

**Request for Proposals:
Environmental Engineering Services to Perform Brownfield
Assessments & Redevelopment Planning**

Section A – Overview	1
1. Summary and General Information	1
2. Scope of Services	1
3. RFP Process	2
4. Quality Assurance Project Plan	3
5. Health and Safety Plan	3
6. Phase I Environmental Site Assessment (Petroleum & Hazardous Substances)	3
7. Phase II Environmental Site Assessment (Hazardous Substances)	4
8. Quality Control	4
9. Pre-Submission Conference	4
10. Inquiries	4
Section B – Standard Terms and Conditions	4
1. Contractor’s Agreement	4
2. Business Registration (if applicable)	5
3. Insurance	5
4. Compensation	5
5. Compliance – Laws	5
6. Compliance – Federal Laws	5
7. Compliance – State Laws	5
8. Causes for Rejection	5
Section C – Instructions for Preparation and Submission of Proposals	5
1. Form and Content of Submission Documents	5
2. Evaluation Criteria	7
3. Time and Place for Submitting Responses	7

NON-COLLUSIVE BIDDING CERTIFICATION

INSURANCE REQUIREMENTS

MINORITY/WOMEN OWNED BUSINESS ENTERPRISE

POLICY STATEMENT

Section A - Overview

1. Summary and General Information

The Adirondack Economic Development Corporation (AEDC) will use these funds to identify and assess brownfield sites located across its fourteen county service areas of northern New York (Clinton, Essex, Franklin, Fulton, Hamilton, Herkimer, Jefferson,

Lewis, Oneida, Oswego, Saratoga, St. Lawrence, Warren, Washington counties), The site selection and redevelopment planning will be guided by community involvement, regional and local Comprehensive and Economic Development plans. It is important to note that due to the lack of financial resources within much of the target area communities, comprehensive land use and economic development planning is limited.

The EPA has awarded the AEDC a brownfields assessment grant for environmental investigations and remedial planning activities.

The grant activities are separated into and will be performed in four tasks as follows:

1. Select sites for environmental characterizations;
2. Conduct community outreach;
3. Perform site assessments; and
4. Prepare written reports regarding the environmental characterizations.

This Request for Proposals (RFP) has been issued to determine the eligibility of responding individuals or organizations (“Applicants”) to develop and manage the Project. The RFP and its attached exhibits describe the terms and conditions under which the AEDC will select a contractor (“Contractor”). AEDC will then enter into negotiations with the Contractor to formalize a Contractor Agreement. An executed contract is anticipated by **April 30, 2026**.

Proposals shall describe the Applicant’s qualifications, a description of past projects which are similar in nature to this Project, an explanation of how the Applicant would perform task services, and cost estimate.

Proposals are due no later than **April 15, 2026 at 1:00 PM**. See Section C for details regarding submission instructions.

2. Scope of Services

Under the work plan and budget approved by the EPA, a total of **\$377,735** is reserved for the Contractor to perform the following services:

Conduct Inventory and Select Sites for Assessment: The selected contractor will inventory potential Brownfield sites in the study area and develop a list of these sites

along with a map showing their location. The contractor, in conjunction with the entity receiving the EPA Assessment grant will select from the inventory specific sites to perform assessments.

This work will include conducting 8-10 Phase I and 3-5 Phase II environmental site assessments, develop 3-5 site-specific cleanup plans and 3-5 planning documents to initiate brownfields revitalization.

Conduct community outreach: Participate in stakeholder meetings held to review progress on the Area Wide Assessment and to receive input on grant activities.

Perform site assessments: Work would include the following:

- f* Preliminary Assessments
- f* Work plan preparation, to include Health and Safety Plans
- f* Site Investigations
- f* Remedial Investigations
- f* Remediation Plans
- f* Presentations and meetings stakeholders
- f* Redevelopment Planning

Prepare written reports regarding the environmental characterizations: The report will contain a description of the work performed, a list of the sampling results, and interpretations of the findings. The report will also include maps and figures illustrating sampling locations, the findings of the investigations, and tables of the data. This report will be used by AEDC to communicate environmental conditions to community officials, property owners, other interested community members, potential developers, and other interested stakeholders, as well as to provide the basis for redevelopment planning.

3. RFP Process

The RFP process consists of three phases: a) Proposals, b) Selection of Contractor, and c) Execution of Required Legal Documents.

a. Proposals

Applicants must submit their Proposals in accordance with the instructions in Section C.

- i. An application must include all information requested in the RFP and demonstrate that the Applicant possesses relevant experience.
- ii. An Applicant's submission of qualifications will be considered as permission for AEDC to make inquiries concerning the Applicant's prior performance as staff deems necessary.

b. Selection of Contractor

An evaluation panel ("Panel") will be assembled to review applications. The Panel may, at its discretion, notify an Applicant that additional information or clarification is necessary. The selection process may involve interviews, contacts with references, and review of other information.

An Applicant may be rejected at any time if adverse findings are made with regard to the Applicant or any of its principals or related entities.

AEDC further reserves the right, in its sole discretion, to reject at any time any or all applications, to withdraw the RFP, to negotiate with one or more Applicants, and/or to terminate negotiations without cause.

c. Execution of Required Legal Documents

Upon selection of the Contractor, AEDC and the Contractor will negotiate a Contractor Agreement. The terms of the Agreement, after execution, shall govern the relationship between AEDC and the Contractor. In the event of any variance between the terms of this RFP and the Agreement, the terms of the Agreement will govern.

4. Quality Assurance Project Plan

The CONTRACTOR must prepare a Quality Assurance Project Plan (QAPP). The QAPP must follow the model developed by EPA Region 2. The QAPP must be approved by EPA before the beginning of any activity within this RFP.

5. Health and Safety Plan

The CONTRACTOR must prepare a Health and Safety Plan. The HASP must be approved by EPA before the beginning of any activity contained within this RFP.

6. Phase I Environmental Site Assessment (Petroleum and Hazardous Substances)

Environmental assessments shall be carried out in accordance with the guidelines established by the American Society for Testing Materials (ASTM Standard Practice E1527-13). A final report per site, duly signed with the number and seal of an environmental professional, will be the product of this task. It will include recommendations based on the findings and conclusions of this environmental assessment.

7. Phase II Environmental Site Assessments (Petroleum and Hazardous Substances)

Using the information gathered from the District Inventory and the Phase I, identify which parcels require a more in-depth assessment and carry out a Phase II Environmental Site Assessments (Phase II).

8. Quality Control

The CONTRACTOR will use the corresponding Quality Assurance Project Plan (QAPP), which must be approved by the EPA prior to conducting the PROJECT. All studies prepared and submitted by the CONTRACTOR to the organization must include the following signed certification:

“I hereby certify that the document(s) submitted in this study comply with the contract, with the quality standards required by AEDC, the U. S. Environmental Protection Agency, and the corresponding federal and local laws and regulations.” EPA reserves the right to evaluate the quality of the services performed by the CONTRACTOR and return them for review and/or corrections.

9. Pre-Submission Conference (Not Required)

10. Inquiries

Requests for clarifications and/or questions related to this RFP must be submitted in writing, via regular mail or electronic mail, and *received* no later than **March 31, 2026 at 1 PM**. Questions received after that time will not receive a response. No interpretations of the RFP will be made orally. All interpretations will be issued by electronic mail to all parties who receive a copy of the RFP. All inquiries shall be addressed to:

Victoria Duley, Executive Director
Adirondack Economic Development Corporation (AEDC)
67 Main Street, Suite 300
Saranac Lake, NY 12983
vduley@adironckedc.org AND
krecchia@adironckedc.org

Section B – Standard Terms and Conditions

1. Contractor’s Agreement

If deemed the most responsive firm to this RFP, the contractor shall enter into an agreement with AEDC. The contractor, as well as any of its subcontractors or affiliates providing goods or performing work or services under the contract, shall meet the mandatory compliance requirements of the State of New York as set forth by law.

The Scope of Services shall conclude no later than **September 30, 2028**. The agreement may be terminated at an earlier date upon **60 Days** written notice by either

party. The agreement may be extended upon mutual agreement of the parties and approval by the EPA of a request for a No Cost Time Extension.

2. Business Registration (if applicable)

3. Insurance (attached)

4. Compensation Payment terms are no longer than 45 days after receipt of invoice.

5. Compliance - Laws

The Contractor and any subcontractor or affiliate must comply with all local, state and federal laws, rules and regulations applicable to any contract for the subject project and to any goods delivered, services rendered, or work performed in accordance with the same.

6. Compliance – Federal Laws

All work shall be performed in conformance with the specifications and terms contained in the following documents:

7. Compliance – State Laws

All work shall be performed in conformance with the specifications and terms contained in the following documents:

8. Causes for Rejection

Submittals pursuant to this Request for Statements of Qualifications may be rejected for any or all of the following reasons:

- a. Applicant is not authorized to do business in the State of New York;
- b. Submission is not responsive to the requirements set forth in this Request for Proposals document;
- c. Submission contains false or misleading statements; or
- d. Any other parameter that AEDC deems justified for rejection.

Section C – Instructions for Preparation and Submission of Proposals

1. Form and Content of Submission Documents

Contractors shall submit their Proposals in a **sealed package** with the following information clearly marked on the outside: name, address, and telephone number of the Applicant; and the title, “Environmental Engineering Services to Perform Brownfield Assessments.”

Each submission must consist of one bound original and three copies of the Applicant’s qualifications, including all documentation requested as described below. Each copy should be submitted in a binder and clearly labeled with the name of the Applicant on the cover. Applicants are also required to submit a USB Flash Drive that includes all submission items.

The following submission items are required:

a. Cover Letter

The first page of the proposal shall be a cover letter identifying the overall project as the “Environmental Engineering Services to Perform Brownfield Assessments.”

If the proposal is submitted by a corporation (joint venture, associated firms, etc.), the cover letter shall be signed by a corporate officer authorized to do so. If made by an individual, that individual shall sign the cover letter. One or more of the partners shall sign if the Applicant is a company or partnership.

b. Qualifications Statement

Each Applicant shall submit a statement of qualifications that demonstrates the Applicant’s ability to perform the work proposed. The statement should be cognizant of the Evaluation Criteria in Subsection 2 and include the following:

Assessment Team Description

The qualifications statement shall identify a lead firm, project manager, and members of the assessment team, including addresses, telephone numbers, fax numbers, and e-mail addresses for each. Resumes for key personnel and an explanation of their roles as members of the assessment team for the subject project shall be included.

Relevant Experiences

The statement shall also describe the Applicant’s capabilities in performing the type of work that will be required by this RFP, including the Applicant’s experience, capabilities and resources to perform the following:

- Phase 1 Preliminary Assessments
- Surface Geophysical Investigations
- Soil, Groundwater and Waste Sampling
- Groundwater Impact Investigations
- Community Relations

The Applicant shall provide a description of at least three relevant projects demonstrating experience with the services requested. Include the project name, a short description (i.e. location, size, current and prior land uses, environmental investigations conducted etc.), the member’s role in the assessment process, entity for which the project was performed, and a contact name and telephone number.

c. Technical Proposal

The Applicant will provide a description of how they intend to perform the services under each task.

d. Fee Structure (provide expected cost for Phase I and Phase II assessments).

e. Forms and Certifications

All forms and certifications cited in the text of this RFP, most of which are provided in the appendices of this document, shall be completed and provided by the Applicant(s) as part of the submission package.

2. Evaluation Criteria

The following table shall be used to evaluate all proposals submitted as part of this RFP:

Evaluation Criteria	Maximum Point Value
Knowledge of regulations, standards, and techniques for brownfields characterization and remediation in the State of New York	25
Experience with brownfield site assessments, including urban, wetland, and riparian sites, redevelopment planning	15
Experience with environmental investigations assisted with EPA brownfield assessment grants and/or other projects of a similar type, especially projects assisted with public funds, multiple projects in one county	15
Experience with innovative brownfield technologies and techniques, including the Triad approach and GIS mapping techniques	20
Experience with interdisciplinary, team-oriented projects	5
Demonstrated ability to complete assigned tasks on time and within Budget	10
Competitive fee structure	10
Maximum Points	100

3. Time and Place for Submitting Responses

Applicants shall submit the complete submission package no later than 1:00 PM April 15, 2026 to:

John J. Piseck, Jr., Chief Executive Officer
 Herkimer County Industrial Development Agency
 420 E. German Street, Suite 101A
 Herkimer, NY 13350
jpiseck@herkimercountyida.org

Submissions will **NOT** be accepted after the above-specified date and time. A submission may be withdrawn prior to the time of receipt of proposals specified herein

NON COLLUSIVE BIDDING CERTIFICATION

SECTION 103-D

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the process which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

DATED: _____

Name of Corporation

BY:

