



2026

Brownfields Revolving Loan Fund Underwriting Services Request for Proposals



REQUEST FOR PROPOSALS (RFP)

Brownfields Revolving Loan Fund Underwriting Services

Issued by: Nashua Regional Planning Commission (NRPC)

On behalf of: Nashua Regional Planning Commission Foundation

Program: EPA Brownfields Revolving Loan Fund

1. Introduction & Background

The Nashua Regional Planning Commission (NRPC) is soliciting proposals from qualified financial consulting firms, lending institutions, or other qualified professionals to provide underwriting and financial advisory services in support of its EPA Brownfields Revolving Loan Fund (RLF) program. The NRPC Foundation was selected by the U.S. Environmental Protection Agency (EPA) to receive a \$1,000,000 Brownfields RLF Grant in 2025. NRPC manages the RLF on behalf of the NRPC Foundation to provide low-interest loans and subgrants for cleanup and reuse of contaminated or potentially contaminated properties across New Hampshire, with an emphasis on the thirteen-community NRPC region.

The RLF is intended to provide flexible financing to support environmental cleanup and redevelopment projects that may face challenges obtaining conventional financing due to environmental conditions, cleanup costs, redevelopment risks, or other project-specific circumstances. The program is designed to balance prudent lending and long-term financial sustainability of the revolving fund with the public purpose of facilitating Brownfields cleanup and productive reuse.

NRPC anticipates that RLF borrowers may include municipalities, nonprofit organizations, private developers, property owners, and other eligible entities. Proposed projects may vary considerably in size, complexity, financial structure, sources of repayment, and anticipated public benefits. The selected consultant will therefore be expected to apply sound underwriting principles while recognizing the unique financial circumstances associated with Brownfields redevelopment and mission-driven lending.

The selected consultant will work closely with NRPC staff, the NRPC Foundation, and contracted Qualified Environmental Professional (QEP), borrowers and prospective borrowers, other lenders, attorneys, and other project partners. The consultant will provide independent financial analysis and recommendations to assist NRPC and the NRPC Foundation in making informed decisions regarding loan eligibility, creditworthiness, loan structure, repayment, collateral, and other financial considerations.

The NRPC is one of nine New Hampshire regional planning commissions. NRPC serves 13 municipalities, including Amherst, Brookline, Hollis, Hudson, Litchfield, Lyndeborough, Mason, Merrimack, Milford, Mont Vernon, Nashua, Pelham, and Wilton. NRPC provides its member communities with comprehensive planning services addressing environmental, land use, transportation, economic development, and regional planning issues, as well as offering mapping and data services that utilize the latest technologies.

2. Purpose and Objectives

The selected consultant will assist NRPC in implementing and administering the Brownfields RLF program by providing financial underwriting, credit analysis, loan structuring, financial advisory services, and related support. Services will help ensure that RLF loans are structured and administered in a manner that is financially

responsible, consistent with EPA requirements, and supportive of NRPC's Brownfields Program goals.

The objectives of the underwriting and financial advisory services are to:

- Provide independent and professional analysis of proposed RLF loans and borrowers;
- Evaluate the financial feasibility and creditworthiness of proposed projects and borrowers;
- Assist in establishing appropriate underwriting procedures and financial criteria for the RLF;
- Recommend appropriate loan amounts, interest rates, repayment terms, collateral, guarantees, and other loan conditions;
- Evaluate project sources and uses, capital stacks, repayment sources, and financial projections;
- Consider the unique financial risks and opportunities associated with Brownfields cleanup and redevelopment;
- Balance prudent lending practices and long-term RLF sustainability with the public-purpose objectives of the Brownfields program;
- Assist with loan documentation, closing, and disbursement requirements;
- Provide financial monitoring and advisory support for outstanding RLF loans, as requested; and
- Provide decision-makers with clear, concise recommendations regarding proposed RLF transactions.

3. Scope of Services

Task 1. Program Administration & Underwriting Procedures: Review and advise NRPC on RLF underwriting policies, application procedures, financial documentation, credit standards, loan terms, collateral requirements, and other program policies and procedures.

Task 2. Loan Application and Credit Review: Review financial information submitted by prospective borrowers; conduct credit analysis; evaluate borrower financial capacity, project feasibility, repayment sources, and other relevant financial factors; and identify financial risks and mitigating factors.

Task 3. Project and Capital Stack Analysis: Evaluate project budgets, sources and uses, borrower equity, other financing, grants, tax credits, and other sources of capital. Assess the relationship between RLF financing and the overall project financing structure.

Task 4. Loan Structuring and Recommendations: Develop recommendations regarding loan amount, interest rate, term, amortization, repayment structure, collateral, guarantees, covenants, disbursement requirements, and other appropriate loan

conditions. Prepare written underwriting memoranda and recommendations for consideration by NRPC and the NRPC Foundation.

Task 5. Loan Closing and Disbursement Support: Assist NRPC and its legal counsel with loan term sheets, closing checklists, financial closing conditions, loan documentation, disbursement requirements, and coordination with borrowers and other lenders.

Task 6. Portfolio Monitoring and Loan Servicing Support: As requested, review borrower financial information, monitor loan performance and compliance with financial conditions, identify potential credit concerns, and advise NRPC regarding loan modifications, restructuring, or other servicing issues.

Task 7. RLF Financial Sustainability and Program Development: Advise NRPC on the long-term financial sustainability of the RLF, including loan deployment, repayment, interest income, risk management, portfolio performance, and strategies for maintaining a revolving source of funding for future Brownfields projects.

4. Deliverables

Deliverables may include underwriting and credit review memoranda, financial analyses, loan term sheets, loan structure recommendations, financial policies and procedures, closing and disbursement checklists, portfolio monitoring reports, loan modification recommendations, and other financial advisory materials as requested by NRPC.

5. Proposal Requirements

Proposals must include:

Cover Letter: A letter signed by an officer or authorized representative of the firm binding the firm to all commitments made in the proposal.

Statement of Qualifications and Experience: The company/firm/team history, background, and relevant experience. Please specifically indicate:

- Names and contact information of individuals with whom NRPC would be working directly.
- The principal-in-charge and/or project manager with contact information.
- Background, education, professional credentials, and relevant experience of all team members identified above, as well as the roles of any other significant project participants.
- Identify any subconsultants proposed.
- Describe experience with Brownfields Revolving Loan Fund programs, including specific examples.
- Describe experience with commercial lending, loan underwriting, real estate finance, economic development finance, community development finance, revolving loan funds, or other mission-driven lending programs.

- Describe specific experience underwriting loans for municipalities, nonprofit organizations, private developers, property owners, or other public-purpose borrowers.
- Describe experience with Brownfields cleanup and redevelopment financing, including projects where environmental conditions affected the financial structure or feasibility of a project.
- Provide a list of relevant projects currently underway in New England/EPA Region 1 and projects completed by the applicant in the past five (5) years, with an emphasis on New Hampshire projects if applicable.
- Describe specific experience, if any, in working with regional planning commissions, municipalities, nonprofit organizations, or other public entities.
- Describe experience working with EPA Brownfields programs and applicable federal requirements associated with federally funded revolving loan programs.

Technical Approach: Describe the firm's proposed approach to providing the services outlined in Section 3. The response should specifically address how the applicant would approach underwriting and structuring loans for municipal, nonprofit, and private-sector borrowers and how the applicant would balance prudent lending practices with the public-purpose objectives of the RLF.

Insurance: The successful applicant will be required to provide statements of insurance acceptable to NRPC prior to execution of the contract. Applicants shall indicate their ability to provide proof of coverage for the insurance requirements specified by NRPC.

Cost Proposal: Provide proposed hourly rates and/or other proposed fee structures for the services described in this RFP. Applicants may propose fixed fees, per-loan fees, hourly rates, retainers, or other compensation structures.

References: At least three references shall be provided that demonstrate the applicant's ability to successfully provide underwriting, financial advisory, and/or comparable services.

6. Evaluation Criteria

All submittals will be evaluated by an internal NRPC/NRPC Foundation review team. Proposals will be ranked on a 100-point scale as described below. Up to 10 additional points will be awarded for overall quality and completeness of proposal based on RFP guidelines.

<u>Evaluation Factor</u>	<u>Points</u>
• Underwriting, commercial lending, real estate finance, and/or public-sector lending experience	30
• Technical Approach and Understanding of Scope	20
• Key Personnel Qualifications	20

• Experience with EPA Brownfields RLF Programs, including specific experience in EPA Region 1.	10
• Cost Proposal/Rate Structure	10
• References and Past Performance	10
• Total possible points	100

7. Contract Term and Administration

The contract term will be five (5) years, renewable annually. Work will be on a time-and-materials basis, unless otherwise agreed upon by NRPC and the selected consultant.

8. General Terms and Conditions

- a. The successful consultant shall comply with all applicable federal, state, and local laws and regulations as may be applicable. Funding for this project is provided through a U.S. Environmental Protection Agency Brownfields RLF Grant. The consultant must comply with all applicable regulations in 40 CFR, Part 31, including but not limited to: 2 CFR Part 200, 2 CFR Part 1500, Davis-Bacon and Related Acts, Build America/Buy America Act (BABA), EPA Quality Assurance, and non-discrimination and equal opportunity provisions.
- b. Applicants are advised to review all applicable federal regulations, EPA Brownfields RLF requirements, and the NRPC Foundation Cooperative Agreement prior to submitting a proposal.
- c. Respondents to this RFP will represent a firm, company, or team possessing experience and expertise in financial underwriting, credit analysis, commercial and/or real estate lending, financial feasibility analysis, loan structuring, and the professional standards thereof, and demonstrate the ability to undertake and complete the scope of work as outlined in this RFP.
- d. NRPC reserves the right to reject any or all submittals on any basis and without disclosure of a reason, waive technicalities, advertise for new proposals, and make awards as may be deemed to be in the best interest of the Nashua Regional Planning Commission, the NRPC Foundation, and the Brownfields Program overall.
- e. Reports and materials developed by the successful applicant under a contract that may result from this RFP are considered public information and may not be copyrighted, subject to applicable federal, state, and local laws concerning confidential or proprietary information.
- f. Applicants must submit complete responses to all of the information requested. Applicants who do not respond to the entire content of the RFP may be disqualified.
- g. The successful applicant(s) will assume responsibility for the complete project as required in this RFP. NRPC and the NRPC Foundation will consider only one

individual/firm/company as the sole point of contact with regard to contract matters, whether or not subcontractors are used for one or more parts of this project.

- h. Applicants who intend to subcontract one or more elements of this project to other firms/individuals shall identify those work elements to be subcontracted and the firm/individual subcontractor. All subcontractors shall be included in the applicant's statement of qualifications. Subcontractors may not be substituted, nor may any portions of the contract be assigned to other parties after contract award, without prior written approval by NRPC. All subcontractors must provide current insurance certificates.
- i. Replacement of an individual included in the response to this RFP with an alternate employee shall be contingent upon written approval of the NRPC following NRPC review of the professional qualifications of the proposed replacement employee.
- j. The selected consultant will be required to execute a Contract for Professional Services.

9. Schedule

<u>Activity</u>	<u>Date</u>
RFP Issued	October 15, 2026
Deadline for Questions	October 29, 2026
Proposals Due	by November 12, 2026, 4:30 p.m.
Anticipated Notice of Award	November 30, 2026
Anticipated Contract Start	December 14, 2026

10. Submission and Contact Information

Submit proposals electronically (PDF) to:

Jay Minkarah

Nashua Regional Planning Commission

Jaym@nashuarpc.org

(603) 417-6570

Subject line: "RFP – Underwriting Services for Brownfields RLF"

11. Reservation of Rights

NRPC reserves the right to reject any or all proposals, waive irregularities, negotiate with respondents, and cancel this RFP at any time. Issuance of this RFP does not obligate NRPC to award a contract or reimburse any proposal preparation costs.