



Request for Statements of Qualifications and Fee Proposals from Consultants to Conduct Contaminated Property Assessments

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) requests Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees from professional engineering and environmental consulting firms for contaminated property site assessment services.

The program is to inventory and assess contaminated property sites within the 27 municipalities of our western region in New Hampshire. Focus will be on Claremont and Newport, NH, but other sites within the region will be supported as well. The Program 1) promotes awareness of Contaminated Properties issues and opportunities among UVLSRPC's 27 municipalities (see www.uvlsrpc.org for map); 2) inventories known and potential Contaminated Properties within the Region; 3) assists municipalities, private property owners and developers with decision-making regarding the applicability of the Contaminated Properties 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; and 7) develops capacity at UVLSRPC for the continuation of inventory, outreach, assessment, and re-use planning toward re-development of Contaminated Properties as valued commercial land or green space.

The program is implemented and administered by UVLSRPC staff, as well as a Advisory Committee comprised of community stakeholders. The Advisory Committee assists UVLSRPC staff in selecting eligible, known or potential Contaminated Properties for the use of the Assessment funds to conduct site assessments. The scope of work for which Consultant services are sought generally includes the following:

- Provide technical support to UVLSRPC staff and the Advisory Committee in all aspects of Contaminated Properties assessment, remediation, and re-use planning and implementation;
- Develop proposals and conduct Phase I Site Assessments;
- Prepare and present results of Phase I Site Assessments to UVLSRPC staff and Advisory Committee;
- Develop proposals and conduct Phase II Site Assessments;
- Prepare and Present results of Phase II Site Assessments to UVLSRPC 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 UVLSRPC and report first and directly to UVLSRPC project manager regarding all matters associated with the implementation of contracted services.

The current program four-year period for Contaminated Properties Assessment begins October 1, 2023 and extends through September 30, 2027.



Successful candidate(s) will clearly present verifiable qualifications, experience, and knowledge regarding all aspects of Contaminated Properties 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 Contaminated Properties assessment and remediation. Consultants located in, or having an office in NH 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 firm who will provide project management and those who will be working directly with UVLSRPC. Statements of Qualifications must clearly indicate those personnel who will be serving as project management and/or working directly with UVLSRPC 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 to expedite UVLSRPC's review process.

Based on UVLSRPC review of Statements of Qualifications and Proposed Professional Cost Rates and Fees, UVLSRPC may invite candidate firms for an interview to further investigate qualifications and compatibility relative to the needs of the Upper Valley Lake Sunapee Region Contaminated Properties Assessment Program.

It is the intent of UVLSRPC to establish a list of one or more pre-qualified consultants from which to select firms based on stated qualifications, expertise, and associated fees to provide site-specific services for individual eligible properties identified by UVLSRPC staff and the Upper Valley Lake Sunapee Region Contaminated Properties Advisory Committee.

Selection Process

1. Candidates must provide an electronic copy of their Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees as well as two paper copies delivered to UVLSRPC at 10 Water Street, Suite 225, Lebanon, NH 03766 or to info@uvlsrpc.org no later than 5:00 p.m., Friday, September 1, 2023.
2. It is the intent that UVSLRPC will notify selected firms by Thursday, September 17, 2023 and interview them in September to begin work on October 1, 2023.
3. UVLSRPC will review the submitted materials and may interview selected candidates on September 25, 2023. Virtual is possible.

For further information, contact Meghan Butts, UVLSRPC Executive Director, (603) 448-1680 or mbutts@uvlsrpc.org.