

Central New Hampshire Regional Planning Commission

28 Commercial Street ♦ Concord, NH 03301

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Request for Qualifications for Qualified Environmental Professionals to Conduct Brownfields Site Assessments

The Central New Hampshire Regional Planning Commission (CNHRPC) requests Statements of Qualifications from professional engineering and environmental professional firms for Brownfield site assessment services and technical support related to the high priority site selection process for both Mixed Hazardous Substances and Petroleum-only contaminated Brownfield sites.

In June of 2017, CNHRPC was selected for a Mixed Hazardous Substances and a Petroleum-only assessment grant from the US EPA. This grant follows and supplements previous Hazardous Material and Petroleum grants received by CNHRPC in 2015. Three Qualified Environmental Professionals (QEPs) are currently providing assistance to CNHRPC under the 2015 grant. The 2017 grant funding supports the existing CNHRPC Brownfields Assessment Program to inventory and assess Brownfields sites within the 20 municipalities of the Central New Hampshire Region. The Program: 1) promotes awareness of Brownfields issues and opportunities among CNHRPC's 20 municipalities; 2) inventories known and potential Brownfields sites within the Region; 3) assists municipalities, private property owners and developers with decision-making regarding the applicability of the CNHRPC Brownfields Program to their interests; 4) conducts Phase I Site Assessments; 5) conducts Phase II Site Assessments; 6) prepares Phase III Site Assessments/Remedial Action Plans (RAP); and 7) develops capacity at CNHRPC for the continuation of inventory, outreach, assessment, and re-use planning toward re-development of Brownfields as valued commercial land or green space.

The program will be implemented and administered by CNHRPC staff, a Brownfields Advisory Committee comprising community stakeholders, and QEPs contracted by CNHRPC. The Advisory Committee assists CNHRPC staff in selecting eligible, known or potential Brownfields sites for the use of the Assessment funds to conduct site assessments. The scope of work for which services are sought generally includes:

- Provide technical support to CNHRPC staff and the Brownfields Advisory Committee in all aspects of Brownfields assessment, remediation, re-use planning, and development of site selection process implementation;
- Design proposals and conduct Phase I Site Assessments;
- Prepare and present results of Phase I Site Assessments to CNHRPC staff and Advisory Committee;
- Design proposals and conduct Phase II Site Assessments;
- Prepare and Present results of Phase II Site Assessments to CNHRPC staff and Advisory Committee;
- Prepare proposals and conduct Phase III Site Assessments/Remedial Action Plans;
- Prepare Qualified Assurance Project Plan associated with Site Assessments and RAP described above;
- Outreach and attendance at public relations events as needed; and

- Performs contracted services at the direction and discretion of CNHRPC and report first and directly to CNHRPC project manager regarding all matters associated with the implementation of contracted services.

The grant period for current Brownfields Assessment funding began October 1, 2017 and extends through September 30, 2020. In the event that a subsequent grant or grants are awarded following the project period (2017 to 2020), the selected QEP(s) may, at the discretion of the Advisory Committee, be retained without an additional RFP process.

Successful candidate(s) will clearly present verifiable qualifications, experience and knowledge regarding all aspects of Brownfields assessment, remediation, re-use planning, and re-development, including but not limited to relevant Federal and New Hampshire law, policies and guidelines; relevant NH Administrative rules; NH Risk Characterization and Management Policy; CERCLA, and US EPA standards and practices, including US EPA Quality Assurance Project Plan (QAPP) requirements.

To be considered, the submittal and associated Statement of Qualifications shall demonstrate the ability to perform multi-task projects and meet required milestones and deadlines. QEPs must be licensed to provide engineering services in the State of New Hampshire and possess proven engineering and geological capabilities and certifications to perform all activities relevant to Brownfields assessment and remediation. If applicable, a list of projects currently underway in NH, and past projects in NH successfully completed by the applicant in the past five (5) years should be included. Statements of Qualifications must specifically indicate, and provide professional qualifications for those members of the firm who will provide project management and those who will be working directly with CNHRPC. Statements of Qualifications must clearly indicate those personnel who will be serving as project management and/or working directly with CNHRPC and include three to five professional references qualified to comment directly on the performance of the firm. Although not a requirement, we ask that submitted materials do not exceed thirty pages in order to expedite CNHRPC's review process.

It is the intent of CNHRPC to establish a list of one or more pre-qualified QEPs from which to select firms based on stated qualifications to provide site-specific services for individual eligible properties identified by CNHRPC staff and the CNHRPC Brownfields Advisory Committee.

Selection Process

1. Candidates must have three (3) copies of their proposal Qualifications delivered to CNHRPC at 28 Commercial Street, Suite 3, Concord NH 03301 no later than 4:00 p.m., December 21, 2017. Candidates may also email materials to Matt Monahan at mmonahan@cnhrpc.org.
2. CNHRPC will review the submitted materials and may select several candidates for interviews during the week of week of January 8, 2018.
3. It is the intent that CNHRPC will notify selected firms by the week of January 15, 2018.

Contact: Matt Monahan at mmonahan@cnhrpc.org or (603) 226-6020.