

**Greater Egypt
Regional Planning & Development Commission**



**Notice of Request for Qualifications
for**

Industrial Site Readiness Planning Consultant Services

for

**Marion South Industrial Site
Parcel No. 06-22-226-001**

Distribution Date: 06/25/2026 | Closing Date: 07/27/2026

NOTICE OF INVITATION

The Greater Egypt Regional Planning & Development Commission (Greater Egypt) intends to enter into a deliverable contract with a prime provider. The contract will be administered through an agreed scope of work, project schedule, and deliverable-based work items.

Please submit one (1) printed and sealed STATEMENT OF QUALIFICATIONS (SOQs) / PROPOSALS in addition to a PDF electronic version, no later than 4:30 p.m., July 27, 2026, to:

Greater Egypt
ATTN: SOQ Marion South Industrial Site
Readiness Planning
3117 Civic Circle Boulevard Suite A
Marion, Illinois 62959-5222

The project will be entitled: Marion South Industrial Site Readiness Planning

Proposals will be accepted in person, by United States Postal Service, United Parcel Service, or by private courier service. If proposals are mailed, please note on the exterior of the packaging: SOQ Marion South Industrial Site Readiness Planning.

No proposal will be accepted by oral communication, telephone, electronic mail, telegraphic or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposal received after the time set for closing will be rejected and returned unopened to the addressee on the package.

This is a Request for Qualification (RFQ) for professional services. Proposals will be distributed by Greater Egypt staff to members of the Selection Committee for review. Final selection will be made by the Greater Egypt Board.

The issuance of this RFQ does not obligate Greater Egypt to enter into a contract for any services. All costs related to the preparation and submission of a proposal shall be borne by the entity or firm proposing.

I. GENERAL DESCRIPTION

The Greater Egypt Regional Planning and Development Commission seeks qualifications from qualified consultants or firms to conduct phase I & II environmental site assessment, topographic survey, geotechnical study, and a site concept plan for a 28-acre site in Marion, IL. The project will build on prior site evaluation work completed through the SI NOW Top 20 Sites Program, which identified Marion South as one of the region's sites with strong near-term potential for distribution and light manufacturing investment.

II. STUDY LOCATION, PURPOSE, AND EXPECTED PRODUCTS

Study Location: The study location will be Parcel No. 06-22-226-001 in Williamson County, IL.

Purpose: The purpose is to determine the feasibility and sequence of improvements needed to expand developable acreage, address known site constraints, and move the property closer to market-ready status for future private investment and job creation.

Existing Site Information and Prior Due Diligence: The selected consultant should incorporate and review relevant prior site readiness and due diligence materials previously completed for the Marion South site, where applicable, to avoid duplication of effort and help inform current planning activities. Existing information that may be made available to the consultant includes prior due diligence and technical studies completed in 2021, including:

- Archaeological and cultural resources review
- Threatened and endangered species review
- NRCS Web Soil Survey information
- ALTA survey documentation
- Wetland delineation/report materials

These materials are intended to supplement the current scope of work and may be used by the consultant to support analysis, confirm existing conditions, and refine recommendations for future industrial site development.

Scope of Work

The selected consultant will be responsible for completing the following tasks:

Task 1 – Topographic Survey

Perform a detailed boundary and topographic survey of the project site, including contours, elevations, drainage features, utilities, access points, existing structures, vegetation limits, and site boundaries necessary to support environmental review and future site planning activities.

Task 2 – Phase I Environmental Site Assessment (ESA)

Conduct a Phase I Environmental Site Assessment in accordance with ASTM E1527 standards to identify recognized environmental conditions (RECs), historical land uses, potential contaminants, and environmental liabilities through records review, site reconnaissance, regulatory database review, and interviews.

Task 3 – Phase II Environmental Site Assessment (ESA)

If warranted by the findings of the Phase I ESA, conduct a Phase II Environmental Site Assessment including soil and/or groundwater sampling, laboratory analysis, and evaluation of potential contamination in accordance with applicable environmental standards and regulatory guidance.

Task 4 – Geotechnical Study

Conduct a preliminary geotechnical investigation including soil borings, field testing, laboratory analysis, and evaluation of subsurface conditions to assess foundation suitability, bearing capacity, settlement potential, and site preparation considerations for future industrial development.

Task 5 – Site Concept Plan

Prepare a preliminary site concept plan utilizing the completed survey, environmental, and geotechnical findings to evaluate potential development layouts, site access and circulation, grading considerations, development constraints, and opportunities to improve long-term industrial marketability and site readiness.

Deliverables

The following deliverables shall be provided by the consultant:

Topographic Survey Deliverables

- Certified boundary and topographic survey drawings
- Digital survey files and mapping of existing site features, utilities, drainage, contours, and access points

Phase I Environmental Site Assessment Deliverables

- Phase I ESA report prepared in accordance with ASTM standards
- Documentation of recognized environmental conditions (RECs) and recommendations regarding the need for additional investigation

Phase II Environmental Site Assessment Deliverables

- Phase II ESA report summarizing sampling activities, laboratory analysis, findings, and recommended next steps, if warranted

Geotechnical Study Deliverables

- Geotechnical engineering report
- Soil boring logs, testing results, and recommendations related to grading, site preparation, and foundation considerations

Site Concept Plan Deliverables

- Draft and final site concept plan
- Preliminary development layouts identifying access considerations, site constraints, and development opportunities

Final Project Deliverables

- Electronic copies of all reports, maps, drawings, and supporting documentation
- Final summary memorandum outlining key findings and recommended next steps for future site development

I. PROJECT MANAGEMENT

Proposals shall include a detailed work plan addressing the full scope of the project. The proposal should indicate a demonstrated understanding of the purpose and objectives of the project as defined in this RFQ.

The consultant will be expected to work with a Study Oversight Team comprised of Greater Egypt staff and project stakeholders.

II. SUBMISSION OF PROPOSALS AND REQUIRED CONTENT

Greater Egypt shall not be responsible for any expenses, which consultants may incur in the preparation and submitting of a proposal. Consultants shall furnish such additional information that Greater Egypt may reasonably require. Greater Egypt reserves the right to negotiate modifications to the proposals deemed acceptable, reject any and all proposals, and waive any minor irregularities in the procedures.

This RFQ is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFQ. To assist Greater Egypt in evaluating proposals, the following minimum requirements shall be included in the proposal:

- A narrative describing the Consultant's understanding of the scope of services, the approach to the project, reports & deliverables to be presented, and a work plan outlining the Consultant's approach and methodology. The Consultant shall indicate how they propose to meet the timeline for this project.
- A description of Project Manager's experience, expertise, knowledge, capabilities, and resources in industrial site readiness planning, environmental due diligence, surveying, geotechnical investigation, and site development planning.
- A description of experience and expertise for each professional team member assigned to the project.
- A list and description of related projects of a similar nature for which the Project Manager and/or key team leaders have been involved.
- A minimum of three references, to include the following contact information:
 - Name
 - Email address
 - Mailing address
 - Mobile/telephone number

- The consultant shall provide a list of supporting documents and data necessary to conduct and complete this study.
- The consultant shall provide a project schedule for the project.
- An organization chart limited to one (1) page containing the names of the prime provider and any sub-provider's task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, email, telephone and fax numbers of the prime provider and all sub-providers proposed for the team.
- The prime provider's Quality Assurance/Quality Control (QA/QC) program.

The respondent's Statement of Qualification (SOQ) primary text body shall employ 12-point font size and not exceed a total page count of twenty-five (25) pages. A maximum of ten (10) pages is allotted for the main proposal. Supplemental material, including resumes, organizational chart, references, etc. shall not exceed 15 pages. All pages shall be sequentially numbered excluding the cover page.

III. CONTRACT TYPE

A cost-reimbursement not-to-exceed type of contract is anticipated. The contract will be administered through an agreed scope of work, project schedule, and deliverable-based work items. The consultant will be paid based on actual work performed. Invoices shall be paid once per month. The total contract award is estimated to be not more than \$93,750. All work must be completed prior to June 30, 2027.

IV. CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

The Selection Committee (may include members from Greater Egypt staff, Greater Egypt board members, representatives from the City of Marion and the owner of the project site) will review and evaluate all responsive proposals, taking into consideration the following items as a minimum:

- Consultant's understanding of the project and approach, and time frame (35%)
- Experience, expertise, and qualifications of the Consultant's Project Manager (25%)
- Experience, expertise, and qualifications of the Consultant's team members (25%)
- Compliance with required format (5%)
- Responses of the Consultant's references (5%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program (5%)

Greater Egypt reserves the right to reject any or all proposals and to waive formalities and irregularities in proposals received. Final approval of contract award is subject to the action of the Greater Egypt Board.

GREATER EGYPT CONTACT

Please direct requests for additional information regarding this RFQ to:

Cary Minnis

Phone: 618-997-9351

Email: caryminnis@greateregypt.org

USPS: 3117 Civic Circle Boulevard, Suite A
Marion, IL 62959-5222