



**Request for Statements of Qualifications and Fee Proposals
from Qualified Environmental Professionals to Conduct Brownfields Site Assessments**

The Southwest Region Planning Commission (SWRPC) requests Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees from Qualified Environmental Professionals (QEP) for Brownfield site assessment services for Mixed Hazardous Substances Brownfield sites.

Since 2003, SWRPC has administered U.S. Environmental Protection Agency (U.S. EPA) grants for the Southwest Region Brownfield's Assessment Program. In 2022, the program was selected for its seventh community wide Mixed Hazardous Substances assessment grant from U.S. EPA. The grant funding supports a program to assess Brownfields sites within the 34 municipalities of southwestern New Hampshire. The Program 1) promotes awareness of Brownfields issues and opportunities among SWRPC's 34 municipalities and Cheshire County; 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 Brownfields program to their interests; 4) conducts Phase I Site Assessments; 5) conducts Phase II Site Assessments; 6) prepares Analyses of Brownfields Clean-up Alternatives/Remedial Action Plans; and 7) develops capacity at SWRPC for the continuation of inventory, outreach, assessment, and re-use planning toward re-development of Brownfields as valued commercial land or green space. SWRPC hopes to work with Qualified Environmental Professionals that can assist the program in preparing one or more Brownfields sites for solar photovoltaic projects.

The program is implemented and administered by SWRPC staff, a Brownfields Advisory Committee (BrAC) comprising community stakeholders, and QEPs contracted by SWRPC. The BrAC assists SWRPC 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 QEP services are sought generally includes:

- Provide technical support to SWRPC staff, the BrAC and associated brownfield stakeholders 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 SWRPC staff, the BrAC and other brownfield stakeholders;
- Design proposals and conduct Phase II Site Assessments;
- Prepare QAPPs associated with Phase II Site Assessments;
- Prepare and present results of Phase II Site Assessments to SWRPC staff, the BrAC and other brownfield stakeholders;
- Prepare proposals and conduct Analyses of Brownfield Clean-up Alternatives/Remedial Action Plans;
- Assist SWRPC staff with outreach activities and attendance at public relations events as needed; and
- Perform contracted services at the direction and discretion of SWRPC and report first and directly to SWRPC project manager regarding all matters associated with the implementation of contracted services.

The grant period for current Brownfields Assessment funding will begin October 1, 2022 and extend through September 30, 2026.

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. Direct experience with brownfield solar photovoltaic development is a plus.

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

It is the intent of SWRPC 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 SWRPC staff and the Southwest Region Brownfields Advisory Committee.

Selection Process

1. Candidates must submit one pdf and 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, September 9, 2022.
2. SWRPC will review the submitted materials and may interview selected candidates during September 2022.
3. It is the intent that SWRPC will notify selected firms by October 2022.

For further information, e-mail J. B. Mack, SWRPC Brownfields Program Manager at jbmack@swrpc.org or call (603) 357-0557.