

Monadnock Economic Development Corporation
Revolving Loan Fund Program



Request for Proposals
Qualified Environmental Professional

Proposal Due Date: March 26, 2024

Monadnock Economic Development Corporation

Cody Morrison, Executive Director

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Keene, NH 03431

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Request for Professional Environmental Services

The Monadnock Economic Development Corporation (MEDC) requests Statements of Proposals and Proposed Professional Cost Rates and Fees from Qualified Environmental Professionals (QEP) to provide technical services supporting site remediation at eligible properties selected for assistance through MEDC's regional Brownfields Program. MEDC administers the Monadnock Brownfields Revolving Loan Fund, which offers financing assistance to eligible property owner sub recipients for environmental remediation of properties contaminated by petroleum or hazardous materials. The fund has been recapitalized through a Brownfields Revolving Loan Fund grant award to MEDC in 2023 from the U.S. Environmental Protection Agency.

Regional Program Overview

Located in Keene, New Hampshire, MEDC is a nonprofit regional development corporation that provides community and economic development services to forty communities in southwest New Hampshire, spanning Cheshire County and western Hillsborough County. MEDC's mission is to grow the regional economy by working with public and private stakeholders. To accomplish this, MEDC offers a broad range of professional services including real estate development, commercial lending, and technical assistance. The Brownfields Revolving Loan Fund program is implemented and administered by MEDC staff, a Brownfields Advisory Committee (BrAC) comprising community stakeholders, and QEPs contracted by MEDC. The scope of work for which QEP services are sought generally includes:

Priority Sites. Our preferred redevelopment scenario involves the cleanup and reuse of vacant or underutilized structures for mixed and public uses, including a range of business and housing types. The long-term impact of this approach will be a healthy diversification of the region's economic base, the creation of new and different job opportunities, the creation of sorely needed affordable housing, and the promotion of more vibrant, livable communities.

Site Selection. MEDC and our coalition partners have developed a fair and objective process for selecting appropriate sites to make loans and sub grants. This process was developed under an EPA funded regional Brownfields revolving loan fund program and employs ranking criteria that allow a numerical value to be established for each potential site. These criteria include, among others:

- Documented Community Need and Support – Will redevelopment of the property have a positive impact on the target community and help reverse the “slum and blight” of the area, and is there strong community support for the redevelopment plan?
- Housing and Employment Opportunities - Will the proposed reuse/redevelopment project create affordable housing and/or jobs to meet the needs of low/moderate income populations?
- Sustainable Reuse – Will redevelopment of the site make use of existing infrastructure, incorporate low impact development and energy conservation measures, enhance livability, and reduce future sprawl?
- Greenspace – Will redevelopment of the site increase the amount and accessibility of public open space and habitat?
- Reduction of Threats – Will remediation of the site lead to the reduction of risks to the

surrounding population and environment?

- Redevelopment Potential – Is there strong developer interest in the site, and will site cleanup spur new economic investment, create needed jobs, and add dollars to the community’s tax base?
- Commitment of Leveraged Funds/In-Kind Services – Are there committed matching funds and/or in-kind professional services available to extend the reach of the EPA RLF funds and help ensure the project’s timely completion and success.

Sustainable Source of Cleanup Funds. The Monadnock Brownfields Revolving Loan Fund is structured as a true revolving loan fund, limiting loans to borrowers with the demonstrated credit worthiness of repaying the fund to ensure that loan funds will be available for future applicants. In this way, the RLF and the management program that supports it will be sustainable over the long term. MEDC has operating guidelines consistent with EPA Brownfields Program requirements to establish eligibility, loan terms and conditions, procurement rules, procedures for funds disbursement, and repayment schedules. The program offers low-interest/no-interest flexible loans to eligible applicants, with the interest rates lower than prime and tailored to make the financing work on a case-by-case basis. The loans will cover up to 100% of the cleanup costs.

II. General Information and Proposal Submission Requirements:

- A. The Monadnock Economic Development Corporation (MEDC) seeks proposals from qualified environmental professionals to provide technical services supporting site remediation at eligible properties selected for assistance through the MEDC’s regional Brownfields Program. MEDC’s Brownfields Cleanup RLF Program is funded through a cooperative agreement with the U.S. Environmental Protection Agency. The selected contractors will provide technical services to MEDC to review and evaluate: loan applications and related materials (including eligibility of site, borrower, and proposed environmental cleanup activities for federal Brownfields funds), preparation of Community Involvement Plans, Analysis of Brownfields Cleanup Alternatives (ABCA), Quality Assurance Project Plans (QAPP), Health & Safety Plans, assistance in submittal of grant progress and closeout; review and approvals of contractor payments, and preparation of cleanup completion reports. Additionally, the selected contractor will be expected to oversee borrower/subgrantee cleanup activities to ensure compliance with the terms and conditions of the RLF grant award.
- B. MEDC will host a pre-bid meeting to answer any questions about its regional Brownfields Program and this RFP. The briefing, scheduled for 12:00 P.M. Wednesday, March 20th, 2024, will be held at MEDC offices at 310 Marlboro Street, Keene, NH 03431.
- C. Proposals are to be submitted in hard copy to the MEDC office, either by mail or hand-delivered, or delivered electronically by 2:00 p.m., Tuesday, March 26th. 2024.
- D. Proposals delivered electronically shall be submitted by email to **info@monadnockedc.org**. Mailed proposal shall be submitted via envelopes containing sealed proposals and mailed to the **Monadnock Economic Development Corporation, P.O. Box 704, Keene, NH 03431**. Price Proposals must be separate from Technical Proposals. Therefore, please make no reference to pricing in the Technical Proposal. Failure to adhere to this requirement will result in disqualification. It is the sole responsibility of the Bidder to ensure that the proposal is received by the submission deadline.
MEDC endeavors to expedite the award and execution of the contract documents. A selection committee will review and rate the proposals and may select most qualified teams for final interviews prior to making recommendation for Contract award. It is the intent of the MEDC to

award a Professional Services Contract within ten (10) calendar days after final award decision has been made. Services under the Contract will commence as soon as practical thereafter.

- E. If any changes are made to the Request for Proposals (RFP), an addendum will be issued. Addenda will be mailed, faxed, or emailed to all Proposers on record as having picked up/downloaded the RFP. Proposers shall be responsible for ensuring that all addenda are in receipt prior to proposal deadline. The MEDC will require acknowledgment of any addenda issued to be included on the proposal form.
- F. Questions concerning this proposal must be submitted in writing to: Cody Morrison, MEDC Executive Director (email: codym@monadnockedc.org), before 5:00 pm, March 20, 2024. Questions may be mailed or emailed. Written responses will be emailed or faxed to all Proposers on record as having picked up/downloaded the RFP.
- G. After the proposal opening, a Proposer may not change any provision of the proposal in a manner prejudicial to the interests of the MEDC or fair competition. Minor informalities will be waived, or the Proposer will be allowed to correct them. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the Proposer will be notified in writing.
- H. The MEDC may cancel this RFP or reject in whole or in part any and all proposals, if the MEDC determines that the cancellation or rejection serves the best interests of the MEDC.
- I. All proposals submitted in response to this RFP must remain firm for sixty (60) days following the proposal's opening.
- J. A proposal must be signed as follows: 1) if the Proposer is an individual, by them personally; 2) if the Proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Proposer is a corporation, by the authorized officer.

III. Contract Term:

The term of the contract will cover five (5) years from the date of contract execution. At the sole discretion of the MEDC, the contract may be extended for up to two (2) years or MEDC may choose to resolicit services as otherwise stated in this RFP.

The selected contractors will be required to enter into a professional services contract with MEDC, the term of which shall be consistent with MEDC's cooperative agreement with U.S. EPA. Activities shall conclude no later than September 30th, 2028, but may be extended with approval of MEDC subject to continued funding availability.

It is anticipated that the contract will be a task-assignment type contract, although MEDC reserves the right to award another contract type if such will be more advantageous to MEDC, price and other factors considered.

Services shall be authorized on a Task Assignment basis. The selected contractors shall not perform any services under the contracts resulting from this solicitation until a Task Assignment has been fully executed by both parties. The selected contractors will not be authorized to perform any services, which exceed the authorized funding amount issued for each Task Assignment.

No minimum or maximum amount of work is guaranteed under any contracts resulting from this solicitation. MEDC reserves the right to decide which of the selected firms will be chosen to perform any of the contracted tasks.

IV. Rule for Award:

The MEDC shall award contracts to the most advantageous Proposer(s) taking into consideration the price and technical proposals. MEDC expects to enter into contract agreements with multiple environmental firms.

V. Quality Requirements

Each firm submitting a proposal must meet the following Quality Requirements.

- A. Firm must have a minimum of five (5) years' experience working in the State of New Hampshire with NH Department of Environmental Services Hazardous Waste Remediation Bureau and associated Env-Or 600 Rules.
- B. Principals of firm, and/or the firm, must have at least three (3) years' experience conducting environmental Phase I, II and III environmental site assessments and developing site remediation strategies for municipalities. Please list examples of work relating to such activities that have been performed within the last five (5) years. Include the name of a contact person and a telephone number so that references regarding the firm's experience may be validated.

Proposers must specify a "Yes" or "No" response to each of the Quality Requirements (Quality Requirements - Appendix C). If any Requirement is marked "No", that proposal will be REJECTED.

VI. Additional Contract Terms & Conditions

- A. The contract shall be governed by and construed in accordance with the laws of the State of New Hampshire. The selected contractors shall comply with all applicable federal, state, and local laws and regulations, including U.S. Environmental Protection Agency (EPA) and New Hampshire Department of Environmental Services' regulations and administrative procedures. Respondents are advised to review all applicable federal regulations prior to submitting a Proposal especially 2 CFR, Part 200 and 1500, and the requirements of the Cooperative Agreement executed between the U.S. EPA and MEDC. (Cooperative Agreement provisions of the EPA grant are included as Appendix E of this RFP; terms and conditions of the Agreement will be incorporated into the final contract with the selected contractor team).
- B. The successful Proposer will not be permitted to assign or sublet the contract, nor assign either legal or equitably, any monies hereunder, or its claim thereto, without the previous written consent of MEDC.
- C. Verbal orders are not binding on MEDC and work done without a formal Purchase Order or Contract are at the risk of the Proposer and may result in an unenforceable claim.
- D. All words, signatures and figures submitted on the proposal shall be in ink or traditionzl. Proposals which are conditional, obscure or which contain additions not called for, erasures, alterations or irregularities, or any prices which contain abnormally high or low amounts for any item, may be rejected as informal. More than one proposal from the same Proposer will not be considered.
- E. The selected Proposer will be required to sign a contract with MEDC in which he/she accepts responsibility for the performance of services as stated in the submitted proposal and be prepared to commence work immediately upon execution of the signed contract.
- F. Ownership of Information: All information acquired by the Proposer from MEDC or from others at the expense of MEDC in the performance of the agreement shall be and remain the property of the MEDC. All records, data files, computer records, work sheets, and all other types of information prepared or acquired by the Proposer for delivery to the MEDC shall be and remain the property of the MEDC. The Proposer agrees that he/she will use this information only as required in the performance of this agreement and will not, before or after the completion of this agreement, otherwise use said information, or copy or reproduce the same in any form, except pursuant to the sole written instructions of the MEDC. The Proposer further agrees to return said information in whatever form it is maintained by the Proposer.
- G. Respondents to this RFP shall represent a firm or team possessing expertise and experience in environmental risk assessment; Quality Assurance Project Plans; soil, groundwater, and building sampling; site remediation strategies; community outreach and education programs; and the professional standards thereof.

- I. The selected contractors will assume sole responsibility for the scope of services specified in this RFP. MEDC will consider only the primary consulting firm as the sole point of contact with regard to contract matters, whether or not subcontractors are used by the contractor for one or more elements of the scope of services. Respondents who intend to subcontract one or more elements of the scope of services shall identify those work elements to be subcontracted and the subcontracting firm(s). Subcontractors shall not be substituted, nor any portions of the contract assigned to other parties after contract award, without prior written approval by MEDC.
- J. MEDC will not assume any responsibility for costs incurred by respondents as part of the preparation and submission of the Technical and Price Proposals, nor for costs associated with the issuance of a contract.
- K. The selected contractors shall be solely responsible for all claims of whatever nature arising out of the rendering of professional services by the contractor during the term of this project, and the contractor shall indemnify and hold harmless MEDC against the same to the extent permitted by law. The selected contractors will be required to provide statements of insurance acceptable to MEDC prior to execution of a contract, with MEDC being listed as an additional insured party for general liability and motor vehicle coverage. Respondents shall indicate their ability to provide proof of coverage for the following insurance requirements:
 - a) General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate;
 - b) Motor Vehicle Liability coverage of \$1 million combined single limit;
 - c) Professional Errors and Omissions coverage of \$1 million; and,
 - d) Workers Compensation coverage
- L. In accordance with U.S. EPA's Program for Utilization of Small, Minority, and Women's Business Enterprises, the selected contractors shall agree to accept, to the fullest extent possible, the applicable "fair share" goals/objectives for utilization of MBE/WBE subcontractor(s) for supplies, services, and equipment.
- M. The performance and payment obligations of the MEDC will be subject to appropriation or availability of funds. If the MEDC should not, for any reason at any time appropriate or otherwise make available funds to support continuation of performance in any fiscal year succeeding the first year, the MEDC will cancel any contract pursuant to this RFP without penalty to the MEDC upon thirty (30) days written notice to the successful Proposer.
- N. If at any time the successful Proposer fails to fulfill or comply with any of the requirements of this proposal/contract, the MEDC, at its option, can terminate this contract upon thirty (30) days written notice to the firm.
- O. The selected Proposer must indemnify the MEDC for any damages that are the result of its negligence or that of its employees.
- P. Reports and materials developed by the successful respondent under a contract that may result from this RFP are considered public information and may not be copyrighted.
- Q. All information presented in this RFP, including information disclosed by the MEDC during the proposal process, is considered confidential. Information shall not be released to outside parties and the RFP shall not be discussed with anyone at the MEDC, other than the known participants, without written consent of the MEDC. A Proposer shall not discuss his/her proposal with another proposer.
- R. MEDC is an Affirmative Action/Equal Opportunity Employer in its programs and activities and encourages proposals from qualified minority, women-owned, and disadvantaged business enterprises. The contractors shall be selected by MEDC without regard to race, color, sex, age, religion, political affiliation, or national origin.

VI. Competitive Criteria Selection

The following Comparative Evaluation Criteria will be applied to all eligible Technical Proposals submitted. Each criterion will be rated Highly Advantageous, Advantageous, or Not Advantageous.

Criteria	Highly Advantageous	Advantageous	Not Advantageous
1. Overall understanding of and responsiveness (completeness, clarity, brevity, quality) to scope of work, contract period, and contract budget;	Proposal is of highest quality, well-organized, clear, and demonstrates depth of team resource capacity and strategic approaches to implement Brownfields RLF program work scope efficiently and effectively.	Proposal is clear and well-organized and clearly outlines approaches and team resources to be used in implementing the work scope.	Proposal lacks clarity and is incomplete in addressing one or more elements of work scope.
2. Site remediation qualifications and certifications of primary project team members;	Proposer team is made of credentialed key staff with extensive education and broad-based experience in environmental site cleanup in New Hampshire communities. Team is well organized with defined responsibilities & experience working with federal EPA and NHDES Brownfields programs and regulations.	Proposer team includes key staff with documented qualifications and experience necessary to implement work scope program.	Proposer team meets minimum qualification requirements of RFP but proposal unclear as to staff assignments or responsibilities that would raise questions about ability to implement work program.
3. Technical knowledge and understanding of federal requirements in implementing EPA RLF programs	Proposer demonstrates highest familiarity with EPA programmatic requirements of RLF grant implementation and NH Contingency Plan standards.	Proposer demonstrates familiarity with EPA programmatic requirements of RLF grant implementation and NH Contingency Plan standards.	Proposer indicates gaps in technical knowledge/understanding of EPA and/or New Hampshire Contingency Plan requirements & procedures.
4. Quality and track record of prior environmental-remediation work.	Proposer team has excellent references from prior projects involving environmental sites in New Hampshire communities. Proposal documents successful track record of remediation and redevelopment outcomes at more than 5 sites by team.	Proposer team has good references from prior projects involving environmental sites in New Hampshire communities. Proposal documents track record of successful remediation and redevelopment outcomes at 3 to 5 sites by team.	Proposer team has fair-poor references from prior projects involving environmental sites in New Hampshire communities. Proposal documents successful remediation outcomes at fewer than 3 prior case sites.

VII. RFP Schedule

Event	Time / Date
Pre Bid Meeting	12:00 pm on March 20, 2024
Question Deadline	5:00 pm on March 20, 2024
Proposal Due Date	2:00 pm on March 26, 2024
Anticipated Contract Award	April 2024

VIII. Interviews

Interviews may be required at the MEDC's discretion after review of the technical proposals.

IX. Proposal Submission Requirements

- A. Technical Proposal Package: All proposers shall submit a Technical Proposal in strict accordance with the submission requirements listed below. Any firms failing to provide all of the submission requirements will be considered "not responsive" and the proposal may be rejected without further consideration.

- B. The information submitted must include the following items:
 - a. Cover Letter. A cover letter signed by an authorized officer of the firm, binding the firm to all of the commitments made in the Proposal. The cover letter shall be limited to two (2) pages, and shall be composed using a minimum 12 point font and with one-inch margins. The cover letter should concisely summarize the distinctive attributes of the respondent firm to execute the scope of services, answering the question: "Why should MEDC select your firm?"
 - b. Proposed Approach to the Scope of Services, including at a minimum task outlined in Appendix A of this RFP.
 - c. Statement of Qualifications & Experience, including:
 - i. Brief description of the firm, including location, number of years in business, principal owners and operators, professional services offered, and affiliations.
 - ii. Organizational structure of proposal team to implement the program scope of work;
 - iii. Resumes summarizing the qualifications, education and relevant professional experience of all team members proposed to participate in tasks identified in the scope of services. The principal in charge and project manager shall be identified, along with the roles of other significant project personnel and sub-contractors, if applicable.
 - iv. Identification of Principal in Charge and Project Manager.
 - v. Indicate whether or not your firm has been dismissed or disqualified from a bid/contract within the past five years, and if yes, the reason(s) why.
 - vi. Describe how your organization is properly licensed, bonded and/or insured.

Appendix A

Scope of Services

Said Contractors, under the direction of and in collaboration with MEDC's Brownfields Program staff and RLF Loan Review Committee, shall carry out the following activities during the contract period.

Task 1: Application Intake Assistance and Eligibility Review

For each financing application package submitted to the MBRLF by a prospective borrower, the environmental contractor shall undertake site eligibility review, provide technical assistance and make recommendation to MEDC Program staff on gap financing assistance level, prepare site eligibility form documentation for EPA/NHDES approvals, and attend meetings as needed with Program Staff, applicants and the regional Brownfields Program advisory committee.

Procedures: Contractors shall review each loan application received by MEDC and provide written comments either confirming that the loan applicant meets the minimum site eligibility requirements as outlined below or does not. If the applicant does not meet the minimum eligibility requirements, then the reasons must be outlined in writing by the contractor. The minimum eligibility criteria are as follows:

- Site must have been determined to have an actual release or substantial threat of release of a hazardous substance.
- Proposed cleanup activities are consistent with Phase I and Phase II Environmental Site Assessments previously completed according to the requirements of New Hampshire law, and provide information on the source and cause of contamination, and the nature, amount and location of hazardous materials;
- There is sufficient time (six months) available to plan and select a response and to implement community relations and public involvement activities prior to initiating cleanup;
- Site cleanup must be completed in accordance with all applicable federal and state regulations, including but not limited to: the New Hampshire Contingency Plan, the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), and the New Hampshire Contingency Plan;
- The site or borrower cannot be under federal or state enforcement actions;
- The borrower cannot be a generator or transporter of contamination at the site;
- The site cannot be listed on the EPA National Priority List or be a Resource Conservation and Recovery Act (RCRA) permitted or interim status facility;
- The borrower must certify that they will submit Quarterly Progress Reports to MEDC and its environmental contractors, documenting cleanup activities and use of loan funds; and The borrower must certify that they will provide written notification to MEDC's Project Manager, MEDC's environmental contractors, and the U.S. EPA of CERCLA waste to out-of-state sites.

Deliverables:

Meeting attendance and written contractor comments regarding eligibility and any concerns related to the proposed cleanup activities.

Task 2: Provide technical assistance in MEDC Brownfields Program community outreach.**Procedures:**

The Contractor will provide technical support to MEDC in development and production of outreach print materials, website information and PowerPoint presentations to be used in program operation. In addition, the contractor will assist in preparation of required Community Relations Plans and attend community/neighborhood meetings as well as site project kick-off meetings with EPA, NHDES, applicants and contractors.

Deliverables:

- Attendance and briefings at public/community meetings, as needed.
- Assistance in providing technical content for program outreach print and web media.

Task 3: Preparation and/or Review of Program Documents**Procedures:**

The QEP Contractor team will review, or as needed, take lead in preparing documents required to undertake site cleanup remediation's:

1. Analysis of Brownfields Cleanup Alternatives (ABCA)
2. Quality Assurance Project Plan (QAPP)
3. Health and Safety Plan
4. Section 106 review
5. Review and approval of specifications to be included in site cleanup contractor procurement documents, including incorporation of applicable Davis-Bacon wage requirements and Green and Sustainable Remediation principles and techniques.

Deliverables:

Written comments on the Analysis of Brownfields Cleanup Alternatives (ABCA), Contractor Procurement Documents, environmental review, Quality Assurance Project Plans and Health and Safety Plans.

Task 4: Oversee Site Cleanup

Oversight of Cleanup Activities: Conduct appropriate site inspections to ensure proper procedures are being followed and that work is performed according to bid documents; ensure that wage rates and posters are available to workers on-site; collect, review, and maintain payrolls; conduct on-site labor interviews; ensure cleanup is conducted according to applicable NHDES rules and guidelines; and ensure work is proceeding according to the established timeline.

Project Updates: Prepare and submit weekly updates, including photographs of work in progress.

Confirmatory Sampling: collection of post-cleanup samples.

Cleanup Documentation: Prepare and submit close-out documentation to MEDC/NHDES indicating that cleanup is complete and identifies any institutional controls and long-term monitoring; receive final cleanup documentation from MEDC/NHDES and submit to EPA; and prepare final report and grant closeout material.

Task 5: Cleanup Documentation

Procedures:

At the completion of site cleanup, the environmental contractor team shall review and as needed assist applicant in completing required Cleanup Documentation, including Completion Report and the Response Action Outcome Report prepared by each loan recipient. Contractor shall provide written comment verification of compliance with the requirements of both the National Contingency Plan and the New Hampshire Contingency Plan.

Deliverables:

Written comments regarding compliance with the requirements of the National Contingency Plan and the New Hampshire Contingency Plan.

AGENCY COORDINATION

Work completed under this contract must be completed in coordination with the U.S. Environmental Services Agency (EPA) and the New Hampshire Department of Environmental Services (DES), and their approval of documents or processes is required during various steps in the Brownfields RLF Program.

Appendix B Price Proposal

Please provide a schedule of standard hourly rates for the following categories of work, as well as such other categories as may be appropriate (rates to be inclusive of all overhead and profit).

Task	Proposed Hourly Rate for each Assigned Staff Position
Principal	
Project Leader	
Senior Engineer /PM	
Project Engineer	
Project Engineer	
Sub Contract Consultants	
Other Professional Staff	
Additional Services	

This RFP includes addenda numbered _____.

Name of bidding company _____

Address _____

Signature of Company Official _____

Printed Name of Company Official _____

Title of Company Official _____

Phone number _____

E-Mail _____

Date _____

Appendix C Quality Requirements

Please specify under the columns marked “Yes” or “No” your response to each of the following Quality Requirements.

Requirements	Yes	No
Firm must have a minimum of five (5) years’ experience working in the State of New Hampshire Department of Environmental Services, and knowledge/understanding of brownfields environmental site remediation regulatory requirements of the New Hampshire Contingency Plan.		
Principals of firm must have at least three (5) years’ experience conducting/overseeing and developing site remediation strategies for municipalities. Please list examples of work relating to such activities that have been performed within the last five (5) years. Include the name of a contact person and a telephone number so that references regarding the firm’s experience may be validated.		

Firm _____

Signature of Company Official: _____

Printed Name of Company Official: _____

Title of Company Official: _____