

REQUEST FOR QUALIFICATIONS

**Nashua Regional Planning Commission
Brownfields Assessment Program**

October 7, 2019

Deliver Applications to: Jay Minkarah, Executive Director
At Jaym@NashuaRPC.org

Application Deadline: October 21, 2019

1.0 INTRODUCTION/BACKGROUND INFORMATION

The Nashua Regional Planning Commission (NRPC) is seeking Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees from professional engineering and environmental consulting firms for Brownfield site assessment services.

The NRPC was selected by the U.S. Environmental Protection Agency to receive a \$300,000.00 Brownfields Assessment Grant in 2019. A copy of the narrative proposal with budget is attached. Grant funds will be used to identify, assess and characterize known or potential brownfield sites contaminated with hazardous substances (\$200,000) and petroleum (\$100,000). The NRPC is seeking the assistance of a qualified environmental consulting firm to implement all phases of the program.

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.

2.0 PROJECT APPROACH

NRPC's Brownfields Assessment Program will be administered by NRPC staff and a Brownfields Advisory Committee made up of community leaders and stakeholders working with the selected environmental consulting firm. Throughout the process, NRPC and the consultant will coordinate closely with EPA and the New Hampshire Department of Environmental Services (NHDES). The scope of work for which Consultant services are sought generally includes:

- Provide technical support to NRPC staff and the Brownfields Advisory Committee in all aspects of 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 NRPC staff and Advisory Committee;
- Design proposals and conduct Phase II Site Assessments;
- Prepare and Present results of Phase II Site Assessments to NRPC staff and Advisory Committee;
- Prepare proposals and conduct Phase III Site Assessments/Remedial Action Plans;
- Prepare QAPP associated with Site Assessments and RAP described above;
- Outreach and attendance at public relations events as needed; and

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

The grant period for current Brownfields Assessment funding begins October 1, 2019 and extends through September 30, 2022.

The Statement of Qualifications should demonstrate the Consultant's 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. Prospective consultants must possess demonstrable experience and capabilities with 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. Consultants should also demonstrate an ability to clearly report and communicate findings to a wide audience possess an ability to coordinate effectively with all interested parties.

4.0 CONSULTANT SUBMITTALS

One Adobe PDF electronic version of the proposal shall be submitted to Jay Minkarah, Executive Director, at jaym@nashuarpc.org no later than 4pm EST on October 21, 2019. Late submittals will not be considered. Submittals shall include the following information, at a minimum:

1. Cover Letter: A letter signed by an officer of the firm, binding the firm to all commitments made in the proposal.
2. Statement of Qualifications and Experience:
 - a. The company/firm/team history, background, and relevant experience, including contact information (business address, phone number, email address, etc) of all firms and individuals committed to participating in the tasks identified in the project approach. Please specifically indicate:
 - i. Names of individuals who are qualified environmental professionals
 - ii. Names of individuals with whom NRPC would be most directly working
 - iii. The principal-in-charge and/or project manager.
 - iv. Background, education, and relevant experience of all team members listed in items i, ii, and iii above, as well as the roles of any other significant project participants.
 - v. Identify any subconsultants proposed as a part of the project team.
 - b. Experience with brownfields site assessment and remediation planning and site redevelopment including specific examples.
 - c. A list of projects currently underway in NH, and past projects in NH successfully completed by the applicant in the past five (5) years if any.
 - d. Specific experience, if any, in working with regional planning commissions.

- e. Experience with EPA and NHDES Regulations and Policies.
- 3. Quality Assurance Methods: Describe the procedures to be undertaken to complete work to ensure that defensible and quality data are reported. This should include general equipment and methods for proposed sampling and analyses with references to specific federal, state and professional practice guidelines. Proposed analysis and measurement methods must be capable of reliably detecting concentrations at or below applicable cleanup standards for future use.
- 4. 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 following insurance requirements:
 - a. General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate.
 - b. Motor vehicle liability coverage of \$1 million combined single limit.
 - c. Proof of Workers Compensation per State of New Hampshire requirements.
 - d. Professional errors and omissions coverage of \$1 million.

In addition, NRPC must be identified as additionally insured.

- 5. Cost Proposal
- 6. Examples of Work Products: Short-listed firms may be asked to submit examples of their written work products including copies of previously prepared Phase I Environmental Site Assessment Reports, Phase II Environmental Site Assessment Reports, QAPPs, and Remedial Action Plans, but not at the time of submission. Bibliographic information summarizing any work products that may ultimately be submitted if chosen as a short-listed firm shall be supplied in the submittal package.
- 7. References: At least three references shall be provided which demonstrate the applicant's ability to successfully manage project tasks and objectives.

5.0 GENERAL TERMS & CONDITIONS

- 1. 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 the U.S. Environmental Protection Agency Brownfields Assessment Grant. The consultant must take into account compliance with all applicable regulations in 40 CFR, Part 31. Applicants are advised to review all applicable federal regulations prior to submitting a proposal.
- 2. Respondents to this RFQ will represent a firm, company, or team possessing experience and expertise in environmental risk assessment and management plans, quality assurance plans, groundwater, soil and building sampling, remediation strategies and clean-up

programs, and the professional standards thereof, and demonstrate ability to undertake and successfully complete the scope of work as outlined in this RFQ.

3. NRPC reserves the right to reject any or all submittals on any basis and without disclosure of a reason, waive technicalities, to advertise for new proposals, and to make awards as may be deemed to be in the best interest of the Nashua Regional Planning Commission and the Brownfields Program overall. NRPC will not be holding interviews with applicants who were not short-listed or selected.
4. Reports and materials developed by the successful applicant under a contract that may result from this RFQ are considered public information and may not be copyrighted.
5. Applicants must submit complete responses to all of the information requested. Applicants who do not respond to the entire content of the RFQ may be disqualified.
6. The successful applicant will assume sole responsibility for the complete project as required in this RFQ. NRPC 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.
7. 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 any portions of the contract assigned to other parties after contract award, without prior written approval by NRPC. All subcontractors must provide current insurance certificates with NRPC as additionally insured.
8. Replacement of an individual included in the response to this RFQ 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.
9. Minority Business Enterprises/Women Business Enterprises are encouraged to respond to this RFQ.
10. The selected consultant will be required to execute the standard NRPC Contract for Professional Services.

6.0 EVALUATION CRITERIA

All submittals will be evaluated by NRPC staff. Proposals will be ranked by a five-point per criterion ranking system. A score of 1 will be given where little or no experience or expertise is demonstrated. A score of 5 will be given where the applicant clearly demonstrates experience and expertise in the relevant category.

Scores will be ranked based on experience or expertise within the following categories:

- Overall quality and completeness of proposal based on RFQ guidelines
- Quality/experience of staff team qualifications assigned to work with NRPC Brownfields Program
- Consultant experience working with US EPA & NHDES
- Evidence of consultant's ability to work compatibly with the NRPC Program
- Cost effectiveness of proposal

7.0 STEPS FOR SELECTION PROCESS

The Nashua Regional Planning Commission will use the following process to select a consultant.

- 1) Review of submittals by NRPC: Submittals will be screened using the evaluation criteria discussed above in Section 6.0. Up to three consultants, based upon the top-scoring candidates, will be short-listed and chosen for interviews. Applicants will be notified as to whether their proposal package was selected for detailed interview.
- 2) Interviews of short-listed consultants: interviews with the top-ranking applicants will be individually scheduled. Applicants will be encouraged to make a formal presentation to the NRPC selection committee lasting *no longer than 30 minutes*. Applicants who are not short-listed will not be provided interviews.
- 3) Negotiations: NRPC will enter into contract negotiations with the top-ranked consultant by November 18, 2019.
- 4) Contracting: Execute contract drafted by NRPC with selected consultant.
- 5) Announcement: Formal announcement of contracted consultant will be made, or, if no agreement is reached, NRPC will begin negotiations with the next highest-ranked candidate or may elect to issue another RFQ if a suitable candidate is not found.

8.0 ADDITIONAL INFORMATION

The Nashua Regional Planning Commission will not assume any responsibility for costs incurred by respondents as part of the preparation and submission of the proposal and fee schedule, or for costs associated with the issuance of a contract.

Any questions related to this Request for Proposal should be directed, in writing, to Jay Minkarah at jaym@nashuarpc.org).