Addison County
REGIONAL PLANNING COMMISSION

14 SEMINARY STREET
MIDDLEBURY, VT 05753
ACRPC.ORG | 802.388.3141

REQUEST FOR QUALIFICATIONS

U.S. EPA Community-Wide Assessment Brownfields Grant Implementation

RFP Release Date: **September 30, 2026**
Proposal Due Date [Updated]: **November 2, 2026, 5:00 p.m.**

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposals

The ADDISON COUNTY REGIONAL PLANNING COMMISSION (ACRPC) through this Request For Qualifications, is seeking a Qualified Environmental Professional consulting and/or planning firm to provide assistance with implementation of a United States Environmental Protection Agency (U.S. EPA) Community-Wide Assessment Brownfields grant for the environmental assessment, remedial planning, community outreach, and other environmental or planning components of brownfields properties within Addison County, VT. This solicitation is being issued in part to comply with Federal procurement standards outlined in CFR §200.317-CFR §200.326 that are applicable to hiring of Qualified Environmental Professional consulting firms to assist communities with grants awarded by the U.S. EPA.

1.2 Background Information

The 2026 EPA Community-Wide Assessment Grant is a brownfields funding program that provides support for communities to identify, inventory, and assess potentially contaminated properties, conduct environmental site assessments, engage the public, and develop cleanup and reuse plans across multiple sites. Its purpose is to help communities, especially those with limited capacity, to understand the extent of contamination, prioritize redevelopment opportunities, and lay the groundwork for revitalizing underused or blighted properties in ways that support public health, environmental quality, and local economic development. The successful contractor will bring experience and insight to the communities of the Addison County Region to obtain and implement these grants as well as explore other grants and brownfields initiatives as funds become available.

ACRPC received funding for site assessment and associated fees from an EPA Community-Wide Assessment grant in FY2026 for the 10/01/2026 - 09/30/2030 Project Period. The FY2026 EPA Community-Wide Assessment grant will be used to build directly on the progress made under a previous FY2022 grant by conducting follow-up Phase I and Phase II environmental site assessments on additional priority properties identified during earlier work, expanding the regional brownfields inventory, and supporting more detailed reuse planning for sites already assessed. The FY2026 funding will allow ACRPC to cover assessment and eligibility gaps that could not be completed under the prior grant, extend technical support to more municipalities, and engage a broader set of community stakeholders. It can also fund updated site prioritization, expanded community outreach, supplemental environmental investigations where new conditions have emerged, and development of more robust cleanup and redevelopment strategies.

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1.3 Type of Contract and Contract Term

The Addison County Regional Planning Commission prefers to award a contract to one full-service firm to serve as a partner in achieving the goals within the subsequent U.S. EPA CWA Cooperative Agreement and Work Plan. The contract period will begin after the contract approval and continue through the subsequent implementation period. The contract period may be extended at the option of the Addison County Regional Planning Commission if additional grant funds are obtained.

1.4 Payment Procedures

Payments for implementation work will be made no more than quarterly, for work specified and completed and in accordance with the budget developed and approved by the ACRPC and the U.S. EPA.

2. PROPOSAL SPECIFICATIONS

2.1 Scope of Work Required

Task 1: Project Management & Grant Administration

Primary Responsibilities

- Develop and maintain project schedules and budgets.
- Provide overall project management and technical oversight.
- Coordinate with ACRPC, EPA Region 1, Vermont DEC, municipalities, and project partners.
- Manage subcontractors and monitor performance.
- Maintain project records and audit-ready documentation.
- Support grant reporting requirements and reimbursement requests.
- Assist with training and conference participation logistics.
- Attend project meetings and provide progress updates.

Expected Outputs

- Project schedules and budget tracking.
- Quarterly and final grant reporting support.
- ACRES and EPA reporting support.
- Financial and reimbursement documentation.
- Meeting materials and progress presentations.
- Contract administration records.

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Task 2: Community Outreach & Public Participation

Primary Responsibilities

- Develop and implement a comprehensive community outreach program.
- Facilitate public participation throughout all phases of the grant.
- Conduct public meetings, workshops, and stakeholder engagement activities.
- Prepare educational materials and project updates.
- Conduct interviews with neighboring property owners and stakeholders.
- Coordinate communication between communities, municipalities, and project partners.
- Present project progress and assessment findings to the public.
- Ensure community input informs assessment and redevelopment decisions.

Expected Outputs

- Community outreach plan.
- Public meeting materials and presentations.
- Stakeholder engagement documentation.
- Property owner interview summaries.
- Public participation records.
- Community feedback summaries and recommendations.

Task 3: Brownfields Inventory, Site Identification & Prioritization

Primary Responsibilities

- Conduct community-wide inventories of potential hazardous substance and petroleum brownfield sites.
- Expand and maintain the regional brownfields inventory.
- Identify candidate sites for future assessment.
- Evaluate redevelopment potential and community benefits.
- Assist municipalities with screening and prioritizing sites.
- Update site rankings based on environmental, economic, and community criteria.
- Support strategic site selection under the EPA work plan.

Expected Outputs

- Updated regional brownfields inventory.
- Priority site lists and rankings.
- Site screening documentation.
- Site profiles and eligibility evaluations.
- Inventory updates and mapping support.

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Task 4: Environmental Site Assessments & Technical Investigation

Primary Responsibilities

- Conduct and oversee Phase I and Phase II Environmental Site Assessments.
- Complete field investigations, sampling, and laboratory analysis.
- Prepare and implement Quality Assurance Project Plans (QAPPs).
- Conduct contaminant characterization and risk assessments.
- Prepare site investigation reports and technical documentation.
- Complete supplemental environmental investigations as necessary.
- Ensure compliance with EPA and Vermont DEC requirements.

Expected Outputs

- Phase I ESA Reports.
- Phase II ESA Reports.
- Site Investigation Reports.
- QAPP documentation.
- Laboratory and sampling results.
- Contaminant characterization and risk assessment reports.
- Plain-language executive summaries of technical findings.

Task 5: Cleanup Planning & Risk Evaluation

Primary Responsibilities

- Evaluate remediation and cleanup alternatives.
- Analyze environmental risks and cleanup costs.
- Develop response action and remedial planning documents.
- Support environmental regulatory compliance strategies.
- Identify funding and implementation options for cleanup activities.
- Prepare preliminary cleanup budgets and schedules.

Expected Outputs

- Cleanup alternatives analyses.
- Risk assessment evaluations.
- Remedial Action Plans and response action documents.
- Cleanup budgeting estimates.
- Regulatory compliance recommendations.
- Cleanup implementation strategies.

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Task 6: Reuse Planning, Market Analysis & Redevelopment Strategy

Primary Responsibilities

- Develop reuse and redevelopment plans for assessed properties.
- Conduct market and redevelopment feasibility analyses.
- Prepare implementation strategies for site redevelopment.
- Evaluate financing and redevelopment opportunities.
- Support municipalities in redevelopment decision-making.
- Integrate redevelopment planning with environmental assessment outcomes.

Expected Outputs

- Site reuse plans.
- Redevelopment feasibility studies.
- Market analyses.
- Redevelopment implementation plans.
- Financing option evaluations.
- Long-term revitalization recommendations.

2.2 Project Budget

The total contractual budget for the FY 2026 U.S. EPA Brownfield Community-Wide assessment grant is $450,000.

The ACRPC and the successful contractor will develop budgets for assessment activities at individual sites as the project progresses as specific sites are identified for assessment.

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3. PROPOSAL REQUIREMENTS

3.1 General Expectations

Applicants are asked to submit concise proposals describing their ability to manage and implement EPA or similar types of grant-funded brownfields projects on behalf of local units of government. The proposals should include a clear outline the firm's ability to fully and effectively meet the requirements of assisting with implementation of grant(s) secured. Any clarification or questions regarding this proposal shall be submitted to the contact person below:

Andrew L'Roe, Regional Planner
(802) 388-3141 x3
alroe@acrpc.org

Addison County Regional Planning Commission
14 Seminary St.
Middlebury, VT 05753

3.2 Proposals

Proposals should be limited to ten (10) single-sided standard-sized pages, exclusive of:

- 1 page cover letter
- 1 page table of contents
- 1 page rate schedule
- a maximum of five (5) resumes (limited to 2 pages each)

Standard advertising brochures should not be included in the proposal. The proposal shall include the following information in the order presented below:

- 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.
- Management Outline and Project Approach. A description of the project and how the consulting firm will work with the ACRPC in implementing of the U.S. EPA brownfields assessment grant workplan. This section shall include the applicant's approach to community outreach activities, planning, organization, and management. Each consulting firm shall provide a list of proposed key personnel.
- Experience and Capabilities. The relevant management and technical experience and capabilities of the consulting firm shall be defined with respect to the following activities related to implementation of any successful grants:

A. Project Experience of Key Personnel:

- Experience conducting Phase I and Phase II ESAs.
- Conducting environmental investigations and cleanups.
- Project experience in implementing U.S. EPA grant funded projects performed on behalf of local units of government.
- Development/redevelopment experience and market feasibility research.
- Redevelopment planning and community involvement activities related to brownfields properties.
- Performance of environmental inventories utilizing GIS in conjunction with U.S. EPA brownfields grants.
- Other areas of expertise relevant to the project (optional).

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B. Regulatory and Scientific/Technical Knowledge:

- Individual staff knowledge and technical experience relative to environmental site assessments, brownfield projects, and contaminated site remediation.
- Knowledge and expertise pertaining to federal and state environmental statutes or associated regulations.
- Knowledge and expertise pertaining to U.S. EPA environmental and other Federal, laws, and regulations.

C. Cost:

The contractor shall also provide a current fee schedule including staff that would likely be involved in the grant implementation, the prices on which shall be fixed for a period of not less than 24 months.

All representative project descriptions provided shall include the location of the project, the name and phone number of a knowledgeable contact person, and other pertinent information. The ACRPC may contact said persons to check on past performance records.

The selected contractor will be required to assume responsibility for all services offered in the proposal, including any services provided by subcontractors. Further, the ACRPC will consider the contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor is responsible for adherence by the subcontractors to all provisions of the contract.

3.3 General Process

The ACRPC 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 ACRPC reserves the right to accept or reject any or all proposals on any basis it deems appropriate.

The proposal scoring system is based on a 100-point scale as follows:

- 25 pts Project Approach
- 25 pts Experience and Capabilities
- 25 pts Project Experience of Key Personnel
- 10 pts Regulatory and Scientific/Technical Knowledge
- 15 pts Cost

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3.4 Terms and Conditions

The process of selecting organizations to provide consultation services for the community's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in CFR §200.317- CFR - §200.326 for the implementation of this grant.

The ACRPC reserves the right to accept or reject all proposals or portions thereof without stated cause. The ACRPC reserves the right to re-issue any RFQ or cancel the RFQ if none of the proposals are deemed satisfactory to the ACRPC. Upon selection of a finalist, the ACRPC by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the ACRPC, for any reason, is unable to reach a final agreement with this finalist; the ACRPC then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The ACRPC may also elect to reject all proposals and re-issue a new RFQ.

Clarification of proposals: The ACRPC reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be in writing or email, and a response shall be provided within 2 business days.

The ACRPC is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the community. The ACRPC reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the community. The ACRPC reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.5 Qualifications Submission Schedule

The timeline for completion of this request for proposals is outlined below:

September 30, 2026. Formal announcement date of RFQ
[Updated] November 2, 2026- 5:00 p.m. Deadline for submittal of proposals

3.6 Notification of Award

The ACRPC and representatives of its partners from Addison County Economic Development Corporation (ACEDC) and one or more managers or administrators of municipalities in the Addison County Region will select an applicant from the received proposals.
All applicants will be notified about selection by **November 16, 2026** and a contract with the selected applicant will be negotiated and signed by **December 15, 2026**.
Should either party fail to execute a contract within 30 days of notification of award, the ACRPC reserves the right to rescind the award and select services from another interested firm.

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3.7 Proposal Submission

Please submit a single (1) electronic copy to: **Andrew L'Roe at alroe@acrpc.org**
by **5:00 p.m., [Updated] November 2, 2026.**

Receipt of the proposal will be confirmed by email (if unconfirmed within 24-hours, call 802-388-3141 x3)

3.8 Late Proposals

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 General Requirements

All applicants must be registered in the System for Award Management (SAM.gov) to be eligible for contracts, and this registration must be kept current at least annually.
Work done with cooperative agreement funds must comply with the requirements of CERCLA § 104(k) and assessment activities supported with cooperative agreement funding must comply with all applicable Federal and state laws and regulations..

For any grants awarded, contractors must follow the updated terms and conditions based on the latest 2 CFR Part 200 guidelines.

4.2 Equal Employment Opportunity

ACRPC agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the community, the Proposer shall furnish a written affirmative action plan. ACRPC complies with Federal cross-cutting requirements.