

**Town of Tilton, NH Request for Proposals
Environmental Engineering Consultant Services**

APPENDIX A

Town of Tilton, New Hampshire

**EXCERPTS FROM THE WORK PLAN FOR CERCLA SECTION 104(k) CLEANUP COOPERATIVE AGREEMENT
October 1, 2012 to September 30, 2015**

1. GOAL 3: Healthy Communities and Ecosystems

Objective 3.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Subobjective 3.2.3 Assess, Clean Up and Redevelop Brownfields

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE:

The Town of Tilton, New Hampshire will use \$200,000 of EPA Cleanup Grant Funding for hazardous waste cleanup of town-owned property located at the entrance of our core downtown area, abutting the Winnepesaukee River. The site originally housed a saw mill and box factory in the mid 1800's and early 1900's when water powered mills were the lifeblood of our communities. Since the mid 1900's this site has been used as a former gas station/ used car lot/auto repair business. The Town purchased the site with the assistance of the Tilton Conservation Commission and the Winnepesaukee River Trail Association, Inc. Our joint vision is to redevelop the site into downtown greenspace with river front trail access and the landing point for the "The "Missing Link Bridge" thereby connecting the multi-purpose trail between the Towns of Tilton, Northfield and the City of Franklin.

In order to achieve this goal, the Brownfields cleanup grant will be used for the remediation of contaminated soils, removal of hazardous materials and demolition of two derelict and dilapidated buildings for redevelopment as green space. The trail access and Missing Link Bridge will be completed with funds that have already been awarded to the Town of Northfield and the Winnepesaukee River Trail Association, Inc. by the New Hampshire Department of Transportation's Transportation Enhancement (TE) Program.

The Town's primary partner in the redevelopment of this project is the Winnepesaukee River Trail Association, Inc. Additional partners in assuring sustainable community benefits from the cleanup are Health First Family Care Center, Caring Community Network of the Twin Rivers (Franklin/Tilton/Northfield), The Tilton Main Street Program and the Belknap County Economic Development Council. They believe as strongly as we do that this project meets all aspects of community sustainability. Not only does our project remove hazardous substances from our soil and groundwater and blight from the gateway to our downtown village area, but the reuse as greenspace and trail access will improve the health of our citizenry and visitors by providing outdoor exercise and recreational opportunities. Additional benefits of having trail access is that it provides an alternative transportation route for low income person's lacking vehicles and/or access to rural public transportation services; reduces traffic and carbon dioxide emissions along US/State Routes 3&11 - one of the most heavily travelled east/west routes in the state of New Hampshire; improves connectivity by drawing increased numbers of people to

each communities downtown commercial/retail businesses, thereby enhancing each communities' economic viability.

Description of Cleanup Plan:

The proposed cleanup has several key components:

- 1) 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.
- 2) 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.
- 3) Removal of up to 150 tons of lead and arsenic contaminated soil from the site.
- 4) Covering the PAH contaminated soil that was encountered to eliminate the direct contact exposure pathway to site visitors.
- 5) 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.

Please note that each of these cleanup actions will be completed in accordance with New Hampshire DES Env-Or 600 (Soil Remediation Standards), NHDES Env-Sw 900 (asbestos), and Env-Wm 100-1000 (lead paint). During cleanup activities and building abatement, engineering controls will be utilized, including area containment during asbestos and lead paint abatement, dust suppression during soil removal activities, and the use of temporary fencing to protect the public during construction activities. Aggregate building materials will be reused as fill on site to reduce the amount of transportation and conserve energy. Contaminated soil would be brought to the local asphalt plant for recycling into new paving materials to be used in local roadways.

During clean up, barrier fencing will be used to secure the site to protect the public during cleanup and demolition activities. Environmental engineers will specify the appropriate handling and disposal of all hazardous materials and would continue to monitor the site after cleanup is complete in accordance with NHDES requirements. Once all hazardous materials are removed, the site will be reclaimed for use as greenspace. Areas with excavation and contaminated soil removal will be back filled with clean soil and raised back to normal ground levels. The community involvement portion of the project (see Task III below) will be used to inform area residents of work to be completed.

To assure proper cleanup, specific details of the process would be distilled into an RFP for bidders who would compete to clean up the property including the engineering. Restoring the site will be performed by local contractors with some additional volunteer assistance. The time and effort and/or materials from these volunteers will be recorded and counted as soft match.

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 or groundwater remaining below-grade at the site.

Once remediation is completed, a remediation summary report will be submitted to the NHDES. A "Certificate of Completion" will be obtained from the NHDES documenting that the cleanup was completed in accordance with state standards.

**Town of Tilton, NH Request for Proposals
Environmental Engineering Consultant Services**

2. **FUNDING:** \$200,000 EPA Hazardous Substances Grant

3. **BUDGET:** Tilton received a hardship waiver for ½ of the cost share, therefore the total project cost is \$220,000. The \$20,000 in cost share match will be non-cash in-kind contributions.

4. **WORKPLAN TASKS:**

Task 1 - Cooperative Agreement Oversight Subtasks (Commitments) Pre-Cleanup	Anticipated Outputs (activities, deliverables, reports) and Anticipated Outcomes (results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Obtain QEP Services</p> <ul style="list-style-type: none"> • Town prepares Request for Proposals for qualified engineering consulting firm; evaluate responses to RFP, conduct interviews, enter into contract with qualified environmental consulting engineer. • Environmental consulting engineer will prepare scope of work for contractor(s), and assist the Town in competitive bid process to hire qualified contractors; provide contract administration, supervision and quality control. • Prioritize, track and evaluate contractor progress. • Conduct periodic project status meetings with contractor to discuss project issues and priorities • Conduct annual performance evaluations for contractor. • Coordinate with Town of Northfield and WRTA, Inc. on NHDOT-TE Grant for Missing Link Bridge Design & Construction 	<p>Outputs:</p> <ul style="list-style-type: none"> • High quality contractor work products that meets the recipient's and EPA's expectations • Confirmation in quarterly report that contractor selection was competed and made <p>Outcomes:</p> <ul style="list-style-type: none"> • Maintain effective work force to meet work plan commitments 	<p>Engineer to be hired in October 2012</p> <p>Contractor Bidding in November 2012</p> <p>Contractor hired in December 2012</p> <p>Ongoing</p>	
<p>Reporting</p> <ul style="list-style-type: none"> • Enter site data in ACRES • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period • Prepare final report and grant closeout material 	<p>Outputs:</p> <ul style="list-style-type: none"> • Quarterly reports and other forms; updated ACRES database; final report and closeout forms <p>Outcomes:</p> <ul style="list-style-type: none"> • Ensures compliance with Terms & Conditions reporting 	<p>Quarterly reports every quarter; MBE/WBE forms 3/30 & 9/30; ACRES updated when site activities occur</p>	

	requirements		
Request for Reimbursements or Advances	<p>Outputs:</p> <ul style="list-style-type: none"> Forms submitted to Las Vegas for payment <p>Outcomes:</p> <ul style="list-style-type: none"> Reduce unliquidated obligations 	Ongoing	
Travel & Training	<p>Outputs:</p> <ul style="list-style-type: none"> Attend meetings, conferences, training sessions <p>Outcomes:</p> <ul style="list-style-type: none"> Increase knowledge of Brownfields issues and programs 	Ongoing Activity	

Task 2 – Cleanup and Abatement Activities	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Hold a kickoff meeting with State, EPA and QEP	<p>Outputs:</p> <ul style="list-style-type: none"> Held meeting <p>Outcomes:</p> <ul style="list-style-type: none"> Ensure all agencies are in agreement with cleanup plan 	October 2012	
Ensure Site is Enrolled in VCP	<p>Outputs:</p> <ul style="list-style-type: none"> Site is enrolled in applicable state response program <p>Outcomes:</p> <ul style="list-style-type: none"> Cleanup is in compliance with state response program 	October 2012	
Historic Preservation	<p>Outputs:</p> <ul style="list-style-type: none"> Information and reports required to comply with Section 106 historic preservation requirements <p>Outcomes:</p> <ul style="list-style-type: none"> Compliance with Section 106 historic preservation requirements 	Prior to remediation activities	

**Town of Tilton, NH Request for Proposals
Environmental Engineering Consultant Services**

<p>Prepare Analysis Of Brownfields Cleanup Alternatives (ABCA)</p> <p>Prepare Remedial Action Plan required under NHDES Env-Or 600; once approved prepare a Remedy Design Report and Quality Assurance Project Plan. Submit Remedy Implementation Report that summarizes cleanup work and provide documentation of the post clean up confirmatory sampling.</p>	<p>Outputs:</p> <ul style="list-style-type: none"> ● Approved ABCA documenting how and why cleanup alternative was selected ● ABCA placed in information repository, etc. <p>Outcomes:</p> <ul style="list-style-type: none"> ● Ensure proper cleanup alternative is selected and communicated to the public 	<p>Prior to remediation activities</p>	
<p>Green and Sustainable Remediation (GSR)</p> <ul style="list-style-type: none"> ● Incorporate green and sustainable remediation principles/techniques into the project. 	<p>Outputs:</p> <ul style="list-style-type: none"> ● GSR language in ABCA and RFP ● Track and report GSR in quarterly reports <p>Outcomes:</p> <ul style="list-style-type: none"> ● Greener and more sustainable cleanup 	<p>Before, during, and after remediation activities</p>	
<p>Prepare Decision Document</p> <ul style="list-style-type: none"> ● Document results of public comment period and public meeting to include comments received, public meeting attendance, response to relevant comments, selection of final cleanup remedy, any changes to the final cleanup remedy, etc. 	<p>Outputs:</p> <ul style="list-style-type: none"> ● Memo or letter, with appropriate attachments <p>Outcomes:</p> <ul style="list-style-type: none"> ● Ensure that public comment process is documented and final cleanup remedy is selected 	<p>October 2012 through December 2012</p>	
<p>Prepare Remedial Design & Engineering Documents</p> <ul style="list-style-type: none"> ● Prepare appropriate remedial design documents for state response program, engineering design documents for cleanup contractors to perform work (including Davis-Bacon requirements), and a budget detailing how EPA funds will be used to cleanup sites. 	<p>Outputs:</p> <ul style="list-style-type: none"> ● Approved remedial action and engineering/design documents and an approved budget ● Place documents in information repository, etc. <p>Outcomes:</p> <ul style="list-style-type: none"> ● Ensure cleanup will be done in compliance with state response program and EPA funds will be used for eligible costs 	<p>October 2012 through December 2012</p>	

<p>Prepare Site Specific Quality Assurance Project Plan and Health and Safety Plan</p> <ul style="list-style-type: none"> • Prepare a SSQAPP for any environmental post cleanup sampling to be conducted on sites and submit to EPA for approval 	<p>Outputs:</p> <ul style="list-style-type: none"> • EPA approved SSQAPP • Place SSQAPP in information repository <p>Outcomes:</p> <ul style="list-style-type: none"> • Ensure proper confirmatory testing methods and analytical data results are achieved 	<p>October 2012 through December 2012</p>	
<p>Oversight of Cleanup Activities: Conduct appropriate site inspections during remediation to ensure compliance with cleanup plans, compliance with Davis Bacon documentation</p>	<p>Outputs:</p> <p>Number of inspections Site Reports Documents placed in information repository</p> <p>Outcomes: Ensure cleanup is conducted in compliance with VCP</p>	<p>During remediation activities</p>	

<p>Task 3 – Public Meeting and Community Involvement Subtasks (Commitments) Pre-Cleanup</p>	<p>Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)</p>	<p>Anticipated Accomplishment Date(s) (Month/Year)</p>	<p>Actual Accomplishment Date(s)</p>
<p>Work with CBOs identified in proposal to ensure commitments are implemented</p>	<p>Outputs:</p> <ul style="list-style-type: none"> • Commitments that were identified in proposal are implemented <p>Outcomes:</p> <ul style="list-style-type: none"> • Increase coordination with stakeholders and others 	<p>Ongoing Activity</p>	
<p>Prepare Community Relations Plan</p> <ul style="list-style-type: none"> • Prepare plan to involve public in cleanup activities 	<p>Outputs:</p> <ul style="list-style-type: none"> • Plan for involving the community in cleanup activities <p>Outcomes:</p> <ul style="list-style-type: none"> • Improve understanding and participation in cleanup and redevelopment process 	<p>Ongoing Activity</p>	

<p>Davis-Bacon Documentation</p> <ul style="list-style-type: none"> • Conduct site inspections to ensure proper wage rates and posters are available to workers on-site • Collect, review and maintain payrolls • Conduct on-site labor interviews 	<p>Outputs:</p> <ul style="list-style-type: none"> • Payrolls, labor interviews, etc. <p>Outcomes:</p> <ul style="list-style-type: none"> • Ensure compliance with Davis-Bacon requirements 	<p>During remediation activities</p>	
<p>Collection of post-cleanup samples</p>	<p>Outputs:</p> <ul style="list-style-type: none"> • Number of samples and analytical results <p>Outcomes:</p> <ul style="list-style-type: none"> • Ensure cleanup has met VCP cleanup levels 	<p>When remediation activities are complete</p>	
<p>Cleanup Documentation</p> <ul style="list-style-type: none"> • Prepare and submit close-out documentation to state indicating that cleanup is complete and protective to human health and the environment and identifies any institutional controls and long term monitoring. • Submit Remedy Implementation Report 	<p>Outputs:</p> <ul style="list-style-type: none"> • Final cleanup reports documenting cleanup is complete • Place documents in repository, etc. <p>Outcomes:</p> <ul style="list-style-type: none"> • State approval of cleanup and ensure cleanup is protective of human health and the environment 	<p>Anticipate June 2013 completion of remediation activities.</p> <p>There will be ongoing monitoring of the site for at least 3 years.</p>	
<p>Cleanup Complete Documentation</p> <ul style="list-style-type: none"> • Receive final cleanup complete letter from state or LEP/LSP determination for CT & MA and submit to EPA 	<p>Outputs:</p> <ul style="list-style-type: none"> • Letter from State/LSP/LEP • Letter submitted to EPA <ul style="list-style-type: none"> • Placed letter or documentation in information repository, reported in ACRES, and quarterly reports, etc. <p>Outcomes:</p> <ul style="list-style-type: none"> • Site is officially clean and ready for reuse • # Estimated number of Brownfields property acres available for reuse 	<p>After remediation activities are complete.</p>	

5. QUALITY ASSURANCE

Prior to undertaking confirmatory sampling, the Town of Tilton will prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields

**Town of Tilton, NH Request for Proposals
Environmental Engineering Consultant Services**

Program. The QAPP will describe the sampling and analytical strategies, methods, and procedures approved by EPA.

Additional documents regarding the project can be viewed on the Town of Tilton website:

www.tiltonnh.org