

REQUEST FOR QUALIFICATIONS

SMPDC Assessment & RLF Brownfields  
Programs

September 2024

Southern Maine Planning and Development Commission  
110 Main Street, Suite 1400  
Saco, ME 04072

## I. INTRODUCTION

The Southern Maine Planning and Development Commission (SMPDC), is seeking qualifications from interested firms to provide environmental professional services to its Brownfields Program including performing site assessments and remedial oversight at various sites throughout the SMPDC service area. The focus of the activities will be to perform environmental assessments on assigned sites, develop remedial options including associated cost estimates when necessary, and provide oversight assistance with SMPDC's Brownfields Revolving Loan Fund (RLF). The selected contractor(s) will at a minimum:

1. Develop a Project Quality Assurance Project Plan
2. Develop a Project Health and Safety Plan
3. Perform Phase I Environmental Site Assessments
4. Develop Investigation Workplans in support of a Phase II Environmental Site Assessment, including the development of:
  - (a) site specific amendments to the Health & Safety Plan (HASP), and
  - (b) site specific amendments to the Quality Assurance Project Plan (QAPP)
5. Conduct Phase II Environmental Site Assessments
6. Prepare an Analysis of Brownfields Cleanup Alternatives (ABCA)/ Feasibility Studies
7. Review Remedial Work Plans
8. Conduct limited oversight of Remedial Actions
9. Assist with projects selected for funding under the Revolving Loan Fund

Detailed program specifications are provided in RFQ Section II, Scope of Work.

Any questions regarding the RFQ procedure or the Scope of Work (SOW) must be submitted to Raegan Young at SMPDC via e-mail at [ryoung@smpdc.org](mailto:ryoung@smpdc.org) with the subject line of "SMPDC 2024 Brownfields RFP Questions". Questions must arrive no later than **EOD Friday September 20, 2024**. Proposals are due by **4:00 PM Thursday, October 10, 2024** (see Section V for details).

To ensure fair and equitable dissemination of information, all questions must be submitted via e-mail and will be answered via e-mail. All questions and answers will be e-mailed to everyone that provides their email address to SMPDC, and posted on the SMPDC website by 4:00 PM Thursday September 19<sup>th</sup>, 2024.

## II. SCOPE OF WORK

### PURPOSE

The purpose of this RFQ is to select contractor(s) to provide environmental professional services including performing site assessments, remedial oversight and RLF assistance at brownfields, hazardous substance and petroleum sites throughout the SMPDC service area. Specific sites have not been identified at this time. Brownfields site selection will be conducted by SMPDC. For the purpose of this RFQ, the term site assessment includes the performance of Community Outreach activities (meeting with town representatives, etc.), Phase I & II Environmental Site Assessments, Reuse Planning and ABCA/Feasibility Studies. Other activities that may be required of the selected firms include: review and oversight of remedial activities, clean up planning reports, wetland permitting,

risk assessment, writing “success stories”, development of reuse planning brochures related to brownfields, assistance with Brownfields RLF activities and other tasks as assigned.

Contractors must be capable of performing the following tasks under this program:

**TASK 1. DEVELOP A PROJECT QUALITY ASSURANCE PROJECT PLAN**

The objective of the Quality Assurance Project Plan (QAPP) is to establish the procedures, personnel responsibilities, and training necessary to ensure that data collected at Brownfields sites is of an acceptable quality. This QAPP will serve as the company’s overall QAPP for the entire project. Site specific amendments will be submitted for each individual site activity requiring data collection.

The QAPP should establish the standard operating procedures (SOPs) for the collection of data under this contract. At a minimum the following SOPs should be included:

- 1) collecting samples in specified media;
- 2) using monitoring/screening equipment;
- 3) decontamination of personnel and/or equipment;
- 4) insuring chain of custody for samples;
- 5) documentation and reporting;
- 6) method procedures for laboratory analysis; and
- 7) site specific QAPP amendments.

**TASK 2. DEVELOPMENT OF A PROJECT HEALTH AND SAFETY PLAN**

The objective of the project Health and Safety Plan (HASP) is to establish the procedures, personnel responsibilities, and training necessary to protect the health and safety of all on-site personnel and the general public during site work. A Project HASP will be developed that establishes the overall health and safety plan for the project. At a minimum the HASP will include the following:

- a. procedures to provide for contingency and notification plans for potentially dangerous activities associated with the site work and for unexpected site emergencies.
- b. employee training requirements and personal protective equipment (PPE) available, medical surveillance requirements, standard operating procedures, and a contingency plan that conforms with 29 CFR 1910.120(1)(1) and (1)(2).
- c. a description of the chain of command for on-site personnel and their responsibility for implementing the HASP.
- e. the SOP for site specific HASP amendments. These shall be organized so that information for field tasks is presented in a table to allow quick access to appropriate information.

### **TASK 3. CONDUCT PHASE I ENVIRONMENTAL SITE ASSESSMENTS**

The Contractor shall conduct Phase I Environmental Site Assessments (ESA) for sites as assigned. The Phase I will be performed in accordance with ASTM E1527-05 which includes: the review of appropriate federal, state and local files, appropriate interviews and site reconnaissance to become familiar with the site characteristics and identify potential sources of contamination. The information gathered shall be presented in a written report that identifies recognized environmental conditions or potentially contaminated areas. The contractor shall lead coordination with state and federal review before documents are finalized.

### **TASK 4. DEVELOP INVESTIGATION WORK PLANS**

Based on the findings of the Phase I ESA, the Contractor may be asked to submit an Investigation Work Plan for conducting a Phase II investigation for sites as assigned. This plan will be submitted as a Site Specific Quality Assurance Plan. This plan will provide the rationale for collecting data including the data quality objectives as well as a conceptual site model. Additionally, this plan will identify sample locations, types of samples to be collected (e.g. media, composite, grab), sample methods and procedures and equipment that will be used.

### **TASK 5. DEVELOP SITE SPECIFIC HEALTH AND SAFETY PLANS**

For each site where a Phase II ESA will be conducted, a Site Specific Health and Safety Plan will be developed. This plan will list the site-specific health or safety requirements and procedures in the HASP and shall be based on an ongoing assessment of site conditions, including the most current information on each media. For each field task during the site work, the site specific HASP amendment shall identify and or discuss:

- 1) Potential problems and hazards and their solutions;
- 2) Environmental surveillance measures including the monitoring of airborne contaminants released during site activities which may affect site workers and the local populations;
- 3) The appropriate level and rationale for selecting respiratory protection;
- 4) Specifications for protective clothing and other PPE required;
- 5) Criteria, and procedures for upgrading the level of protection and for suspending activity, if necessary,
- 6) The exclusion zone, contamination reduction zone, and a clean area for on-site activities and;
- 7) Field screening equipment onsite.
- 8) A list of emergency phone numbers including fire, police, ambulance and hospital as well as directions to the nearest hospital shall be included in the plan.

### **TASK 6. CONDUCT PHASE II ENVIRONMENTAL SITE ASSESSMENTS**

The Contractor may be requested to conduct a Phase II Environmental Site Assessment at assigned sites under this program. The Phase II may include the installation of soil borings and monitoring wells, sampling (soils, groundwater, sediments, indoor air, soil gas and neat products), survey of buildings for asbestos containing materials (ACM) and lead-based paint (LBP), and; any other investigation tasks assigned by SMPDC in order to evaluate potential source areas of

contamination. The information gathered shall be presented in a written report that identifies the nature and extent of contamination source areas.

**TASK 7. PREPARE ANALYSIS OF BROWNFIELDS CLEANUP ALTERNATIVES/ FEASIBILITY STUDIES**

The Contractor may be requested to prepare a Draft and or Final Analysis of Brownfields Cleanup Alternatives (ABCA)/Feasibility Study (FS) that evaluates the most efficient and practical remedial alternatives and associated costs for areas of contamination identified in the Phase II ESA as assigned. ABCA reports will include evaluation of various factors, including green, sustainable and climate resilient alternatives. The study shall be summarized in a written report.

**TASK 8. DEVELOP REMEDIAL WORK PLANS**

The Contractor may be requested to develop remedial work plans based on the remedial option chosen from the Feasibility Study. The work plans will include a description of the work that will be conducted, a list of equipment needed to conduct the action, a budget and schedule. This will be submitted in a written format for review and approval by SMPDC.

**TASK 9. OVERSIGHT OF REMEDIAL ACTIONS**

The Contractor shall provide oversight of remedial activities at sites assigned under this program. The Contractor will ensure that activities are conducted in accordance with applicable state and federal laws and provide project management for sites as assigned. A summary of remedial activities will be presented in a written report at the conclusion of the project.

**ADDITIONAL RESPONSIBILITIES**

The Contractor will also be responsible for the following, as necessary:

- a. Make all notifications to appropriate agencies and entities before, during and after initiating site work (i.e. DigSafe, etc.).
- b. Obtain all required licenses, permits and permissions requisite to disposing of hazardous and non-hazardous waste, as necessary.
- b. Ensure site workers are trained and qualified to work at a hazardous substance site in accordance with OSHA standards (i.e., 29 CFR 1910.120, 29 CFR 1910.134, 29 CFR 1910.146, etc.).
- c. Be prepared to conduct investigations utilizing appropriate personal protective equipment.
- d. Submit all draft and final reports to regulatory agencies and the community in which the work was conducted for review and comment, as requested and appropriate, including but not limited to Maine DEP, EPA, and SMPDC.

## **REVOLVING LOAN FUND SCOPE OF WORK**

1. Assist with initial screening of applications to evaluate whether proposed cleanup activities are authorized by CERCLA and eligible activities under the RLF program requirements. If evaluation of application materials is not sufficient for evaluating eligibility, Contractor may be requested to conduct a site evaluation and assess current site conditions to support the RLF process.
2. Evaluate cleanup methods proposed meet applicable or relevant and appropriate requirements under Federal and State environmental laws including the review of remedial planning documents and cleanup completion documentation as needed.
3. Review loan and subgrant agreements to ensure that they meet all environmental response requirements and that SMPDC Brownfields RLF funds are used only for authorized and eligible activities.
4. Review submitted Analysis of Brownfield Cleanup Alternatives (ABCA) for inclusion of information about the site and contamination issues (i.e. exposure pathways, identification of contamination, sources, etc.); cleanup standards; applicable laws, alternatives considered, and proposed cleanup as assigned. The evaluation of alternatives must include effectiveness, implementation ability, and the cost of the response proposed. The evaluation will include an analysis of reasonable alternatives, including no action, as well as considerations for green initiatives, sustainable alternatives, climate impacts and climate change resilience.
5. Assist SMPDC with determining the adequacy of each SMPDC Brownfields RLF cleanup as it is implemented, including confirmation sampling (based on EPA-approved Quality Assurance Project Plan (QAPP)).
6. Advise on the correct procedure for securing a site, ensuring it poses no immediate threat to human health or the environment, if a Borrower or Grantee is unable or unwilling to complete a SMPDC Brownfields RLF cleanup.
7. Meet with SMPDC staff and SMPDC Brownfields RLF Steering Committee as well as other related interests on an as needed basis. Assist SMPDC with RLF Drawdown Requests and evaluation of Davis Bacon Wage Compliance and other reporting initiatives as requested. Review Drawdown Requests and supporting information for eligible and ineligible activities and prepare a written summary of reviews conducted to be submitted to SMPDC for review and comment.
8. Conduct periodic site visits during cleanup activities and implementation.
9. Assist with community involvement activities including the establishment of an administrative record, performing public outreach, and reviewing the community relations plan for each site, as appropriate and requested.

### III PROPOSAL SPECIFICATIONS

Contractors must submit proposal documents that include the information requested in Sections 1-4 below. All information requested must be included in discreet sections and presented in the order listed. Proposals will be scored by a four-person team. Page limits apply to some sections and are listed (where applicable) in the section. Information exceeding the listed limit will not be considered in the scoring process.

#### **SECTION 1. COMPANY DESCRIPTION AND EXPERIENCE**

*Section will be scored based on the breath of experience and knowledge displayed, ability to complete the scope of work, and confirmation of references. (40%)*

- A.** Company Description (no more than 1 page)  
The contractor must submit a written narrative describing their company. This section should include: a history of the company and description of specialty areas.
- B.** Brownfields Experience (no more than 2 pages)  
Provide a description of your company's experience related to Brownfields.
- C.** Site Assessment Experience (no more than 1 page)  
Provide a description of your company's experience related to site assessments.
- D.** Revolving Loan Fund Experience (no more than 1 page) Provide a Description of your company's experience related to revolving loan funds, including but not limited to the EPA RLF program.
- E.** Remedial Experience (no more than 1 page)  
Provide a description of your company's experience related to remediation of petroleum, hazardous substances and environmental contaminants.
- F.** MEDEP VRAP Experience (no more than 1 page)  
Provide a description of your company's experience with the MEDEP's Voluntary Response Action Program.
- G.** Other EPA and MEDEP Experience (no more than 1 page)  
Provide a description of your company's experience with other EPA and MEDEP programs.
- H.** Other Services  
Provide a brief description of services other than site assessment and remediation that your company can provide. Examples: asbestos and lead based paint surveys, risk assessment, marketing.
- I.** List of References  
A minimum of 3 references including: Contact name, Company/Organization, Address and Phone Number should be provided.
- J.** OSHA Statement  
Provide a statement *signed* by a legally authorized company official indicating that the company is aware of and understands the OSHA Hazardous Waste Operations and Emergency Response Standards; 29 CFR 1910.120 and will adhere to them.

## **SECTION 2. PROJECT TEAM AND PERSONNEL RESOURCES**

*Section will be scored based on experience of personnel, effectiveness staff involvement and organization, and applicability of the proposed project team. (25%)*

### **A. Project Team**

- a) Flow Chart (no more than 1 page): Provide a company organizational chart, showing the project team that will be working on the tasks associated with this RFQ.
- b) Narrative Description (no more than 4 pages not including resumes): Provide a narrative description of the project team describing:
  - Who they are (list titles as reflected on the rate sheet).
  - What their role is on the team and how their education and experience qualifies them for this role.
  - Describe how the team will work together and with SMPDC.
  - Provide the name of one project that best represents how the project team fulfilled their identified roles and worked together with EPA and MEDEP staff to complete a project. Provide the name of the EPA and MEDEP project manager.
- c) Resumes: Provide resumes for the key team members.

### **B. Other Personnel Resources (no more than 1 page):**

Provide a description of other personnel resources that are available at your company.

## **SECTION 3. COST**

*Section will be scored based on the cost reasonableness of example pricing for the qualifications and personnel described above. Points are based on costs which are justifiable and acceptable based on our market research, past program experience and the economic climate. (25%)*

### **A. Example Pricing**

Provide a description of cost rates for key personnel and expenses, and/or examples of report and project costs typical of the current market. *Final costs will be negotiated through the contracting process, and pricing is not locked based on this proposal.*

## **SECTION 4. SCHEDULE**

*Section will be scored based on ability to demonstrate capacity for the workload and expected timelines. (10%)*

Brownfields assessments are often conducted because of pending real estate transactions which may require expedited investigation and reporting. In general, SMPDC expects delivery of draft Phase I reports and feasibility studies within 4 weeks of assignment; draft Phase II reports are due within 8 weeks of collecting environmental samples and remedial reports are due no later than 4 weeks after the completion of the remedial action. Please state (in one page or less) whether or not and how your company will be able to meet the schedule listed above. If this schedule is within your capabilities, please describe the actions that will be taken, or resources provided to ensure reports are delivered on time. If necessary, will your company be able to provide expedited services for projects that require quicker turnaround times? State and list who will be primary staff person responsible for oversight of work conducted, their current workload and ability to respond to SMPDC in a timely manner.

## **Additional Information**

Additional information may be submitted by the contractor. SMPDC will review it at its discretion and is under no obligation to consider it.



## IV CONTRACTOR SELECTION

The contractor(s) selected for the SMPDC Brownfields Program will be determined through a review of the submitted RFQ materials. If an interview process is needed the companies with the highest proposal scores will be interviewed by a four-person panel and evaluated based on their knowledge of the brownfields process, their understanding of conducting site assessments, knowledge of the Brownfields Revolving Loan Fund Program and cleanup requirements and their ability to communicate effectively.

## V GENERAL INSTRUCTIONS

The proposal submitted must contain the following information, responses, or confirmations.

1. The proposal must include details of the experience and knowledge required as previously stated, including a description of relative experience.
2. Proposals must be submitted electronically through email to Raegan Young at [ryoung@smpdc.org](mailto:ryoung@smpdc.org), with the subject "SMPDC 2024 Brownfields Program RFQ".

**Proposals must be received at the above address by 4:00pm, on Thursday October 10, 2024. Proposals received after the date and time specified will not be considered. There are absolutely no exceptions.**

3. Proposals must be signed by a person legally authorized to bind the bidder.
4. SMPDC will not accept responsibility for any costs incurred by a bidder in the preparation of their proposal.
5. Bidders should direct questions regarding these specifications to Raegan Young by [e-mail: ryoung@smpdc.org](mailto:ryoung@smpdc.org). **Questions must be received by Friday September 20, 2024** and answers will be emailed and posted to the SMPDC website by Wednesday September 25, 2024. **Questions received after September 20th will not be answered. Phone inquiries, except for an initial request for a copy of the RFQ, will not be accepted and such calls may deem a proposal invalid.**
6. Proposals must be presented in the format requested in this material. All questions should be answered, and all instructions followed. Deviations from these instructions must be identified and are submitted at the risk of the proposal being ruled invalid.
7. SMPDC reserves the right to reject any or all proposals. SMPDC reserves the right to require interviews with key personnel of bidders prior to contract award.
10. All submissions by bidders will be considered available for public view following the bid award, subject to the Freedom of Access Laws of the State of Maine (1 MRSA 401). Contractors must confirm their understanding of this requirement in writing in the proposal.