



ENTERPRISE DEVELOPMENT CENTER OF ERIE COUNTY, INC.

REQUEST FOR PROPOSALS

QUALIFIED ENVIRONMENTAL PROFESSIONAL

FOR

**BROWNFIELD PRIORITY SITE ASSESSMENT, REMEDIATION, AND REUSE
SERVICES**

RFP Release Date: October 10, 2025

PROPOSAL DUE DATE: Tuesday, November 18, 2025

SUBMIT PROPOSALS VIA U.S. MAIL TO:
Enterprise Development Center of Erie County, Inc.
Attn: Ti Sumner, VP of Grants & Brownfield Specialist
1314 Griswold Plaza
Erie, PA 16501-1740
Email: tsumner@ecrda.net

1. GENERAL INFORMATION

1.1 Purpose of this Request for Proposal

The Enterprise Development Center of Erie County, Inc. (EDCEC), through this Request for Proposal (RFP), is seeking a qualified environmental professional ("QEP") to provide professional services in accordance with two grants recently awarded to EDCEC:

1. The U.S. Environmental Protection Agency's Erie County, PA Brownfields Priority Site Remediation and Reuse grant (the "EPA Cleanup Grant") awarded pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) § 104(k)(3) and § 104(k)(5)(E), and the Infrastructure Investment and Jobs Act (IIJA), Pub. Law 117-58. The EPA Cleanup Grant is intended to fund the selection and compensation of a QEP to implement grant funds toward remediation assessment, cleanup, redevelopment planning, community outreach, and other components of EDCEC's brownfields program in connection with identified brownfield sites in Erie County. The EPA Cleanup Grant is incorporated by reference in this RFP.
2. The Commonwealth of Pennsylvania Department of Community and Economic Development's Industrial Sites Environmental Assessment Fund Grant (the so-called Industrial Sites Reuse Grant, or "ISR Grant") awarded pursuant to Pennsylvania's Industrial Sites Environmental Assessment Act, Pub. Law 43, No. 4, May 19, 1995. The ISR Grant is intended to fund the selection and compensation of an environmental professional to implement grant funds toward assessment of the former Erie Malleable Iron ("EMI") site located at 645 West 12th Street in Erie, PA. The ISR Grant is incorporated by reference in this RFP.

1.2 Background Information

EDCEC's objective for its brownfields program is to promote redevelopment of brownfield properties located in and near Erie County, Pennsylvania. EDCEC seeks a qualified environmental professional to assess and conduct remediation services and assist with reuse planning for the brownfield site located at the former EMI Site.

Upon issuance of this RFP, a [link to download assessment files](https://get.massive.io/01K6ZY7WEBAY7N089TBW892H0M?secret=QzIByICtMDGXnFvL) is here: <https://get.massive.io/01K6ZY7WEBAY7N089TBW892H0M?secret=QzIByICtMDGXnFvL>

[Link to grant agreements](https://get.massive.io/01K7002MYZ0R4Y7W13P950NSJY?secret=BUvpaDpQDqLqIHKI) is here: <https://get.massive.io/01K7002MYZ0R4Y7W13P950NSJY?secret=BUvpaDpQDqLqIHKI>

EDCEC intends to award a contract to one full-service QEP to utilize the EPA Cleanup Grant and ISR Grant funds in support of the remediation and reuse planning at the former EMI site, but may expand its objectives under the awarded contract at a later date dependent upon future availability of funding.

1.3 Type of Contract and Contract Term

EDCEC anticipates awarding a firm, fixed-price contract to the selected offeror. The grant period becomes effective on the date of contract award and runs until the five (5) year anniversary of contract award, with extension options subject to the availability of additional funding under the EPA Cleanup Grant and ISR Grant or future grant(s). The estimated period of performance for remediation efforts at the former EMI site is anticipated to run from December 15, 2025, until December 31, 2026, although additional assessment, clean up, and/or Act 2 certification tasks may be required after December 31, 2026.

2. TECHNICAL SPECIFICATIONS / SCOPE OF WORK

2.1 Activities Required Under this RFP

The former EMI facility operated from the late 1800s until 2001 to produce malleable iron castings and steel truck parts. The eastern portion of the property, following assessment performed under an EPA Brownfields Assessment grant, showed no contamination requiring remediation and is therefore currently under redevelopment activities.

The western portion of the property, following assessment performed under an EPA Brownfields Assessment grant, identified environmental impacts including polycyclic hydrocarbons and metals impacting soil and groundwater. Permanent monitoring wells have been installed in locations throughout the property that were reviewed by the Pennsylvania Department of Environmental Protection (PADEP), and two rounds of samplings have been completed.

Previous work on the property included the demolition of approximately 130,000 square feet of office and warehouse space located on the western portion of the property; removal and disposal of seven above-ground storage tanks, two oversized transformers, 300 tons of furniture, factory components, and other office and chemical lab objects, and 751 tons of coal ash; and asbestos abatement.

Overall site assessment is ongoing and will include, at a minimum, delineation of contaminated soils, groundwater monitoring, gas vapor testing, etc. Due to ongoing site activities and active construction on the eastern portion of the property, all remediation activities will need to be communicated with and coordinated alongside the Construction Manager currently managing all site activities.

Site cleanup will include targeted soil excavation in areas determined to be appropriate for earth-disturbing redevelopment. Capping will be utilized in locations determined to be unsuitable for earth disturbance and/or to fulfill Act 2 requirements for non-residential reuse. Multiple locations will need to be backfilled with certified clean fill in accordance with PADEP's Management of Fill Policy.

Under this contract, the QEP shall be expected to provide a wide range of remediation services at the former EMI site, on time, within budget, without disturbing or delaying ongoing activities, and in accordance with PADEP Act 2 requirements. The scope of work to be performed by the QEP under this agreement shall be in accordance with this section and is expected at a minimum to include the following activities and responsibilities:

- Assist EDCEC with budget management tracking of grant funds.
- Assist EDCEC with quarterly and annual EPA reporting and PA DCED requirements.
- Document cleanup activities and ensure contractor adherence to the site cleanup plan.
- Ensure adherence to federal grant compliance regulations.
- Provide grant programmatic and regulatory support as required.
- Prepare and maintain schedules and budgets for assessment and/or cleanup activities.
- Prepare and submit Field Sampling Plans and other documents and forms as required by PADEP and/or the EPA.
- Attend meetings with the EDCEC and advisory committees as requested.
- Provide daily project progress updates to the EDCEC Brownfields Specialist.
- Prepare presentations to provide information about the project's progress as requested.
- Participate in and coordinate community outreach and public engagement activities.
- Provide regular, data-backed updates to the V.P. of Grants and Brownfield Specialist.
- Assist with preparation of Grant Close-out Report(s).
- Engage with PADEP to secure Act 2 Clearance.

2.2 Minimum Requirements

Responses will be evaluated per the requirements specified in Section 3.3, Qualifications. As a minimum, qualified offerors must meet applicable requirements set forth in the EPA Cleanup Grant, as well as the following requirements:

- All requirements for an Environmental Professional as set forth in 40 CFR § 312.10(b), including:
 - Sufficient specific education, training, and experience necessary to exercise professional judgment to develop opinions and conclusions regarding conditions indicative of releases or threatened releases on, at, in, or to a property, sufficient to meet the objectives and performance factors in 40 CFR § 312.20(e) and (f).
 - Meet at least one of the following criteria:
 - Hold a current Professional Engineer's or Professional Geologist's license or registration from a state, tribe, or U.S. territory (or the Commonwealth of Puerto Rico) and have the equivalent of three (3) years of full-time relevant experience; or
 - Be licensed or certified by the federal government, a state, tribe, or U.S. territory (or the Commonwealth of Puerto Rico) to perform environmental inquiries as defined in 40 CFR § 312.21 and have the equivalent of three (3) years of full-time relevant experience; or
 - Have a Baccalaureate or higher degree from an accredited institution of higher education in a discipline of engineering or science and the equivalent of five (5) years of full-time relevant experience; or
 - Have the equivalent of ten (10) years of relevant full-time experience.

- Remain current in the relevant field through participation in continuing education or other activities.
- The definition of environmental professional provided above does not preempt state professional licensing or registration requirements such as those for a professional geologist, engineer, or site remediation professional. Offerors should determine the applicability of state professional licensing or registration laws to the activities to be undertaken at the EMI site.
- The term "relevant experience" as used in this section, means: participation in the performance of all appropriate inquiries investigations, environmental site assessments, or other site investigations that may include environmental analyses, investigations, and remediation which involve the understanding of surface and subsurface environmental conditions and the processes used to evaluate these conditions and for which professional judgment was used to develop opinions regarding conditions indicative of releases or threatened releases at the subject property.
- All contractor requirements and representations in set forth in the ISR Grant agreement, including:
 - Article V(a), Compliance With State Statutes and Regulations, and
 - Article V(b)(5), Contractor Responsibility.

2.3 Project Budget

The total budget for the EPA Cleanup Grant is \$3,300,000.00. A minimum of \$47,250 of EPA Cleanup Grant funds shall be used in conjunction with the ISR Grant for final property assessment, which represents twenty-five percent (25%) of the total budget of \$189,000 for assessment under the ISR Grant. EDCEC and the awardee will develop a project-specific scope of services to fulfill the project requirements of the grants. The budget for any future related grants executed under this contract will be negotiated with the selected QEP if and when such funding becomes available. EDCEC may amend or extend the contract resulting from this RFP beyond the initial grant period to accommodate the terms and conditions of the EPA Cleanup Grant and the ISR Grant or future EPA or DCED grants awarded to EDCEC within the grant period, provided a marker survey conducted by EDCEC indicates that proposed price is reasonable.

2.4 Estimated Project Timeline

- Contract Execution: December 5, 2025
- Project Kickoff: December 15, 2025
- Project Completion: December 31, 2026
- Submission of Application to PADEP for Act 2 Certification: January 2027

3. RESPONSE REQUIREMENTS

3.1 General Expectations

Offerors are asked to submit concise qualifications describing their experience with and/or knowledge of environmental remediation projects, as well as their ability to meet EPA and

PA DCED requirements for the administration of grant funding for such projects. The response should include a clear outline of how the offeror will help EDCEC secure Act 2 clearance through environmental remediation and final property assessments while remaining under budget and within the stipulated timeframe.

3.2 General Process

EDCEC will review and evaluate qualifications with the following criteria in mind: proposed technical approach to cleanup activities; ability to manage an environmental remediation project; ability to accomplish the necessary objectives within the given timeframe; ability to facilitate public outreach activities; and proposed price. EDCEC reserves the right to accept or reject responses based on the criteria set forth herein.

3.3 Qualifications

Responses should be prepared on standard size 8 1/2 x 11-inch paper. Maximum page length for proposals shall be twenty (20) pages, not including table of contents, indexes, or attachments. Standard advertising brochures should not be included in the response. The response shall include at a minimum the following information in the order presented below. Offerors will be evaluated based on a 100 Point Scale as follows:

SECTION A: Qualifications and Prior Experience

0-20 pts.

This section shall include the offeror's name, areas of expertise, size, number of offices and locations, and business address of the office responsible for this contract. The name, address, e-mail address, and telephone number of a point of contact responsible for the offeror's proposal shall be included. In addition, the following information shall be provided:

- General description of offeror's history and/or expertise in providing remediation services, with references if available.
- General description of offeror's history and/or expertise in planning and providing assessment services, with references if available.
- Any prior experience in implementing the requirements of EPA or DCED grant-funded projects, including programmatic requirements.
- Description of firm's familiarity and/or experience with the U.S. EPA's Remediation and Reuse program and DCED's Industrial Sites Environmental Assessment program.
- Knowledge and/or experience pertaining to U.S. EPA and PADEP remediation regulations.
- Summary of any experience conducting community involvement and engagement activities related to remediation activities.

SECTION B: Technical Proposal

0-40pts.

- A detailed description of the firm's proposed approach to completing the tasks required to remediate the former EMI site.

- Demonstrate a clear understanding and capability to complete scope of work, including proposed plan for compliance with the EPA's Remediation and Reuse program, DCED's Industrial Sites Environmental Assessment program, and EPA and PADEP assessment and remediation regulations.
- Demonstrate an effective approach to community involvement and engagement activities related to remediation activities at the former EMI site.
- A detailed description of the firm's proposed approach to securing Act 2 clearance after completion of remediation at the former EMI site.

SECTION C: Local Experience and Knowledge

0-15pts.

- Demonstrate local knowledge of Erie County, the former EMI site, and EDCEC's remediation and redevelopment goals.

SECTION D: Price Proposal

0-25pts.

- Summary of the offeror's proposed firm, fixed price for cleanup of the former EMI site in accordance with the scope of work in this RFP. The offeror's proposed price shall be evaluated for accuracy and reasonableness in the context of the scope of work at the site and shall account for the use of Davis-Bacon wages.

3.4 Terms and Conditions

The process of selecting organizations to provide consultation services for the EDCEC's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with Federal procurement standards outlined in CFR §§ 200.317 to 200.326.

EDCEC reserves the right to accept or reject any proposals or portions thereof in accordance with this RFP. EDCEC reserves the right to waive any non-material non-conformities in any proposal in its sole discretion. EDCEC reserves the right to cancel and re-issue this RFP if none of the proposals are deemed satisfactory to EDCEC in its sole discretion.

This RFP will utilize a "best value" selection process, where proposals will be evaluated based on a comprehensive assessment of technical capabilities, proposed approach, past performance, and price, with the highest combined score signifying the best overall value for the project, rather than solely the lowest price.

Upon selection of a finalist, EDCEC shall attempt to negotiate and reach a final agreement with the finalist. If EDCEC, for any reason, is unable to reach a final agreement with the selected offeror, EDCEC then reserves the right to negotiate a final agreement with the next-highest-rated offeror. EDCEC may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: EDCEC reserves the right to obtain clarification of any point in an offeror's proposal or obtain additional information. Any response to a request for

clarification or other correspondence related to the RFP shall be emailed to tsumner@ecrda.net and a response shall be provided within three (3) business days.

EDCEC reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of EDCEC. EDCEC reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.5 Public Information

Information supplied by the offeror to EDCEC is subject to the Pennsylvania's Right-to-Know Law. Pursuant to 65 P.S. § 67.302, a local agency may not deny a requester access to a public record due to the intended use of the public record by the requester unless otherwise provided by law. Information and materials received by EDCEC in connection with all offeror's response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 30 days after bid opening, whichever occurs first.

3.6 Anticipated Proposal Time Schedule*

The anticipated timeline for completion of this request for proposals is outlined below.

- October 10, 2025: Formal announcement date for RFP.
- October 10, 2025: Site assessment materials available to offerors on-line
- October 31, 2025: Deadline for Submittal of Questions to POC*
- November 4-5, 2025: Answers to Questions will be posted at ecrda.net on or around these dates*
- November 18, 2025: Deadline for submittal of proposals.
- November 25, 2025: Notification to awardee.
- December 5, 2025: Execution of contract by EDCEC and awardee.

* Due to ongoing construction activities on-site, a site tour will not be scheduled. Please also note that all updates, cancellations, and/or answers to questions will be posted to ECRDA.net. Out of fairness to the public bidding process, email updates and cancellations will not be provided. Please check ECRDA.net regularly for updates.

3.7 Number of Proposals to Submit; Deadline and Submission

Three (3) original paper copies and one (1) digital (PDF) copy (via thumb drive) of the proposal must be submitted to EDCEC by **3 PM Eastern on November 18, 2025.**

POC for questions and U.S. Mail and e-mail address for submission of proposals:

Enterprise Development Center of Erie County, Inc.
Attn: Ti Sumner, VP of Grants & Brownfield Specialist
1314 Griswold Plaza
Erie, PA 16501-1740

Email: tsumner@ecrda.net

Proposals received after the deadline will not be considered.

4. VENDOR REQUIREMENTS

4.1 Contracting with Disadvantaged Business Enterprises

It is U.S. EPA policy to award a fair share of contracts to disadvantaged business firms. Accordingly, affirmative steps must be taken to ensure that disadvantaged businesses are utilized when possible as sources of supplies, equipment, and services. EDCEC will ensure, to the fullest extent possible, that at least the U.S. EPA "fair share" objectives for prime contracts and subcontracts are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities. The consultant shall agree to support the U.S. EPA's disadvantaged business enterprise contract procurement program ensuring those businesses' participation in subcontracts.

Affirmative steps include the following as a minimum:

- Including qualified disadvantaged businesses on solicitation lists;
- Ensuring that disadvantaged businesses are solicited whenever they are potential sources;
- When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit disadvantaged business to be solicited and/or participate;

Consultants are encouraged to procure goods and services from disadvantaged businesses.

4.2 Equal Employment Opportunity

The offeror agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age.

4.3 Insurance Requirements

Prior to award, the successful bidder will be required to furnish evidence of insurance as follows:

Comprehensive General Liability: Limits of \$1,000,000 per occurrence, combined single limit for bodily injury and property damage including premises and/or operations, independent contractors, products and/or completed operations, broad form property damage, and contractual liability endorsement.

Business Auto Liability: Covering any auto with minimum limits of \$1,000,000 per occurrence with combined single limit for bodily injury and property damage. This

shall include owned vehicles, hired and non-owner vehicles and employee non-ownership.

Professional Liability and Errors and Omissions: Coverage minimum of \$1,000,000 per occurrence.

Workers' Compensation: Coverage for all employees for statutory limits and shall include employer's liability with a limit of \$1,000,000 each accident, \$1,000,000 disease policy limits, \$1,000,000 disease limit each employee.

All policies shall provide a 30-day notice of cancellation or modification of coverages. Prior to commencement of work, the proper insurance certificates shall be provided to and approved by the Southwest Pennsylvania Regional Planning Council.

4.4 Independent Contractor; Conflict of Interest

No director, officer, employee, agent, contractor, or subcontractor of the selected offeror shall be deemed to be an agent, servant, and/or employee of EDCEC.

The selected offeror agrees that it will comply and will require all its directors, officers, employees, agents, contractors, or subcontractors, to comply with all applicable laws, rule, regulations, codes and other requirements relating to the consulting agreement contemplated under this RFP, and the performance thereof, including but not limited to all conflict of interest and ethics laws, rule, regulations, codes and other requirements.

For questions or more information, contact Ti Sumner, VP of Grants and Brownfield Specialist, via email at tsumner@ecrda.net by October 31, 2025. All questions and answers will be posted to ECRDA.net on or around November 5, 2025.