

Town of Tilton, New Hampshire
Request for Proposals
Environmental Engineering Consulting Services
EPA Brownfields Cleanup Program
Site Formerly Known as Ernie's Auto Sales

INFORMATION PACKAGE

I. INTRODUCTION:

In the summer of 2012, the Town of Tilton (hereinafter referred to as the "Town") was selected as one of only two communities in the State of New Hampshire to receive US Environmental Protection Agency (EPA) Brownfields Cleanup funds. The Town is now seeking proposals from qualified environmental consultants to oversee the cleanup and redevelopment of the former Ernie's Auto Sales property located in downtown Tilton (hereinafter referred to as "Ernie's").

In summary, the Consultant will be required to: develop an Analysis of Brownfields Cleanup Alternatives/Remedial Action plan (ABCA) and a Quality Assurance Project Plan (QAPP) for the site that complies with EPA regulations, NH Department of Environmental Services (NHDES) and NH Division of Cultural & Historical Resources regulations; oversee the contracted site remediation work; prepare and submit all required Federal/State reports and ACRES database reporting; and assist with public informational meetings. All work must be performed in accordance with industry standards and all applicable state and federal laws.

To successfully compete on this project, the Consultant must demonstrate a strong knowledge of federal and state regulations, a good working relationship with both EPA and NHDES, demonstrate the ability to bring a mix of engineering, environmental science, planning and technology services to the project, as well as have the ability to communicate well with interested community members and other stakeholders in the project.

2. PRE-BID MEETING AND QUESTIONS ABOUT THE REQUEST FOR PROPOSAL:

There will be two opportunities to visit the Ernie's site (located at 180 East Main Street, Tilton, NH (across the street from the Tilton Police Department) prior to the bid submittal deadline. The first will be held on Thursday, September 27, 2012 at 10:00 a.m. and again on Thursday, October 4, 2012 at 10:00 a.m. Attendance at either one of these meetings is strongly encouraged, but not mandatory. This site is posted as NO TRESSPASSING due to safety concerns within the building; therefore no prospective bidders may walk on the site unless accompanied by an authorized representative of the Town.

If you are interested in submitting a proposal, please send your email contact information to the attention of Joyce Fulweiler, Town Administrator at townadmin@tiltonnh.org. Questions about these requirements and the project will be accepted up until 4:00 p.m. Thursday, October 11, 2012. A written summary of questions received and the relevant answers will be emailed to all interested parties who have received a copy of this RFP and provided the Town Administrator with their email address.

THE DEADLINE TO SUBMIT YOUR PROPOSAL FOR ENVIRONMENTAL ENGINEERING CONSULTANT SERVICES IS 4:00 P.M. THURSDAY, OCTOBER 18, 2012.

3. PROJECT BACKGROUND INFORMATION:

The Ernie's site was assessed through the Lakes Region Planning Commission Brownfields Assessment Program prior to being purchased by the Town. The hired consultant conducted both Phase I and Phase II Environmental Site Assessments. Data collected from these studies revealed that the site is contaminated with hazardous substances including the following: asbestos, lead-based paint, arsenic and lead, and polycyclic aromatic hydrocarbons (PAHs). These contaminants must be remediated prior to the planned site redevelopment to mitigate the exposure pathways. In addition, the site is currently occupied by two small buildings which are in immediate need of demolition as they are public safety hazards and a present a long term danger at the site. Copies of the reports may be accessed through the NHDES website. The site project number is 199311019.

In response to the findings of these assessments, the Tilton Board of Selectmen took action to secure the site in a community effort with assistance from volunteers from the Winnepesaukee River Trail Association. The windows of the buildings were boarded up, a cautionary fence was put around the entire perimeter including the affected areas and hazardous waste; no trespassing signs were heavily plastered on the building and on the grounds. In addition, cleanup of the non-hazardous materials on the site including some construction debris, boards, bricks and broken glass were removed and recyclable scrap metal and tires were brought to the Town transfer station for recycling. This included three truckloads of materials. To ensure the long-term security of the property, inspections of the site are conducted on a bi-weekly basis and a report is provided to the Selectmen. The property is also directly located across the street from the Tilton Police Department with regular drive bys to ensure the site is secure.

The vision for redevelopment is for this former used car lot/auto repair station to become a landing site for the "Missing Link Bridge" which will span the adjacent Winnepesaukee River connecting the Northfield and Tilton portions of the 5.1 mile Winnepesaukee River Trail system. This will include the bridge, pathway, parking, and greenspace to access the river. The link from Tilton to the trail system will serve as a multi modal, intercommunity, alternative transportation link. When redevelopment is complete, the trail system will run from Tilton through Northfield to Franklin along a portion of an active rail line and the remainder on a mixture of state abandoned rail road bed, public property and private easements. The site will also have a car top boat access on this beautiful downstream stretch of the Winnepesaukee River allowing for canoes, kayaks and other small boats to be put in or taken out of the river. All of this sits on a stretch of river that during industrial times was all but lost to use for the enjoyment of citizens in our community and visitors to the Lakes Region.

The proposed cleanup has several key components identified in the Town's EPA Cleanup Grant application submittal process:

- A) Removal of universal and hazardous waste from within the buildings including floor tiles containing asbestos, and asbestos wrap on furnaces by a licensed contractor, and properly disposing of the material at an appropriate disposal facility.
- B) Demolition of the wooden building structures of the buildings to facilitate the soil removal phase. The foundation will be ground up to be used as fill in other areas of the property where contaminated soil is removed.
- C) Removal of up to 150 tons of lead and arsenic contaminated soil from the site.

- D) Covering the PAH contaminated soil that was encountered to eliminate the direct contact exposure pathway to site visitors.
- E) Conducting bi-annual groundwater sampling of four on-site monitoring wells for dissolved arsenic to provide trend analysis of groundwater quality of residual contamination as a part of monitored natural attenuation program that will be required by NHDES.
- F) Institutional controls in the form of a deed restriction will be filed (if required) with the Belknap County Registry of Deeds to ensure that future construction, remediation, or landscaping at the property do not disturb contaminated soils, such as the installation of utilities, where necessary, and will prohibit the extraction of contaminated groundwater. This will help ensure that future occupants of the property are aware of any contaminated soil.

4. SCOPE OF WORK:

The consultant is to work with the Town of Tilton to develop a complete bid package for the procurement of a cleanup contractor(s) through the process of soliciting bids, reviewing bids, making appropriate recommendations to the Town with regards to the bids and contractor(s) selection, and execution of the necessary contract documents. Once the Town has selected a contractor(s) for the cleanup, the consultant will manage the cleanup process on site and oversee cleanup activities, site inspections, and sampling. Once the site is cleaned-up, the consultant will prepare a remedial action report outlining the remedial activities conducted at the site including a description of any samples collected and the analytical results. The consultant is responsible for preparing NHDES and/or USEPA required cleanup completion/closeout documents, financial documentation necessary for grant payments, and any other required documentation. In addition, coordination will be required with volunteers from the Winnepesaukee River Trail Association, Inc. (WRTA) who, as part of the EPA Grant, will be providing non cash in-kind services for some of the tasks outlined in the Cleanup Plan: Task 2 – Cleanup & Abatement Activities and Task 3 - Public Meetings and Community Outreach. **Please refer to the Appendix A – EXCERPTS FROM THE WORK PLAN which is attached as part of this Request for Proposals.** The Consultant will also be required to coordinate with the Town of Northfield and the WRTA who are responsible for the design and construction of the “Missing Link” Bridge and trail to be located on a portion of the Ernie’s site. The Town of Northfield has already hired a consulting engineer for their project, however the exact design and location is not yet determined at this time.

In summary, the Consultant will be required to: develop an Analysis of Brownfields Cleanup Alternatives/Remedial Action plan (ABCA) and a Quality Assurance Project Plan (QAPP) for the site that complies with EPA regulations, NH Department of Environmental Services (NHDES) and NH Division of Cultural & Historical Resources regulations; oversee the contracted site remediation work; prepare and submit all required Federal/State reports and ACRES database reporting; and assist with public informational meetings. All work must be performed in accordance with industry standards and all applicable state and federal laws.

5. SUBMITTAL REQUIREMENTS:

To be considered, seven (7) copies of your proposal, one of which should be unbound, must be received to the attention of Joyce Fulweiler, Town Administrator, 257 Main Street, Tilton, NH 03276 no later than

4:00 P.M. THURSDAY, OCTOBER 18, 2012. Electronic or facsimile materials will not be accepted. All proposals will be available for public inspection.

A) Cover Letter

The cover should include a letter on your company letterhead addressing the scope of work described in the RFP. The letter should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal and shall include the name, address and phone number and email address of the person(s) to contact who will be authorized to represent your firm.

B) Qualifications and Experience

Provide a description of the overall history and qualifications of your firm's background, experience and capabilities to perform the Scope of Work. Please include similar information on any proposed subcontractors.

C) Organizational Profile

Provide a summary of all personnel potentially to be involved in the project including all sub-consultants. Designate the Principal in Charge, the Project Manager and other key personnel. Provide personal resumes illustrating the experience and background of key personnel who will be assigned to the project.

D) Staffing and Resource Availability

Provide information regarding your firm's current staffing, current workload, and availability to provide the subject services.

E) Experience and Representative Projects

List representative examples of related work you have performed for other public entities over the past five (5) years which illustrates your firm's role and experience in providing the services required.

F) References

Provide at least three (3) references (more if possible) for similar work your firm has performed. Include the name of person, position and phone number where the reference may be reached.

G) Budget /Fee Statement

The budget/fee statement for consultant services shall be broken down into the project tasks as detailed in **APPENDIX A - EXCERPTS FROM THE WORK PLAN FOR CERCLA SECTION 104(k) CLEANUP COOPERATIVE AGREEMENT** and the project's scope of work as described in this Information Package. Please provide the estimated number of personnel hours, schedule of fees for key personnel and subcontractors and associated fees for each task. Include a schedule of other basic costs, should additional services be necessary. **This will be a fixed cost contract.** No contracts shall be awarded wherein the fee is stated as a percentage of the project cost.

The Town of Tilton recognizes that it may be difficult for you to develop an accurate budget/fee statement given the open-ended parameters of this proposal. In light of this concern, you should be aware that the Town of Tilton may negotiate the scope of work of the contract as well as its terms and conditions to “fit” the Town's needs and priorities.

6. CONTRACT REQUIREMENTS:

The tasks Outlined in this Request for Proposal will be funded through an EPA Brownfields Cleanup Cooperative Agreement. Therefore, the Consultant must comply with all applicable Federal and State regulations. Consultants are advised to review the rules prior to submittal of a proposal and to take particular note of **APPENDIX B - EPA COOPERATIVE AGREEMENT** which is attached and is part of this Request for Proposal. The selected contractor will be required to comply with all Administrative Conditions and Programmatic Conditions specified in the Cooperative Agreement between EPA and the Town of Tilton.

7. SELECTION CRITERIA AND PROCESS:

The Town of Tilton looks most favorably on those respondents that:

- Provide a team of key personnel who have experience working together and who have the abilities to competently address the problems presented by this project;
- Demonstrate the ability to employ an exemplary design approach in solving the unique problems presented by this project;
- Demonstrate the capacity of the firm to perform the work and manage the project within the time and budget limitations.

After the deadline for submittal, all proposals will be reviewed and evaluated by the Tilton Board of Selectmen. Additional information may be requested of prospective consultants. The Tilton Board of Selectmen will conduct interviews with a minimum of three firms as part of the selection process. The contract will be awarded by the Town of Tilton pursuant to this review process as soon as possible. The Town of Tilton reserves the right to reject any/or all proposals, parts thereof, and/or waive any informalities thereon and/or to further make modifications as it deems in the best interest of the Town of Tilton

Proposals will be evaluated on the following basis with primary emphasis on experience with similar projects:

- Personnel, qualifications and references
- Experience with complex site remediation
- Brownfields and QAPP experience
- Cost of services

The cost of preparing and submitting this proposal is the sole responsibility of the Proposer and shall not be chargeable in any manner to the Town.

This request for proposal is comprised of the following documents:

1. **Email cover letter**
2. **INFORMATION PACKAGE (6 PAGES)**
3. **APPENDIX A - EXCERPTS FROM THE WORK PLAN FOR CERCLA SECTION 104(k) CLEANUP
COOPERATIVE AGREEMENT**
4. **APPENDIX B - EPA COOPERATIVE AGREEMENT**
5. **NHDES LINK TO REPORTS**

Additional background information on the project can be obtained from the Town of Tilton website www.tiltonnh.org