

REQUEST FOR QUALIFICATIONS (RFQ)  
FOR PROFESSIONAL ENVIRONMENTAL SERVICES  
BLACKHAWK LANE REVETMENT PROJECT  
Town of Forest Heights, Prince George's County, Maryland

RFQ No.: TOFH-FY2526-8734 / B-24-CP-MD-1010

Issue Date: April 8<sup>th</sup>, 2025

Submission Deadline: May 30, 2025 at 5:00 PM

## **I. INTRODUCTION**

The Town of Forest Heights is soliciting Statements of Qualifications (SOQ) from qualified firms to provide professional environmental services for the Blackhawk Lane Revetment Project. The selected firm will complete a comprehensive environmental study in compliance with HUD disaster mitigation and recovery funding requirements and Prince George's County Department of Permitting, Inspections, and Enforcement (DPIE) environmental regulations.

This RFQ is for qualifications only. No pricing information is requested or permitted.

## **II. PROJECT BACKGROUND**

The Blackhawk Lane Revetment Project is a significant infrastructure and resilience initiative focused on stabilizing vulnerable areas impacted by erosion and flooding. The project is partially funded by federal HUD resources and requires a complete environmental review process before the start of engineering and construction activities.

## **III. SCOPE OF SERVICES**

The selected firm will be responsible for the following:

1. Preparation of a complete HUD-compliant Environmental Review Record (ERR) per 24 CFR Part 58;
2. Conducting a full NEPA environmental review, including evaluations of floodplain, wetlands, endangered species, and historic preservation impacts;

3. Coordinating with Prince George's County DPIE and other relevant agencies to meet permitting and regulatory requirements;
4. Facilitating public notices, comment periods, and interagency consultations;
5. Conducting hazardous materials assessments, if applicable;
6. Submitting all required documentation to secure a HUD Release of Funds;
7. Highly desired: Ability to translate the environmental study into complete engineering design documents for:
  8. Stormwater management systems
  9. Paving and site restoration
  10. Demolition planning
  11. Utility design and relocation

#### **IV. QUALIFICATIONS REQUIRED**

Firms must demonstrate:

1. Proven experience completing environmental reviews for projects funded by HUD disaster mitigation or recovery grants;
2. Familiarity with Prince George's County regulations and DPIE permitting processes;
3. Ability to provide integrated services that connect environmental analysis to engineering and design;
4. Track record of successfully working with municipal governments on similar projects.

## **V. SUBMISSION REQUIREMENTS**

All submissions must be received in PDF format via email only. Hard copies will not be accepted.

Each page must be labeled in the upper right-hand corner with the following RFQ number:  
RFQ: TOFH-FY2526-8734 / B-24-CP-MD-1010

Submissions must include:

1. Cover Letter summarizing the firm's qualifications (maximum 1,500 words);
2. Statement of Qualifications, including:
3. Firm background and relevant experience;
4. Key staff resumes;
5. Description of ability to perform both environmental and engineering services;
6. Three (3) references from municipalities in Prince George's County, with:
  - a. Project description;
  - b. Municipality name;
  - c. Contact name, title, phone number, and email address;
7. Verification of licenses, insurance, and applicable certifications.
8. Do not submit any pricing or fee information. Submissions that include pricing will be immediately disqualified.
9. Certificate of Good Standing from the State of Maryland

## **VI. SELECTION CRITERIA**

Submissions will be evaluated based on:

1. Relevant HUD/environmental experience (35%)
2. Familiarity with Prince George's County/DPIE processes (25%)
3. Capability to integrate environmental study with engineering design (20%)
4. Qualifications of proposed personnel (10%)
5. Quality of references from Prince George's County municipalities (10%)

## **VII. SUBMISSION DEADLINE**

All submissions must be received by 5:00 PM on May 30, 2025.

Email submissions to: John O'Connor, Project Manager

Email: JOConnor@ForestHeightsmd.gov

Subject Line: RFQ Submission – Blackhawk Lane Environmental Study

## **VIII. GENERAL CONDITIONS**

The Town of Forest Heights reserves the right to reject any or all responses, waive informalities, and modify or cancel this RFQ without notice to interested firms. This RFQ does not constitute a commitment to award a contract or proceed with the project.

Lobbying is strictly prohibited.

Any contact with elected officials or Town staff—directly or through indirect mediums—other than the designated project manager strictly for the purpose of this RFQ is strictly forbidden. Violation of this requirement will result in immediate disqualification and may impact the firm's ability to do business with the Town in the future.