

Northeastern Vermont Development Association
Request for Proposals
EPA Brownfield Grant Application and Implementation Assistance

RFP Release Date: September 9, 2022

Proposal Due Date: October 7, 2022

I. General Information

a. Purpose of this RFP

The Northeastern Vermont Development Association (NVDA) through this Request for Proposals (RFP), is seeking a qualified environmental consulting and/or planning firm to provide assistance with: (a) securing United States Environmental Protection Agency (U.S. EPA) and potentially other federal or state grants for the assessment, cleanup, or redevelopment of brownfields properties within Caledonia, Essex, and Orleans Counties of VT, and (b) implementation of environmental assessment, remedial planning, community outreach, and other environmental or planning components of grants for which funding is secured. The initial focus for the contract will be securing a U.S. EPA assessment grant **and** a U.S. EPA Revolving Loan Fund grant as part of the U.S. EPA's annual Brownfields Grant Competition, for which it is anticipated grant applications will be due in November 2022. This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §200.317-326 that are applicable to hiring of Architectural and Engineering Service firms to assist communities with grants awarded by the U.S. EPA, where price is not a selection factor, provided a fair and reasonable compensation is negotiated.

The NVDA may elect to apply as part of a coalition with a select number of municipalities in the region, in accordance with U.S. E.P.A. rules.

b. Background Information

Brownfields are defined by U.S. EPA as: *"real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant."*

The purpose of the U.S. EPA brownfields assessment grant is to conduct Phase I and Phase II environmental site assessments (ESAs) at brownfield sites located within Caledonia, Essex, and Orleans Counties of VT. The objectives of the NVDA may expand at a later date to include actual cleanup of individual sites targeted for assessment, depending on the future availability of funding. The purpose of the EPA Brownfields Revolving Loan grant is to capitalize loans that are used to clean up brownfield sites. Cleanup Grants provide funding to carry out cleanup activities at brownfield sites owned by the applicant. The successful consultant will bring experience and insight to a partnership with the coalition to obtain and implement these grants, as well as explore other grants and brownfields initiatives as funds become available.

NVDA is currently developing an inventory and other information related to ~~these~~ brownfield sites in the region to allow for more effective planning by the NVDA in furthering their assessment, cleanup if necessary, and redevelopment.

II. Scope of Work

a. Activities Required Under this Request for Proposals

This RFP is intended to identify the best qualified consultant who is expected to provide a wide range of potential grant, assessment, and planning services to the NVDA and any co-applicants who may join in a coalition application. The scope of work to be performed by the successful consultant at a minimum is expected to include:

- Assisting the NVDA with the preparation of applications for a U.S. EPA Community-Wide Assessment Grant, and a U.S. EPA Revolving Loan Fund grant for FY 2023.
- Provide assistance with revision and resubmittal of application(s) as part of the FY2023/2024 competition, if the one or more of the initial applications is unsuccessful.
- Provide assistance with development of U.S. EPA-required project work plan(s) for applications that are successful.
- Prepare and maintain schedules and budgets for assessment or cleanup activities.
- Conduct and supervise site assessment studies and prepare appropriate technical reports required by the U.S. EPA and VT DEC in print and electronic format.
- Field investigations including sample collection and lab analysis.
- Interviews with neighboring property owners.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA and VT DEC regulations.
- Delivery to the NVDA completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable VT environmental regulations.
- Project management, implementation, and/or technical oversight.
- Professional advice regarding environmental issues associated with land reuse/redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings of the coalition and advisory committees as requested.
- Prepare presentations to provide information about the project's progress, as requested.
- Assist with conducting community-wide inventory of potential hazardous substance and petroleum brownfields sites.
- Develop preliminary budget, financing options and implementation plan for cleanup/reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Involve public and private opportunities for citizen participation in all phases of projects.
- Comprehensive community outreach program and public participation program.

- Implement site specific cleanup or remediation (if future funding becomes available through this or another grant funded program).
- Redevelopment planning and market research as related to environmental site reuse.

b. Project Management

The successful consultant, under the direction from the NVDA, will:

1. Work with the coalition in writing the text for the grant applications.
2. Compile any associated demographic data to bolster the grant applications.
3. Assist the NVDA with solicitation of letters of support from local stakeholders.
4. Review existing comprehensive plans as they relate to redevelopment within the 3-county region and specific site reuse.
5. Facilitate community outreach activities as needed to enhance the grant applications.
6. Coordinate any necessary activities with U.S. EPA Region 1 staff for U.S. EPA grant(s).
7. Meet checkpoints in a timely manner and complete all deliverables as agreed upon.
8. Responsibilities may include:
 - a Assist with site eligibility reviews per EPA
 - b Review of Analysis of Brownfield Clean-up Alternatives (ABCA),
 - c Remediation Plans,
 - d Quality Assurance Project Plans,
 - e Health & Safety Plans,
 - f Community Relations Plan Documentation
 - g Review of Progress Reports and Requests for Loan Drawdowns
 - h Review the Clean-up Completion Report and Submit Required Report to EPA
 - i And other appropriate tasks

III. Proposal Requirements

Consultants are asked to submit concise proposals describing their capacity and success within the U.S. EPA brownfield grant program, as well as their ability to manage and implement these types of grant funded projects on behalf of local units of government. The proposals should include a clear outline of how the firm would help the NVDA in preparing successful grant applications, as well as the firm's ability to fully and effectively meet the requirements of assisting with implementation of grant(s) secured. Clarification or questions regarding this proposal shall be submitted to the below contact person, clarification will be provided within 3 business days.

David Snedeker, Executive Director
dsnedeker@nvda.net; (802) 748-8303

Proposals should be limited to ten single sided standard sized pages exclusive of:

- Attached resumes
- One-page cover letter
- One-page table of contents
- One-page rate schedule

Standard advertising brochures should not be included in the proposal.
enterprises are encouraged to apply.

DBE/WBE/MBE

The proposal shall include the following information in the order presented below:

a. Business/Organization

This section shall include the firm's name, areas of expertise, a brief history of the firm, size, office locations, and business addresses. The name, address, and telephone number of a contact person and/or prospective project manager regarding the proposal shall be included.

b. Management Outline and Project Approach

A description of the project and how the consulting firm will work with the NVDA in preparing successful U.S. EPA brownfields assessment and/or RLF grant application(s) and subsequent implementation of said brownfields grants. This section shall include the applicant's approach to grant preparation, community outreach activities, planning, organization, and management. Each consulting firm shall provide a list of proposed key personnel.

c. Experience and Capabilities

The relevant management and technical experience and capabilities of the consulting firm shall meet the following criteria.

- Experience preparing successful U.S. EPA brownfield grant applications
- Conducting Phase I and Phase II ESAs.
- Conducting environmental investigations and cleanups.
- Project experience in implementing U.S. EPA grant funded projects performed on behalf of local units of government.
- Development/redevelopment experience and market feasibility research.
- Redevelopment planning & community involvement activities related to brownfields properties.
- Performance of environmental inventories utilizing GIS in conjunction with U.S. EPA brownfields grants.
- Knowledge and expertise pertaining to federal and state environmental grant programs and track record preparing successful grant applications.
- Knowledge and expertise pertaining to EPA and other federal and state environmental statutes or associated regulations.
- Individual staff knowledge and technical experience relative to ESAs, brownfield projects, and contaminated site remediation.

d. Proposed fee schedule

Outline the fees your firm would charge for grant application preparation and for the implementation of the program, should funding be awarded. Please provide a separate fee schedule for the Brownfields Assessment Grant and Revolving Loan Fund Grant services.

Please use the example table as a framework for your fee schedule with additional categories as

appropriate:

Category	Estimated Hours	Hourly Rate	Personnel Cost
Professional	300	\$ 30.00	\$9,000
Nonprofessional	2000	\$ 25.00	\$50,000
Clerical	800	\$ 15.00	\$12,000
Total Direct Personnel Costs			\$71,000

Proposals must be submitted by 4 PM EST Friday, October 7. They can be submitted in hard copy or as a single PDF via email to dsnedeker@nvda.net. Hard copies should be received by the deadline and addressed to:

Northeastern Vermont Development Association
Attn: David Snedeker
P.O. Box 630, 36 Eastern Avenue, Suite 1
St. Johnsbury, VT 05819

IV. Selection Process

Proposals will be reviewed by the NVDA Director and senior staff. We anticipate entering into a contract tentatively the week of October 10, 2022.

The NVDA will review and evaluate the proposals with the following criteria in mind: successful track record in obtaining grant funding; expertise related to relevant project components; firm and staff experience related to brownfields assessment, cleanup, and redevelopment planning; project approach; ability to facilitate public outreach activities; demonstrated ability to provide comprehensive and innovative environmental services; and cost. The NVDA reserves the right to accept or reject any or all proposals on any basis it deems appropriate. No late submissions will be accepted.

The proposal scoring system is based on a 100-point scale as follows:

- 10 points Business/Organization
- 30 points Management Outline and Project Approach
- 40 points Experience and Capabilities
- 20 points Cost

V. If Awarded

a. Type of Contract and Contract Term

The Northeastern Vermont Development Association prefers to award a contract to one full-service firm to serve as a partner in successfully obtaining initial U.S. EPA Brownfield Revolving Loan Fund and/or assessment grant funding and then achieving the goals within the subsequent U.S. EPA Cooperative Agreement (CA) and Work Plan. The contract period will begin after the

contract approval and continue through the subsequent implementation period for any successful grants. The contract period may be extended at the option of the NVDA if additional grant funds are obtained.

b. Payment Procedures

Payments for grant preparation services will be on a lump sum basis, as agreed upon and outlined in the Cost section. Payments for implementation of any successful grants will be made no more than monthly, for work specified and completed, and in accordance with the budget developed and approved by the NVDA and the EPA.