

City of Franklin, New Hampshire
Request for Proposal
For Brownfield Remediation Project

Purpose:

The City of Franklin is seeking proposals for the hiring of a Qualified Engineering Professional (QEP) to manage, oversee, document, and report all aspects of the cleanup of a brownfield site located in the City's core downtown area. The project will be conducted using grant funds from the U.S. Environmental Protection Agency and as such must adhere to all EPA and other applicable federal and state standards, procedures, reporting, etc. requirements. The Cooperative Agreement between the U.S EPA and the City was endorsed in August 2023.

Property's Past, Present, and Future:

The 1.2 acres subject property, the Stanley Mill, is located at 93-119 Memorial Street. The property abuts the Winnepesaukee River, a residential apartment complex to the south, mixed commercial / residential uses to the east, and a City park to the west. There are presently two buildings on the property. On the west end is a former Armory that has been vacant for many years. The remainder of the property is home to an old mill, that was used for the manufacture of hacksaw blades tool components from 1897 to 1986. The mill building has been vacant since 1986. The condition of the building has deteriorated significantly since then, and the Franklin Fire Chief has ordered that the mill be demolished due to public safety concerns.

The City of Franklin, NH acquired ownership of the property in November 2022 and has since been awarded two grants (from NH Department of Environmental Services Brownfields Program, and the office of NH Business and Economic Affairs) for demolition of the mill. The demolition of the mill building, and the oversight of that work, will be handled separately from the U.S. EPA funds.

Once the building is demolished, and all the required brownfield remediation of the site is complete, the immediate vision is for the area to house public green space, a walking trail adjacent to the river, and some additional parking. The Armory building is envisioned to remain, and potentially become a mixed-use structure.

Available Resources:

The mill property has been the subject of extensive analysis, investigation, and review. There are many resources available to assist interested firms in their understanding of the issues and the preparation of a response to the RFP:

1. The NHDES maintains a data base, OneStop, which contains a variety of relevant documents. The DES Site Number is 198606087, which can be used in the OneStop search bar to access documents. Interested firms should review all site-specific documents on OneStop, where, for example, you will find the 2018 Targeted Brownfield Assessment Report and earlier Phase 1 and 2 reports.
2. The City of Franklin has established a link [EPA Brownfield Project] on the City website [franklinnh.org] in the Citizens Action Center for issues related to the EPA funded clean up matters. Included in this link you will find a copy of the Grant Application package submitted to EPA in the fall of 2022, and the Cooperative Agreement between the City and EPA.

All the relevant items on the NHDES OneStop site and the City website provide additional background and site-specific details for this project.

Note: The project property is listed on NHDES OneStop as the Armory / Stanley Mill, and by the Site Number provided above. Some documents use the name Ferrari, as they were the owners when the City purchased the property in the fall of 2022.

Scope of Services Required:

The work performed under this U.S. EPA grant must conform to all the tasks and requirements outlined in the Cooperative Agreement, referenced above.

The work to be completed by the QEP shall conform to the 4 tasks outlined in the 10-page Narrative Responses to Ranking Criteria [pages 6-9] of the November 2022 application to US EPA. Specific examples include, but are not limited to, the following: Prepare RFP for the hiring of the cleanup contractor; Coordinate all work with the contractor, and conduct project status meetings; Prepare required reports for submission to EPA; Prepare the ABCA, and manage the review process of the alternatives; Plan, coordinate, and manage all phases of the community relations plan and all required public comment periods; Maintain regular communications with EPA on all issues and components of the cleanup program; Oversee and inspect all phases of the cleanup activities; Prepare the SSQAPP and obtain EPA approval of the document; Conduct all appropriate site inspections during the cleanup; and, prepare the closeout documentation for the clean up program.

Submission Requirements:

The Consultant's response to this RFP shall include the following:

A. Organizational Profile

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

B. 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.

C. Experience

If any respondent has demonstrated experience with federal and state Brownfields programs, please provide such information.

D. Project Approach with Timeline

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

E. Representative Projects / References

List three (3) representative examples of related projects your firm has performed in New England, illustrating your firm's role and experience in providing the scope of services requested. For each example project, include a brief description and provide a reference with contact information.

Proposals are limited to ten (10) single-sided pages.

The following should be included and will not count toward the ten-page limit:

- One-page cover letter; one original and signed cover page shall be included.
- Cover page
- Table of Contents
- Proof of insurance
- Up to a maximum of five (5) resumes (two pages per individual)

F. Fee Proposal:

The proposed budget for this project should be submitted in a **SEALED AND SEPARATE ENVELOPE**. One cover letter for the fee proposal must be signed. Any proposal with pricing information not in the sealed envelope will be deemed non-responsive. Provide a budget for your submitted proposal in chart form, broken down by each of the four (4) tasks. Further, for each of the four (4) tasks, provide a chart showing the estimated number of hours spent by each employee or subconsultant as well as their hourly rates or fees, as well as a schedule of other basic costs. No contracts shall be awarded wherein the fee is stated as a percentage of the project cost. The actual scope of services may change based on final redevelopment plans

and final costs for conducting remedial actions. The City of Franklin reserves the right to negotiate the scope of services of the contract as well as its terms and conditions to fit City needs and priorities from the selected consultant's hourly rate schedule.

Evaluation Criteria and Scoring:

A committee of City staff will screen and review all proposals, select firms to be interviewed, and then rank the respondents. If deemed necessary, the top 2 or 3 candidates may be brought in for a second interview. A final recommendation will be submitted to the City Council for approval. Each responding consultant will be ranked according to the City's evaluation of their qualifications based on experience and other information furnished, and appropriately supported by the references provided, as follows:

Quality of Project Team

35 Points

Qualifications of the firm assigned, including appropriate areas of expertise, relevant experience, technical capabilities, and quality references that suggest they are the best qualified to undertake the project, with demonstrated capacity and ability to carry out the project. Resumes of the professionals assigned to the project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.

Overall Quality of Proposed Project Approach

30 Points

The technical quality and composition of proposed approach and consistency of approach with the Workplan and EPA program objectives. Proposed timeline best meeting the work plan requirements of the City's cleanup activities.

Communication, Collaboration, and References

30 Points

Demonstrated ability of the firm, through the proposal package and the presentation at the interview, through the proposed workplan and timeline, to effectively communicate and collaborate with City staff and residents, NHDES, U.S. EPA, and other stakeholders towards the goal of accomplishing final clean up and remediation of the contaminated property.

Minority-Owned, or Woman-Owned, Business Enterprise

5 Points

If applicable, the cover letter and/or the narrative response shall document compliance with this criteria. Minority-owned, Women-Owned, or Local businesses are encouraged to submit a proposal package.

The City reserves the right to solicit additional information from the listed references. The selection committee, or the City Council shall have the authority to reject any and all bids which are deemed non-responsive, inaccurate, or otherwise non-acceptable, and such action is deemed to be in the best interest of the City.

Administrative Matters:

- i. Contact Information, and the address where the response package will be delivered or mailed:

Seth Creighton
Director of Planning
Franklin City Hall
316 Central Street
Franklin, NH 03235
Email: screighton@franklinnh.org

Mr. Creighton is the Project Director. Richard Lewis [rlewislanduseconsult@gmail.com] Is the Project Manager.

- ii. Submittal Requirements: Every respondent shall submit a complete proposal package comprised of five (5) hard copies of all materials; one (1) thumb drive with a digital copy of the complete submission package; and a separate and sealed package of five (5) copies of the fee proposal.
- iii. No oral questions shall be made by any respondent to the Project Director, Manager, or any other City official. All questions must be emailed to the Project Director and Project Manager on or before 3:00 PM on February 29, 2024; refer to the Timeline below.
- iv. Selection Timeline: This timeline may be subject changes, and any changes will be notified on the City Website:

Date	Time	Task
1/29/2024	4:00 PM	Issuance of Request for Proposals
2/20/2024	1:00 PM	Site Walk-Through (optional)
2/29/2024	3:00 PM	Deadline for submittal of written [email only] questions from respondents
3/6/ 2024	5:00 PM	Questions and Answers will be posted on the City Website. Common questions will, at the discretion of the City, be combined for the appropriate answer(s)`

3/14/2024	4:00 PM	Deadline for submission of Proposal Package
4/1 to 4/5 2024	9:00 AM to 4:00 PM	Please hold for Interviews

- v. **Please Note:** Potential respondents are advised to contact the City as soon as possible advising the City of their intent to respond to this RFP to ensure that everyone will receive any communications directly and in a timely fashion. Please provide the name and contact information to Project Director and Project Manager referenced above.

In regard to any questions that are submitted, and which might involve lengthy responses or the possible distribution of additional documents, the City reserves the right to provide such responses or documents ASAP and outside of the response date listed above.

Extensions:

The resulting contract will be valid to 09/30/2027. The City of Franklin may amend or extend this contract beyond this initial closure of the project period stated in the Cooperative Agreement in order to accommodate the terms and conditions of said Agreement, or any future EPA grants awarded to the City within a 4-year period provided that a market survey conducted by the City indicates that the prices the contractor proposes are reasonable.

The City of Franklin, New Hampshire is an Equal Opportunity Employer.