



Request for Consulting Services: Quality Assurance Project Plan (QAPP) Coordination & Review Support

Issued: April 1st, 2026
Respond By: May 15th, 2026

Contact: Jesús F. Sánchez, Director, RAE, Great Lakes Restoration Community Grant Program jsanchez@estuaries.org (440) 320-5117

Purpose of this Request: Restore America's Estuaries (RAE) seeks a qualified environmental consultant to assist in **coordination and technical review** of Quality Assurance Project Plans (QAPPs) for subgrantees of the Great Lakes Restoration Community Grant Program (GLRCGP) in 2026 and 2027. The goal of this contract is to ensure that subgrantees receive all necessary QAPP approvals for GLRCGP-funded projects as expeditiously as possible, while maintaining full compliance with all relevant EPA Region 5 QAPP requirements.

Notes to Prospective Bidders:

- This contract covers QAPP coordination and review only; the contractor is not responsible for individual project QAPP development or submittal, which are the responsibility of GLRCGP subgrantees.
- RAE's selection of a consultant/contractor under this RFP will not preclude that consultant/contractor from separately contracting with GLRCGP grantees or partners, on work or projects funded under this, or subsequent rounds of GLRCGP Grants.
- Where the consultant/contractor is hired by a grantee for QAPP development or other work, the contractor shall be careful to maintain separation of billing, to ensure that this contract is not billed for work supporting the grantee.

Background: RAE, under a cooperative agreement with the U.S. Environmental Protection Agency (EPA) Region 5, is managing the 2026 and 2027 rounds of the basin-wide Great Lakes Restoration Community Grant Program (GLRCGP) Grants. The source of the grants is federal funding through EPA.

RAE issued its 2026 GLRCGP Grants RFA on November 3rd, 2025, and a competitive application process is underway. RAE is advised in that process by an independent, interdisciplinary proposal review committee. We expect to complete the selection of

proposals for funding by May 30, 2026, and to complete all 2026 grant awards and contracts by August 31, 2026.

2026 GLRCGP Grants are expected to range from \$50,000 -- \$750,000 each. RAE expects to fund 8-15 projects in 2026, and a similar number again in 2027. Projects are expected to be quite diverse, and are likely to include:

- Invasive species control and habitat restoration
- Green infrastructure implementation
- Stream, shoreline, and riparian restoration
- Coastal wetland and nearshore habitat protection and enhancement
- Aquatic connectivity improvements

Under EPA rules, all funded projects that collect or utilize environmental data, water-quality models, or similar tools and information for decision-making will require approval of a QAPP or alternate quality documentation (as determined by EPA Region 5) prior to beginning work. Draft QAPPs must be submitted at least 90 days prior to beginning data collection or use to provide sufficient time for review.

RAE expects that most of the projects funded under GLRCGP will require development of a QAPP. **Grant recipients are individually responsible for the development and submittal of approved QAPPs.** However, RAE will provide coordination, review, and tracking to ensure that all 2026 and 2027 GLRCGP grants meet QAPP requirements, and that the process of QAPP development is timely, orderly and efficient for EPA, GLRCGP grantees, and RAE. The contractor selected through this RFP will provide critical support to RAE in advising grantees in QAPP development, and in coordinating submittal and approval of QAPPs to EPA Region 5.

Prospective contractors should review information on GLRCGP including the 2026 Request for Applications, at [Great Lakes Restoration Community Grant Program ~ Restore America's Estuaries](#).

An overview of EPA Region 5 QAPP requirements is available at: [Learn About EPA Quality Program | US EPA](#) while detailed guidance on QAPP requirements is provided at: <https://www.epa.gov/irmpoli8/environmental-information-policy-procedures-and-standards>

Period of Performance: The selected contractor will begin work on June 1, 2026, and should be able to devote significant resources to the work through Spring of 2027, or upon approval of all necessary QAPPs for 2026 grants. We do not expect significant work to be needed again until award of the 2027 grants round in summer (2027) at which point the contractor will again be expected to devote significant resources to this work. The period of performance for the entire contract is expected to be **June 1, 2026, through December 31, 2027**, or slightly longer if needed to complete QAPP development for 2027 grants.

Future Grant Rounds / Contract Extension: This contract covers 2026 and 2027 grant rounds only; however, RAE is anticipating additional grant rounds. RAE may therefore extend this contract to cover future grant rounds, by mutual agreement with the selected contractor and at additional cost.

Qualifications: The selected contractor will demonstrate substantial experience developing QAPPs for diverse environmental projects and securing approval for QAPPs for federally funded environmental restoration or protection projects.

Scope of Work: Potential contractors should provide a proposed scope of work and complete the [Request for Qualifications in the Euna Grants portal](#). RAE anticipates the scope of work to be like the following; applicants may modify this scope in developing proposals:

Task 1: Project Management: Contractor will attend a project kick-off meeting with RAE Great Lakes staff upon award of the contract; and will meet or otherwise communicate with RAE as needed throughout the project. Contractor will assist RAE in providing oversight and coordination of the development, submittal and approval of all grantee QAPPs, to ensure expeditious approval of QAPPs and full compliance with EPA requirements.

Task 2: Review Grantees' Full Proposals: Contractor will review the full project proposals selected for award of 2026 and 2027 GLRCGP Grants, in order to become familiar with the scope of projects requiring QAPPs.

Task 3: Develop GLRCGP QAPP Template(s): Develop draft and final templates for use by GLRCGP grantees and grantees consultants in developing QAPPs. The variety of project types to be funded under this program limits our ability to have a "one size fits all" template; nevertheless, the template should establish a reasonable consistency among grantees' QAPPs to expedite QAPP development and review.

Task 4: Consult with Grantees: Contractor should plan on at least one virtual conference call with the grantees to outline QAPP coordination, and at least one phone call with each grantee or grantee's consultant to discuss the approach to meeting QAPP requirements for each funded project.

Task 5: Review Grantee QAPPs: Contractor shall review each QAPP prepared under 2026 and 2027 GLRCGP grants and provide comments as necessary to grantees or grantees' consultants. This review process may involve multiple iterations to ensure all requirements are adequately addressed and finalized.

Task 6: Ongoing Technical Support: Where needed, the contractor will provide additional technical support to grantees and RAE to resolve outstanding issues and to help ensure all needed approvals are received in a timely manner. Toward this end, the

contractor will communicate with grantees, grantees' consultants, RAE and EPA Region 5 as needed. RAE will maintain a list or spreadsheet to track submittal and approval of all QAPPs, and track progress of all QAPPs under the program.

Budget: The anticipated initial contract value is \$60,000 over the 18-month period (June 2026 through December 2027). Actual total contract value may vary and may exceed this amount depending on program needs, the number of QAPPs, and the level of effort required. Any increase will be subject to mutual agreement between RAE and the selected contractor.

Cost Structure: Work will be billed on an hourly basis under a not-to-exceed (NTE) structure. All services will be scoped, estimated, and authorized on a per-QAPP or task-specific basis. The contractor must provide an NTE level of effort and cost estimate in advance for each QAPP or discrete task. No work shall proceed without prior approval from RAE of the proposed scope and associated NTE amount.

Contract Modifications: RAE reserves the right to modify or revise any aspect of this contract, by mutual agreement with the contractor, or to cancel uncompleted portions of the work within thirty (30) days prior to written notice.

Selection Process and Criteria: RAE will select from among submitted proposals on the basis of the following criteria:

- **Firm & Personnel Qualifications** – Contractor demonstrates experience in the development of QAPPs for diverse federally funded environmental projects within the Great Lakes Region.
- **Technical Approach** – Contractor provides a straightforward, realistic and efficient process for meeting RAE and GLRCGP goals.
- **Schedule, Availability & Capacity** – Contractor presents an aggressive but realistic schedule to complete the work; demonstrates capacity to devote ample time and personnel during the periods immediately following grant awards in 2026 and 2027.
- **Best Value** – Contractor hourly rates and cost estimates provide RAE with an assurance of good value to complete the work.

Submitting Applications: Applications must be submitted through the GLRCGP Euna Grants Portal Request for Qualifications:

<https://www.gotomygrants.com/Public/Opportunities/Details/80d3bb3c-1e24-4953-8c32-fb322712495f>.

Please include "QAPP Consultant" in the application name/title.

Content of the applications should include:

1. **Firm Identification and Contact Information.**
2. **Firm & Personnel Qualifications:** Include experience of firm in similar projects; identify lead personnel for this work; provide brief statement of qualifications.

3. **Technical Approach:** Outline process approach to work: scope, tasks & deliverables.
4. **Proposed Schedule and Statement of Capacity.**
5. **Cost Estimate:** Estimate costs per year; include hourly rates, expected hourly breakdown by task, and any other anticipated costs.
6. **Three recent client references,** with telephone numbers.

Please direct questions to:

Jesús F. Sánchez, Director,
RAE, Great Lakes Restoration Community Grant Program
jsanchez@estuaries.org
(440) 320-5117

Responses must be received by 5 p.m. on Friday, May 15th

Thank you! We look forward to your application.

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