



REQUEST FOR COST ESTIMATES

Brownfields Phase I Environmental Site Assessments

The Central Vermont Regional Planning Commission (CVRPC) is requesting Cost Estimates from Qualified Environmental Professionals (QEPs) to conduct Phase I Environmental Site Assessments for 33 and 35 North Main Street, Waterbury VT.

I. SCHEDULE

Item	Date
Request for Cost Estimate issued	July 25, 2025
Questions Due	August 1, 2025
Cost Estimates Due	August 22, 2025 at noon
QEP Notification	August 27, 2025
QEP Contract Start	August 28, 2025
QEP Contract Completion	September 30, 2025

Inquiries and questions are to be sent in writing to Eli Toohey, Planner at toohey@cvregion.com by August 1, 2025

Cost estimates must be clearly marked "Phase I ESA: 33 and 35 North Main Street, Waterbury VT" and submitted via email to Eli Toohey, Planner at toohey@cvregion.com. Estimates received after the submittal deadline will not be considered. Cost Estimates sent via fax or mail will not be considered.

The CVRPC assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the Cost Estimate or any other costs prior to issuance of a contract.

Upon submission, all estimates become the property of the CVRPC. CVRPC retains the right to reject any and all Estimates received, to interview or not interview any or all firms responding to this Request for Cost Estimates prior to selection, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Cost Estimates if it determines such action to be in the best interest of the CVRPC or that of eligible parties. Reasons for cancellation or rejection will be provided to all QEP

subcontractors who have submitted Proposals in writing. This solicitation in no way obligates the CVRPC to award a contract.

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit cost estimates. Chosen Contractor/Qualified Environmental Professionals are required to document whether the individual is a DBE or WBE. CVRPC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C §§ 2000b to 2000b-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, will afford disadvantaged business enterprises full and fair opportunity to submit cost estimates in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

II. BACKGROUND

The **Central Vermont Regional Planning Commission (CVRPC)** works to assist its member municipalities in providing effective local government and to work cooperatively with them to address regional issues. As one of eleven regional planning commissions enabled through 24 VSA §4341, CVRPC is a political subdivision of the State of Vermont. As such, it is a tax-exempt organization.

In 2023, CVRPC was awarded an additional \$100,000 for the implementation of Vermont's Brownfield program by providing assessment funding to recognized brownfield sites in the State. The funding for this program is made possible through grant funding from Vermont Agency of Commerce and Community Development; Department of Economic Development.

CVRPC's Brownfields Advisory Committee provides oversight and guidance for program activities, and makes decisions and recommendations in compliance with the Vermont Brownfields Revitalization Fund and CVRPC policies. Selected QEPs will work under contract with CVRPC and under the direction of CVRPC staff.

This sites selected for brownfields funding is located at **33 and 35 North Main Street, Waterbury VT** (the "Sites.") As per CVRPC's Procurement Policy, CVRPC is issuing this request for Cost Estimates for the next step in the brownfield assessment and property redevelopment process.

The sites comprise of a .19 acre (33 North Main Street) and .1 acre (35 North Main Street) . 33 North Main has known petroleum contamination, and we are reasonably certain the plume encompasses 35 North Main.

III. SCOPE OF WORK

Services Required: Upon finalization of a contract, the QEP will conduct the following:

Task 1: Kick Off Meeting

CVRPC will organize a kickoff meeting to take place within one week of the contract start date. The selected QEP will attend and representatives from the CVRPC, the City of Waterbury, the landowner and VT Department of Environmental Conservation will be invited to participate. The QEP will present a project timeline and the Phase I scope of work will be discussed. A virtual meeting option will be made available.

Task 2: Draft Phase I Environmental Site Assessment

The QEP will undertake the required site inspection(s), interviews with persons knowledgeable of the property and review all necessary public records. QEP will draft a Phase I Environmental Site Assessments in accordance with ASTM E1527-13 Standards.

Task 3: Circulate Draft Phase I Environmental Site Assessment for review and comment The QEP will circulate a draft report to representatives from the CVRPC, the City of Waterbury, the landowner and VT Department of Environmental Conservation for comments. Upon close of comment period, QEP shall finalize Phase I Environmental Site Assessments.

Task 5: Finalize Phase I Environmental Site Assessment Report

The QEP shall submit the final report in digital form, PDF format. All data, databases, reports, programs and materials, in digital and hard copy formats, created under this project must become the property of the Central Vermont Regional Planning Commission.

IV. COST ESTIMATE

General Requirements: in submitting the cost estimate, please include the following general information:

- Identify QEP staff including:
 - i. Primary contact person regarding the cost estimate.
 - ii. Project Manager.
 - iii. Senior Executive with oversight responsibility.

- iv. Vermont Registered Engineer who can, when required, certify that the investigation was conducted in accordance with generally accepted engineering practices.
- Provide a services/deliverables schedule.
- Describe any changes to the scope of work identified in Section III of this request.
- Include Project Minority Business Enterprise / Women's Business Enterprise (MBE/WBE) Fair Share Information.
- Indicate either the QEP currently has insurance or is eligible for insurance. The selected QEP will be required to add CVRPC and its officers and employees as an additional insured for services performed.
- QEPs who intend to subcontract one or more elements of the scope of services shall identify those work elements to be subcontracted.

Cost Estimate Proposal: please clearly identify the following information in the cost estimate:

- Identify costs by task and person hours
- Identify an hourly rate(s) by individual(s) providing services
- Detail other expenses (travel, etc.)
- Total cost

V. CONTRACTING PROVISIONS

CONTRACT COMPLETION

Performance under the scope of work must be completed by the dates indicated in Section I *of the Contract*.

PAYMENT

The amount and timing of payments will be determined during contract negotiations. Requests for payments must be made directly to the CVRPC, and payments made must be 100 percent of the amount requested for eligible services. CVRPC anticipates making payments within 30 days of invoicing.

OWNERSHIP OF MATERIAL

All rights, titles to and ownership of the data, material, and documentation resulting from this contract project and/or prepared for the CVRPC pursuant to a contract between CVRPC and the selected subcontractor must remain with the CVRPC.

COMPLIANCE WITH STATE AND FEDERAL LAWS

All subcontractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. CVRPC receives funding from numerous state

and federal agencies. Those requirements imposed upon the CVRPC as a contractor, recipient or sub recipient of state and federal funds are thereby passed along to any subcontractors, and those rights reserved by the state or federal government are likewise reserved by the Central Vermont Regional Planning Commission.

All subcontractors must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. The subcontractor must further certify that it will comply with the provisions of the Americans with Disabilities Act.

It is the policy of the CVRPC that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

If the subcontractor is a natural person, not a corporation or partnership, the subcontractor states that, as of the date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

The subcontractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the subcontractor is a resident of Vermont, subcontractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

**The Central Vermont Regional Planning Commission is
an Equal Opportunity Employer.**