



City of Caribou

Office of the City Manager
Penny Thompson

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Request for Qualifications and Fee Proposal Community-Wide Brownfields Assessment Program

October 22, 2026

Sir/Madam:

Sealed qualifications will be received in the office of the City Manager, City of Caribou, 25 High Street, Caribou, Maine 04736 until **Thursday, November 12, 2026 at 10:00 a.m.** from firms interested in providing professional services related to **City of Caribou's Community-Wide Brownfields Assessment Program.**

The City of Caribou reserves the right to accept or reject any and all proposals.

Please submit one (1) electronic/digital PDF version. No faxed submissions will be accepted. The proposals should be labeled "FIRM NAME: CARIBOU FY26 COMMUNITY-WIDE BROWNFIELDS ASSESSMENT QEP."

Please let me know if you have any questions.

Sincerely,

Penny Thompson, Caribou City Manager

INTRODUCTION

The City of Caribou was selected for a cooperative agreement in the amount of \$500,000 from the United States Environmental Protection Agency (USEPA) in their Fiscal Year 2026 Brownfields Assessment Program competition. The City will utilize this USEPA Brownfields Assessment funding to assess and facilitate redevelopment of properties in our community. Cooperative agreement funding will be used to cover the costs of activities at or in direct support of Brownfield sites, as defined under the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 §101(39).

The City of Caribou seeks a firm to serve as the Qualified Environmental Professional (QEP) to perform specific activities under this cooperative agreement. It is anticipated that this QEP will work collaboratively with the following entities and individuals: 1) the Project Team, comprised of USEPA personnel, Maine Department of Environmental Protection (MEDEP) personnel, and the City of Caribou. The period of performance for this cooperative agreement is July 1st, 2026 to September 30th, 2030 (including pre-award). This cooperative agreement contains all financial resources to be used for this project.

The City reserves the right to waive any information or minor defects in this Request for Proposals (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 the City. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof.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 the City 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 the City anticipates submitting other assessment and cleanup grant/loan and Revolving Loan Fund (RLF) applications direct to USEPA, Maine Department of Economic and Community Development (DECD), Northern Border Regional Commission (NBRC), and may seek other funding sources to complete Brownfields-related projects in the City. If the City is successful with additional grant/loan awards, we may rely on this procurement process to retain our QEP to maintain consistency in the management of the projects.

SCOPE OF SERVICES REQUIRED

The following is the scope of services that the firm chosen as the QEP will be required to provide. Some of these services will be performed exclusively/entirely by the QEP, while others will be performed in conjunction with other individuals and/or entities:

- **Task 1: Cooperative Agreement Oversight**

The selected QEP shall follow all Brownfields processes and procedures, including the acknowledgement of the partnership among USEPA Region I, MEDEP, and the City, and shall therefore keep all parties informed and provide adequate time for review and technical feedback. The selected QEP will also assist the City with entering site data into the USEPA's Assessment, Cleanup, and Redevelopment Exchange System (ACRES) on-line database; preparing quarterly progress reports through ACRES and keeping records and requests for reimbursement required by USEPA and MEDEP.

- **Task 2: Community Engagement**

The selected QEP will assist the City in developing and implementing an outreach strategy to improve local understanding of the City's Community-Wide Brownfields Assessment program along with assisting the City to hold two public meetings. The QEP will assist the City with creating an inventory of potential Brownfield sites, including, but not limited to: conducting windshield surveys, soliciting community members for potential Brownfields sites, and researching records related to the community's industrial/economic history. Additionally, the QEP will assist the City with establishing an information repository at City Hall and on the City's website.

- **Task 3: Phase I & II Environmental Site Assessments (ESAs)**

Specific subtasks to be performed by the QEP (whether exclusively/entirely or in conjunction with other individuals and/or entities) under Task 3 include:

- Preparing for Phase I ESAs (both for initial assessments and for assessment updates, and for related eligible activities, including but not limited to surveys), including: obtaining or confirming eligibility determinations from the USEPA; obtaining or confirming petroleum eligibility determinations from the MEDEP; obtaining access agreements from current property owners; assisting the City in reviewing and deciding upon site applications; and securing qualified subcontractors to perform related eligible activities;
- Conducting Phase I ESA activities (both for initial assessments and for assessment updates, and for related eligible activities, including but not limited to surveys), including: performing the assessments (and/or secured qualified subcontractors performing related eligible activities); submitting draft assessment reports to the Project Team (comprised of USEPA personnel, MEDEP personnel, and City personnel); receiving comments on the draft assessment reports from the Project Team; finalizing and submitting assessment

reports; and discussing final assessment report findings and possible next steps with current property owners, prospective property purchasers, and/or prospective property developers;

- Preparing for Phase II ESAs (both for initial assessments and for supplemental assessments; and for related eligible activities, including but not limited to hazardous building materials inventories and structural engineering analyses), including: assisting the City regarding reviewing and deciding upon requests from current property owners, prospective property purchasers, and/or prospective property developers to conduct assessments; submitting draft Site-Specific Quality Assurance Project Plans (SSQAPPs), with updated organizational charts, to the Project Team for review and comments; receiving comments on draft SSQAPPs from the Project Team; obtaining approvals for SSQAPPs from the USEPA and the MEDEP; finalizing and submitting SSQAPPs to the USEPA and the MEDEP; and securing qualified subcontractors to perform related eligible activities; and
- Conducting Phase II ESA activities (both for initial assessments and for supplemental assessments; and for related eligible activities, including but not limited to hazardous building materials inventories and structural engineering analyses), including: performing the assessments (and/or secured qualified subcontractors performing related eligible activities); submitting draft assessment reports to the Project Team; receiving comments on the draft assessment reports from the Project Team; finalizing and submitting assessment reports; and discussing final assessment report findings and possible next steps with current property owners, prospective property purchasers, and/or prospective property developers.

- **Task 4: Cleanup/Reuse Planning**

Specific subtasks to be performed by the QEP (whether exclusively/entirely or in conjunction with other individuals and/or entities) under Task 4 include:

- Conducting Analysis of Brownfields Cleanup Alternatives (ABCA)/Remedial Action Plan (RAP) activities, including: assisting the City to review and decide upon requests from current property owners, prospective property purchasers, and/or prospective property developers to conduct ABCAs/RAPs; performing the ABCAs/RAPs; submitting draft ABCAs/RAPs to the Project Team; receiving comments on the draft ABCAs/RAPs from the Project Team; finalizing and submitting ABCAs/RAPs; and discussing final ABCA/RAP findings and possible next steps with current property owners, prospective property purchasers, and/or prospective property developers; and
- Enrolling Brownfields into MEDEP's Voluntary Response Action Program (VRAP).

SUBMISSION REQUIREMENTS

- “CARIBOU FY26 COMMUNITY-WIDE BROWNFIELDS ASSESSMENT QEP”
Proposals are limited to 10 pages in length [with a maximum two-page cover letter, attached resumes and proof(s) of insurance not counting toward the ten-page limit].
- PDF files should be labeled “FIRM NAME: CARIBOU FY26 COMMUNITY-WIDE BROWNFIELDS ASSESSMENT QEP” Proposals shall be emailed to: Penny Thompson, City Manager at pthompson@cariboumaine.org

Proposals are due at the above email on or before November 12 2026, at 10:00 a.m. Eastern time. Late responses to this RFP will not be accepted.

Notes:

- The City will not be held responsible for mishandled, late, or lost qualifications packages.
- Questions related to this RFP should be directed to Penny Thompson at pthompson@cariboumaine.org. 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 November 5, 2026 at 4:30 p.m. 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 Penny Thompson via email at pthompson@cariboumaine.org.
- 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 for each Task.
4. Proposed staff for the work, including designation of Project Manager. Attach resumes of key staff.
5. 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.
6. Current fee schedule for your firm. Specify key personnel for fee schedule unit rates.
7. Proof of current insurance meeting the requirements outlined below.

EVALUATION CRITERIA

The City 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, the City's weighted criteria for selection will include:

1. Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program (10%)
2. The respondent's experience and qualifications to perform the requested service (25%)
3. Ability to communicate findings to the general public (15%)
4. The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the City, USEPA, and MEDEP (15%)
5. Reasonableness of the fee schedule based on a comparison of prices among competing offers and other available information on market rates for consulting services (if applicable) (25%)
6. References (10%)

The City 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. The City 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. The City 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 the City'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 the City 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 the City from all claims or actions of any kind or description brought against the City 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. The City 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.

Bids will be opened at 11:00 am on Thursday November 12, 2026. Zoom link:
Caribou City Manager is inviting you to a scheduled Zoom meeting.

Topic: City of Caribou Community-Wide Brownfields Assessment Program QEP Bid Opening
Time: Nov 12, 2026 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86347231569>

Meeting ID: 863 4723 1569