



TOWN OF ST. JOHNSBURY

Town Manager's Office
51 Depot Square, Suite 3
St. Johnsbury, VT 05819
802-748-3926
www.stjvt.com

Town Clerk 802-748-4331
Dispatch 802-748-2170
Police 802-748-2170
Fire 802-748-8925
Public Works 802-748-4408

Town of St. Johnsbury, VT
Request for Proposals
EPA Brownfield Multipurpose Grant
Implementation & Application Assistance
RFP Release Date: September 13, 2023
Proposal Due Date: October 13, 2023

Purpose of this RFP

The Town of St. Johnsbury, through this Request for Proposal (RFP), is seeking a qualified environmental consulting and/or planning firm(s) to provide assistance with: (a) the application and submission to the U.S. EPA for a \$1M Multipurpose Grant on behalf of the Town of St. Johnsbury, VT, for assessment and cleanup activities in St. Johnsbury, VT, and if awarded, (b) implementation of environmental assessment, remedial planning, community outreach, and environmental planning and implementation activities for which the funding has been secured; (c) securing future U.S. Environmental Protection Agency (U.S. EPA), and potentially other federal and state grants for the assessment, cleanup, or redevelopment of brownfields properties in St. Johnsbury, Vermont over a five-year period commencing on October 30, 2023.

Brownfields are defined by the EPA as: "real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant."

Activities Required Under this Request for Proposals

This RFP is intended to identify the best qualified consultant who is expected to provide a wide range of potential grant, assessment, and planning services to the Town of St. Johnsbury.

The scope of work to be performed by the successful consultant at a minimum is expected to include:

- Work with Town Officials to prepare and submit a FY 2024 U.S. EPA Multi-purpose grant application requesting \$1M for assessment and cleaning activities for St. Johnsbury, VT 05819.

If awarded,

- Assist the Town of St. Johnsbury with the implementation of a U.S. EPA Multi-Purpose Grant for FY 2024.
- Provide site assessment and remediation services including assistance with development of U.S. EPA-required project work plan(s) for assessment and implementation of cleanup activities.
- Prepare and maintain schedules and budgets for assessment and cleanup activities.
- Conduct and supervise site assessment studies and prepare appropriate technical reports required by the U.S. EPA and VT DEC in print and electronic format.
- Perform field investigations including sample collection and lab analysis.
- Conduct interviews with neighboring property owners.
- Evaluation of cleanup options and risk assessment analysis and costs.
- Preparation of a written Quality Assurance Project Plan (QAPP) in compliance with U.S. EPA and VT DEC regulations.

- Delivery to the Town of St. Johnsbury completed Phase I and Phase II ESA reports, site investigation reports, response action plans and other environmental reports or plans required under the applicable VT environmental regulations.
- Provide project management, implementation, and/or technical oversight.
- Professional advice regarding environmental issues associated with land reuse/redevelopment.
- Provide regulatory and financial information as needed.
- Attend meetings as requested.
- Prepare presentations to provide information about the project's progress, as requested.
- Develop preliminary budget, financing options and implementation plan for cleanup/reuse.
- Complete contaminant characterization and risk assessments as determined necessary following Phase II activities (as funds allow).
- Involve public and private opportunities for citizen participation in all phases of projects.
- Comprehensive community outreach program and public participation program.
- Implement site specific cleanup and remediation.
- Redevelopment planning and market research related to environmental site reuse as needed.
- Provide grant writing assistance for future federal and state brownfields funding for a period of five-years commencing on October 30, 2023.

Project Management

The successful consultant, under the direction from the St. Johnsbury Town Manager's Office, will:

- Work with the Town of St. Johnsbury in implementing the EPA Multi-purpose Grant.
- Coordinate any necessary activities with U.S. EPA Region 1 staff for U.S. EPA grant(s), as well as VT DEC.
- Meet checkpoints in a timely manner and complete all deliverables as agreed upon.

Responsibilities may include:

- Assist with site eligibility reviews per EPA
- Review of Analysis of Brownfield Clean-up Alternatives (ABCA)
- Remediation Plans, Quality Assurance Project Plans
- Health & Safety Plans,
- Community Relations Plan Documentation,
- Review of Progress Reports and Requests for Loan Drawdowns,
- Review the Clean-up Completion Report and Submit Required Report to EPA,
- Preparation of future EPA Brownfield applications,
- And other appropriate tasks.

Proposal Requirements

Consultants are asked to submit concise proposals describing their capacity and success within the U.S. EPA brownfield grant program, as well as their ability to manage and implement these types of grant funded projects on behalf of local units of government. The proposals should include a clear outline of how the firm would help the Town of St. Johnsbury to apply and implement a successful EPA Multi-purpose grant, as well as the firm's ability to fully and effectively meet the requirements of assisting with future EPA grant applications. Clarification or questions regarding this proposal shall be submitted to the below contact person, clarification will be provided within 3 business days.

Joe Kasprzak
 Assistant Town Manager
 Town of St. Johnsbury VT 05819
jkasprzak@stjvt.com
 Ph. 802.748.3926 ext. 5

Proposals should be limited to ten single sided standard sized pages exclusive of:

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

Standard advertising brochures should not be included in the proposal.

DBE/WBE/MBE enterprises are encouraged to apply.

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 Town of St. Johnsbury to submit and manage the U.S. EPA Multi-purpose grant. This section shall include the applicant's approach to grant preparation, 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 meet the following criteria (in no particular order):

- Experience preparing successful U.S. EPA brownfield grant applications.
- 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 & community involvement activities related to brownfields properties.
- Performance of environmental inventories utilizing GIS in conjunction with U.S. EPA brownfields grants.
- Knowledge and expertise pertaining to federal and state environmental grant programs and track record preparing successful grant applications.
- Knowledge and expertise pertaining to EPA and other federal and state environmental statutes or associated regulations.
- Individual staff knowledge and technical experience relative to ESAs, brownfield projects, and contaminated site remediation.

Proposed fee schedule:

Outline the fees your firm would charge for grant application preparation, implementation activities, and services. Please use the example table as a framework for your fee schedule with additional categories as appropriate.

Category	Estimated Hours	Hourly Rate	Personnel Cost
Professional	300	\$ 30.00	\$9,000
Nonprofessional	2000	\$ 25.00	\$50,000
Clerical	800	\$ 15.00	\$12,000
Total Direct Personnel Costs			\$71,000

Proposals must be submitted by 4 PM EST Friday, October 13, 2023. They can be submitted in hard copy or as a single PDF via email to jkasprzak@stjvt.com . Hard copies should be received by the deadline and addressed to:

Town of St. Johnsbury
 Attn: Joe Kasprzak
 51 Depot Square, Suite 3
 St. Johnsbury, VT 05819

Selection Process:

Proposals will be reviewed by the Town Manager and senior staff. We anticipate entering into a contract tentatively the week October 16, 2023.

The Town Officials will review and evaluate the proposals with the following criteria in mind:

- successful track record procuring EPA funding;
- successful track record in implementing grant funds;
- 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 Town of St. Johnsbury reserves the right to accept or reject any or all proposals on any basis it deems appropriate. No late submissions will be accepted.

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

- 15 points Business/Organization
- 35 points Management Outline and Project Approach
- 35 points Experience and Capabilities
- 25 points Cost

If Awarded:

- a. Type of Contract and Contract Term

The Town of St. Johnsbury prefers to award a contract to one full- service firm to serve as a partner in successfully procuring and implementing U.S. EPA Multi-purpose grants, as well as writing future EPA funding

applications, and then achieving the goals within the subsequent U.S. EPA Cooperative Agreement (CA) and work plan. The contract period will begin after the contract approval and continue through the subsequent implementation period for our successful EPA grant. The contract period may be extended at the option of the Town of St. Johnsbury 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 the Town of St. Johnsbury'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 Town of St. Johnsbury, and the EPA.