



**REQUEST FOR PROPOSALS (RFP)**  
**Professional Grant Writing Services & Grant Implementation**  
**Western Maryland Brownfields Assessment Grant**

**Due Date and Time:**

August 29, 2025 by 12:00 noon ET

**Deadline to Submit Questions:**

August 12, 2025 by 12:00 noon ET

**Deliver documents to:**

Elizabeth Stahlman, Executive Director  
Tri County Council for Western Maryland  
Cumberland, MD 21502  
[elizabeth@tccwmd.org](mailto:elizabeth@tccwmd.org)

**Introduction & Background**

The Tri County Council for Western Maryland is seeking a qualified environmental and/or planning consulting firm to provide assistance with:

- (1) Development and submission of an application for an **EPA Brownfields Assessment Coalition** grant on behalf of Tri County Council for Western Maryland for environmental assessment, planning, and community engagement activities in the target areas of Washington, Allegany, and Garrett Counties in Maryland.
- (2) Implementation of the environmental assessment, planning, and community engagement activities should the EPA Brownfields Assessment be awarded.

The U.S. EPA defines brownfields as “properties that contain or may contain a hazardous substance, pollutant or contaminant, complicating efforts to expand, redevelop or reuse them.”<sup>1</sup> Tri County Council for Western Maryland is seeking funding from the U.S. EPA for assessment, community engagement, and planning activities on brownfields sites in areas identified as target areas and throughout its geographic service area. Tri County Council for Western Maryland will be the lead project manager of the intended grant award.

---

<sup>1</sup><https://www.epa.gov/brownfields/about#:~:text=Brownfields%20are%20properties%20that%20contain,impoves%20and%20protects%20the%20environment.>

This RFP is intended to identify the best qualified consultant, firm, or team who is expected to provide grant preparation activities, as well as brownfield planning, assessment, and community engagement activities, should the grant be awarded, in coordination with Tri County Council for Western Maryland.

The anticipated timeline for application preparation and submission is September-November of 2025, and, if awarded, the grant period would be October 1, 2026 to September 30, 2030.

## **Scope of Work**

### Grant Preparation Services

At a minimum, the scope of work for the selected consultant, firm, or team is expected to provide a grant application to comply with all federal requirements and based on a scope of work and target areas identified by Tri County Council for Western Maryland.

### *Key Grant Preparation Tasks*

The consultant will work with the Executive Director (Project Lead) to:

- Draft and finalize the narrative for an EPA Brownfields Assessment Grant application, coordinating staff and meeting all narrative requirements outlined in the EPA Notice of Funding Opportunity.
- Assist with the identification of potential partners within the region.
- Complete Threshold Criteria and required attachments.
- Advise in the completion of all required federal forms, including, but not limited to the SF-424, SF-424A, EPA Key Contacts Form 5700-54, EPA Form 4700-4.

### Grant Implementation Services

Should the Brownfields Assessment Grant be awarded, the selected consultant, firm, or team will assist the Tri County Council for Western Maryland with the implementation of project management, environmental assessment, planning activities, and community engagement as outlined in the grant proposal.

### *Project Management*

- Work with the Executive Director to ensure all necessary documentation for award setup is submitted to US EPA, including the workplan and required federal forms.
- Coordinate the completion of reporting requirements, including narrative and budget reporting, as well as ACRES data entry for quarterly reports and project information forms.
- Provide project management, implementation, and/or technical oversight.

### *Environmental Assessment*

- Support brownfields inventory and prioritization
- Meet with property stakeholders

- Collect eligibility information for targeted sites
- Maintain inventory and track sites throughout grant period
- Input data into EPA's ACRES
- Meet with the Executive Director and other key team members to prioritize sites and document the site selection process.
- Draft a QAPP for review and approval by US EPA
- Conduct Phase I ESAs and Phase II ESAs; All Phase I assessments must meet the most recent federal all appropriate inquiries (AAI) requirements.
- Develop site-specific sampling and analysis plans and health and safety plans for each site where a Phase II ESA is conducted.

#### *Community Engagement*

- Provide coordination for public meetings.
- Draft media releases, FAQ sheets, and presentations for any outreach activities.

#### *Planning Activities*

- Conduct eligible planning activities as proposed to US EPA, which may include:
  - Remedial action plans (RAPs) in accordance with the Maryland Department of the Environment Voluntary Program.
  - Analysis of Brownfields Cleanup Alternatives (ABCA)
  - Evaluation of Market Viability
  - Brownfields Area-Wide Planning
  - Site Reuse Assessment
  - Community Health Assessment
  - Resource Roadmap
  - Revitalization Plan
  - Economic Impact Analysis

### **Selection Process**

#### Process

Tri County Council for Western Maryland will use a two-phase process to select the best qualified submission for this project.

#### *Phase 1*

In Phase 1, the Tri County Council for Western Maryland Project Manager will review all submissions to determine whether they meet all the requirements of the RFP. Submissions meeting those requirements will be reviewed and ranked by the Selection Committee.

#### *Phase 2*

In Phase 2, the top-ranked respondents will be interviewed and further ranked by the Selection Committee. The successful respondent will be selected based on scoring in both Phase 1 and Phase 2.

### Selection Committee

The Selection Committee will consist of at least the Tri County Council for Western Maryland Project Manager, and one staff member from each county: Washington, Allegany, and Garrett.

### Evaluation

The evaluation of submissions will follow the guidelines outlined in the Evaluation Criteria outlined in the next section.

### Interviews

The Selection Committee will conduct oral interviews with the top-ranked consultants for the project. This provides an opportunity for Tri County Council for Western Maryland to further evaluate submissions and qualifications and for all parties to evaluate the potential to work together effectively.

The interview will include a short overview of the respondents' qualifications, followed by questions from the Selection Committee. The anticipated length of the interview is 45 to 60 minutes. Notification of interview status will be communicated by September 12, 2025. Respondents should ensure that the project lead and key staff are available to attend the interview. Interviews may be conducted virtually or in-person, depending on the availability and preferences of the Selection Committee.

### Selection

Any contract awarded shall be made to the best-qualified submission based on the selection process. Tri County Council for Western Maryland will notify respondents of the submission selected by distributing a Notice of Intent to Award. The final Scope of Work will be negotiated to meet the Tri County Council for Western Maryland needs, comply with all appropriate guidelines, and could include a scope of work modified from the identified one in this RFP.

### **Submission Information and Requirements**

Qualified consultants, firms, or teams are invited to submit a single submission as described in this RFP. Submissions should be thorough yet concise.

All submissions must include:

1. *Cover Letter and Availability:* Provide a brief cover letter from the lead consultant or firm, including basic background information on the organization or team, a statement of interest in the project, and a review of understanding of the Scope of Work. Include contact information for the Project Lead and a commitment to participate in an interview on September 17, 2025.
2. *Outline of Qualifications and Experience:* Provide an overview of the lead consultant or firm's background, relevant experience, credentials, and qualifications as they pertain to this project and the deliverables. Include specific information on the

background and related experience, such as resumes, of the project lead and any other lead staff who will be involved in the project.

3. *Examples of Similar Projects:* Provide not more than three examples of previous similar projects completed by the project team with an emphasis on the key staff and team members who will be included in this project.
4. *Methodology:* Outline your proposed approach to the project and describe the method for working with Tri County Council to complete the grant application and perform all of the implementation services outlined in the scope of work.
5. *Timeline:* Include a statement confirming the respondent can complete the project in the timeline outlined in the section below.
6. *Project Budget:* Include an overall cost estimate to complete the proposed services in conjunction with the Tri County Council for Western Maryland staff as well as a rate sheet for any current team members or job types identified as part of the completion of the scope of work.
7. *Professional References:* Provide contact information and/or professional references for not more than three recent clients on similar projects.
8. *Conflict of Interest:* The respondent shall disclose any financial, business, or other relationship that may impact by this work.
9. *Signature:* Provide names, titles, addresses, telephone numbers, and email addresses of individuals with the authority to negotiate and contractually bind the respondent

#### Additional Information and Considerations

##### *Time and Place of Submission*

To be considered, all submissions should be received electronically at [elizabeth@tccwmd.org](mailto:elizabeth@tccwmd.org) by **August 29, 2025 by 12:00 noon ET**

##### *Late Submissions*

Submissions received after the specified time will not be considered.

##### *Inquiries and Questions*

Respondents shall be responsible for reviewing this RFP and any addenda issued by Tri County Council for Western Maryland prior to the due date, and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error, or omission contained therein.

Inquiries and questions concerning this RFP should be directed in writing via email to the Project Manager at [elizabeth@tccwmd.org](mailto:elizabeth@tccwmd.org) . No phone calls will be accepted.

Tri County Council for Western Maryland will respond to written requests for clarification received by August 12, 2025 at 12 noon ET. A summary of all questions and responses will be added to the posted RFP by August 22, 2025 at 4 pm ET.

## Evaluation Criteria

Submissions will be reviewed and evaluated by a Selection Committee as outlined above. The Selection Committee will use the following criteria in evaluating the narrative and other required documents provided:

<b>Written Proposal Criteria</b>	<b>Max Points</b>
Demonstrated experience of key personnel to be assigned to the project	25 points
Ability to handle multiple projects simultaneously and meet deadlines	20 points
Respondent's methodology to successfully complete each scope of services task	15 points
Reasonableness of costs/price proposals	30 points
Specific experiences, references, or other considerations that make the Respondent uniquely qualified	10 points
<b>Total Possible Proposal Points</b>	100
Highest ranked proposals will be invited to participate in oral interview	
<b>Interview Criteria</b>	<b>Max Points</b>
Participation from Project manager and other key personnel	5
Presentation specific to applicable scope of work tasks	10
Responses to questions	10
<b>Total Possible Interview Points</b>	25