



Request for Proposals

EPA Brownfield Assessment Grant Implementation & Application Assistance and Programmatic Qualified Environmental Professional

RFP Release Date: October 8, 2026

Proposal Due Date: October 29, 2026

1. Purpose. The Northwest Regional Planning Commission (NRPC), through this Request for Proposals (RFP), is seeking a firm to serve as a programmatic Qualified Environmental Professional (QEP) to provide the following services:
 - (a) Implementation of environmental assessment, corrective action planning, community outreach, cleanup oversight, project and grant management and administration, and other environmental or planning services necessary to support the continued success of NRPC's brownfield program, for which EPA assessment Brownfields Revolving Loan fund (RLF) funding has been secured.
 - (b) Securing future U.S. Environmental Protection Agency (U.S. EPA) and potentially other federal or state grants for the assessment, cleanup, or redevelopment of brownfields properties within Franklin and Grand Isle Counties of VT. This will include at a minimum either an FY27 EPA Community Wide Assessment Grant or an FY27 EPA Assessment Coalition Grant with the City of St. Albans.

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, provided a fair and reasonable compensation is negotiated.

The successful QEP will bring experience and insight to obtain and implement these grants, as well as explore other grants and brownfields initiatives as funds become available. NRPC is open to awarding a contract to one full-service QEP firm or a team of two or more firms with a lead firm identified.

This solicitation does not change or impact the qualified environmental consultants that are prequalified for brownfields assessment and cleanup planning until December 2030.

2. Background. The goal of the Northwest Region Brownfields Program is to level the playing field for developing brownfield properties by helping owners and prospective developers address environmental challenges through environmental assessment, cleanup planning and cleanup funding. Our goal is to help recycle properties back into

use as industrial or commercial sites, as green space, or for housing, non-profit or municipal uses.

NRPC has sought and been awarded over \$5 million in EPA Brownfields Assessment and RLF grants. NRPC has an open FY23 Community Wide Assessment Grant and an open FY23 Revolving Loan Fund Grant. NRPC's first FY2010 Revolving Loan Fund grant was closed in September 2025 and has a post closeout program income balance of over \$400,000.

3. Scope of Work. This RFP will identify the most qualified firm or firms to provide NRPC and any co-applicants participating in a coalition application with a broad range of grant, assessment, and planning services. At a minimum, the successful firm's scope of work is expected to include:

a) Grant Administration and Project Management.

- Assist NRPC with implementing active U.S. EPA Community-Wide Assessment grants, U.S. EPA Revolving Loan Fund grants and Post Closeout Program Income, and with any new Community Wide-Assessment or Assessment Coalition Grants that may be awarded during the 5-year contract period, including developing the EPA-required project work plan(s) for any successful grants.
- Provide grant writing assistance for future EPA applications over the five-year period ending January 31, 2032, including the FY27 round for either a Community Wide Assessment Grant or an Assessment Coalition Grant with St. Albans City. This includes the revision and resubmittal of any unsuccessful applications.
- Provide project management, implementation, and/or technical oversight for site assessment and site cleanup projects.
- Support NRPC staff with the coordination of the Brownfields Steering Committee. Attend all Steering Committee meetings which typically occur 1 to 2 times per quarter as needed.
- Support NRPC in managing grant budgets, preparing financial reports and preparing reports on active site work.
- Assist with preparation and review of site nomination forms for site assessments and applications for cleanup loans and sub-grants. Assist with site eligibility checklist preparation and approvals per EPA requirements. Coordinate with NRPC staff on financial risk analysis and underwriting for loan applications.
- Prepare and maintain schedules and budgets for assessment and cleanup activities.
- Support NRPC staff with quarterly progress reporting, site profiles and other necessary information to maintain required reporting in the EPA ACRES system.
- Support NRPC with preparing cleanup loan agreements and sub-grant agreements.
- Meet checkpoints in a timely manner and complete all deliverables as agreed upon.

b) Site Inventory and Assessment.

- Assist with a community-wide inventory of potential hazardous substance and petroleum brownfield sites.
- Prepare and maintain an updated Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA and VT DEC regulations. Prepare or ensure that appropriate QEPs prepare Site Specific QAPPs under an approved QAPP.
- Conduct and supervise site assessments (when eligible), including field investigations (sample collection and lab analysis) and interviews with neighboring property owners, as appropriate.

c) Site Reports and Plans.

- Prepare technical reports and plans as required by U.S. EPA and VT DEC and deliver to NRPC completed Phase I and Phase II ESA reports, site investigation reports, Corrective Action Plans, and other environmental reports or plans required under the VT Investigation and Remediation of Contaminated Properties Rule or commissioned by NRPC.

d) Cleanup and Redevelopment Planning.

- Evaluate cleanup options, including risk assessment analysis and costs.
- Develop preliminary budgets, financing options, and implementation plans for cleanup and reuse.
- Conduct redevelopment planning and market research related to environmental site reuse, as needed.
- Provide professional advice on environmental issues associated with land reuse and redevelopment, along with regulatory and financial information as needed.
- Ensure projects that will seek or have been awarded EPA cleanup funds meet all grant requirements including Analysis of Brownfields Cleanup Alternatives (ABCA) and Community Relations Plans.

e) Community Engagement.

- Support NRPC staff with a comprehensive community outreach and public participation program in accordance with grant requirements.
- Prepare presentations on project progress, as requested.
- Prepare or ensure the preparation of Community Relations Plans (CRPs).
- Coordinate or ensure the coordination of public meetings in accordance with CRPs and grant requirements.
- Present at public meetings, conduct public outreach and education about health or environmental hazards associated with brownfields and/or the redevelopment potential associated with specific sites, as needed.

f) Cleanup Oversight.

- Conduct cleanup oversight by serving as NRPC's oversight QEP to ensure that cleanup at each site is completed according to all grant conditions and state requirements. This will include:
 - Review of bid documents, procurement services and contracts to ensure compliance with grants, state and federal regulations.

- Compliance oversight for Davis-Bacon Act and Build America Buy America Act, and any other federal pass-through requirements.
 - Periodic inspection of cleanup activities at the site, as appropriate.
4. Proposal Requirements. Proposals shall be concise and describe the firm's capacity and success within the U.S. EPA brownfield grant program, as well as the firm's ability to manage and implement grant funded projects on behalf of local units of government. The proposals should include a clear outline of how the firm would help NRPC implement its EPA Assessment and Revolving Loan Fund grants, as well as the firm's ability to fully and effectively meet the requirements of assisting with future EPA grant applications.

Proposals shall not exceed ten (10) 8 ½" x 11" sized pages exclusive of:

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

Do not include standard advertising brochures in the proposal. Disadvantaged, women-owned, and minority-owned business enterprises (DBE/WBE/MBE) are encouraged to apply.

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 NRPC in the implementation of its U.S. EPA brownfields assessment and RLF grants and grant writing for future brownfields grants. This section shall include the applicant's approach to grant preparation, community outreach activities, planning, organization, and management. Each firm must 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.
- Staff knowledge and technical experience related to ESAs, brownfield projects, and contaminated site remediation.
- Proficiency in conducting Phase I and Phase II ESAs, environmental investigations and cleanups.

- Experience in implementing U.S. EPA grant funded projects performed on behalf of local units of government.
- Redevelopment planning & community involvement activities related to brownfields properties.
- Knowledge and expertise pertaining to federal and state environmental grant programs, statutes and rules, including federal grant pass-through requirements.
- Proficiency in communicating technical environmental information in plain language to municipal officials, property owners and developers, and other stakeholders.

d) Cost and Fee Schedule

The proposal shall include a cost and fee schedule for the following:

- i) A lump sum cost proposal for preparing the FY27 EPA assessment grant application (either Community-Wide or Coalition with St. Albans City).
- ii) A fee schedule and estimated level of effort for all other services necessary for completing the scope of work outlined above. The fee schedule shall identify estimated rates broken out by staff and tasks and include an estimated level of effort on a quarterly basis. The time and fee schedule will be used to develop an NTE contract for the selected firm based on the period of performance for existing and new successful grant agreements.

5. Submission Requirements. Proposals shall be submitted by 4 PM Friday, October 23, 2026. Proposals must be a single PDF via email to gbrunswick@nrpcvt.com.

NRPC reserves the right to accept or reject any or all proposals on any basis it deems appropriate. No late submissions will be accepted.

Questions on this RFP may be submitted to the contact person below up until October 16 at 5PM. Responses will be posted to the NRPC website within 3 business days.

Greta Brunswick, Senior Planner

gbrunswick@nrpcvt.com

(802) 534-5958

6. Selection Process. NRPC Brownfields Program Manager, staff and a Brownfields Steering Committee member will review proposals. We anticipate entering into a contract tentatively on the week of November 9, 2026.

NRPC will review and evaluate the proposals based on demonstrated technical experience and proficiency with the project scope of work outlined above. The proposal scoring system is based on a 100-point scale as follows:

- 10 points – Organizational Capacity and Experience
- 30 points – Management Outline and Project Approach
- 40 points – Experience and Capabilities of Assigned Staff
- 20 points – Cost

7. Contracting Details

a) Contract Type and Term.

NRPC is open to awarding a contract to one full-service firm or a team of two or more firms with a lead firm identified to serve as a partner in successfully administering and implementing the NRPC Brownfield Program, as well as writing EPA funding applications.

After selecting the QEP firm in response to this RFP, NRPC will negotiate a scope of work and contract. The contract period will begin after notice to proceed is issued and will extend to January 31, 2032. The contract period may be extended at the option of the NRPC if additional grant funds are obtained in the future.

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 NRPC's 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 NRPC and the EPA.