



Our Katahdin

Request for Proposals

For

Qualified Environmental Professional Consultant Services for Lagoon Remediation Project

Funded by the Maine Department of Community & Economic Development and

Maine Department of Environmental Protection

Brownfields Revolving Loan Fund

Responses Due by:

April 5, 2024 by 5:00 p.m. Eastern time

Responses to be sent by email to:

Steve Sanders

Director, Mill Site Redevelopment

Our Katahdin

P.O. Box 293, Millinocket, Maine 04462

steve@onenorth.net



Introduction

The Maine Department of Economic and Community Development (DECD) and Maine Department of Environmental Protection (Maine DEP) have awarded Our Katahdin ("OK") a Brownfields Revolving Loan Fund (BRLF) award in the sum of \$1,000,000 to support redevelopment of Wastewater Treatment Plant Lagoons on the former Great Northern Paper mill in Millinocket, Maine.

OK is requesting proposals from qualified environmental professionals (QEP) to assist with implementation of the grant-funded cleanup. OK reserves the right to waive any information or minor defects in the RFP or the RFP responses / procedure, or reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by OK. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof. No respondent may withdraw a submittal within 60 days after the actual date of opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between OK and the respondent. Proof of acceptable insurance in accordance with the requirements outlined in this RFP shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all documents and terms and conditions of this RFP and/or the EPA Cooperative Agreement.

It should be noted that OK has submitted a cleanup grant application direct to U.S. EPA and may seek other RLF funding sources to complete this and other cleanup projects at the former Great Northern Paper mill site. If OK is successful with additional grant/loan awards, we will rely on this procurement process to retain our QEP to maintain consistency in the management of the projects.

Project Overview

OK has been awarded \$1,000,000 in Brownfields cleanup grant funding from the Maine DECD / DEP Brownfields Revolving Loan Fund for the remediation of sediment the former Great Northern Paper mill wastewater treatment plant lagoons in Millinocket, Maine. Budgeted funds allocated as "contractual" will be the responsibility of the selected respondent. The BRLF award is one of several anticipated funding sources to complete the project. OK will use BRLF funds to complete the following tasks:

DECD / DEP BRLF Award (\$1,000,000)

- ***Task 1:*** Cooperative Agreement Oversight

The selected environmental consultant shall follow all Brownfields processes and procedures, including the acknowledgement of the partnership among EPA Region I, Maine DEP and OK, and shall therefore keep all parties informed and provide adequate time for review and technical feedback. The selected environmental consultant will also assist OK in preparing reports, keeping records and requests for reimbursement required by the US EPA and DEP.



- **Task 2:** Community Engagement & Outreach

The selected environmental consultant will assist OK in developing and implementing an outreach strategy for targeted areas to improve local understanding of the project scope. Additionally, the QEP will be responsible for establishing an information repository, implementing a 30-day ABCA review / comment period, and holding public meetings.

- **Task 3:** Site-Specific Sub-tasks

Prepare final cleanup/abatement plans and specifications for review and approval by the EPA, MEDEP and OK; conduct a pre-bid site visit with proposed contractors; and prepare for confirmatory sampling, review contractor bids and work with OK to select cleanup contractor(s). This work will also include consideration of Resilient and Greener Cleanup strategies, factoring in Climate Change resiliency. Lastly, decision making will be documented through a memo or letter to ensure public comments have been documented as well as any proposed changes to the preferred cleanup remedy.

- **Task 4:** Oversee Site Cleanup

Monitor and observe construction; project reporting to ensure compliance with plans, specifications, and requirements for regulatory closure (including compliance with Davis-Bacon wages); review and approve requisitions and documents; final site walk-through to issue project completion; and collection of confirmatory samples as necessary. A Site Specific Quality Assurance Project Plan and Health and Safety Plan will be required for any post cleanup sampling will be required for submittal and review by the U.S. EPA and Maine DEP.

Submission Requirements

Qualifying firms with a strong background in U.S. EPA Brownfields funded environmental cleanups and brownfields redevelopment activities should submit a qualifications package containing the information outlined below. Proposals should be in PDF form and must be submitted via email with the subject line:

“Maine DECD / DEP BRLF QEP.” Proposals are limited to 10 pages in length (with a maximum two-page cover letter, attached four resumes and proof(s) of insurance not counting toward the ten-page limit).

PDF files should be labeled “FIRM NAME: OK 2024 Maine DECD / Maine DEP BRLF QEP.”

Proposals shall be emailed to:

Steve Sanders at steve@onenorth.net.

Proposals are due at the above email on or before April 5, 2024, at 5:00 p.m. Eastern time. Late responses to this RFP will not be accepted.

Notes:

- OK will not be held responsible for mishandled, late, or lost qualifications packages.
- Questions related to this RFP should be directed to Steve Sanders at steve@onenorth.net. All questions by consultants will be compiled and responses will be sent back to all parties that have posed questions. Questions must be submitted on or before March 29, 2024. Questions received



after this date will not be answered. Those that have not posed questions but wish to receive the question-and answer information should contact Steve Sanders via email.

- Respondent shall certify that to the best of its knowledge, all information provided in their response to this RFP is accurate and complete. Any misrepresentation by a respondent may result in disqualification.

Submission Content

Please submit the following information with your proposal package:

1. Firm name, address and phone number and a brief description of the firm.
2. Name, job title, email and phone number of primary contact person.
3. Description of the proposed project including a Scope of Work and description of how the allotted grant funds will be fully utilized.
4. Experience and demonstrated success working to obtain external funding sources for Brownfields investigation and remediation such as EPA grants. If no experience, please indicate experience and demonstrated success assisting Maine communities and/or nonprofits.
5. Experience and demonstrated success in working on long term Brownfields redevelopment including planning, investigations, and remediation. If no experience, please indicate experience with Maine communities and/or nonprofits.
6. Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff. Limit to no more than four (4) staff.
7. The names and contact information of at least three Maine local governmental units, businesses or nonprofit organizations as references for whom your firm has provided similar services within the past three years.
8. Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
9. Experience with comparable projects in rural communities, especially in northern Maine.
10. Proof of current insurance meeting the requirements outlined below.

EVAULATION CRITERIA

OK will award a contract to the respondent who demonstrates the ability to provide the highest quality service at the most reasonable cost. To accomplish this goal, OK's weighted criteria for selection will include, but not be limited to:



Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program (10%)

- The respondent's experience and qualifications to perform the requested service (25%)
- Ability to communicate findings to the general public (15%)
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with OK, other interested parties including U.S. EPA, and MEDEP (15%)
- Reasonableness of the proposed costs based on a comparison of prices among competing offers and other available information on market rates for consulting services (if applicable) (25%)
- References (10%)

OK will negotiate compensation terms with the QEP selected based on the above criteria.

Insurance Requirements

Contractor shall maintain and provide current proof of the following insurance:

- A. Worker's compensation and Disability: Statutory requirements;
- B. Employer's Liability - \$500,000 each accident
- C. Commercial General Liability – General Aggregate - \$1,000,000
- D. Comprehensive Automobile - \$1,000,000
- E. Excess/Umbrella Liability - \$1,000,000
- F. Errors and Omissions Professional Liability - \$1,000,000
- G. Contractor's Pollution Liability insurance - \$1,000,000

Terms and Conditions

1. OK shall not discriminate with respect to the hire, tenure, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, sexual orientation, disability, national origin or ancestry.
2. Interviews with some consultants may be scheduled. OK reserves the right to select or not select, in its sole discretion, based on its assessment of each firm's strengths and qualifications and the objective of best meeting the needs of the EPA Grant project and OK's redevelopment goals.
3. By submitting a response to the RFP, each Respondent waives all rights to protest, or seek remedies whatsoever regarding any aspect of this RFP, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.



4. The Respondent shall keep OK free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney's fees, or any sum of money whatsoever, by reason of any actions, claims, demands or proceedings, arising out of any infringement or alleged infringement, or use of any patented device, article, system or arrangement that may be used by the Contractor in the execution of his work. The Respondent will be required to indemnify and save harmless OK from all claims or actions of any kind or description brought against OK for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the Contractor or his agents or employees.
5. OK will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.