



**Request for Statements of Qualifications and Fee Proposals
from Consultants to Conduct Site Specific Brownfields Site Assessments**

The Southwest Region Planning Commission (SWRPC) requests Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees from professional engineering and environmental consulting firms interested in assisting SWRPC in implementing site specific brownfield site assessment services at the former Kingsbury Corporation property located at 80 Laurel Street in Keene, New Hampshire.

Since 2003, SWRPC has administered nine U.S. EPA grants for the Southwest Region Brownfield's Assessment Program. In 2017, the program was awarded its first site specific assessment grant from U.S. EPA. The site specific brownfields assessment program will be implemented and administered by SWRPC staff, a Brownfields Advisory Committee comprising community stakeholders, and consultants contracted by SWRPC. The Advisory Committee will assist SWRPC staff in planning for the future use of the former Kingsbury Corporation property and providing guidance on environmental assessment activities for the site. The scope of work for which Consultant services are sought generally includes:

- Provide technical support to SWRPC staff and the Brownfields Advisory Committee with Brownfields assessment, remediation, and re-use planning and implementation;
- Design proposals and conduct Phase I Site Assessments;
- Prepare and present results of Phase I Site Assessments to SWRPC staff, the Brownfields Advisory Committee and other community partners as requested;
- Design proposals and conduct Phase II Site Assessments;
- Prepare and Present results of Phase II Site Assessments to SWRPC staff, the Brownfields Advisory Committee and other community partners as requested;
- Prepare a potential Analysis of Brownfields Cleanup Alternatives/Remedial Action Plan (ABCA/RAP) proposal and conduct a potential ABCA/RAP;
- Prepare a QAPP associated with Site Assessments and a potential ABCA/RAP as described above;
- Assist with outreach and attendance at public relations events as requested;
- Assist in evaluating and implementing reuse and redevelopment alternatives; and
- Perform contracted services at the direction and discretion of SWRPC and report first and directly to the SWRPC project manager regarding all matters associated with the implementation of contracted services.

The grant period for current Brownfields Assessment funding begins October 1, 2017 and extends through September 30, 2020.

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 U.S. EPA standards and practices, including U.S. EPA Quality Assurance Project Plan (QAPP) requirements.

To be considered, the Statement of Qualifications shall demonstrate the ability to perform multi-task projects and meet required milestones and deadlines. Consultants 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. Consultants located in, or having an office in New Hampshire may be given preference. 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 consultant team who will provide project management and those who will be working directly with SWRPC. Statements of Qualifications must clearly indicate those personnel who will be serving as project management and/or working directly with SWRPC and include three to five professional references qualified to comment directly on the performance of the consultant team. Although not a requirement, we ask that submitted materials do not exceed thirty pages in order to expedite SWRPC's review process.

Based on SWRPC review of Statements of Qualifications and Proposed Professional Cost Rates and Fees, SWRPC may invite candidate firms for an interview to further investigate qualifications and compatibility relative to the needs of the Southwest Region Brownfields Assessment Program.

It is the intent of SWRPC to select consultant(s) based on stated qualifications, expertise and associated fees to provide site-specific services for the former Kingsbury Corporation property.

Selection Process

1. Candidates must have six (6) copies of their Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees delivered to SWRPC at 37 Ashuelot Street, Keene, NH 03431 no later than 5:00 p.m., Friday, October 13, 2017.
2. SWRPC will review the submitted materials and may interview selected candidates during October or November 2017.
3. It is the intent that SWRPC will notify selected firms by November 2017.

For further information, contact J. B. Mack, SWRPC Brownfields Program Manager.