



**Hancock County
Planning Commission**

a voluntary association of governments.

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REQUEST FOR PROPOSALS (RFP)

Qualified Environmental Professional Services to Perform EPA Brownfields Assessment Activities

Date of Issuance: October 10, 2025

Proposal Due Date: November 10, 2025

Contract Award Expected by: November 24, 2025

Section A: Overview

1. Background and General Information

In May 2025, Hancock County Planning Commission (HCPC) was awarded a U.S. EPA \$500,000 Brownfields Assessment Grant to identify and assess contaminated properties throughout the Hancock County region.

HCPC will procure environmental Qualified Environmental Professionals (QEPs) services in accordance with the requirements of the EPA terms and conditions of the Cooperative Agreement (CA). The Assessment Grant services under this contract will be for a period of four years (2025-2029). Through this Request For Proposal (RFP) process, HCPC is soliciting proposal responses from QEPs to assist us with brownfields related activities as identified below.

Should further assessment and or response actions be required, HCPC reserves the right to retain the selected QEP(s) firms for additional services beyond the original Scope of Work. The contract associated with this RFP is for a four year period as stated above, however, HCPC may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY25 Brownfields Grant or future EPA grants awarded to HCPC within this four-year period provided a market survey conducted by HCPC indicates the prices the QEP firms (QEP contractor) proposes are reasonable .

HCPC is planning to utilize this EPA Brownfields Assessment Grant to support economic development opportunities and initiatives within our Region. We anticipate selecting up to two QEP firms (contractors) that will be proactive, collaborative, and strategic partners to assist us in maximizing the impact of the Assessment Grant dollars in an effort to leverage this grant to support public and private investment in our Region.

HCPC is soliciting proposals from Qualified Environmental Professional (QEPs) firms with proven expertise in contaminated site related work including performing inventories of potential brownfields sites, environmental site assessments (ESAs), preparing and implementing site

specific quality assurance project plans (SSQAPPs), groundwater and soil sampling, hazardous building surveys, remediation planning, cost estimating and cost control, community outreach and public presentations and proposing site cleanup related activities. The QEP firms must have a licensed Maine Certified Geologists (CGs) and Professional Engineers (PEs) on their team that can provide engineering services in the State of Maine, and present verifiable qualifications, experience, and knowledge regarding all aspects of brownfields assessment, remediation, re-use planning, redevelopment and cleanup, including, but not limited to relevant federal and Maine law, policies, and guidelines, CERCLA, All Appropriate Inquiries, and EPA standards and practices, including EPA Quality Assurance Project Plan (QAPP) requirements.

The QEP firms will work under the direction of the HCPC and will work in collaboration with the Brownfields Advisory Committee, MEDEP/EPA representatives, property owners, and developers. We anticipate hiring two QEP Firms for the Assessment Grant.

2. Scope of Services

Major Tasks anticipated include:

- Assist HCPC staff with Cooperative Agreement assistance/administration of the EPA Assessment Brownfield grant, including but not limited to ACRES reporting
- Create an inventory of potential Brownfield sites and identify site locations using mapping techniques
- Participate in Brownfields Advisory meetings as requested and other community meetings
- Prepare Environmental Site Assessments (ESAs):
- Complete up to 8 Phase I ESAs under ASTM E1527-21 or the applicable standards and All Appropriate Inquiry (AAI)
- Complete up to 8 Phase II ESAs, sampling, SSQAPP development, regulatory compliance
- Prepare Analysis of Brownfields Cleanup Alternatives (ABCA) reports for selected Phase II ESA sites.
- Prepare written deliverables and reporting requirements, submit documents to HCPC, Maine DEP and EPA staff for review and comment prior to finalizing

Section B: RFP Process

Overall, Proposals should describe:

- Firm qualifications relevant to evaluating potential and known contaminated sites and grant-funded environmental investigations, including proof of insurance.
- Written narrative and resumes for previous comparable projects
- Detailed work plan explaining how tasks will be accomplished
- Cost estimate (line-item) for tasks, including per-site Environmental Site Assessments

Interested QEP firms should follow a response format that includes the following, and are asked to keep all materials to no more than 15 pages total:

1. Cover Letter: The QEP firm's qualification statement shall be preceded by a cover letter expressing the firm's interest in working with HCPC staff, the Brownfields Advisory Committee,

representatives from MEDEP and EPA, and other potential stakeholders. The QEP firm shall affirm that they and all sub-contractors used on this project will meet all requirements of the EPA Brownfields Program and the Cooperative Agreement (CA) Terms and Conditions. The letter should be on your firm's official letterhead and signed by an officer of the firm authorized to bind the QEP firm to information included in the qualifications statement and must include the name, e-mail address, and phone number of the person(s) to contact who will be authorized to represent the QEP firm.

2. Experience: The QEP firm should provide a list of its current and recent projects (within the last four (4) years) awarded by a town/city, another type of governmental unit, or a governmental agency, for contaminated sites including brownfield-related projects in New England. QEP firms should highlight direct experience with contaminated sites in Maine and work with the MEDEP where MEDEP approval of the work was required. For each project, the QEP firm should include the following:

- Project dates
- Current status of project
- Outputs (e.g. Phase I ESA, Phase II ESA, ABCAs)
- Outcomes (completed or additional work required)
- Results from the project; services performed (including but not limited to hazardous building materials surveys, preparation of Site-Specific Quality Assurance Project Plans (SSQAPPs, etc.).
- The name of the governmental unit or agency and their contact information (for reference verification purposes, email, address, and phone numbers).

The QEP firm should also include experience in conducting community outreach meetings, meetings with prospective developers and private landowners. The QEP Firm should identify if they have an EPA approved Generic Quality Assurance Project Plan (QAPP) to conduct Environmental Site Assessment (ESA) activities.

3. Project Approach: The QEP firm should describe the approach to be taken toward accomplishing the activities to be conducted under this Assessment Grant. In addition, the QEP firm can describe their approach to a Brownfields-related service not specifically referenced in the scope of service section (e.g. permitting). Approach to the Scope of Work should include at a minimum the following but is not limited to:

- Cooperative Agreement Coordination (including ACRES)
- Community Outreach Meetings
- Brownfields Inventory
- Phase I ESA (utilizing ASTM 1527-21)/All Appropriate Inquiry (AAI) compliant assessments
- Site Specific QAPPs (SSQAPPs)
- Phase II ESAs (including hazardous building materials surveys as applicable)
- ABCAs and Reuse Planning - The draft ABCAs should include EPAs *"How to Incorporate Changing Climate Conditions in an Analysis of Brownfields Cleanup Alternatives (ABCA) to Support Grant-Funded Activities"*.

- Meetings

4. Local Brownfields Knowledge: The QEP firm should identify if they are familiar with Hancock County (if applicable) and the history of the area in regard to the potential for Brownfields sites, the impacts of Brownfields sites, and the potential cleanup of sites in Hancock County. If the QEP firm does not have specific experience in Hancock County, the QEP firm should identify experience with towns similar in size to those in Hancock County, population and geographic nature (e.g. rural, along waterways, etc.). QEP firms should also provide information on how they have worked with Maine's regulatory framework regarding evaluating and assessing contaminated sites.

5. Innovative Assessment or Remedial Techniques: QEP Firms should provide specific examples of where they have utilized innovative assessment and/or cleanup procedures and why/how those activities were considered innovative. Activities that resulted in cost savings should be highlighted as well as where the activity was utilized and at what stage of the assessment was the activity employed.

6. Schedule and Budget: QEP Firms should identify their current project workload (both Brownfields-related and not) and their capacity to undertake additional projects and meet HCPC Assessment CA schedule. QEP firms should identify when and why they have missed schedule deadlines and how they resolved schedule delays. QEP firms shall also provide information on when projects have gone over the estimated budget and how the budget information including overages impacted the assessment activities. QEP firm should include information on how any budget exceedances will be managed.

7. Staffing, Cost of Services, and Fee Structure: The QEP firm should provide a fee schedule including labor rates and subcontractor mark ups as well as costs for materials and supplies, as applicable. The QEP firm shall provide a cost range for a typical Phase I ESA (for a site with similar geographic conditions as a town in the Midcoast region) and provide the assumptions used to identify the cost. The QEP firm shall also provide a cost range for attendance at quarterly meetings with the HCPC for the first year of the project. HCPC understands that costs and activities will vary depending on specific sites and will be determined by actual property conditions. Costs for the activities identified above should be estimated based on experience with similar sites, current hourly rates, and the QEP firm's experience in rural areas. Firms can provide information on how they estimated these costs.

The QEP firm should identify all staff that are anticipated to be involved to any significant degree in the implementation of this Assessment grant during its period of performance and provide 1-2 page resumes for all proposed staff. The QEP firm should also provide background information for any subcontractors expected to be used in the implementation of this grant. Specifically, the QEP firm should identify the names and licenses associated with the following personnel- ME CG, ME PE, Project Manager, Certified Hazardous Building Materials manager, if applicable, and staff with specialty expertise that may be utilized for this project.

Section C: Proposal Evaluation Criteria

Proposals will be scored using a 100-point scale. Example weightings:

25 pts: Experience with Environmental Site Assessments in the State of Maine

25 pts: Staffing, Competitive fee structure and Cost of Services

20 pts: Experience conducting work under EPA grant funding and Project Approach

10 pts: Use of innovative assessment or remediation technologies

10 pts: Demonstrated ability to deliver on schedule and budget

10 pts: Familiarity with Maine regulatory framework and Hancock County, or equivalent experience.

For the purposes of this RFP, our organization will be selecting two QEPs to assist with Brownfields Assessment related activities. Based on the scoring rubric above, the top scoring applicant will be selected as the primary QEP while the second highest scoring applicant will be selected as the secondary QEP that will be selected for projects when the primary QEP has a conflict or does not have the capacity to conduct Phase 1 and Phase 2 Environmental Site Assessments for given sites or other activities. HCPC also reserves the right at their sole discretion to solicit costs for projects from both QEP firms selected and award a site based on the experience of the QEP firm and the cost of the activity. However, we do not anticipate breaking up site activities (e.g. a firm awarded the Phase I ESA would continue the additional site activities, as applicable). An applicant who will apply for the HCPC Brownfields Revolving Loan Fund RFP may apply for this RFP without any penalty.

The QEP Firm shall obtain and maintain, at the QEP Contractor's expense, Professional Liability Insurance with a minimum amount of \$1,000,000. The selected QEP shall, within five (5) days of the award, provide proof of this insurance.

Requests for clarification should be submitted in writing (e-mail) no later than October 20, 2025, at 1 p.m. Responses will be issued via email or posted addenda to all proposers.

Section D: Selection Process & Contract Execution

The issuing organization (Hancock County Planning Commission) reserves the right to:

- Select or reject proposals at its discretion
- Request additional information and/or conduct interviews
- Negotiate contract terms following selection
- Base final authority on the executed Contractor Agreement, which will govern over the RFP

Section E: Submission Instructions

All proposals shall be submitted to Andi Porter via email at aporter@hpcme.org by 12:00pm (Noon) on November 10, 2025. The QEP firm should submit electronic copies via email using the subject line “{Your Firm Name} HCPC – Brownfields Assessment - QEP Services”

All submissions will receive an email response verifying the proposal was received. If you do not receive an email response from aporter@hpcme.org by November 10, 2025, please call 207-667-7131 to contact our staff members.

Please have all proposal materials in a single pdf document or file and adhere to the page limits for each section identified above.

All proposals must be unconditional and by submission of a proposal, each respondent acknowledges and agrees that all documentation and/or materials submitted with its proposal shall become and remain the property of HCPC. HCPC shall have the right to use all or any portions of any proposal, as it considers necessary or desirable, in connection with the Project. The selected Contractors shall be expected to comply with all applicable State and Federal laws in the performance of services.