

Central NH Regional Planning Commission

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Brownfields Advisory Committee Meeting #2

January 19, 2016 - Meeting Notes

Community Resource Room, 26 Commercial Street, Concord, NH – 5:30 P.M.

Attendees	
Larry Anderson, Town of Allenstown	Bruce Crawford, Town of Boscawen
Bob Cole, Town of Loudon	Mike Hansen, UMLAC
Ted Mitchell, Town of Pittsfield	Jim Pritchard, Town of Pittsfield
Dorrie Paar, US EPA (via telephone)	

Commission Staff: Steve Henninger, Jennifer Mock, Matt Monahan, Michael Tardiff

Advisory Committee and Staff Introductions

The meeting began at 5:34 P.M., called to order by Matt Monahan. All attendees present introduced themselves.

Reviewed November 16, 2015 Meeting Notes

Attendees reviewed meeting notes from the November 16, 2015 meeting. Matt Monahan mentioned an incorrect name under the Attendees. The name should read Jay Hickey rather than John Hickey.

Status Update: Request for Proposals (RFP) Responses

Matt Monahan reviewed the cover letter and copy of the RFP that had previously been posted in efforts to seek Qualified Environmental Professionals (QEP). There were a total of eight companies that submitted RFPs, some local companies and some out of state companies.

Qualified Environmental Professional (QEP) Selection Process Overview

The next step would be to sort through the then eight proposals received and decide which companies to interview. Discussion was had among committee members as to how many QEPs should be selected to interview for the Brownfields projects. Dorrie Parr mentioned that depending on the amount of companies you want to end up with be sure to choose an additional company for the interview process. Matt Monahan provided two spreadsheets – one that could be used when reviewing the RFP responses and the other was a list of suggested guidelines for the interviews. It would be important to look at how they work together, communicate with one another, what part the principals of the companies play in the project and agreed that meeting them and seeing their presentations in person would play a large role in the decision making process. Matt mentioned that when reviewing the responses it is important to assess them on their abilities first and then review their cost proposal. Ideally the group should be

selecting the most technically capable QEP. Members would not have the opportunity to review the costs until the interviews and ratings for their abilities have been completed. Ted Mitchell added that it when reviewing the cost proposals it would be important to look at which percentage or dollar amount of their proposal is for administrative costs.

QEP Interview Presentation (New Jersey Institute of Technology)

The group watched a short video from the New Jersey Institute of Technology on some key items and tips to help assist in the QEP selection process including who their team consists of, how they work together, examples of their projects, references from completed projects and their presentations – are they creative, organized and compelling.

Next Step: Review RFPs, Interview, and Select QEP(s)

The group decided as a whole that it would be worthwhile to meet with all eight companies since each one could bring something different to the Committee. Matt mentioned conducting 30 minute interviews on two separate days. The dates chosen for the interviews were February 2nd & February 4th, 2016. Members were encouraged to attend the interviews if they were able however they shouldn't feel pressured to do so. Members would be asked to commit to both days. Matt would set up an electronic link containing all eight proposals and a copy of the presentation watched in the meeting. Matt would also create a scenario of a mockup potential site in the Central NH region with questions to ask the firms during the interview process.

Next Meeting Date

The next meeting was scheduled for March. At this meeting it may be possible to introduce the QEP(s) that were selected during the interview process.

Meeting Adjournment

The meeting was adjourned at 6:46 P.M.