End (pop. 29,053) was established along the banks of the Buffalo Bayou and Houston Ship Channel. East End is also home to hundreds of brownfields including the subject Site. Formerly a municipal incinerator facility for the city, it operated from the 1930s through the late-1960s resulting in the deposition of up to thirty-five (35) feet of incinerator waste on approximately two-thirds of the site. Environmental testing between 2006 and 2019 showed impacted soil containing elevated levels of arsenic, lead, mercury, polychlorinated biphenyls (PCBs), volatile organic compounds (VOCs), semi-volatile organic compounds (sVOCs), dioxins, and furans above applicable Texas Risk Reduction Act (TRRP) Protective Concentration Limits (PCLs). Groundwater is also impacted by lead, VOCs, and SVOCs above applicable PCLs. It remains the greatest burden to adjacent property owners and the surrounding community.

The Site is 4.56 acres of heavily vegetated vacant land located at the 800 Block of Velasco Street. It is located just north of Navigation Boulevard and south of Buffalo Bayou. All site buildings were removed by 1995, except for incinerator stacks, a concrete building foundation, and a sanitary sewer lift station. The site has been vacant for nearly sixty (60) years and is bound on all sides by chain-link fencing.

Through extensive community engagement, there is overwhelming support for parks, recreation, and innovative design strategies to increase access to the Buffalo Bayou Park and to repurpose former industrial properties into community assets. Due to its close proximity to the southern edge of Buffalo Bayou Park, the Site is key to unlocking access to the greater park system with plans for a public park with trail connections and amenities as outlined in two COH plans: *Buffalo Bayou East Master Plan* and *Complete Communities Action Plan*.

HLB is seeking a qualified firm (Contractor) as defined in 40 CFR § 312.10 to implement remediation activities as outlined within this RFP, HLB's FY2024 EPA Brownfields Cleanup Grant Cooperative Agreement Workplan, and the draft Analysis of Brownfields Cleanup Alternatives (ABCA). The selected Contractor's responsibilities will include tasks more fully described under the Scope of Work. The selected Contractor will work under the direction of HLB's staff and/or representatives, and will work in collaboration with other project stakeholders, as necessary. The EPA, and the Texas Commission of Environmental Quality (TCEQ) will be actively involved in the project including reviewing and approving appropriate documents and providing regulatory oversight throughout the duration of the project.

Scope of Work

HLB seeks proposals from qualified and experienced individuals and/or firms for professional environmental services. **The grant completion date is 9/30/2028.**

Remediation efforts will follow Remedial Alternative #2, as outlined in the **ABCA (Attachment A)**. Cleanup activities will include the removal of the concrete foundation and all vegetation, excavation and redistribution of impacted soil, and construction of a two-foot thick engineered clay cap to prevent exposure and ensure long-term containment. Additionally, a Municipal Setting Designation (MSD) ordinance and certificate will restrict the use of groundwater for potable purposes. Specific cleanup details, including confirmatory sampling and post-cleanup monitoring requirements are provided in the ABCA.

The tasks below represent the scope of services being requested; however, HLB may request the selected firm to attend progress meetings with HLB staff to assess and evaluate project progress.

TASK 1: CLEANUP PLANNING and REGULATORY COMPLIANCE

- Finalize the ABCA to be submitted to the EPA and TCEQ
- Develop a Response Action Plan (RAP), incorporating community feedback, detailing methods for excavation, capping, and waste management, in compliance with Texas Risk Reduction Program (TRRP) standards.
- Prepare a Quality Assurance Project Plan (QAPP) and Healthy and Safety Plan (HSP) to be submitted for approval from EPA
- Prepare, if applicable, a Site-Specific Quality Assurance Project Plan (SSQAPP) for confirmatory sampling and field observation, adhering to EPA and OSHA guidelines.
- Obtain all necessary permits required for remediation activities (e.g., COH, TCEQ.)
- Ensure compliance with Davis-Bacon Act wage requirements and all other applicable cross cutting federal authorities.

Deliverables: Final ABCA, QAPP, HSP, RAP, quarterly status and groundwater monitoring reports (estimated at three (3)).

TASK 2: SITE CLEANUP AND ENVIRONMENTAL OVERSIGHT

- Oversee and implement cleanup activities including but not limited to: site clearing; excavations; site grading, construction of cap; preparation for Ball Street extension; air and runoff monitoring and mitigation; installation of additional monitoring wells for post-closure monitoring.
- Cleanup plan - ensuring compliance with the RAP and all regulatory requirements.
- Monitor and document contractor activities, ensuring proper procedures for excavation, waste disposal, capping and site restoration.

- Implement confirmatory sampling and analysis to verify the effectiveness of remediation measures.
- Provide weekly status reports, including photographic documentation and progress summaries as well as monthly summary reports (1-2 pages max.) summarizing monthly activities and anticipated activities for the following month.
- Subsequent to the completion and TCEQ approval of all response action activities, post-closure activities will commence including closure of unnecessary groundwater monitoring wells, operation and maintenance of cap and post-closure groundwater monitoring and reporting.

Deliverables: Quarterly status reports (including groundwater analysis, construction monitoring, daily logs, laboratory reporting, and waste manifests); Response Action Completion Report (including final construction details, quality assurance confirmations, laboratory results, etc.; MSD Ordinance and Certifications; and TCEQ VCP Conditional Certificate of Completion.

Submission Instructions

Response Deadline:

All Proposals must be submitted electronically in one combined and less than 25MB pdf via the HLB [Intake Form](#) no later than **5:00 Central Time on July 11, 2025**. Submittals received after that date and time will be rejected without review. Submittals that arrive on time, but are incomplete, and/or do not follow the submittal requirements will be rejected. Please note that HLB has an email attachment size limitation of 25 MB. It is the firm's responsibility to confirm HLB's receipt of its proposal. The subject line shall be "PROPOSAL EPA CLEANUP GRANT RFP". The body of the email shall contain the following information:

- RFP title;
- Name of Proposer; and
- Name, address, email and phone number of the contact person for any questions concerning the response.

Rejection of Proposals:

HLB will have the right to reject any and all proposals and in particular to reject a proposal not received by the date above or any proposal in any way incomplete or irregular. HLB further reserves the right to accept the proposal which is in the best interest of HLB. HLB reserves the right to reject any proposal if HLB's review of the above submittals and its investigation fails to establish that the Contractor possesses to the satisfaction of HLB, in its discretion, the qualifications necessary to fully, properly and timely carry out all obligations described in this RFP. The Contractor will upon successful award be required to execute a contract with HLB.

Minimum Qualifications:

HLB requires a well-managed and financially sound firm with demonstrated skills and technical ability, high levels of customer service, responsiveness, and satisfaction, to fulfill the requirements outlined in this RFP.

Davis Bacon Act and Prevailing Wages:

In accordance with 40 CFR 33, the selected contractor(s) selected for this project acknowledges and shall comply with the provisions of the Davis-Bacon Act and the applicable prevailing wage requirements. These requirements apply to all construction work performed on the site under this contract. The project is funded with federal resources, and as such, is subject to all relevant requirement under 40 CFR 33, including the application of prevailing wage rates under the Davis-Bacon Act. The selected contractor and subcontractors must comply with all regulatory provisions for labor standards enforcement, including penalties for noncompliance.

Disadvantaged Business Enterprises (DBE):

Per 40 CFR 33, state firm's status as a DBE or non-DBE and if a DBE subcontractor is being included as a part of the response. If the firm is claiming DBE status for itself or a subcontractor, valid certifications must be included in the response. Neither the respondent nor a subcontractor will be considered a DBE without valid certification submitted as a part of the response. If subcontracted services were solicited as a part of the response, describe and document the firm's compliance with 40 CFR 33.

Additionally, the Contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 40 CFR part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the Contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

Recipients are required to make the following good faith efforts whenever procuring construction, equipment, services, and supplies under an EPA financial assistance agreement. A Native American recipient or prime Contractor must follow the six good faith efforts only if doing so would not conflict with exiting Tribal or Federal law, including but not limited to the Indian Self-Determination and Education Assistance Act.

1. Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State, and Local Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.

2. Make information on forthcoming opportunities available to DBEs, arrange time frames for contracts, and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.

3. Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State, and Local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

4. Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

6. If the prime Contractor awards subcontracts, require the prime Contractor to take the steps in items 1 through 5.

Technical Proposal

The following items must be included in a firm's response:

1. **Cover Letter/Executive Summary** – Provide a cover letter (no longer than 2 pages) indicating your interest in serving as the organization to conduct the scope of work for HLB. Describe how the delivery of services will be provided and the anticipated response time to requests. Include the name, phone number and email address for the proposal evaluation contact and the signature of a person authorized to bid/negotiate the terms of the proposal.

2. **Profile and Experience** – This section of the proposal should establish the ability of the firm to satisfactorily perform the required work by demonstrating experience in performing work of a similar nature; competence in the services to be provided; strength and stability of the firm; staffing capability; workload; and record of meeting schedules on similar projects. Describe the firm's experience in working on cleanup projects. If applicable, identify subcontractors by company name, address, contact person, telephone number, and project function. Describe the firm's experience working with each subcontractor and information specific to the subcontractor's qualifications to perform the identified services.

3. **Staffing and Project Organization** – Describe the method that will be used to manage the project and subcontractors as well as identify key personnel assigned. Submit a project organization chart that shows relationships among the project staff and subcontractors and assigned work tasks. Provide resumes (no longer than 2 pages) of the proposed Project Manager and other key personnel.

4. **Work Plan/Methodology** – Provide a detailed narrative that addresses the Scope of Work requirements and shows 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. Include a timeline that includes key milestones.

5. **Cost Proposal** –Provide an itemized and detailed price list of the fees to provide this service including staff costs, hourly rates and any other expenses necessary to accomplish the tasks and deliverables. The evaluation under this section is designed to award the contract not necessarily to the lowest bidder but to the proposal that best meets the requirements of the RFP.

6. **References** – Provide three (3) organizations HLB can contact as a reference for working with you to provide these services. Include the name, title, email address, and telephone number who is most knowledgeable about the work performed.

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:

Criteria	Points
Cover Letter and Submittal: Technical quality, completeness and clarity of submittal.	5
Demonstrated experience in addressing contaminated properties	20
Demonstrated experience in successfully completing tasks/projects meeting timelines, scope and budget demands	20
Demonstrated experience in effectively engaging with community members, tribal communities, and federal and state agencies	10
Experience and capacity of project team/personnel	15
Reasonableness of cost/price proposal (e.g., rates) based on a comparison of prices among competing offerors and other available information on market rates for consulting services (2 CFR 200.404)	25

References: Quality of references for projects of similar size, scope and complexity.	5
Total Points Possible:	100

Interviews (if necessary):

HLB may conduct virtual interviews at its sole discretion. If interviewed, respondents will be encouraged to elaborate on their qualifications, performance data and staff expertise relevant to the contract, among other things. Respondents will be contacted to schedule interviews.

Contractual Terms and Conditions

The resulting contract will be through the completion of the grant term, 9/30/2027. HLB may amend or extend this contract to accommodate the terms and conditions of the 2024 Brownfields Cleanup Grant or future EPA grants awarded to HLB provided a market survey conducted by HLB indicates that prices the contractor proposes are reasonable.

The successful firm will be expected to execute a contract with HLB on a form that is approved by HLB's attorney.

Costs of Submitting a Proposal:

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 proposals.

Additional Resources

The project has had a long history of getting to where it is today. Firms responding to this RFP should thoroughly review the following important background documents, including the following environmental documents (listed on the following page) as well as documents pertaining to public meetings and press materials. All of these resources can be found at www.bankingvelasco.org:

- 2006 Phase II ESA | City of Houston
- 2017 Phase I ESA | Texas Commission on Environmental Quality
- 2019 Phase II ESA | Environmental Protection Agency
- 2023 Phase I ESA | Houston Land Bank
- FY24 EPA Brownfields Cleanup Grant Proposal & ABCA
- 2024 Drinking Water Survey Report
- 2024 Affected Property Assessment Report (APAR)

Questions

All questions regarding information in this RFP shall be sent via email to procurements@houstonlandbank.org no later than June 20, 2025 Central Time. Questions and answers will be posted to the HLB website for all respondents to review. The email MUST have "HLB EPA Cleanup Proposal Question" in the subject line.

All questions will be answered in writing within ten (10) business days after the question deadline and posted at houstonlandbank.org/resources under the Procurement tab.

Rules Governing Competition

Examination of Proposals

Firms should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Firms should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Proposal Acceptance Period

Award of this RFP is anticipated to be announced within forty-five (45) calendar days from the deadline date; however, all offers must be complete and irrevocable for one hundred twenty (120) days following the submission date.

Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time, the selected proposal may be open for review. All materials submitted in response to this RFP will become the property of HLB. See **Section XIII Confidential/Proprietary Information** for additional information and instructions.

Signature Requirements

All proposals 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 the Cover Letter will meet this requirement. Failure to sign the proposal is grounds for rejection. The name and title of the individual/s signing the proposal must be clearly shown immediately below the signature.

Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications or amendments to proposal documents are deemed necessary by HLB.

Modification/Withdrawal of Proposals

A firm may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the company. The firm may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in another manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by HLB after the date of receipt and following interviews (if applicable).

Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors.

Debarment Certification

HLB must ensure that the selected contractor is not debarred from receiving federal funds. All respondents shall provide a properly executed form ensuring the contractor is not debarred from receiving federal funds. (See **Appendix B**)

Non-Collusion Certification

HLB must ensure that the selected contractor is in compliance with Texas laws governing non-collusion. (See **Appendix C**)

ATTACHMENT A

ANALYSIS OF BROWNFIELDS CLEANUP ALTERNATIVES

The ABCA can be reviewed [here](#) and can be found in the FY24 EPA Brownfields Cleanup Grant Proposal under “Documents” at www.bankingvelasco.org

ATTACHMENT B
DEBARMENT CERTIFICATION FORM

This statement must be reproduced on company letterhead and signed by an authorized representative of the firm.

I, _____ an authorized representative of
_____ (company) certify that
_____ (company) is not debarred from
receiving Federal funds.

_____(signature)

_____(print name)

_____(title)

_____(date)

ATTACHMENT C

NON-COLLUSION AFFIDAVIT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

By the signature below, the signatory for the bidder certifies that neither he nor the firm, corporation, partnership or institution represented by the signatory or anyone acting for the firm bidding this project has violated the antitrust laws of this State, codified at Section 15.01, et seq., Texas Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in the same line of business, nor has the signatory or anyone acting for the firm, corporation or institution submitting a bid committed any other act of collusion related to the development and submission of this bid proposal.

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

SUBSCRIBED and sworn to before me the undersigned authority by _____ the _____ of, _____ on behalf of said bidder.

Notary Public in and for the
State of Texas

My commission expires: _____