

QEP CONSULTANT COST PROPOSAL Request for Proposals Qualified Environmental Professional (QEP) Services EPA Brownfields Cleanup Project - Friends of The Boat School Marine Trades Development Corporation, d/b/a Maine Marine Technology Center			
	Task Description	Cost: Provide Not-To-Exceed Fee Estimate	Comments: Provide any notes regarding significant assumptions, conditions, or limitations upon which the cost proposal amounts are based. Attach backup if needed.
A	Review existing information to determine if any data gaps exist and ensure information is up to date with EPA and DEP regulations	\$	
B	Prepare all necessary reports and other submissions required by ME VRAP, RAP, HASP, SSQAPP for submission to MEDEP and EPA for review and approval	\$	
C	Conduct public meetings (assume 2 evening meetings in Eastport, two hours each); prepare written summary of remediation plans for educating the public (assume a single 2-page document)	\$	
D	Develop a complete bid package for remediation and perform bidding on behalf of FOTBSMTDC in accordance with all applicable state and federal rules and regulations	\$	
E	Assist FOTBSMTDC through process of soliciting and reviewing bids, selecting the Contractor and executing the necessary contract documents.	\$	
F	Direct and oversee the cleanup, conduct contract management, document cleanup activities, perform necessary inspections and sampling to comply with cleanup rules and policies. Assume 150 hours of field oversight*	\$	
G	Prepare ME DEP and EPA cleanup completion/closeout documents, financial documentation necessary for grant payments	\$	

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H	Meet weekly with FOTBSMTDC via remote meeting platform; assume 50 meetings during the project period	\$	
I	Prepare Remedial Action Report	\$	

* We have specified 150 hours of field oversight to ensure all proposers work under this same assumption; the actual budget for Task F will be established by FOTBSMTDC and the contracted QEP after the scope of remediation is finalized and the remediation contractor has provided its estimated cleanup schedule.

In addition to providing cost estimates for tasks listed above, attach a rate schedule that:

- 1) Identifies key staff members and subcontractors expected to work on the project (not including the Remediation Contractor)
- 2) Identifies the percent of time each staff member and subcontractor is expected to work on each task
- 3) Provides the hourly rate for these individuals
- 4) Provides a unit cost for expected expenses (materials, travel, per diem, etc.)
- 5) Identifies any overhead, markups and/or profit that will be charged on this contract
- 6) Provides an itemized breakdown of unit costs and expenses that may be anticipated but which are not specifically included in the described scope of services (e.g., equipment rental, laboratory costs per analyses, other subcontractors, etc.)