



TOWN OF WARREN
BOARD OF SELECTMEN

167 Western Rd
Warren, ME 04864
P: (207) 273-2421
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REQUEST FOR PROPOSALS

Town of Warren, Maine

Qualified Environmental Professional (QEP) Services for EPA FY2025 Brownfields Cleanup Grant

Steamship Navigation Site – 2287 Camden Road (Route 90), Warren, ME 04864

Date of Issuance: September 23, 2025



Photo by Jack Sullivan - St. George River, Warren, Maine

TOWN OF WARREN SELECT BOARD MEMBERS

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Proposals Due: Monday, November 10, 2025, by 5:00 PM (ET)

Hard copy proposals must be delivered to:

Town of Warren C/O Dan DeBord, Town Planner
167 Western Road
Warren, ME 04864

Electronic submission proposals should be emailed to the Project Manager: planner@warrenmaine.org
Subject: "QEP Services – Steamship Navigation Site Cleanup – [Firm Name]"

Please notify the Project Manager (Town Planner) via email of your interest to submit a proposal by
Tuesday, October 14, 2025.

All questions on this RFP must be submitted in writing by **Tuesday, October 14, 2025, 5:00 PM (ET)** to:

Dan DeBord, Town Planner
planner@warrenmaine.org



INSTRUCTIONS TO BIDDERS

All proposals must be properly signed and include all relevant documents, including a detailed cost proposal. The Town of Warren reserves the right to accept or reject any or all proposals and to award the contract to a bidder other than that with the lowest bid offered, if such actions are in the best interest of the Town. This RFP does not commit the Town to any specific course of action.

Proposals must be submitted as both an electronic file (PDF) emailed to planner@warrenmaine.org and hard copy (one copy) delivered to the Warren Town Office at 167 Western Road, Warren, ME 04864 by **5:00 PM on Monday, November 10, 2025**. At this time, respondent names will be read publicly, with detailed evaluations to follow. The Town of Warren anticipates making QEP selections by **Wednesday, November 26, 2025**.

A pre-proposal site walk will be held on **Tuesday, October 7, 2025, at 12:00 PM** (Meet at site gate). While optional, attendance is strongly encouraged. Bidders must provide their own personal protective equipment. Please RSVP if you plan to attend the pre-proposal site walk no later than **Thursday, October 2, 2025**, to planner@warrenmaine.org. Attendance is not mandatory, but QEP firms are responsible for familiarizing themselves with on-site conditions and review of previous investigations conducted at the sites.

Questions concerning this RFP must be submitted in writing and emailed to the Project Manager, Dan DeBord at planner@warrenmaine.org by **5:00 PM on Tuesday, October 14, 2025**. Responses to all questions and any addenda will be emailed to all known interested parties and posted on the Town website by **Monday, October 20, 2025, 5:00 PM (ET)**. To ensure receipt of all addenda, proposers should request to be added to the distribution list by emailing the Project Manager with subject "Addenda Request – Steamship Navigation QEP RFP."

All proposal prices submitted in response to this RFP must remain firm for at least ninety (90) days following the proposal opening. The Town may cancel this RFP or reject in whole or in part any and all proposals if the Town determines that cancellation or rejection serves the best interests of the Town. Submissions may be accessed by any and all interested parties as public records under Maine's Freedom of Access Act. Bidders should mark bona fide trade secrets as CONFIDENTIAL.

If at the time of the scheduled proposal opening, Town offices are closed due to uncontrollable events such as fire, snow, ice, wind, or building evacuation, the proposal opening will be postponed until the next normal business day at the same time.



INTRODUCTION

The Town of Warren has been awarded a \$4,000,000 Cooperative Agreement from the U.S. Environmental Protection Agency under the Fiscal Year 2025 Brownfields Cleanup Grant Program (CFDA 66.818). This funding supports the Town's efforts to remediate and redevelop the Steamship Navigation Site, a 71.4-acre parcel at 2287 Camden Road (Route 90) in Warren, Maine (the Site), which represents one of the region's most significant Brownfield properties.

The intent of this project is to address extensive environmental contamination at the Site resulting from decades of industrial use and the accumulation of over 300,000 cubic yards of PFAS-contaminated waste carpet material. The Site currently contains waste stockpiles covering approximately 30+ acres and stacked 20 feet high, which have contaminated soils and groundwater with PFAS and arsenic above Maine DEP standards. Unless properly consolidated and capped, these wastes will continue to leach contamination to groundwater and nearby resources.

The Town of Warren is soliciting proposals from firms with proven expertise in environmental site assessment, remediation planning and implementation, quality assurance procedures, regulatory compliance, construction/remediation oversight, and community engagement. Upon completion of this solicitation process, the Town intends to select a Qualified Environmental Professional (QEP) that will assist the Town in performing the necessary services to facilitate the cleanup and redevelopment of the Site in accordance with all applicable EPA grant requirements and state regulations.

The Town will procure environmental Qualified Environmental Professional (QEP) services in accordance with the requirements of the EPA terms and conditions of the Cooperative Agreement (CA). The Cleanup Grant services under this contract will be for a period of four years (2025-2029). Should further Brownfields and or response actions be required, the Town reserves the right to retain the selected QEP(s) firm for additional services beyond the original Scope of Work. The contract associated with this RFP is for a four year period as stated above, however, the Town may amend or extend this contract beyond the initial four years to accommodate the terms and conditions of the FY25 Brownfields Grant or future EPA grants awarded to the Town within this four-year period provided a market survey conducted by the Town indicates the prices the QEP firm (contractor) proposes are reasonable.



PROJECT BACKGROUND

The Steamship Navigation Site consists of a Town-owned 71.4-acre parcel located at 2287 Camden Road (Route 90) in Warren, Maine (Map R11, Lot 38). The property has a long history of industrial uses, most recently as an outdoor firing range. Beginning in the late 1990s, more than 300,000 cubic yards of waste polyester carpet were placed on the Site for use as berms and backstops, ultimately covering over 30 acres of the property.

Environmental assessments have identified PFAS and arsenic as the primary contaminants of concern in the carpet waste and soils, with PFAS detected in groundwater above Maine CDC Maximum Exposure Guidelines. The Maine Department of Environmental Protection completed demolition and abatement of remaining buildings in 2024, leaving the site dominated by waste carpet stockpiles that require remediation.

The Town's cleanup objectives are threefold: first, to reduce or eliminate exposure pathways to site contaminants; second, to prevent ongoing PFAS leaching and migration to groundwater; and third, to enable safe redevelopment of the property for beneficial use. The conceptual cleanup approach, subject to refinement through the Analysis of Brownfields Cleanup Alternatives (ABCA) and Remedial Action Plan (RAP), involves consolidating waste materials into an engineered containment area of approximately 13 acres, excavating approximately 2 feet of impacted surficial soils, regrading the site, and constructing a robust cover system consisting of leveling sand, geomembrane liner, drainage layer with piping, vegetative soil, and topsoil. The remedy will include appropriate institutional controls, environmental monitoring and management plans, post-closure operation and maintenance requirements, and confirmatory sampling in accordance with an EPA-approved Site-Specific Quality Assurance Project Plan (SSQAPP).

The Town's redevelopment vision for the Site currently includes approximately 10-20 acres of commercial and industrial development along the Route 90 corridor, approximately 10-20 acres of youth recreational fields and greenspace for community use, and potential solar "Brightfield" development on the capped waste containment area. This multi-use approach will transform a contaminated property into productive community assets while ensuring long-term protection of human health and the environment.



GRANT AND REGULATORY FRAMEWORK

All work performed under this contract must comply with the requirements of the EPA FY2025 Cleanup Cooperative Agreement between the Town of Warren and EPA, including all applicable Programmatic and Administrative Terms and Conditions. The QEP must demonstrate thorough understanding of and ability to comply with federal grant requirements including 2 CFR Parts 200 and 1500 (Uniform Guidance), 40 CFR Part 33 (DBE/MBE/WBE requirements), Davis-Bacon Related Acts wage requirements, and Build America Buy America (BABA) provisions for applicable materials sourcing and documentation.

The QEP will be responsible for ensuring compliance with EPA Brownfields program requirements, including ACRES database reporting within 30 days after each federal quarter, preparation and EPA approval of Quality Assurance Project Plans prior to any sampling activities, maintenance of an Administrative Record and public information repository, and coordination of all required public involvement activities. EPA Region 1 review and approval will be required for solicitations and contracts exceeding \$250,000 prior to advertisement, as well as for all QAPP/SSQAPP documents, which must be submitted via R1QAPPs@epa.gov.

Coordination with the Maine Department of Environmental Protection's Voluntary Response Action Program (VRAP) will be essential throughout the project. The QEP must obtain MEDEP review and approval of all remedial planning documents and ensure compliance with state environmental standards, including stormwater management and erosion control requirements. Additional regulatory considerations include Section 106 compliance under the National Historic Preservation Act where applicable, OSHA HAZWOPER standards for site workers, and all applicable Town ordinances and permitting requirements.

The selected QEP must maintain comprehensive project records demonstrating compliance with all federal, state, and local requirements, and must be prepared to support Town reporting obligations including but not limited to quarterly performance reports, annual financial reports, and closeout documentation.



SCOPE OF SERVICES

The QEP will provide comprehensive environmental contracting services to implement the Town's EPA FY2025 Brownfields Cleanup Grant at the Steamship Navigation Site. Services will extend through the 4-year cooperative agreement period (2025-2029), with potential extension if future EPA Brownfields grants are awarded. The anticipated project schedule includes the following major milestones, subject to adjustment based on actual Notice to Proceed date and field conditions:

Q4 2025: Notice to Proceed and project initiation

Q1-Q2 2026: Community Involvement Plan development, draft ABCA preparation, and 30-day public comment period

Q2 2026: ABCA finalization and RAP approvals from EPA and MEDEP

Q3-Q4 2026: Supplemental data collection to support remediation, permit acquisition, and progression through 30%, 60%, 90%, and 100% design

Q1 2027: Construction contractor procurement and award

Q2 2027-Q2 2029: Cleanup and remedy implementation

Q3 2029: Closeout documentation and VRAP Certificate of Completion

The following tasks describe the anticipated scope of work:

Task 1 – Cooperative Agreement Oversight and Program Management

The QEP will provide overall project management including quality assurance/quality control procedures, schedule and risk management, and coordination of all project activities. This includes conducting monthly progress meetings with Town staff and maintaining detailed action item tracking systems. The QEP will prepare and submit all required federal reporting, including Quarterly Progress Reports and ACRES database updates within required timeframes, annual SF-425 financial reports, DBE utilization documentation, and comprehensive closeout packages. Financial management support includes assistance with ASAP draw requests and proper cost documentation. The QEP will provide regular updates to the Select Board and relevant committees, maintain the public information repository in collaboration with the Town Planner, and ensure all project records are properly indexed and accessible.

Task 2 – Community Engagement and Public Involvement

The QEP will develop and implement a Community Involvement Plan aligned with EPA and Maine DEP guidance that ensures meaningful public participation throughout the cleanup process. This includes organizing and facilitating public meetings at key project milestones including but not limited to ABCA review, construction progress updates, and post-cleanup celebration. The QEP will prepare all meeting materials including presentations, fact sheets, sign-in sheets, and comment logs. A critical requirement is managing the 30-day public comment period on the draft ABCA and Decision Document, including preparation of comment response matrices and incorporation of public input into final documents. The QEP will maintain the



information repository with current project documents and prepare periodic fact sheets and updates for Town review and eventual distribution to stakeholders.

Task 3 – Site-Specific Planning and Pre-Cleanup Documents

The QEP will prepare a comprehensive draft Analysis of Brownfields Cleanup Alternatives evaluating at least three remedial options based on effectiveness, implementability, sustainability, reliability, cost, and resilience considerations. Following public comment and EPA/MEDEP review, the QEP will finalize the ABCA incorporating public comments, prepare the Remedial Action Plan and Decision Document establishing the selected remedy and design basis consistent with MEDEP VRAP requirements. A Site-Specific Quality Assurance Project Plan must be developed and receive EPA approval before any sampling activities in support of remediation commence. The QEP will also prepare a site-specific Health and Safety Plan meeting OSHA requirements.

Supplemental investigations may be necessary to support remedy design, potentially including but not limited to confirmatory soil and groundwater sampling, geotechnical investigations, topographic surveying, utility location, and hydrologic assessments. The QEP will coordinate all necessary permits including stormwater, erosion and sediment control, and any required access agreements or easements.

The QEP will develop 100% design drawings and bid-ready specifications for the selected remedy, progressing through 30%, 60%, and 90% design submittals with Engineer's Opinion of Probable Cost at each stage. Design elements will include waste consolidation and containment systems, excavation and backfilling plans, cap system components including geomembrane, drainage layers, and vegetative cover, stormwater management infrastructure, gas venting systems if required, and long-term operation and maintenance requirements. All bid documents must integrate applicable Davis-Bacon wage determinations, BABA requirements, and 40 CFR Part 33 DBE provisions. Throughout this task, the QEP will establish and maintain the Administrative Record documenting all cleanup decisions and backup in support of applicable federal requirements (e.g. BABA).

Task 4 – Procurement Support and Construction Oversight

The QEP will support the Town's procurement process in accordance with 2 CFR Part 200 requirements, including preparation of pre-bid meeting materials, response to contractor requests for information, evaluation of bids received, and preparation of award recommendation memoranda. EPA review of solicitation documents exceeding \$250,000 will be coordinated prior to advertisement.

During construction, the QEP will provide comprehensive construction administration services including review of contractor submittals, verification of Davis-Bacon certified payroll compliance and conducting required employee interviews, tracking and maintaining BABA documentation for all applicable materials, and verification of erosion control, dust suppression, and air monitoring programs. Daily construction oversight will include preparation of daily field reports and weekly summary reports, photographic documentation of work progress, coordination with stakeholders including MEDEP and EPA representatives, and immediate response to field conditions or change requests.



The QEP will oversee all aspects of remedy implementation including waste consolidation operations, excavation and backfilling of contaminated soils, installation of engineered cap systems, construction of stormwater management features, and installation of any required utilities or monitoring systems. Confirmatory sampling will be conducted in accordance with the approved SSQAPP, with all data properly validated and entered into ACRES. The QEP will maintain comprehensive records of all construction activities including test results, certifications, change order logs, and as-built documentation.

Task 5 – Post-Construction Documentation and Long-Term Obligations

Following construction completion, the QEP will prepare comprehensive closeout documentation including as-built drawings reflecting actual constructed conditions and a Cleanup Completion Report documenting attainment of cleanup objectives and compliance with all remedy requirements. The QEP will assist the Town in preparing and recording appropriate institutional controls including deed restrictions or activity and use limitations. An Environmental Monitoring and Management Plan (EMMP) will be developed specifying long-term monitoring requirements and reporting obligations. A Post-Closure Cover Operation and Maintenance Plan will establish inspection schedules, maintenance triggers, repair procedures, and reporting forms.

The QEP will prepare the MEDEP VRAP completion package and coordinate obtaining the Certificate of Completion. A final public meeting will be organized to celebrate project success and communicate ongoing site management requirements. The QEP will prepare a Success Story for EPA highlighting project accomplishments, community benefits, and lessons learned.



RESPONSE FORMAT

Responses to this RFP should be organized as follows, with a maximum length of 45 pages excluding required forms and attachments:

Cover Letter

A cover letter of no more than 2 pages expressing the firm's interest in working with the Town of Warren, commitment to the project schedule, acknowledgment of any addenda received, and identification of the primary contact person for the proposal.

Team and Qualifications

An organizational chart showing all key personnel and their roles in the project, including the Project Manager, QA Officer, Maine Professional Engineer, Maine Licensed Geologist or Certified Geologist, Community Engagement Lead, and Construction Manager. Resumes for all key personnel demonstrating relevant experience and professional qualifications, such as PE or HAZWOPER certification, where applicable. Clear identification of all subcontractors and their specific roles in the project team. This section should be a maximum of 12 pages and resumes should not exceed 1 page per person.

Project Understanding and Approach

A narrative of no more than 10 pages demonstrating thorough understanding of the project's technical challenges, particularly related to PFAS waste consolidation and capping systems, severe weather resilience considerations, public engagement requirements, quality assurance and quality control procedures, and data management including Electronic Data Deliverable requirements. The approach should address innovative solutions for managing large volumes of contaminated materials while maintaining cost-effectiveness and schedule compliance.

Relevant Experience

Descriptions of 3 to 5 recent (within the last 5 years) cleanup projects of similar scope and complexity, with particular emphasis on PFAS remediation, large-scale capping projects, and EPA contaminated site grant implementation. Each project description should include the project name and location, client contact information with current phone number and email address, project cost and completion date, specific role of the proposer and key team members, and relevance to the Steamship Navigation Site cleanup. This section should be a maximum of 10 pages (2 pages per project).

Compliance Capability



Detailed discussion of the QEP firm's experience and capabilities related to ACRES database management and reporting, SSQAPP development and implementation, Davis-Bacon compliance and certified payroll review, BABA documentation and compliance tracking, MEDEP VRAP coordination, and Section 106 and other regulatory compliance requirements. This section should be a maximum of 4 pages.

Good Faith Efforts

A comprehensive plan for achieving DBE/ participation goals including outreach strategies, anticipated subcontracting opportunities, and past performance in achieving fair share objectives on federal projects. This section should be a maximum of 2 pages.

Schedule

A detailed project schedule showing all major milestones, task dependencies, and staff loading by task and team member. The schedule should demonstrate realistic timeframes for regulatory reviews and approvals, seasonal constraints on construction activities, and contingencies for potential delays. This section should be a maximum of 4 pages

Exceptions and Assumptions

Clear identification of any exceptions taken to the RFP requirements or contract terms, and any assumptions made in developing the technical approach or cost proposal. This section should be a maximum of 1 page.



COST PROPOSAL REQUIREMENTS

The Cost Proposal must be submitted as a separate sealed hard copy and PDF and should include the following information:

A task-based cost matrix showing lump sum or not-to-exceed amounts for each major task identified in the Scope of Services. For each task, identify the labor categories and hourly rates for all personnel, estimated hours by person and labor category, other direct costs including materials, equipment, and travel, and any proposed markup for overhead and profit. Subconsultant costs should be clearly delineated with the same level of detail.

Provide current federal fiscal year rate sheets and identify any anticipated escalation factors for out-year work. Include standard unit rates for typical additional services that may be required such as additional sampling and analysis, additional public meetings, extended construction oversight, or other professional services that may be needed but are not explicitly included in the base scope. The proposal must clearly segregate Brownfields-eligible activities from any non-eligible activities to facilitate proper grant fund tracking and reporting.

PERIOD OF PERFORMANCE

Work associated with this project will begin upon contract execution, anticipated in Q4 2025, and must be completed by September 30, 2029, corresponding to the EPA Cooperative Agreement period. Extension of this timeframe may be possible if additional EPA funding is secured but is not guaranteed. The QEP should plan for seasonal constraints on fieldwork and allow adequate time for regulatory reviews in developing project schedules.

COMPENSATION

Payment for services will be made on a monthly basis for completed and accepted deliverables. Invoices must include detailed documentation of work performed, personnel hours by task, other direct costs with supporting documentation, and progress toward deliverable completion. The Town may retain up to 10% of each payment request pending final project completion and acceptance. Pre-award costs are governed by the Cooperative Agreement and require prior EPA approval.

FAIR SHARE GOALS

The Town of Warren is committed to providing equal opportunities in accordance with 40 CFR Part 33. Consideration of DBE firms will be made in the selection process, and the selected QEP will be required to demonstrate good faith efforts to achieve fair share goals through subcontracting and procurement activities. Records documenting compliance with the six good faith efforts shall be retained. The specific six good faith efforts can be found at: 40 CFR Section 33.301 (a)-(f).



SUBMISSION AND SELECTION CRITERIA

The Town of Warren will screen, evaluate, and make the final selection of a QEP based on the following weighted criteria:

Understanding and Responsiveness (20%): Clarity and completeness of the proposal, demonstrated understanding of project objectives and technical challenges, responsiveness to all RFP requirements, and quality of proposed approach.

Cleanup Experience and Qualifications (20%): Demonstrated experience with PFAS remediation and large-scale capping projects, qualifications of key personnel and project team, experience with EPA Brownfields grants and federal requirements, and Maine-specific environmental experience including VRAP familiarity.

Cost and Level of Effort (25%): Reasonableness of proposed costs and fee structure, appropriate allocation of resources to tasks, clear and complete cost breakdown, and value provided relative to cost.

Community Engagement and Communication (10%): Ability to effectively communicate technical information to diverse audiences, experience with environmental justice communities, quality of proposed public involvement approach, and demonstrated success in stakeholder engagement.

Team Availability and Local Presence (10%): Availability of key personnel throughout project duration, presence of Maine-licensed PE and LG/CG on team, demonstrated PFAS and geosynthetic cover system expertise, and ability to respond quickly to field conditions.

Schedule Realism and Risk Management (10%): Realistic and achievable project schedule, identification and mitigation of potential risks, demonstrated ability to meet deadlines, and contingency planning for common delays.

EPA Grant Operations Experience (5%): Specific experience with ACRES reporting, QAPP development and approval, Davis-Bacon compliance, BABA requirements, and DBE reporting and compliance.

The Town reserves the right to interview top-ranked firms before making a final selection. Reference checks will be conducted for all firms under consideration. The Town may, at its discretion, designate a secondary QEP for capacity or conflict management purposes. Selection and any need for interviews will be determined within thirty (30) business days after proposals are received.



GENERAL REQUIREMENTS OF THE TOWN

The successful proposer shall provide evidence of comprehensive insurance coverage meeting the following minimum requirements:

Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate

Professional Liability (E&O): \$2,000,000 per claim and aggregate

Automobile Liability: \$1,000,000 combined single limit

Workers' Compensation: Statutory limits / Employer's Liability \$500,000

Pollution Liability: \$2,000,000 per claim and aggregate

All policies must name the Town of Warren as additional insured and include primary and non-contributory language in favor of the Town. Waiver of subrogation in favor of the Town is required where applicable. Certificates of insurance evidencing required coverage must be provided prior to contract execution.

The successful proposer shall agree to defend, indemnify, and hold the Town harmless from all losses, damages, and costs arising from the performance of this agreement to the extent caused by the Contractor, its subcontractors, or anyone for whose acts it may be liable. This obligation to indemnify shall not be limited by the availability of insurance coverage.

The QEP shall maintain all project records in accordance with federal grant requirements and shall make such records available for inspection by the Town, EPA, EPA Office of Inspector General, or other authorized representatives. Records must be maintained for a minimum of three years following project closeout, or longer if required by audit findings or ongoing investigations.



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ATTACHMENTS

The following attachments are incorporated by reference and available upon request:

Attachment A: Town of Warren – EPA FY2025 Brownfields Cleanup Workplan (Steamship Navigation Site)

Attachment B: FY2025 EPA Brownfields Cleanup Grant Application Steamship Navigation, Warren, Maine