

**City of Camden, South Carolina
Request for Proposals (RFP)
Environmental Consulting Services
EPA Brownfields Assessment Grant Program**

Overview

The City of Camden (“City”) is soliciting proposals from qualified firms for Comprehensive Grant Writing and Environmental Services in connection with an EPA Brownfields Community-wide Assessment Grant. The selected firm will assist in preparing and submitting the grant application and, upon receipt of the grant, conduct environmental assessments, community engagement, and planning activities.

This solicitation is issued to comply with the federal procurement standards outlined in 2 CFR §200.318 – §200.327, which apply to the hiring of consulting firms assisting communities with federally awarded grants.

Background

The City of Camden, located in Kershaw County just east of Columbia, is South Carolina’s oldest inland city and a growing hub for business, industry, and innovation in the Midlands region. Incorporated in 1791, Camden spans approximately 11 square miles and serves as the economic and cultural center of Kershaw County.

The City’s strategic location along U.S. Highway 1, Interstate 20, and CSX rail provides strong connectivity to major markets throughout the Southeast. Camden supports a diverse local economy that includes advanced manufacturing, logistics, health care, retail, and tourism, with major employers such as MUSC Health Kershaw, Hengst of North America, and Haier GE Appliances.

Camden’s historic downtown is experiencing renewed investment, driven by commercial redevelopment, small-business growth, and infrastructure improvements that enhance livability and attract visitors year-round. The City also operates its own water, sewer, and electric utilities, ensuring reliable service and competitive rates for residents and businesses. With a strong workforce, exceptional quality of life, and a pro-business environment, Camden continues to position itself as a premier location for growth and reinvestment in the South Carolina Midlands. Learn more at www.experiencecamdensc.com.

Procurement Contact

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Types of Services Required

The City will require a respondent to provide technical assistance for the purpose of applying for and obtaining an Environmental Protection Agency (EPA) Brownfields Community-wide Assessment Grant and provide advice and assistance in connection with the implementation of the Grant if funds are obtained.

More specifically, the Respondent may be required to complete the following tasks in connection with the FY 2027 Brownfields Community-wide Assessment Grant.

I. Grant Writing Services.

- Draft and finalize the narrative for an EPA Brownfields Community-wide Assessment Grant application, coordinating staff and meeting all narrative requirements outlined in the EPA Notice of Funding Opportunity.
- Assist with the identification of potential partners within the region.
- Complete Threshold Criteria and required attachments.
- Advise and assist in the completion of all required federal forms, such as the SF-424, SF-424A, EPA Key Contacts Form 5700-54, PEA Form 4700-4.
- Prepare a detailed budget for the grant application.
- Complete all the required forms and ensure submission of same to EPA prior to the filing deadline.

II. Environmental and Implementation Services.

- Program Development and Outreach - Provide coordination for public meetings, stakeholder meetings; draft media releases, FAQ sheets, presentations for outreach. Respondent will assist the City's Programs Director in preparing quarterly and annual reports, updating the ACRES database, and other programmatic and planning activities in support of inventory, assessment, and outreach activities.
- Brownfields Inventory and Prioritization - Tour community, inspect sites, meet with stakeholders, collect eligibility data for sites, maintain inventory, input data into EPA's ACRES, setting up and maintenance of a brownfields site inventory, tracking, and management database (e.g. the Brownfield Inventory Tool, BiT), meet with the City and stakeholders to prioritize sites and document the site selection process.
- Quality Assurance Project Plan (QAPP), Phase I and Phase II Environmental Site Assessments (ESAs) - Respondent will draft a QAPP; conduct Phase I ESAs and phase II ESAs; develop site-specific sampling and analysis plans and health and safety plans for each site where a Phase II ESA is conducted; and conduct building assessments. All Phase I assessments must meet the federal all appropriate inquiries (AAI) requirements (e.g., ASTM 1527-21).
- Conduct Cleanup Planning Activities. As deemed applicable by the City, Respondent will prepare remedial action plans (RAPs) in accordance with the

Pennsylvania Department of Environmental Protection Voluntary Program.

- Overall Implementation. Work with the City to manage the implementation of the assessment activities outlined in the grant work plan.

All Respondents must submit an original and two (2) copies of their proposal to the City no later than **4:00pm, September 4, 2026**, and a digital copy in PDF format. Proposals may be hand delivered to Camden City Hall, 1000 Lyttleton Street, Camden, SC 29020, or mailed to City of Camden, Attn: Shawn Putnam, P.O. Box 7002, Camden, SC 29021. Respondents may withdraw their proposal any time prior to September 4, 2026. Proposals shall be clearly marked RFP - Environmental Consulting Services. Each proposal must contain information on the Respondent's Qualifications, Experience and required Compensation which shall be evaluated in accordance with the Factors for Award.

If the Respondent intends to use a sub-contractor to complete all or part of the work items, the proposal shall so note. The City reserves the right to approve changes in sub-contractors.

A complete Proposal will include the following:

- a. Cover Letter describing the Respondent's general understanding of the scope of work and any key issues associated with performing the required services. The cover letter shall not to exceed one page, must be signed by an individual(s) authorized to bind the Respondent contractually, and include the name, title, address, email address and telephone number of one or more individuals who can respond to requests for additional information.
- b. Resumes of primary personnel assuming responsibilities for this project, not to exceed one (1) page per resume.
- c. A statement confirming the respondent can complete the project in the timeline stipulated by EPA both for grant application submission and implementation.
- d. Comprehensive cost proposal, including overall cost estimate to complete the grant application in conjunction with City staff, as well as a rate sheet for any current team members or job types identified as part of the completion of the application. Likewise for implementation services.
- e. Detailed description of Respondent's approach to the scope of work and relevant experience, not to exceed 15 pages including:
 - i. Ability to meet all applicable state and federal regulations governing environmental site assessments,
 - ii. Description of the history, experience, and qualifications of the Respondent including key personnel and their respective responsibilities,
 - iii. If relevant, a listing of subcontractors to be used for activities identified in the Scope of Work along with their services they will provide and a description of Respondent's process to select and oversee subcontractors.
 - iv. Methodologies to perform site assessments and confirmatory sampling,
 - v. Technologies or testing methods utilized to assess specific types of contamination,

- vi. Innovative ideas for maximizing the value and amount of work that can be completed within the budget available through the grant. Provide rationale and evidence of the value and effectiveness of the proposed approach to the scope of services,
- vii. Strategy and timeline for completing the project including key milestones,
- viii. Experience conducting assessments on contaminated properties and remediation to address state and federal requirements,
- ix. Discussion on Respondent's Health and Safety practices/programs including Respondent's record for the last three years, and,
- x. List of other projects along with references for up to three (3) similar projects.

Factors for Award

The City will evaluate each written proposal, determine whether oral discussions with the respondent are necessary, then based on the content of the written proposal and oral discussions will assign points for each segment of the proposal in accordance with the criteria hereinafter set forth. The Respondent with the highest total points for such service will be selected for purposes of negotiating a contract. The points to be awarded are set forth for each major segment and sub-segment below. If a contract cannot be negotiated successfully with the highest rated respondent, negotiation will be conducted with the next highest respondent and so on until a successful negotiated contract can be concluded.

A. Respondent's Qualifications, Experience and Time Commitments of Proposed Project Coordination and Technical Staff (40 points)

- (1) Demonstrated qualification and experience of the firm applicable to the project (20 points)
- (2) Demonstrated ability of specifically named key personnel to carry out proposed assignment, including prior experience in performing such assignments (10 points)
- (3) The adequacy of the proposed work plan level of effort in terms of time commitment, of Project Manager and key personnel (10 points)

B. Respondent's Experience (25 points)

- (1) Demonstrated experience and capability of the Respondent's coordinating efforts of the nature and scope of similar work and knowledge and familiarity with the programs. (15 points)
- (2) Your firm's listing of specific experiences with a list of community, economic, and housing development assignments. (10 points)

C. Reasonableness of Compensation (25 points)

Comprehensive cost proposal, including overall cost estimate to complete the grant application in conjunction with City staff, as well as a rate sheet for any current

team members or job types identified as part of the completion of the application and implementation of the grant, if received. For all other work, please indicate your hourly rates or proposed method of compensation. Each Respondent must include a statement of intent to negotiate a lump sum contract amount with the City. As requested, the successful respondent will be asked to provide either lump sum or hourly not to exceed amounts for services provided under this RFP.

SCORING KEY

Percent of points awarded:

0% —	No Response
50% —	Marginal
70% —	Acceptable
80% —	Occasionally exceeds acceptable
90% —	Consistently exceeds acceptable
100% —	Outstanding in all respects.

The City reserves the right to negotiate with the Respondent regarding services and cost and award any combination in the best interest of the City and to reject any and all proposals.

The City intends to enter into a contract with the successful Respondent. Such contract will contain all the required provisions as outlined in 2 CFR Part 200. The City is an affirmative action/equal opportunity employer and all qualified applicants will receive consideration without regard to race, color, religious creed, handicap, ancestry, national origin, age or sex.

Term of Contract

The contract term will be 5 years with an option to extend the contract with agreement of both parties.

Freedom of Information Act (FOIA)

All proposals are subject to public disclosure unless specifically marked as proprietary. To submit a FOIA request, please go to

<https://experiencecamdensc.com/government/administration-finance/freedom-of-information-act-request/> for directions on how to submit a request.