

REQUEST FOR QUALIFICATIONS

ENVIRONMENTAL CONSULTING SERVICES



CITY OF NEENAH
COMMUNITY DEVELOPMENT
211 WALNUT STREET
NEENAH, WI 54956
OCTOBER 5, 2026



REQUEST FOR QUALIFICATIONS: Environmental Consulting Services City of Neenah, Wisconsin

I. PURPOSE

The City of Neenah (“City”) is soliciting Statements of Qualifications from experienced and qualified environmental consulting firms interested in entering into a standing professional services agreement with the City to provide environmental consulting services on an as-needed basis.

The selected consultant will provide technical expertise, regulatory guidance, environmental assessment, monitoring, documentation, grant assistance, and related services for City-owned properties and other projects as assigned. The City anticipates that services will vary in scope and complexity throughout the term of the agreement and may include individual task assignments, projects, or other environmental activities.

The City intends to select a consultant or consulting team that demonstrates the experience, technical expertise, regulatory knowledge, responsiveness, and organizational capacity necessary to assist City staff with both ongoing environmental obligations and future environmental needs.

The City does not guarantee a specific volume or dollar amount of services under any resulting agreement. Individual assignments will be authorized by the City as needs arise and will be subject to the availability of funding.

II. ANTICIPATED SCOPE OF SERVICES

The selected consultant may be requested to provide, but is not necessarily limited to, the following services:

A. Arrowhead Park Landfill (30-acre capped landfill containing layers of paper sludge contaminated with PCBs)– Methane and Groundwater Monitoring and Compliance

- Implementation and ongoing support of the methane monitoring plan for the City-owned Arrowhead Park Landfill.
- Collection, testing, analysis, and evaluation of groundwater samples and related environmental data.

- Preparation and maintenance of monitoring records, reports, and other required documentation.
- Identification and evaluation of potential issues or changes in site conditions and recommendations for corrective actions, as appropriate.

B. Environmental Consultation

- Providing general environmental guidance and technical assistance to City staff regarding specific projects, property transactions, redevelopment opportunities, and other activities involving potentially contaminated or previously contaminated properties.
- Assistance in identifying potential environmental risks, regulatory requirements, and appropriate next steps.
- Attendance at meetings with City staff, property owners, developers, regulatory agencies, or other stakeholders when requested.

C. Environmental Site Assessments and Site Investigation

- Preparation and completion of Phase I Environmental Site Assessments (ESAs) in accordance with applicable ASTM standards and regulatory requirements.
- Preparation and completion of Phase II Environmental Site Assessments, including development of appropriate sampling and investigation plans.

D. Environmental Grant Assistance

- Identification of potential environmental grant opportunities applicable to City projects and properties.
- Preparation of technical narratives, scopes of work, budgets, environmental documentation, and supporting materials.
- Assistance with grant administration, reporting, compliance, and closeout requirements for awarded projects.

E. Other Environmental Consulting Services

The City may also request additional environmental consulting services that are reasonably related to the services identified above. Such services may include environmental investigations, regulatory compliance assistance, site characterization, remediation planning, environmental documentation, data analysis, project coordination, and other environmental services identified by the City.

III. MINIMUM CONSULTANT QUALIFICATIONS

Consultants responding to this Request for Qualifications (RFQ) shall demonstrate the experience, qualifications, technical expertise, and organizational capacity necessary to provide the environmental consulting services identified in this RFQ. The City may consider the qualifications of the consulting firm, proposed project team members, and qualified subcontractors when evaluating responses. At a minimum, the selected consultant shall demonstrate the following qualifications:

A. Professional Experience

The consultant shall have a minimum of five (5) years of demonstrated experience providing environmental consulting services to municipal clients. Experience with municipal environmental programs, landfill sites, contaminated properties, redevelopment projects, environmental grants, and regulatory compliance is preferred.

B. Project Team Qualifications

The consultant shall identify the individuals who would be primarily responsible for providing services to the City including the City's main point of contact. The proposed project team shall collectively possess the technical knowledge and experience necessary to perform the anticipated services.

C. Capacity and Responsiveness

The consultant shall demonstrate sufficient staff, technical resources, and organizational capacity to respond to the City's needs within reasonable timeframes. The City may periodically require services on short notice due to regulatory requirements, environmental concerns, property transactions, development opportunities, or other time-sensitive circumstances. The consultant shall identify the firm's general availability and approach to responding to routine and time-sensitive requests from City staff.

D. Subcontractors and Specialized Services

The consultant may utilize qualified subcontractors or specialized environmental professionals when necessary to perform specific services. The selected consultant shall remain responsible for the overall coordination and quality of services provided under the agreement, including services performed by approved subcontractors.

E. References

Consultants shall provide a minimum of three (3) professional references for projects or clients involving services similar to those anticipated under this RFQ.

For each reference, please provide:

- Client name and organization;
- Contact name and title;
- Telephone number and email address;
- General description of services provided; and
- Approximate dates of service.

The City reserves the right to contact references and other public agencies or organizations with which the consultant has previously worked as part of the qualification and selection process.

IV. FEE AND RATE SCHEDULE

Consultants shall provide a detailed fee and rate schedule for services anticipated under the resulting standing agreement. The proposed rates should remain in effect for the initial term of the agreement unless otherwise negotiated and agreed to by the City. In addition to providing standard hourly rates, consultants shall describe their proposed approach to pricing individual assignments under the standing agreement.

The response should explain how the consultant anticipates pricing the following types of work, as applicable:

- Routine landfill methane monitoring and reporting;
- Groundwater monitoring and reporting;
- Environmental consulting related to contaminated or potentially contaminated properties;
- Environmental grant application preparation and/or administration;

Consultants may propose different pricing methods for different types of assignments, including hourly rates, fixed fees, not-to-exceed amounts, or a combination thereof.

For each proposed pricing method, the consultant should identify any assumptions, exclusions, reimbursable expenses, laboratory costs, subcontractor costs, equipment charges, or other costs that may apply.

The City is seeking a transparent and predictable approach to establishing costs for individual assignments while maintaining flexibility to address projects that vary in scope and complexity.

The City anticipates authorizing individual assignments through written task orders or other documentation approved by the City. Individual assignments will include a defined scope of work, estimated hours, not-to-exceed amount, schedule, and applicable deliverables.

V. TASK ORDER / WORK AUTHORIZATION PROCESS

The City anticipates that services under the resulting standing agreement will be authorized through individual Task Orders/ Work Authorizations (as shown in Appendix A) issued by the City. The purpose of the Task Order process is to define the scope, schedule, budget, deliverables, and other requirements for each individual assignment.

The City does not intend for the standing agreement to authorize the consultant to begin work without specific authorization from the City.

VI. EVALUATION AND SELECTION CRITERIA

The City will evaluate Statements of Qualifications based on the qualifications and experience of the consulting firm and proposed project team, the firm's demonstrated ability to perform the anticipated services, the firm's understanding of the City's environmental consulting needs, responsiveness and capacity, references, and proposed fee structure.

VII. SELECTION PROCESS

The City intends to review all Statements of Qualifications and fee proposals received in response to this RFQ. The City may develop a shortlist of the most qualified firms and may request interviews or additional information as part of the selection process.

Following evaluation, the City intends to select the consultant determined to be best qualified based on the evaluation criteria identified above, including the consultant's qualifications, experience, proposed project team, approach, capacity, references, and fee structure.

The City may negotiate the final scope of services, hourly rates, reimbursable expenses, and other terms of a professional services agreement with the selected consultant.

The City reserves the right to reject any or all Statements of Qualifications and fee proposals, request additional information, modify the selection process, or cancel this RFQ when determined to be in the best interest of the City.

VIII. SUBMITTAL TIMELINE

Monday, October 5, 2026:

Release of RFQ.

Tuesday, October 13, 2026:

Questions about the RFQ can be submitted by 4:00 PM CST on this date. Please email questions to: knieforth@neenahwi.gov.

Friday, October 16, 2026:

Answers to the questions submitted will be shared by 4:00 PM CST on this date and will be shared with all parties who received the RFQ or inquired about the RFQ. The questions and answers will also be inserted into the RFQ document on the city's website as an addendum.

Friday, October 23, 2026:

All Statement of Qualifications are due by **4:00 PM CST** on this date. All Statement of Qualifications must be submitted via email in a PDF format and include all the required elements listed in the RFQ. Please email the Statement of Qualifications to: knieforth@neenahwi.gov. Once your State of Qualifications is received by the city, confirmation of receipt will be emailed to the individual who submitted the Statement of Qualifications.

October 26-October 30, 2026:

City staff will review the Statement of Qualifications and may request additional information or interviews from the consultants. Staff will choose a consultant and prepare for Council approval.

November 2026:

Prepare professional services agreement and route agreement through necessary city approvals including Committee and Council.

IX. QUESTIONS AND CONTACT INFORMATION

Kelly Nieforth

City of Neenah Director of Community Development and Assessment

PH: (920) 886-6125

Email: knieforth@neenahwi.gov

X. APPENDIXES

Appendix A- ANTICIPATED STANDING AGREEMENT TERMS AND CONDITIONS

Appendix B- DRAFT TASK WORK ORDER

Appendix A- ANTICIPATED STANDING AGREEMENT TERMS AND CONDITIONS

The City intends to enter into a standing professional services agreement with the selected consultant for environmental consulting services. The agreement will establish the general terms and conditions under which individual services will be authorized and performed.

The following provisions are intended to provide prospective consultants with an overview of the City's anticipated contractual requirements. The final agreement may contain additional terms and conditions as determined by the City.

A. Term of Agreement

The anticipated agreement will have an initial term of one (1) year, beginning on or about December 1, 2026. The City may provide for renewal or extension of the agreement upon mutually agreeable terms and subject to applicable City requirements. The agreement does not guarantee the consultant any minimum amount of work or compensation.

B. Task Order / Work Authorization

Individual assignments will be authorized through a Task Order/Work Authorization, approved by the City. Each assignment may identify the authorized scope of work, project schedule, deliverables, compensation method, estimated hours, and maximum authorized amount. The consultant shall not begin work on an individual assignment until the City has provided the required written authorization.

C. Authorized Scope and Compensation

The consultant shall perform only those services specifically authorized by the City. The maximum compensation established in an approved Task Order/ Work Authorization shall not be exceeded without prior written authorization from the City. The consultant shall be responsible for monitoring its level of effort and expenditures to ensure that work remains within the authorized scope and budget.

D. Changes in Scope, Cost, or Schedule

The consultant shall obtain prior written approval from the City before performing any work that would result in an increase to the authorized compensation, a change to the approved scope of services, or a material change to the approved project schedule.

E. Change Orders / Amendments

Changes to an approved Task Order/Work Authorization may be documented through a written change order, amendment, revised Task Order/Work Authorization, or other written approval acceptable to the City.

F. Invoicing and Payment

The consultant shall submit invoices in accordance with the terms of the standing agreement and applicable Task Order/Work Authorization.

Invoices shall contain sufficient detail for the City to verify the services performed and costs incurred, including personnel, hours, applicable rates, reimbursable expenses, and other authorized charges.

Appendix B – DRAFT TASK WORK ORDER

CITY OF NEENAH, WISCONSIN

ENVIRONMENTAL CONSULTING SERVICES

SAMPLE TASK ORDER / WORK AUTHORIZATION

Standing Agreement No.: _____

Task Order / Work Authorization No.: _____

Date Issued: _____

Consultant: _____

City Project/Department: _____

City Project Manager: _____

1. PROJECT / ASSIGNMENT TITLE

Assignment Title:

Project Location / Property:

2. PURPOSE AND BACKGROUND

Provide a brief description of the project, property, environmental condition, regulatory requirement, or other circumstances giving rise to the requested services.

3. SCOPE OF SERVICES

The Consultant is authorized to provide the following services:

Task 1 – _____

Task 2 – _____

Additional Tasks, if applicable –

The Consultant shall perform the services described above in accordance with the terms and conditions of the City's standing agreement for environmental consulting services.

4. DELIVERABLES

The Consultant shall provide the following deliverables:

Deliverable

Due Date

Deliverables may include technical reports, environmental assessment reports, monitoring documentation, laboratory results, regulatory submittals, grant materials, maps, data, recommendations, presentations, or other materials identified by the City.

5. PROJECT SCHEDULE

Notice to Proceed: _____

Anticipated Start Date: _____

Anticipated Completion Date: _____

6. COMPENSATION

Pricing Method:

- ☐ Time and Materials
☐ Fixed Fee
☐ Combination of Time and Materials and Fixed Fee

A. Labor

Personnel Classification Estimated Hours Hourly Rate Estimated Cost

_____ \$_____ \$_____

_____	_____	\$_____	\$_____
_____	_____	\$_____	\$_____
_____	_____	\$_____	\$_____
Subtotal – Labor			\$_____

B. Fixed-Fee Services

Service / Deliverable	Fixed Fee
_____	\$_____
_____	\$_____
Subtotal – Fixed Fees	\$_____

C. Direct Costs / Reimbursable Expenses

Item	Estimated Cost
Laboratory Testing	\$_____
Subcontractor Services	\$_____
Equipment / Field Expenses	\$_____
Mileage / Travel	\$_____
Other: _____	\$_____
Subtotal – Direct Costs	\$_____

TOTAL AUTHORIZED AMOUNT: \$_____

Not-to-Exceed Amount: \$_____

The Consultant shall not exceed the authorized amount without prior written approval from the City.

7. ASSUMPTIONS AND EXCLUSIONS

The following assumptions and exclusions apply to this assignment:

8. SPECIAL CONDITIONS / REGULATORY REQUIREMENTS

9. AUTHORIZATION

This Task Order / Work Authorization is issued pursuant to the City's standing agreement for environmental consulting services and authorizes the Consultant to perform only the services specifically identified herein.

Any changes to the scope, schedule, deliverables, or authorized compensation must receive prior written approval from the City.

CITY OF NEENAH

Authorized By: _____

Name/Title: _____

Signature: _____

Date: _____

CONSULTANT

Accepted By: _____

Name/Title: _____

Signature: _____

Date: _____