



**UNIVERSITY OF CONNECTICUT TECHNICAL ASSISTANCE TO BROWNFIELDS (UConn TAB)**

**Request for Proposal**

***Brownfield Ambassador to the UConn TAB Program:***

***Vermont and New Hampshire***

January 22, 2024

**INTENT OF THIS SOLICITATION**

The purpose of this Request for Proposal (RFP) is for the University of Connecticut Technical Assistance to Brownfields Program (UConn TAB - <https://tab.program.uconn.edu/>) to request submissions of Proposals from companies, organizations, and individuals to provide assistance and support to ensure that Vermont and New Hampshire communities and eligible entities are aware of the EPA brownfield grant opportunities and the services that UConn TAB can provide to help these entities take advantage of these brownfield grant opportunities. The selected “Brownfield Ambassador” will contract directly with UConn TAB and help UConn TAB facilitate the delivery of brownfields assistance services equitably to communities in Vermont and New Hampshire.

**ABOUT THE UCONN TAB PROGRAM**

UConn TAB operates throughout New England as part of a nationwide USEPA program that helps communities, states, tribes, and others learn how to assess, safely clean up and sustainably reuse brownfields – properties where expansion, redevelopment, or reuse may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

UConn TAB provides free-of-charge assistance to eligible entities to help address brownfield challenges in New England communities, including grant writing support, brownfield inventories, data collection, document reviews, evaluation of redevelopment options, and other targeted assistance.

**CRITICAL DATES**

Question & Answers (RFI) Due Date and Time	1/31/2024	4:00 PM
Proposal Due Date and Time	2/9/2024	4:00 PM

**CONSIDERATION OF THIS SOLICITATION**

This is a Quality and Cost-Based Selection solicitation process. A Proposer shall demonstrate, to the satisfaction of UConn TAB, that it possesses the proven managerial ability, technical ability, and integrity, necessary to perform the Scope of Work for this Program faithfully and efficiently, without conflict of interest. Proposals shall be evaluated utilizing the objective technical criteria listed within the RFQ and any additional information obtained from persons or other sources identified in the Proposal. UConn TAB reserves the right to make multiple awards for this Program if it is deemed in its best interest.

**QUALIFICATIONS AND CONTRACT OF THE BROWNFIELD AMBASSADOR PROGRAM**

UConn will contract with a qualified firm, organization, or individual based in northern New England (the “Brownfield Ambassador”) to work with UConn TAB staff to help make Vermont and New Hampshire communities aware of the services UConn TAB provides and to encourage community leaders and other brownfield stakeholders to take advantage of these services. To accomplish this goal, it is expected that the Brownfield Ambassador will make use of existing state and regional agencies and resources, including, but not limited to, the State Brownfield Coordinators of the Vermont Department of Environmental Conservation (DEC) and the New Hampshire Department of Environmental Services (DES). Of particular



interest is developing connections with environmental justice communities and other underserved communities and regions. The contract will be issued for one year, with the option for one-year extensions totaling up to three years. The maximum contract value will be \$50K per year.

### **REQUIRED QUALIFICATIONS AND EXPERIENCE**

The individual should have qualifications and experience in the following:

- Publicizing events and services using a variety of effective direct and online methods in the States of Vermont and New Hampshire.
- Experience working with state, regional, and local governments on environmental and/or community development projects.
- Coordinating effective educational and/or community assistance programs; experience with environmental programs is desired but not necessary.
- Experience working on brownfield redevelopment projects.

The Brownfield Ambassador may be an individual or a member of a firm or organization; however, if a member of a firm, there must be a single designated point of contact who will be responsible for communications with UConn TAB and for delivering all requested services.

### **ANTICIPATED SERVICES OF THE BROWNFIELD AMBASSADOR**

The Brownfield Ambassador will:

- At the outset of the contract period, work with UConn TAB staff to develop a written Outreach Program Work Plan that will outline specific tasks to be performed by the Brownfield Ambassador and a schedule for these tasks for one year; a primary goal will be to take advantage of the Brownfield Ambassador's knowledge of State resources, communications networks, and Vermont/New Hampshire media to develop an efficient and effective outreach program. This task is anticipated to be accomplished with one in-person meeting, several virtual meetings, and email correspondence.
- Attend regular online meetings with UConn TAB staff throughout the contract period to schedule and coordinate specific activities and assign specific tasks, as needed; these meetings are anticipated to be held approximately bi-weekly and last an average of one hour.
- Work in close coordination with UConn-TAB to implement the Outreach Program Work Plan to Vermont and New Hampshire communities through local and regional media, social media, and directly via state and local government officials, and other means, to make these communities aware of the UConn TAB services and resources and encourage them to take advantage of these services and resources.
- Schedule in-person and online meetings, round-table discussions, educational outreach, and/or brownfield site visits with UConn TAB staff and local government representatives, non-profit leaders, and other interested community stakeholders; participate with TAB staff in these events. The number, location, and structure of these events will be determined in coordination with UConn TAB.
- Serve as a liaison between disadvantaged and underserved communities and UConn TAB, to ensure that these communities are aware of the assistance that EPA and UConn TAB provides.

UConn TAB will assign specific tasks to the Brownfield Ambassador verbally and via email correspondence throughout the contract term year. The services to be provided by the Brownfield Ambassador are



anticipated to require an average weekly commitment of approximately 6-8 hours. However, the scope, deliverables, schedule, and estimated costs of specific tasks will be agreed upon in advance by both the selected Brownfield Ambassador and UConn TAB.

### **SELECTION CRITERIA**

UConn TAB will select the Brownfield Ambassador based on the following criteria:

- Expertise, qualifications, and capacity to provide the services outlined in this RFP (40%)
- Approach to the Brownfield Ambassador Project (30%)
- Cost of Services (30%)

### **REQUIREMENTS FOR SUBMITTING PROPOSALS**

Questions regarding this RFP must be emailed to [uconn-tab@uconn.edu](mailto:uconn-tab@uconn.edu) no later than 4:00 PM on January 31<sup>st</sup>, 2024.

Proposals must be submitted via email in a single PDF to [uconn-tab@uconn.edu](mailto:uconn-tab@uconn.edu) no later than 4:00 PM on February 9<sup>th</sup>, 2024.

Proposals should not exceed 20 pages and must include:

1. Cover letter, not to exceed 2 pages, that should clearly indicate the proposer's interest and ability to provide the services described in this RFP and which should include:
  - a. Proposer's complete mailing address and identification of the individual who will serve as the primary point of contact and who will be delivering most of the services
  - b. Mailing address, email address, and telephone number(s) of this individual.
  - c. If more than one person is to be assigned to the project, identify each person, and briefly describe their role in this project
  - d. Signature of a representative authorized to bind the applicant into agreements
2. A summary of the proposer's relevant experience providing services similar to those described in this RFP;
3. Current resumes of the individual(s) assigned to the project
4. The names, titles, and current addresses, email addresses, and telephone numbers of at least three, and no more than five, references who can speak to the proposer's experience on similar projects or assignments.
5. A description of the applicant's anticipated approach to this project. Describe your approach that demonstrates your understanding of the needs of this Brownfield Ambassador program and your methods for achieving these needs efficiently; for example, you may wish to describe methods of community outreach that should be effective in reaching Vermont and New Hampshire communities or other information that will help UConn TAB to evaluate your proposal
6. Pricing schedule including hourly billing rates for team members who will be assigned to the contract and unit rates for expenses, if any, that are likely to be incurred and billed to UConn TAB

*UConn TAB anticipates selecting a Brownfield Ambassador by February 16, 2024. The contract will begin upon execution of the necessary University of Connecticut contract documents and will run for one year from the date of contract execution. The contract between the UConn TAB and the selected Brownfield Ambassador will have a total billing limit of no more than \$50K per year.*