

Brownfield Cleanup

Former Sinclair Hotel Lot, Bethlehem, NH

REQUEST FOR PROPOSALS

RFP # 2022-0831

Remediation of Non-Profit-Owned Property

August 31, 2022

Proposals Due September 30, 2022

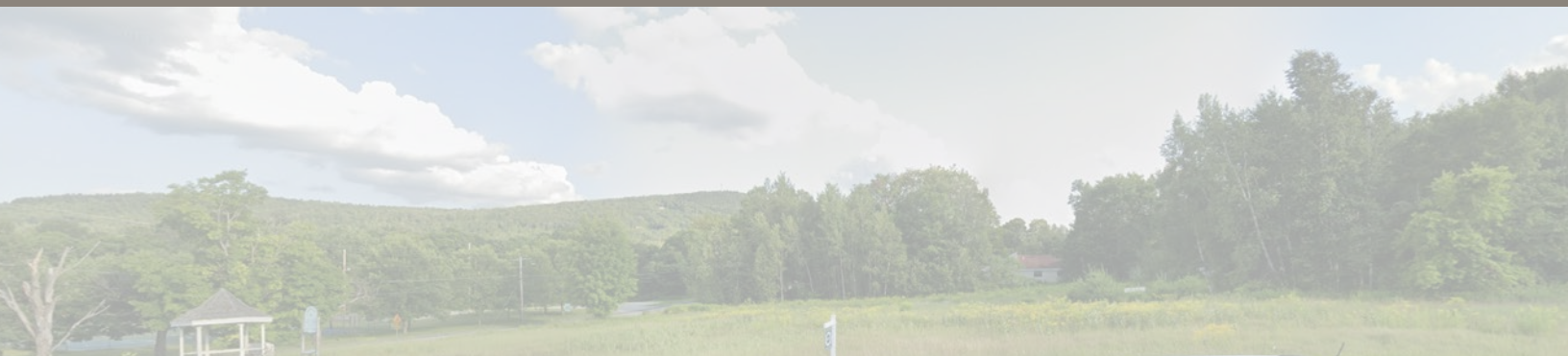


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Introduction

BRI Development, LLC (BRI), a wholly-owned subsidiary of Bethlehem Reimagined, Inc., an IRS 501(c)3 New Hampshire Nonprofit organization, was awarded a \$500,000 FY2022 U.S. Environmental Protection Agency (EPA) Brownfields Cleanup Grant to pay for remediation activities at the site of the former Sinclair Hotel on the corner of Main Street (US Rte. 302) and Agassiz Street (NH Rte.142) in Bethlehem New Hampshire.

This site consists of a single 4.8-acre parcel, with a small gazebo, chain link fence material from a previous tennis court, and a large swimming pool. The remaining site is undeveloped and overgrown with brush and trees.

The Sinclair Hotel operated continuously from 1857 until it closed in 1974. The hotel was destroyed by fire in October 1978 and has since remained undeveloped. The property is listed as a Brownfields site by the New Hampshire Department of Environmental Services (NHDES), Site Number 201703005.

The Phase II Environmental Assessment Report conducted in August 2021 identified the following soil contaminants on site:

- Polycyclic Aromatic Hydrocarbon (PAH)
- Lead
- Asbestos (contaminant of concern)
- Ash
- Fire debris

Groundwater results from three monitoring wells installed in August 2021 did not indicate impacts related to historical laundry operations, cyanide from former manufactured gas production operations, or concentrations of PAH and lead above laboratory reporting limits.

Environmental Site Assessment activities and a Remedial Action Plan have been completed for the Site. Any reuse of the Site will require corrective action to address remaining contamination and hazardous building materials. Corrective action for the Site includes stabilization and excavation of lead-impacted soil greater than 4,000mg/kg, possible removal of asbestos-containing material, stabilizing remaining lead-impacted soil, and capping with clean fill, geotextile fabric and loam. Please see Alternative 2 in the draft Analysis of Brownfields Cleanup Alternatives and supplemental budget estimate prepared by Sanborn Head & Associates for details.

BRI Development, LLC currently seeks proposals from firms so it may select a Qualified Environmental Profession (QEP), to work with its Board of Directors, the EPA, NHDES, and other stakeholders, including the Bethlehem community, to oversee the cleanup project and management of this grant.

Scope of Services Requested

TASK 1 – Cooperative Agreement Oversight

Specific sub-tasks for Task 1 include:

Reporting and Tracking

- Prepare quarterly reports and Federal Financial Report forms.
- Complete Minority-Owned Business Enterprises/ Woman-Owned Business Enterprises reports.
- Complete and enter site data into the Assessment, Cleanup and Redevelopment Exchange System (ACRES).
- Present Final Technical Grant Report
- Submit and maintain grant files, including the establishment of an information repository.

TASK 2 - Public Meetings and Community Involvement

Specific sub-tasks for Task 2 include:

Community Relations Plan

- Prepare the plan to involve the public in cleanup activities, with a focus on how adjacent landowners, the target community, and the general public will be made aware of the project, meeting times and dates, comment periods, and prepare a ‘fact sheet’ regarding the cleanup project including answers to frequently asked questions that can be made available to the public.

Implement 30-day Public Comment Period on Analysis of Brownfields Cleanup Alternatives (ABCA)

- Update the existing draft Analysis of Brownfields Cleanup Activities as necessary, and present at a public meeting to receive and respond to questions and comments.

Public Meetings

- Oversee/facilitate up to four (4) public meetings during the grant cycle. One is to be held before, two during, and one after site cleanup.

TASK 3 - Site Specific Cleanup Activities (Final Cleanup Plans, NH DES Submittals, and Bidding)

Specific sub-tasks for Task 3 include:

Final Corrective Action Plan/Abatement Plan

- Prepare a draft cleanup/abatement plan and specifications to allow for review and comment by BRI. Finalize cleanup /abatement plan and submit to EPA and NHDES, as appropriate, for review and approval.

Prepare Site-Specific Quality Assurance Project Plan (SSQAPP)

- Prepare a SSQAPP for any environmental confirmatory sampling to be conducted on-site in accordance with NHDES and Occupational Safety and Health Administration (OSHA) regulations and submit the SSQAPP to the EPA and NHDES for review and approval.

General Scope of Work

- Components of the project include the removal of PAH, lead, asbestos-containing building material, ash, fire debris, and capping remaining soil contamination.

Historic Preservation

- Assist EPA Project Officer in collecting information and determining if Section 106 applies.

Green and Sustainable Remediation

- The Cleanup Plan will include ways to make the proposed cleanup “greener” and “more sustainable.” This includes evaluating options in relation to some or all of the following:
 - reasonably foreseeable changing climate conditions (e.g., increased intensity and frequency of flooding and/or extreme weather events);
 - the degree to which they reduce greenhouse gas discharges, reduce energy use or employ alternative energy sources;
 - reduce the volume of materials taken to landfills; and
 - recycle and reuse materials generated during the cleanup process

Assistance with Bidding and Selection of Environmental Contractor

- Preparation of bid package, including detailed demolition design documents (plans, specifications), Davis-Bacon requirements, and bid form; work with BRI in good faith efforts to meet the Disadvantaged Business Enterprise (DBE) goals for the project; preparation of a budget detailing how EPA funds will be used to cleanup site; conduct site visit with interested contractors; and review of submitted bids and recommendation of contractor for award.

TASK 4 – Oversee Site Cleanup

Specific Subtasks for Task 4 include:

Oversight of Cleanup Activities

- Conduct appropriate site inspections to ensure proper procedures are followed, and work is performed according to bid documents. Ensure that wage rates and posters are available to workers on site. Collect, review and maintain payrolls, if appropriate. Conduct on-site labor interviews. Ensure cleanup is conducted according to applicable OSHA, NHDES, and EPA Brownfields rules, regulations, and guidelines. Ensure work is proceeding according to establish timelines.

Project Updates

- Prepare and submit weekly updates, including photographs of work in progress.

Confirmatory Sampling

- Collection of post-cleanup samples, if necessary.

Cleanup Documentation

- Prepare and submit close-out documentation to NHDES indicating cleanup is complete and identifies any institutional controls and long-term monitoring. Receive final clean-up documentation from NHDES and submit it to EPA. Conduct final site “walk-through” and prepare the final technical report and grant closeout material.

Proposal Format

The following items must be included in the firm’s response

Organizational Profile

Provide an overall history and description of your firm and any affiliated firms.

Qualifications

Provide a list of people expected to work on the contract including names, education, professional licenses, registrations and certifications, and role in the contract. Subcontractors should be included in this list and identified as such. The Project Manager/Primary Contact should be clearly identified and should meet the requirements of the EPA’s definition of a Qualified Environmental Professional.

Experience

Contractors should have demonstrated experience with both federal (EPA preferred) and state (New Hampshire) Brownfields programs.

Project Approach with Timeline

Describe the approach and timeline to be taken toward the completion of the Tasks outlined above.

A separate cost proposal should also be submitted. Costs should be broken down to show hourly rates of staff, expected expenses (materials, travel, etc.), and overhead. An itemized breakdown of any predicted subcontractor cost and expenses should also be included.

Representative Projects

List three representative examples of related projects your firm has performed in rural New England for communities having a population of less than 5,000 which illustrates your firm's role and experience in providing the scope of services requested. For each example project, include a brief description and reference with contact information.

Proposals should be limited to ten single-sided pages. The following should be included and will not count toward the ten-page limit:

- One-page cover letter
- Cover page
- Table of Contents
- Proof of insurance
- Up to a maximum of five (5) resumes (two pages per individual)
- Cost proposal

Submission Procedure and Deadline

Interested firms will submit one electronic copy to Eric Raichle, Vice President & Treasurer at ericnh@gmail.com.

Proposals are due by **5:00 PM on Friday, September 30, 2022**.

Minority-owned, women-owned, and local businesses are strongly encouraged to apply.

An optional site walk-through has been scheduled for Tuesday, September 13, 2022, from 3:00-4:00 PM meeting at the corner of Main Street (US Rte. 302) and Agassiz Street (NH Rte. 142) in Bethlehem, New Hampshire.

Questions related to this RFP should be directed to Eric Raichle, Vice President & Treasurer at ericrnh@gmail.com. Questions must be submitted on or before 3:00 PM, Monday, September 19, 2022. Questions received after this date will not be answered.

All questions will be compiled, and responses will be posted to <https://www.bethlehemreimagined.org/vendors> by 5:00 PM, Wednesday, September 21, 2022.

Date	Time	Task
8/31/2022	4:00 PM	Issuance of Request for Proposals
9/13/2022	3:00 PM	Site Walk-Through (optional)
9/19/2022	3:00 PM	Deadline for submittal of questions from respondents
9/21/2022	5:00 PM	Questions will be posted
9/30/2022	5:00 PM	Deadline for submission of required materials
10/5/2022	2:00 PM to 4:00 PM	Please hold for Interviews

It is anticipated that a selection will be made by Friday, October 7, 2022.

Selection Criteria and Process

Proposals will be evaluated by BRI in consideration of the following criteria:

- Clarity of the proposal, understanding of the project site, the cleanup project, and its objectives.
- Experience working with 501(c)3 non-profit organizations.
- The respondent’s qualifications and experience performing the requested scope of services, with particular attention to experience with successful projects similar in size and nature/complexity.
- Degree to which the respondent demonstrates an ability to work effectively and coordinate activities with the EPA, OSHA, NHDES, and other interested stakeholders.
- Experience with the EPA’s Cleanup Program, ABCAs, and clean-up in the private sector.

BRI’s Board of Directors will make the final decision regarding the selection of a QEP.

MINIMUM CRITERIA

The selected firm will meet the following minimum criteria:

Criteria	Yes	No
The firm has demonstrated experience working on New England Brownfields projects.		
The firm is “Incorporated” or is a “Limited Liability Company” in good standing.		
The firm has provided Proof of Coverage for a minimum of: General Liability coverage of \$1 million per occurrence and \$2 million in aggregate; motor vehicle liability coverage of \$1 million combined single limit; proof of Worker’s Compensation Coverage per State of NH and Professional Errors and Omissions coverage of \$1 million.		

ADDITIONAL CRITERIA

Firms that meet minimum criteria will be judged on the following additional criteria. Proposals will be rated using the following categories with a possible total of 100 points.

1. **Highly Advantageous** - proposal exceeds specified criteria
2. **Advantageous** - proposal meets specified criteria
3. **Not Advantageous** – proposal does not meet specified criteria

Firm Qualifications – 30 points

The firm exhibits:

1. **Highly Advantageous** - a very high level of expertise, relevant experience, technical capabilities; and appears to be an excellent fit to successfully perform the project scope
2. **Advantageous** – a high level of expertise, relevant experience, technical capabilities, and appears to be a good fit to successfully perform the project scope
3. **Not Advantageous** – adequate level of expertise, relevant experience, technical capabilities and appears to be capable to perform the project scope

Quality of Proposal and Approach– 30 points

1. **Highly Advantageous** – demonstrates exceptional ability to communicate complex, technical information clearly. The proposal demonstrates superior knowledge of the Site and required tasks.
2. **Advantageous** – demonstrates adequate ability to communicate complex, technical information clearly. The proposal demonstrates satisfactory knowledge of the Site and required tasks.
3. **Not Advantageous** – does not demonstrate an ability to convey complex, technical information clearly. The proposal does not demonstrate satisfactory knowledge of the Site and required tasks.

Work in New Hampshire – 20 points

1. **Highly Advantageous** – Has NH Brownfields project currently underway and has completed one or more in the past.
2. **Advantageous** – Has a NH Brownfields contract currently underway.
3. **Not Advantageous** – Has completed a NH Brownfields contract within the past two years.

Past Work – 20 points

1. **Highly Advantageous** – Has successfully completed Brownfields projects similar in scope and size to the proposed project in rural communities for non-profit organizations.
2. **Advantageous** – Has successfully completed Brownfields projects in rural communities.
3. **Not Advantageous** – Has not completed Brownfields projects of similar scope and size.

Additional Resources

Firms considering responding to this request may find the following documents helpful.

- BRI Cooperative Agreement with the EPA
- Original EPA grant application and supporting documents
- Environmental Assessment Report and Remedial Action Plan (on behalf of Sinclair Villages, LLC by Aries Engineering, LLC of Concord, NH)
- Draft Analysis of Brownfields Cleanup Alternatives and supplemental cost estimate (on behalf of NHDES by Sanborn Head & Associates of Concord, NH)

Proposals are due by 5:00 PM on Friday, September 30, 2022.