



PO Box 275

Kahului, HI 96733

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Request for Proposals (RFP)
for
EPA Brownfields Community-Wide Assessment Grant – Professional Services

Date Issued: April 7, 2025

Proposal Due Date: May 5, 2025, 5 p.m. (HST)

Project Title: EPA Brownfields Community-Wide Assessment Grant – Professional Services
Cooperative Agreement #: BF-97T10901

Contact Information:

Jason Economou- President + CEO

Maui United Way

Phone: 808-493-1663

Email: Jason@mauiunitedway.org

1. Introduction

Maui United Way (MUW) invites qualified firms to submit proposals for professional environmental consulting services to support the implementation of the EPA Brownfields Community-Wide Assessment Grant. This initiative supports the revitalization and sustainable redevelopment of underutilized or impacted areas in Maui County, with an initial focus on the Lahaina, Kahului, and Wailuku Target Areas (TAs).

2. Project Background

MUW has been awarded a \$500,000 grant from the U.S. Environmental Protection Agency (EPA) to inventory, assess, and plan for the cleanup and reuse of brownfield sites. This grant supports collaborative revitalization efforts between Maui United Way and Maui County, emphasizing sustainable development, community resilience, and equitable recovery. It aligns with MUW's broader mission to strengthen community well-being by supporting initiatives that promote housing stability, environmental health, and access to essential social services.

3. Scope of Services

Selected consultants will provide technical assistance in the following areas:

Cooperative Agreement Oversight:

- Development of RFP/RFQ documents (if the contracted agency will be subcontracting)
- Quarterly Progress Reports (QPRs)
- Federal Financial Reports (FFRs)
- Disadvantaged Business Enterprise (DBE) Reports
- Final Technical Report

Community Involvement:

- Preparation of fact sheets and press releases
- Development of webpage/social media content
- Organization of Brownfields Advisory Committee (BAC) meetings
- Public outreach and stakeholder engagement

Site Assessment Activities:

- Master Quality Assurance Project Plan (QAPP)

- Phase I and Phase II Environmental Site Assessments (ESAs)
- Regulated Building Material (RBM) Surveys
- Sampling and Analysis Plans (SAPs)
- Health and Safety Plans (HASPs)

Cleanup and Reuse Planning:

- Area-Wide Planning (AWP) for Lahaina TA
- Cleanup Plans
- Site Reuse Plans

4. Proposal Requirements

All proposals should reference the accompanying Maui United Way Work Plan, which outlines the detailed objectives, tasks, and deliverables associated with the EPA Brownfields Community-Wide Assessment Grant.

Proposals must include:

- Cover Letter: Include project number and title, department, and authorized signature.
- Firm Profile: Name, principal place of business, office locations, and years in operation.
- Experience and Qualifications: Detailed narrative of firm's relevant experience, including key personnel qualifications.
- Project List: Similar projects completed in the past five years with client references.
- Capacity Statement: Demonstrated ability to complete work within the required timeframe.
- Compliance: Proof of compliance with Hawaii Compliance Express (HCE) requirements.

5. Evaluation Criteria

Proposals will be evaluated using a weighted scoring system to ensure transparency and alignment with EPA procurement guidance:

- 25% – Reasonableness of Cost/Price Proposal: Rates and fees compared with market data.

- 20% – Demonstrated Experience: Experience with Brownfields or similar environmental projects.
- 20% – Technical Approach: Understanding of the scope and regulatory framework.
- 15% – Qualifications of Personnel: Expertise and past performance of the project team.
- 10% – Community Engagement Strategy: Experience working with communities, especially those impacted by environmental or economic challenges.
- 10% – References and Capacity: Quality of past work and ability to complete tasks on schedule.

Scoring will be documented and retained to justify contractor selection, in compliance with 2 CFR 200.318(i).

6. Submission Instructions

Submit proposals **electronically** to Jason@mauiunitedway.org via email by May 1, 2025 at 5p HST. Include "MUW EPA Brownfields RFP - [Your Company Name]" in the subject line. Late submissions will not be considered.

For questions or clarifications, please contact Director of Impact **Jeeyun Lee** at Jee@mauiunitedway.org.

MUW reserves the right to reject any and all proposals or cancel this solicitation at any time. The selected contractor must comply with all applicable federal, state, and local regulations governing this funding.

7. General Conditions

MUW reserves the right to reject any or all proposals, to waive informalities, and to select the proposal deemed to be in the best interest of the project. All costs associated with proposal preparation are the responsibility of the submitting firms.

8. Contract Term

- The anticipated contract term will be from June 1, 2025 to November 30, 2026 aligned with the performance period of the EPA Brownfields Community-Wide Assessment Grant. The selected firm will be expected to begin work promptly upon contract

execution and complete all deliverables no later than 11.30.2026 with the possibility of an extension depending on the progress of the work.

9. Payment Procedures

MUW will negotiate a fee schedule with the selected consultant. Payments will be made on a reimbursable basis upon submission of itemized invoices and supporting documentation, subject to MUW and EPA review and approval. Invoices must include:

- Detailed description of services rendered
- Hours worked and rates per personnel
- Receipts for eligible expenses
- Progress on project milestones (linked to deliverables)

Final payment will be contingent on MUW's acceptance of all project deliverables.

10. Project Budget

MUW has received a total of \$427,000 in EPA Brownfields Assessment Grant funding to hire consultant services. Consultant services must be scoped and priced to fit within this budget, accounting for the range of required tasks including community outreach, site assessments, and planning. MUW reserves the right to negotiate the final budget based on the proposal's reasonableness and alignment with grant objectives.

11. Time Schedule

The following is the tentative schedule for selection and project implementation:

- RFP Issued: 04.07.2025
- Deadline for Questions: 04.21.2025
- Proposals Due: 05.05.2025 5p HST
- Evaluation Period: 05.06.2025-05.16.2025
- Selection Notification: 05.19.2025
- Project Start Date: Approximately 06.01.2025

- Project Completion Date: 11.30.2026 with the possibility of an extension depending on the progress of the work.
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12. Optional Contract Extension for Future EPA Grants

To support continuity and efficient implementation of future Brownfields initiatives, MUW may include an option to extend the awarded contract for work on subsequent EPA Brownfields grants awarded within the next five years. This option will be exercised only if the selected contractor's updated cost proposal is determined reasonable through a market rate comparison, as required by 2 CFR 200.324(a) and 2 CFR 200.404. Profit must be negotiated as a separate element of the contract where price competition is not applicable.

Maui United Way looks forward to partnering with an organization committed to providing essential support for our Maui Nui community as we recover from the impacts of the wildfires.

Mahalo for your dedication to our community!

U.S. ENVIRONMENTAL PROTECTION AGENCY BROWNFIELDS
ASSESSMENT COOPERATIVE AGREEMENT

WORK PLAN

Cooperative Agreement #: BF-97T10901

FOR

Maui United Way's FY2024 Brownfields Community-Wide Assessment Grant

June 25th, 2024

Prepared by Maui United Way

Submitted by
MAUI UNITED WAY
PO BOX 275
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Jeeyun Lee
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A. Recipient Title:

Maui United Way

B. Project Background

On August 8th, 2023, devastating wildfires broke out in Maui County, Hawai'i. The County includes three main islands, Maui (pop. 164,568), Moloka'i (pop. 7,300) and Lāna'i (pop. 3,300), as well as the uninhabited islands of Kaho'olawe and Molokini. The fires caused widespread damage, killing at least 99 people, and destroying more than 2,000 homes and 800 businesses in the Town of Lahaina. Reduced to ashes, Lahaina, and all of Maui, face a challenging journey towards recovery. While many associate Hawai'i with leisure and affluence, the local population is both diverse and economically challenged, with many multi-generational households and a high percentage of jobs that afford little stability and no benefits. According to a pre-disaster study, 52% of Maui's residents fell below the "survival budget" threshold, higher than any other county in Hawai'i. The County's socioeconomic challenges were inflamed by the wildfires, with sensitive populations among the hardest hit Hawaiians.

Maui County United Way (MUW) advocates for the education, health, and economic stability of the 164,568 residents of the County. MUW will utilize \$500,000 of EPA's Brownfields Community-Wide Assessment Grant funding to collaborate with community stakeholders and support critical near-term restoration and revitalization efforts within three priority Target Areas (TAs): the Lāhainā TA, the Kahului TA, and the Wailuku TA.

The **Lāhainā TA** includes the entire town of Lahaina. Located on Maui's northwest coast, this historic whaling village was home to over 13,000 residents. Fueled by 85 mph winds, the Lāhainā fires torched 2,200 acres of homes and 500 acres of businesses. It was declared a major federal disaster and one of the most devastating fires of the century. Most Lāhainā residents have moved to temporary housing, including many who left the island and are waiting for Lāhainā to be rebuilt before they can move back. Funding will be used to inventory, assess, and plan for the cleanup and reuse of brownfields created by the fires, in support of a multi-year effort to rebuild a more sustainable and resilient community.

The **Kahului TA** is comprised of Census Tract (CT) 31102, which qualifies as a disadvantaged community. Located on the north coast of Maui, Kahului is the business/industrial hub, and hosts the County's main airport and a deep-draft harbor. The TA includes 5,247 residents in an area of 0.53 square miles. Centered around Kahului Park, the TA is bounded by W. Ka'ahumanu Ave to the north, S. Papa Ave to the west and south, Molokai Hemma St to the east and S. Wakea Ave to the northeast. 92% of residents are people of color. The TA ranks in the 94th percentile for toxic releases to air, and in the 89th and 97th percentiles for incidences of cancer and heart disease. EPA funding will support the revitalization of underutilized commercial corridors interspersed with lots that are prime for multi-family housing.

The Wailuku TA is comprised of CT 30901, which qualifies as a disadvantaged community. Located west of and adjacent to Kahului, Wailuku is the county seat and civic/financial/cultural center. In the early 20th century Wailuku was the main tourist destination, although it has long since been eclipsed with resort towns. It includes 2,177 residents in an area of 0.39 square miles. The TA is bounded by Main St to the south, Makuhau Rd to the northwest, and Imi Kala St to the northeast. 92% of residents are people of color, and the TA ranks in the 78th and 96th percentiles for exposure to lead-based paint (LBP) and lower life expectancy. Its brownfields include vacant lots and underutilized commercial sites.

C. Goals and Objectives

EPA Strategic Plan

This project supports EPA's Strategic Plan and GPRRA Goal 6, Objective 6.1: Safeguard and Revitalize Communities, Clean Up and Restore Land for Productive Uses and Healthy Communities.

Project Goals

The goal of this project is to inventory, assess, and plan for the cleanup and reuse of properties within the Lahaina TA especially after experiencing devastating loss from recent wildfires. Assessment of properties within the Kahului and Wailuku TAs will not only support revitalization and reuse of aging commercial/industrial structures but will also create a cleaner and healthier environment for residents.

Given Maui County's need of economic recovery, this project will greatly support its revitalization and redevelopment. With this goal in mind, MUW will promote housing needs, commercial and economic development, while protecting and balancing Maui's natural environment, tourism, agriculture and an appreciation of Maui's culture and heritage.

Outputs

EPA funding will be utilized for the following tasks and outputs.

Task 1 – Cooperative Agreement Oversight

- RFP/RFQ or other contractor selection documents
- 16 Quarterly Progress Reports (QPRs)
- 4 Federal Financial Reports (FFRs)
- 4 Disadvantage Business Enterprise (DBE) Reports
- 1 Final Technical Report
- Attendance of 1 conference

Task 2 – Community Involvement

- Fact sheets

- Press releases/articles
- Webpage/social media content
- 10 BAC meetings (including presentations and meeting minutes)
- Output/outcome tracking spreadsheets
- Site eligibility determination forms

Task 3 – Site Assessment Activities

- 1 Master QAPP
- 10 Phase I ESAs
- 5 Phase II ESAs
- 5 RBM surveys
- SAPs
- HASPs

Task 4 – Cleanup and Reuse Planning

- 1 AWP
- 3 CAPs/Reuse Plans

Outcomes

Redevelopment of priority sites will result in an array of economic benefits, with a focus on rebuilding Lahaina’s residential and commercial districts to bring back long-time residents and tourists alike, and reinvigorating vacant lots and underutilized buildings with mixed-use developments that will deliver significant quality of affordable housing and stable/living wage jobs for residents. These projects will also result in hundreds of local constructions and related supply industry jobs over several years.

Redevelopment of priority sites will also result in an array of non-economic benefits, including:

- Improving Climate Adaptation, Mitigation & Resiliency. The fires exposed Maui’s vulnerability to extreme weather and climate change. In addition to wildfires, Maui is threatened by hurricanes, sea-level rise, and coastal erosion. Reuse planning will include site design considerations that will build a more resilient community.
- Quality Affordable Housing and Homelessness. Maui was already facing an affordable housing crisis and unprecedented levels of homelessness. These issues have been substantially exacerbated with the destruction of over 2,000 homes and the largest homeless center in Lahaina. As a result, this project will focus on efforts to rebuild facilities for homeless and deliver quality affordable housing in the TAs.
- Incorporating Energy Efficiency. Reuse planning will consider solar panel installation and charging stations for electric vehicles.
- Improving Access to Transportation: Reuse planning in all three TAs will include a focus on creating higher density mixed-use developments along Maui’s multi-modal corridors and create walkable communities.

D. Tasks

Contractors and/or Subawards: Grant-funded work items that will be completed by contractors include contractor procurement for community engagement, site selection and environmental site assessments, as well as cleanup and reuse planning. MUW will develop a Request for Proposal (RFP) for this work.

Task 1 – Cooperative Agreement Oversight

a. Task Description

MUW will manage and oversee all aspects of the project, including coordination with EPA, property partners, and the Qualified Environmental Professional (QEP). Other activities needed to oversee and manage the project may include development of a Request for Proposal/Request for Qualifications (RFP/RFQ) and/or other materials related to selecting a contractor or entering a contract for project work, as well as determination of the regulatory oversight process for the project (when applicable) in coordination with Hawaii Department of Health (HDOH).

Reporting will include completion of quarterly progress reports, updates to the Assessment, Cleanup & Redevelopment Exchange System (ACRES) database, annual Disadvantaged Business Enterprise (DBE) and Federal Financial Reports (FFRs), and a final technical report documenting outputs, outcomes, and successes of the project.

Two MUW staff and two Maui County staff will attend one brownfields-related training conference throughout the four-year grant implementation period. Travel for Maui County staff are *Participant Support Costs* under 2 CFR 200.1 and 200.456 and are included in the “Other” budget category.

b. Deliverables

- RFP/RFQ or other contractor selection documents
- 16 Quarterly Progress Reports (QPRs)
- 4 Federal Financial Reports (FFRs)
- 4 Disadvantage Business Enterprise (DBE) Reports
- 1 Final Technical Report
- Attendance of 1 conference

Task 2 – Community Involvement

a. Task Description

With a focus on increasing equity and decreasing disparities on Maui, MUW has a track record of serving as a convener and effectively uniting project partners and stakeholders to improve community conditions. MUW specializes in involving community members and will leverage this experience by engaging residents and businesses in the TAs so they may

contribute to the planning and implementation phases and benefit from the revitalization of brownfields. MUW has well developed relationships with residents and businesses in the TAs and will oversee outreach efforts in these areas to ensure there are numerous opportunities for culturally appropriate engagement.

MUW will form a brownfields advisory committee (BAC) consisting of stakeholders that represent impacted communities. The BAC will meet monthly to share project information, discuss site prioritization/selection strategies, share challenges and successes, and discuss revitalization and economic development prospects.

MUW will advertise engagement opportunities through public notices, emails to project partners, board meetings, and word of mouth in existing community networks. By using a variety of engagement methods with an emphasis on creating community buy-in and participation, MUW will allow stakeholders to provide informed feedback that influences the project.

MUW will work with numerous community partners to guide grant implementation and bring community voices to the table. Many of the strategic partners have confirmed their participation on the BAC and/or have pledged their support for the project. The public will have opportunities to suggest sites for assessment, investigation, and reuse through monthly scheduled BAC meetings and other meetings.

b. Deliverables

- Fact sheets
- Press releases/articles
- Webpage/social media content
- 10 BAC meetings (including presentations and meeting minutes)
- Output/outcome tracking spreadsheets
- Site eligibility determination forms

Task 3 – Site Assessment Activities

a. Task Description

Includes completion of up to 10 Phase I ESAs (in accordance with AAI Final Rule/ASTM E1527-21 Standard) and 5 Phase II ESAs at priority sites within the target areas. Some of the priority sites contain old buildings/structures, therefore, budget is included for up to 5 Regulated Building Material (RBM) surveys.

This task also includes preparation of site access agreements, an EPA-approved Quality Assurance Project Plan (QAPP), Sampling and Analysis Plans (SAPs) and Health and Safety Plans (HASPs) for Phase II ESAs and/or RBM Surveys, and National Historic Preservation Act (NHPA) Section 106 and Endangered Species Act (ESA) consultations.

MUW will consult with EPA and/or Hawaii Department of Health (HDOH) prior to commencing sampling work on a specific site.

- b. Deliverables
 - 1 Master QAPP
 - 10 Phase I ESAs
 - 5 Phase II ESAs
 - 5 RBM surveys
 - SAPs
 - HASPs

Task 4 – Cleanup and Reuse Planning

a. Task Description

Includes one Area-Wide Plan (AWP) for the Lāhainā TA, including a feasibility study, design charrettes, renderings and implementation strategy to support rebuilding a sustainable and resilient community.

The QEP will also complete up to three Cleanup Action Plans (CAPs) and/or Site Reuse Plans.

b. Deliverables

- a. 1 AWP
- b. 3 CAPs/Reuse Plans

E. Schedule of Milestones and Deliverables

	Quarter	Quarterly Progress Report Due Date	Milestones and Deliverables Due with Quarterly Progress Report
FY2024	Qtr4	October 31 st , 2024	<ul style="list-style-type: none"> • 2024 California Land Recycling Conference attendance
FY2025 (Commencing October 1 st , 2024)	Qtr1	January 31 st , 2025	<ul style="list-style-type: none"> • Issue RFP/RFQ • Select contractor. • Federal Financial Report (FFR) • Identify initial sites for assessment. • Fact sheets and webpage • BAC kick-off meeting • Outreach on ongoing basis
FY2025	Qtr2	April 30 th , 2025	<ul style="list-style-type: none"> • Develop Master QAPP and/or other Quality Assurance documents. • Begin site assessment activities (e.g., Phase I/II ESAs) • Begin Area-Wide Plan • BAC meeting

FY2025	Qtr3	July 31 st , 2025	<ul style="list-style-type: none"> • BAC meeting
FY2025	Qtr4	October 31 st , 2025	<ul style="list-style-type: none"> • Disadvantaged Business Enterprise (DBE) Report • BAC meeting
FY2026 (Commencing October 1 st , 2025)	Qtr1	January 31 st , 2026	<ul style="list-style-type: none"> • Federal Financial Report (FFR) • Continue site assessment activities (e.g., Phase I/II ESAs) • Complete Area-Wide Plan • Begin CAPs/Reuse Plans
FY2026	Qtr2	April 30 th , 2026	<ul style="list-style-type: none"> • BAC meeting
FY2026	Qtr3	July 31 st , 2026	
FY2026	Qtr4	October 31 st , 2026	<ul style="list-style-type: none"> • Disadvantaged Business Enterprise (DBE) Report • BAC meeting
FY2027 (Commencing October 1 st , 2026)	Qtr1	January 31 st , 2027	<ul style="list-style-type: none"> • Federal Financial Report (FFR) • Continue site assessment activities (e.g., Phase I/II ESAs) • Continue preparation of CAPs/Reuse Plans
FY2027	Qtr2	April 30 th , 2027	<ul style="list-style-type: none"> • BAC meeting
FY2027	Qtr3	July 31 st , 2027	
FY2027	Qtr4	October 31 st , 2027	<ul style="list-style-type: none"> • Disadvantaged Business Enterprise (DBE) Report • BAC meeting
FY2028 (Commencing October 1 st , 2027)	Qtr1	January 31 st , 2028	<ul style="list-style-type: none"> • Federal Financial Report (FFR) • Continue site assessment activities (e.g., Phase I/II ESAs) as needed. • Finish CAPs/Reuse Plans • Continue with all project tasks/deliverables as needed, ensuring all project-related milestones, activities and accomplishments are met prior to grant closeout.
FY2028	Qtr2	April 30 th , 2028	<ul style="list-style-type: none"> • BAC meeting
FY2028	Qtr3	July 31 st , 2028	
FY2028	Qtr4	October 31 st , 2028	<ul style="list-style-type: none"> • Begin preparation of Final Technical Report and necessary grant closeout requirements.

F. Budget Summary

	Task 1	Task 2	Task 3	Task 4	Total
	Cooperative Agreement Oversight	Community Involvement	Site Assessment Activities	Cleanup and Reuse Planning	
Personnel	\$15,000	\$15,000			\$30,000
Fringe Benefits	\$7,500	\$7,500			\$15,000
Travel	\$4,000				\$4,000
Equipment					
Supplies					
Contractual	\$22,000	\$12,000	\$313,000	\$75,000	\$422,000
Construction					
Other	\$4,000				\$4,000
Indirect	\$6,250	\$6,250	\$6,250	\$6,250	\$25,000
Grant Total	\$57,500	\$39,500	\$318,000	\$85,000	\$500,000

*Travel for Maui County staff are *Participant Support Costs* under 2 CFR 200.1 and 200.456 and are included in the “Other” budget category.

Brownfields legislation allows for 5% of the total amount of EPA grant funding to be used as administrative costs. Financial and performance reporting costs are considered programmatic costs. Distinctions between administrative and programmatic costs are listed below.

Administrative Costs: Indirect costs including salaries, benefits, supplies, etc. for activities that are not directly related to the work conducted under the cooperative agreement.

Programmatic Costs: Costs for activities, including the portion of salaries and fringe benefits, that are integral to achieving the purpose of the grant. These include:

- Inventorying, characterizing, and assessing sites.
- Reporting (e.g., quarterly progress reports and Federal Financial Status Reports) and preparing deliverables.
- Community outreach activities
- Travel, training, preparing reference materials and contract support.

G. Greening Grants

EPA has a Greening Grants Policy that encourages grantees to incorporate green practices into their projects.

MUW is in the County of Maui and operates sustainability whenever possible, incorporating several green practices into projects, those of which we intend to incorporate into the project.

Recognizing the value, efficiency and reduced impacts to carbon emissions that come from choosing to meet virtually as opposed to meeting in person, we will be meeting and providing community engagement opportunities virtually with this project when feasible and supported by community when meeting with partners across Hawaii and the United States.

The County of Maui also utilizes electricity generated from a mix of renewable energy resources including solar and wind, which will reduce MUW's reliance on fossil fuel energy sources throughout the island.

On April 21, 2020, the County also implemented a ban on single use plastics, which prohibits the purchase, use, or distribution of disposable plastics at County permitted events, by County employees, or by County Facility users. This was done to protection public health, reduce litter, and reduce greenhouse gas emissions. In response to this policy, the County has and will continue to invest in environmentally preferred alternatives to disposable plastics, which falls into the category of "environmentally preferable purchasing."

MUW will follow County sustainability policies (when applicable) throughout the project and will strive to follow similar practices when possible.