

REQUEST FOR PROPOSAL No. 030717  
Environmental Health Strategy Center and Biobased Maine  
Inventory of Industrial Infrastructure Available in Maine for Biobased Manufacturing

**1. Summary and Background**

Environmental Health Strategy Center, with its project partners the University of Maine and Biobased Maine, has been awarded a federal grant from the U.S. Economic Development Administration for a project entitled, “Diversifying Maine’s Forest-Based Economy: Biobased Manufacturing from Renewable Biomass.” The aim of this project is to attract investment that creates good manufacturing careers in rural Maine to convert renewable forest residuals into advanced and sustainable biobased products, such as biobased chemicals, bioplastics, and biofuels, to meet sharply rising global demand.

The 3-year project extends from September 2016 through August 2019 and is administered by Environmental Health Strategy Center, a nonprofit organization with locations in Bangor and Portland, Maine, that works for healthy products in a healthy economy. The project is managed by Biobased Maine and overseen by a Project Steering Committee comprised of the Board of Directors of Biobased Maine, representatives from the University of Maine, and other select forest industry stakeholders and advisors included as appropriate, depending on the task.

The purpose of this RFP is to solicit competitive bids for an inventory to identify and characterize the assets of Maine’s industrial sites that could be the future location of biobased manufacturing projects, including co-locating new technologies at active industrial sites with excess capacity or new commercial-scale development at shuttered mills, Brownfield, or promising industrial Greenfield locations. Our goal is to leverage this data to attract significant investment in biobased manufacturing in Maine. Biobased manufacturing has the potential to diversify Maine’s forest-based economy, manufacture high-value, sustainable products from wood that currently lacks markets, and create new jobs to revitalize distressed rural communities. In order to be competitive within the global biobased technology industry, a fresh inventory of industrial sites available for co-location or new development is needed.

Neither this RFP nor the resulting work product suggests or ensures that any of the industrial sites included in the study will be interested in or available for outside investment in, or co-location of, new biobased manufacturing projects.

**2. Project Scope**

The scope of work should consist of the following:

- A. Identify the industrial sites in Maine to be included in the inventory. Examples of sites include the current active pulp and paper mills (e.g., Skowhegan, Westbrook, Jay, Baileyville, Madawaska, Rumford, etc.), idle pulp and paper locations (e.g., Madison,

Lincoln, Old Town, Bucksport, and East Millinocket), biomass-to-energy facilities, and former industrial sites (e.g., Millinocket) where assets still remain. Other additions to this list may include larger sawmills that currently have an abundance of biomass residuals that lack markets, as well as other industrial sites suggested by the contractor based on their previous experience. **DELIVERABLE: Master List of Industrial Sites, organized by Town, County, and Industry.**

- B. Gather publicly available information to characterize the assets at each location identified by item A, above. Examples of assets include acreage (both developed and undeveloped), rail, intermodal terminals, wastewater treatment, landfill, cogeneration, biomass or other boilers, digesters, pulp mill operations (chip storage and handling, pulping, bleaching, drying, pulp finishing), wood yard, energy platform, power/steam, natural gas pipeline, tissue or other machines, and other special features such as logging roads, ports, laboratory space, unique transportation assets, warehouse space, other structures etc. Part of this subtask involves determining which assets to include in the inventory. **DELIVERABLE: Master List of Assets, as well as the specific data used to characterize each asset (e.g., wastewater treatment plant capacity as well as a brief list of equipment/ lagoons/ponds/clarifiers, OR power generating capacity of boiler or cogen, OR tons per day of wood processing capability, etc.).**
- C. Create a database (in Excel or similar) to hold the information/data collected that enables easy searching by asset, region, etc. **DELIVERABLE: Searchable Database of Assets for Industrial Sites identified in Item A, above, populated with the assets and asset characteristics identified in B, above. DELIVERABLE: Map of Sites, with some basic asset characterization of map (the level of effort of this map can be worked out during the contract phase to the mutual satisfaction of the contractor and Biobased Maine).**
- D. To the extent practicable, suggest a scope of work describing how this inventory could be incorporated into an on-line tool to enable potential investors to search for Maine industrial sites by asset, region, etc. For example, there could be a user interface on the Biobased Maine website or the State of Maine website where investors could select the assets they need (e.g., rail, biomass boiler, wood yard, etc.), and the interface would generate a list or map of potential matches, geo-coded with asset data. The contractor should include a narrative commentary on what this user interface/tool could look like and what the level of effort would be to create this in the future. If possible, provide examples of how other states or regional economic development organizations (e.g., Iron Range Resources and Rehabilitation Board, Iowa Economic Development, etc.) actively market and distribute information on their industrial sites available for development. **DELIVERABLE: Memo that includes brief descriptions of other states' and region's methods and suggestions for how Biobased Maine could design and implement an interface or on-line tool.**

- E. If possible within the budget, estimate the status of the sites included in Item A, above, that are part of U.S. EPA's Brownfields program and include some basic information on that status of each site (e.g., being cleaned up, already cleaned up, received grant and grant amount), if this information is publicly available and readily accessed.<sup>1</sup>

**DELIVERABLE: this information should be included within the list of characteristics/assets for relevant Brownfields sites identified during item A, above.**

The vast majority of the information and data pertaining to the industrial assets referred to in item B, above, already currently exists at University of Maine, Maine Forest Products Council, Maine Forest Service, Maine Department of Economic and Community Development, and other organizations and associations in Maine. These sources should be relied upon for this analysis. Biobased Maine will assist in connecting the contractor with these organizations, if needed. Additionally, Biobased Maine has some information from its member companies about some of the industrial sites. Original data gathering (site visits, extensive interviews with site owners/realtors) is not included in this scope of work. However, if the contractor needs a few questions answered to completely characterize a site (e.g., What is the capacity of the wastewater treatment plant? **or** Is that rail system still active and who operates it?), they can work with Biobased Maine to determine the best person at the site to ask. Biobased Maine will be directly involved in these asks, and the contractor should not pursue data gathering directly from industrial site representatives without prior approval from Biobased Maine.

### 3. Project Timeline

All proposals in response to this RFP are due no later than 5 pm EST on April 14, 2017. Evaluation of proposals will likely be conducted until April 28, 2017. If additional information or discussions are needed with any bidders during this time, the bidder(s) will be notified using the contact information provided in the bid.

The selection decision for the winning bidder will likely be made by April 28, 2017. Upon notification, the contract negotiation with the winning bidder will begin immediately. Contract negotiations will aim to be completed by May 12, 2017.

Biobased Maine/Environmental Health Strategy Center will initiate a kick-off meeting (or call) with the contractor once contract negotiations have ended and the contract has been signed. A specific timeline for project deliverables will be established during this meeting, although the work described herein should be completed in an accelerated timeframe, with a likely completion date by the end of the second quarter of 2017.

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<sup>1</sup> <https://www.epa.gov/cleanups/cleanups-my-community>

#### **4. Proposal Guidelines**

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST April 14, 2017. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted. All costs included in proposals must be itemized to include an explanation of all fees and costs. Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to legal review by Environmental Health Strategy Center's attorney and will include scope, schedule, budget, and other necessary items pertaining to the project.

Electronic copies of proposals are preferred (.pdf) and can be emailed directly to [cmace@biobasedmaine.org](mailto:cmace@biobasedmaine.org). Biobased Maine will confirm receipt of bids as they arrive with a confirmation email to the sender.

#### **5. Project Budget**

All proposals must include proposed costs to complete the tasks described in the project scope. All costs and fees must be clearly described in the proposal. Contracts will consist of time-and-materials budgets with a not-to-exceed ceiling price of \$10,000.

#### **6. Bidder Qualifications**

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in characterizing industrial assets, particularly for industries that rely on renewable natural resources.
- List of how many full-time, part-time, and contractor staff in your organization
- Examples of three previous projects successfully completed to the satisfaction of a client
- References for the three successful projects described above
- Anticipated personnel you will assign to this project (name, title, brief summary of academic background and professional experience)
- Timeframe for completion of project

#### **7. Proposal Evaluation Criteria**

Environmental Health Strategy Center (and its project partners, as appropriate) will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Overall proposal suitability: proposed analysis must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational experience: bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: bidders will be evaluated on the examples of previous projects completed successfully and the references of past clients of these projects
- Value and cost: bidders will be evaluated on the cost of their analysis based on the work to be performed in accordance with the scope of this project
- Expertise and experience: bidders will be evaluated on the documentation of their staff's expertise and experience
- Additional consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources or accessibility to other necessary resources to ensure successful project completion
- Non-response bids or proposals (i.e., those with material deficiencies, omissions, errors, or inconsistencies) will not be considered
- No contract shall be made with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Nonprocurement Programs
- All necessary affirmative steps will be taken to solicit participation of locally-owned, minority-owned, female-owned, and small businesses.

For questions about this proposal, please contact:

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