

Central Vermont Regional Planning Commission
Request for Proposals
EPA Brownfield Grant Application and Implementation Assistance

RFP Release Date: September 10, 2024

Proposal Due Date: October 10, 2024

I. General Information

a. Purpose of this RFP

The Central Vermont Regional Planning Commission (CVRPC) through this Request for Proposals (RFP), is seeking a qualified environmental (QEP) 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 Washington and Orange Counties of VT, specifically the 23 towns that make up the CVRPC region 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 coalition grant **and** a U.S. EPA Revolving Loan Fund grant as part of the U.S. EPA's annual Brownfields Grant Competition, for which grant applications will be due November 14, 2024. This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §200.317-327 and Appendix A to 40 CFR part 33 that are applicable to hiring of contractors to assist communities with grants awarded by the U.S. EPA, provided a fair and reasonable compensation is negotiated in accordance with 2 CFR 1500.

The CVRPC 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 will be remedial planning and design, reuse planning, market studies, community outreach and to conduct Phase I and Phase II environmental site assessments (ESAs) at Brownfield sites located within the 23 towns of the CVRPC Region within Washington and Orange Counties, Vermont. The objectives of the CVRPC 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.

CVRPC has developed an inventory and other information related to Brownfield sites in the region to allow for more effective planning by CVRPC in furthering their assessment, cleanup if necessary, and redevelopment.

Consultants are asked to submit concise proposals describing their capacity, success, and 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 CVRPC 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.

II. II. Scope of Work

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 CVRPC 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:

a. Grant Preparation Activities:

- Assisting the CVRPC with the preparation of applications for a U.S. EPA Assessment Coalition Grant, and a U.S. EPA Revolving Loan Fund grant for FY 2025.
- Provide assistance with revision and resubmittal of application(s) as part of the FY2026 competition, if one or more of the initial applications is unsuccessful.
- The successful consultant, under the direction from the CVRPC, will:
- Work with the coalition in writing the text for the grant applications.
- Compile any associated demographic data to bolster the grant applications.
- Assist the CVRPC with solicitation of letters of support from local stakeholders.
- Review existing comprehensive plans as they relate to redevelopment within the CVRPC region and specific site reuse.
- Facilitate community outreach activities as needed to enhance the grant applications.
- Coordinate any necessary activities with U.S. EPA Region 1 staff for U.S. EPA grant(s).
- Meet checkpoints in a timely manner and complete all deliverables as agreed upon.

b. QEP Assessment & RLF Management Activities:

- 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 CVRPC 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) including remediation planning, preparation of design plans & specifications, assisting with procurement process, overseeing and documenting cleanup and managing cleanup budgets.
- Redevelopment planning and market research as related to environmental site reuse.
- Responsibilities may include:
 - Assist with site eligibility reviews per EPA
 - Review of Analysis of Brownfield Clean-up Alternatives (ABCA),
 - Remediation Plans,
 - Quality Assurance Project Plans,
 - Health & Safety Plans,
 - Community Relations Plan Documentation,
 - Review of Progress Reports and Requests for Loan Drawdowns,
 - Review the Clean-up Completion Report and Submit Required Report to EPA,
 - And other appropriate tasks

III. Proposal Requirements

Proposals must be submitted by 4 PM EST Monday, October 10, 2024.

a. Proposal Format:

Consultants are asked to submit concise proposals describing their capacity and success 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 CVRPC 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.

Eli Toohey, Planner
toohey@cvregion.com

b. Proposal Contents:

- Proposal components should be packaged as no more than 2 pdf documents (1 file for the cover letter and technical proposal and 1 file for the cost proposal). Adobe PDFs are the required method of delivery. Paper copies will not be accepted. All proposals are required to include:
 - Cover letter signed by a principal or CEO of the firm, expressing the firm or team's interest in working with the CVRPC. The cover letter shall include the primary contact regarding the proposal; physical addresses, email addresses, and telephone numbers of all firms involved on this project; structure of firm or team, i.e. sole proprietorship, partnership, or corporation; size of firm(s) and number of years firm(s) have been in business; and a statement regarding the firm's or firms' financial stability and ability to complete all services.
 - A list of any actions taken by any regulatory agency or litigation involving the firm(s) or its agents or employees with respect to any work performed. QEP firms/teams should explain why they are not at fault in these cases or how they have taken steps to avoid their repetition. If no such actions have been taken, state that in the cover letter.
 - Evidence of insurance applicable to the work. Applicants and their subcontractors shall indicate that they have or are willing to obtain coverage for the following minimum insurance requirements: general liability coverage of \$1 million per occurrence and \$2 million in the aggregate, products / completed operations aggregate coverage of \$1 million, personal and advertising injury coverage of \$1 million,

motor vehicle liability coverage of \$1 million combined single limit, and proof of workers' compensation insurance that accords with the laws of the State of Vermont, and professional errors and omissions coverage of \$1 million. Coverage shall be primary and non-contributory with any other insurance and self-insurance. If a contract is awarded, CVRPC and the state of Vermont must be listed as Additional Insureds on the insurance policy.

- Signed Certificates of Non-Collusion and Tax Compliance and declaration of Minority Business Enterprise/Women's Business Enterprise (MBE/WBE), for which forms are appended to this RFP (Attachments A, B and C).
- A Technical Scope as outlined in section c and a separate cost proposal as outlined in section d.

c. Technical Scope:

- The Technical Scope must contain the following (if any element of the program will be subcontracted, please provide the same information for the subcontracting firm(s) as well):
- List of those people in the firm(s) who will be working on the project, including names, education, professional licenses, registrations or certifications, and relevant experiential background. Please designate the Principal in Charge, the Project Manager, Qualified Environmental Professional, and the roles of other key personnel.
- List of at least three similar projects relevant to the Scope of Work that the QEP firm(s) have worked on, ideally in northern New England, including client contact information. Provide the executive summary of one Phase I report, from one of these projects. Please indicate whether the specific staff who worked on the reference projects are the same as staff listed in the proposal. If not, please provide additional project references that staff listed in the proposal have worked on.
- A detailed description of your approach for completing the Scope of Work outlined of this RFP, including a description of the tasks to be performed by the firm/team, and any subcontractors, as necessary to demonstrate thorough understanding and ability to complete the project on time and in an efficient manner. Include enough detail about subcontractor selection to demonstrate compliance with EPA's requirements outlined in this RFP. If the firm/team desires to propose alternatives to the Scope of Work, they must do this in addition to responding to the Scope, with an explanation for their proposed variance.
- Notice of whether the QEP firm(s) have already submitted a generic QAPP to EPA, and if so, the approval and expiration dates of the QAPP.
- If applicable, a list of resources, personnel, data, or other assistance which the firm/team expects and requires from CVRPC in order to complete each task during the planned time period.
- Standard advertising brochures should not be included in the proposal.

d. Cost Proposal:

- The cost proposal must be separate from the technical scope, listing the prime QEP firm/team and each anticipated subcontractor separately, and must include:
- An estimated cost breakdown for each task identified in the proposed Scope of Work, including an anticipated hourly rate schedule for all staff job categories. Distinguish between direct labor, fringe, indirect/overhead, fees and markups, and unit costs).
- General estimated costs for such activities as community outreach meetings, Phase I assessments (may be proposed as lump sum per Phase I), preparation of the generic QAPP (unless a generic QAPP is already on file with the EPA), preparation of the site-specific QAPP addendums, preparation of health and safety plans, preparation of Phase II Work Plans, preparation of ECAA/ABCAs, preparation of CAPs, and preparation of area-wide planning studies.
- Due to the uncertain nature of what any Phase II assessments will entail, QEP firms/teams shall propose their general assessment procedure, with the most common costs shown as unit costs. A listing of daily rates for field equipment and standard lab tests proposed under this contract shall be included. QEPs

will not be permitted to charge markup on mileage or on equipment that the QEPs own. All mileage rates must match the Standard Mileage Rates for business established by the US Internal Revenue Service.

- An itemized breakdown of any subcontractor costs and direct expenses proposed, along with markup rate.

e. Subcontracting

- Subcontracting will be allowed for tasks required by this RFP. Any intent to subcontract on the part of the prospective QEP firm/team must be specifically described in the technical qualifications statement and cost proposal and information on the subcontracted firms must be submitted as specified above.

f. Notice of Disadvantaged Business Enterprise

- (DBE) Requirements QEP firms are encouraged to employ Disadvantaged Business Enterprises (DBEs) whenever possible. QEPs must report all DBE participation to TRORC. Moreover, QEP firms must document their compliance with the following federal requirements:
- Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. This will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- Consider in the contracting process dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the U.S. Department of Commerce.
- If a DBE subcontractor fails to complete the scope of work specified in a subcontract for any reason, the QEP is required to employ the good faith efforts outlined above, if soliciting a replacement subcontractor. QEPs must also comply with the following contract administration requirements:
- Pay DBE subcontractors for satisfactory performance no more than 30 days from the QEP's receipt of payment from CVRPC.
- Notify CVRPC in writing prior to any termination of a DBE subcontractor for convenience.

IV. Selection Process

Proposals will be reviewed by the CVRPC Director and senior staff. We anticipate entering into a contract tentatively the week of October 14, 2024.

The CVRPC 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 CVRPC 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
- 35 points Experience and Capabilities
- 25 points Cost

V. If Awarded

a. Type of Contract and Contract Term

The Central Vermont Regional Planning Commission 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 CVRPC if additional grant funds are obtained. If the contract period is extended, updated cost information from the contractor to determine if there is a change in rates and to ensure the new price for services is reasonable as required by 2 CFR 200.324(a) and 2 CFR 200.404.

VI. 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 CVRPC and the EPA.

ATTACHMENT A
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature)

Date: ____ / ____ / ____

(Name of person signing proposal)

(Name of business)

ATTACHMENT B
CERTIFICATION OF TAX COMPLIANCE

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all tax returns and paid all state taxes required under law.

Date ____/____/____

By: _____

*Signature of Individual or
Corporate Name (Mandatory)

Corporate Officer

Federal ID #

*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

ATTACHMENT C

DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

The CVRPC is required to report all activity by Disadvantaged Business Enterprises (DBEs).

QEP teams are encouraged to employ DBEs whenever possible, and also report their participation to the contract source.

Company Name: _____

(Print company name here)

By: _____ Date ____/____/____

Please indicate whether or not you, or a specified subcontractor, are an DBE by checking one of the following:

_____ Yes, I am a certified DBE

_____ Yes, the subcontractor _____
is a certified DBE

_____ No, I am not an DBE