

REQUEST FOR PROPOSAL
Community-Wide Brownfields Grant for Petroleum and Hazardous
Substances
Southern New Hampshire Planning Commission

PROJECT SCHEDULE

October 2, 2015	RFP published and advertised
October 15, 2015 at 4:00 PM	Pre-Proposal Conference (This is a mandatory meeting of all firms/QEP planning to submit proposals – the purpose of this conference is to address questions regarding the RFP)
October 30, 2015 at 12:00 noon	Deadline for submission of Proposals
November 6, 2015	QEP notification regarding interviews (Selected consultants will be telephoned)
Week of November 9 - 13, 2015	QEP interviewed by Selection Committee (Consultants will be assigned a specific time when notified of interviews)
November 16, 2015	QEP notification of contract award (All consultants submitting proposals will receive written notification of final decisions)

Proposals must be clearly marked and mailed to: David J. Preece, AICP, Executive Director, Southern New Hampshire Planning Commission, 438 Dubuque Street, Manchester, New Hampshire 03012-3546. **Proposals sent via fax or email will not be accepted, and proposals received after the deadline will not be considered.**

Qualified disadvantaged (DBE) and women-owned (WBE) businesses are encouraged to submit proposals. Consultants are required to document whether the consultant and subcontractors are DBE or WBE.

I. INTRODUCTION

Program Background

The Southern New Hampshire Planning Commission (SNHPC) is soliciting proposals from Qualified Environmental Professionals (QEP) with proven expertise in environmental site and risk assessments, remediation and corrective action planning, cost estimates and cost control, and community outreach and public presentations regarding site assessment and risk management activities.

On June 2, 2015, the SNHPC was awarded a three-year, \$400,000 FY 2015 Community-Wide Assessment Cooperative Agreement from the U.S. Environmental Protection Agency (EPA) to assist

public and private property owners with site assessment and redevelopment planning for petroleum and hazardous substances contaminated properties. The Performance period for this cooperative agreement begins on October 1, 2015 and is scheduled to continue for three years. The EPA will have significant involvement during the duration of the performance period.

The overall goals of the cooperative grant agreement are to:

1. Seek property owner participation in the region's brownfields program and access to the region's high priority sites;
2. Expand community outreach to ensure property owners, municipal officials, community residents, real estate professionals, land developers and other stakeholders are educated on the brownfields program and have a meaningful role in brownfields activities;
3. Enhance and expand SNHPC's relationship with the economic development corporations, councils and municipal committees, and key community organizations located within the region to pursue a shared goal of successfully assessing, cleaning up, and redeveloping these troubled sites;
4. Conduct environmental assessments of the high-priority sites with a goal of infill development that will create jobs and affordable housing in target communities, including greenspace to promote sustainable communities;
5. Expand and increase the number of environmental assessments in the region, addressing both petroleum and hazardous substances with greater emphasis on Phase III investigations to evaluate impacts to human health; and
6. Provide Phase III remedial planning work to help move sites to clean up and reuse by taking advantage of the programs offered by the New Hampshire Department of Environmental Services (NH DES) Brownfields Program as well as the Brownfields Cleanup Revolving Loan Funds offered through the Regional Economic Development Center of Southern NH and the Capital Regional Development Council.

The Southern New Hampshire Planning Commission encompasses a three county region of Hillsborough, Rockingham and Merrimack Counties, and includes the following 15 municipalities: Auburn, Bedford, Candia, Chester, Deerfield, Derry, Frankestown, Goffstown, Hooksett, Londonderry, Manchester, New Boston, Raymond, Weare and Windham.

A Brownfields Advisory Committee will be formed to assist the SNHPC in meeting its stated goals. The Committee will make decisions and recommendations regarding selection of the QEP, site selection, and public involvement in compliance with EPA rules and regulations. Participants will include the SNHPC, NH Department of Environmental Services (NH DES), EPA, and municipal officials, including business leaders, economic development professionals, community stakeholders and organizations and environmental planners and engineers.

As the region's metropolitan planning organization, SNHPC has a sound record in brownfields assessment and environmental protection that aligns with EPA's goal to support environmental protection, public health and sustainable development. The QEP will work under the direction of the

SNHPC, and the project will be administered by the SNHPC.

The overall coordination of the cooperative grant agreement between SNHPC and EPA will be carried out by the SNHPC's Chief Planner acting as Project Manager, assisted by SNHPC's Financial Manager, Program Support Staff, Executive Director and Deputy Director with technical assistance and oversight to be performed by the Qualified Environmental Professional (QEP), EPA and NH DES Brownfields Coordinator.

Project Approach

As outlined in Appendix A the objectives of the cooperative agreement and work plan are to:

1. Focus on 30 high priority brownfields sites identified in the four targeted community towns (Candia, Derry, Goffstown and Raymond) and region to conduct environmental assessments and to identify Brownfields redevelopment opportunities that will create infill development for both jobs and housing, reduce sprawl, and protect water quality and greenspace;
2. Provide up to ten (10) Phase I and seven (7) Phase II environmental assessments, or more if funding allows, in compliance with all appropriate ASTM requirements;
3. Provide up to six (6) Phase III remediation plans and provide opportunities for community involvement in planning for future reuse to determine whether future assessment, cleanup, or no action is required before redevelopment can occur;
4. Provide as many as three Brownfields planning charrettes to accomplish the following: a) seek property owner engagement and community participation and promote brownfields redevelopment in the Village Centers of Candia and Goffstown; b) identify potential reuse options for the former Benchmark Industries site, a 55-acre former industrial site in Goffstown currently owned by Saint Anselm College previously assessed through a 2009 assessment grant; and c) work with Town of Derry in implementing its downtown redevelopment plan which includes a downtown Tax Increment Financing (TIF) District to focus on property tax revenues from new downtown redevelopment projects on additional downtown infrastructure investment; and
5. Submit final reports.

The QEP will advise the Advisory Committee and municipal officials and property owners at public workshops and at Committee meetings in addressing these objectives. The QEP will be required to complete Phase I, Phase II and Phase III site assessment forms, as well as submit one hard copy and one digital copy of Phase I, II and Phase III assessments to SNHPC, municipality and landowner. The QEP's work will be supervised and managed by the SNHPC project manager. The EPA and NH DES will be receiving reports on program activity throughout the lifetime of the grant.

I. PROPOSAL REQUIREMENTS

Submission Requirements and Details

- QEP must follow the instructions contained in this RFP in preparing and submitting their

proposals. Failure to provide the information requested may automatically lead to the proposal not being reviewed

- QEP submitting proposals must attend a mandatory **Pre-Proposal Conference** facilitated by SNHPC staff to be held on **October 15, 2015 at 4:00 PM** at SNHPC in Manchester, NH to review and address questions of the RFP.
- Submissions should be double-sided and on white 8½x11-inch paper. Recycled paper should be used, if possible.
- Each page of the proposal, including appendices, should be numbered consecutively to facilitate proposal review discussion (hand numbering is acceptable).
- Proposals shall be prepared simply, providing a straightforward and concise description of the prospective firm's ability to satisfy the qualifications.
- Proposals shall be simply stapled or binder clip bound only. Three-ring or plastic binders, color photos, gloss, and extraneous materials should be avoided.
- Submit five (5) hard copies of statements of technical proposal and cost proposal. Cost proposals must be submitted under separate cover.
- Upon submission, all proposals become the property of the SNHPC. The expense of preparing, submitting, and presenting a proposal is the sole responsibility of the consultant.
- The SNHPC retains the right to reject any and all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as is in the best interest of the Southern New Hampshire Planning Commission. This solicitation in no way obligates the SNHPC to award a contract to an individual QEP.
- Proposals should be submitted by **12:00 Noon on October 30, 2015** to:

David J. Preece, AICP, Executive Director
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102-3546

Proposals sent via facsimile machine or email will not be accepted, and proposals received after the proposal deadline will not be considered. **Consultants should not rely on U.S. Postal Service mail delivery on the deadline date as SNHPC's mail often arrives after 12 noon.**

Proposal Content

The Technical Proposal must include the following information:

1. A cover letter expressing the firm's interest in working with SNHPC and the Brownfields Advisory Committee, identification of the project manager and/or principal staff – including any sub-consultants – who will provide the requested services.
2. A description of the firm, including addresses of all offices proposed for involvement in this project, structure of the firm, size of the firm, and number of years the firm has been in business.

3. A statement of the firm's financial stability and ability to complete all services.
4. List of individuals that will be committed to this project, including names, education, professional licenses, registrations or certifications, relevant experience (see following), and role in the contract (resumes are acceptable). Subcontractors, their qualifications, and their relationship to the primary consulting firm should be included in this list and identified as such. The QEP must have on staff a New Hampshire Registered Engineer or P.G. who, if applicable, can certify that the investigation was conducted in accordance with generally accepted engineering practices, and this person must be clearly identified in the proposal. The QEP must also have on staff or identify a subcontractor certified to conduct lead-based paint and asbestos analysis and remediation plans. A matrix should be provided that identifies the percent of time among all staff on the contract that each key individual and subcontractor is generally expected to provide for the following activities: Phase I site assessment; Phase 2 site assessment; remediation/correction action plan; and public involvement/outreach.
5. If applicable, a list of resources, personnel, data or other assistance which the consultant expects or requires of the SNHPC in order to complete tasks in a timely manner.
6. Overall organizational philosophy with respect to working with and balancing the interests of the SNHPC, property owners, municipalities, NH DES, New Hampshire State Historic Preservation Office, and U.S. EPA.
7. Description of your approach to the Work Plan (see Attachment A), including information as necessary to demonstrate the consultant's thorough understanding and ability to complete this type of work. Restating the SNHPC's Work Plan will not be considered as a response to this item.
8. Your firm's Scope of Work with specific identified work tasks and responsibilities designed to carry out this project.
9. Examples of relevant past experience on contaminated properties, including past work with the State Petroleum Program, EPA Brownfields grantees, development of a Master QAPP for the EPA. Provide a minimum of three references, which will include the following for each project: project description, name of project manager, phone number, and address. *Staff who worked on these projects should be the same staff as proposed for the SNHPC contract.*
10. List any actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed. Responses should explain if/why the firm, its agents or employees are/are not at fault in these cases and what steps have been taken to avoid repetition of these actions/litigations.
11. Signed Certificates of Non-Collusion and Tax Compliance, and Declaration of MBE/WBE participation (see Attachments B, C, and D).
12. QEPs are encouraged to employ Minority Business Enterprise/ Women's Business Enterprise companies (MBE/WBE) whenever possible. Please state your ability, if relevant, to meet the fair share goal of 1% MBE and 1% WBE.
13. Proof of insurance will be required prior to contracts being issued for work. The firm

must be able to demonstrate 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 Workers Compensation coverage per State of New Hampshire, and professional errors and omissions coverage of \$1 million.

The Cost Proposal must be separate from the technical proposal and should include the following information:

1. Describe typical costs your firm (and subcontractors, as applicable) charges for the following activities: Phase I site assessments (per ASTM E1527-05 standards), community meeting preparation and attendance to explain findings, travel, QAPP preparation, costs for a drill rig for one day, and mobilization for Phase II soil and groundwater testing.
2. Costs expected to be associated with the tasks identified in your Scope of Work and Attachment A, containing proposed total hours per staff and estimated cost of each work element as well as expected expenses (materials, travel, etc.), overhead/profit, and total project cost.
3. An itemized breakdown of any predicted subcontractor costs and expenses.

QEP Interviews

A Steering Committee consisting of SNHPC staff, representatives of the Brownfields Advisory Committee, NH DES and EPA staff, and the project manager are expected to attend the interviews to be scheduled during the week of **November 9-13, 2015**. Interviews are anticipated to last no longer than 30-45 minutes. The QEP's responses to questions posed by the Selection Committee will help the committee further understand the firm's qualifications, approach to the scope of work, and compatibility with the SNHPC, property owners, and local officials in the Southern New Hampshire Region.

Proposal Evaluation

Failure to provide the information requested may automatically lead to the proposal not being reviewed. Evaluation of the qualifications proposal will consider, but may not be limited to, the following:

- Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program.
- The respondent's experience and qualifications to perform the requested service.
- The extent to which the proposed costs, and indicated level of effort, are supported by the activity associated with each work task;
- Ability to communicate findings to the general public;
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with SNHPC and other interested parties.
- A minimum of three professional references.

Additional criteria, such the ability to relay complex information to citizens in a publicly friendly manner, may be used to evaluate consultants during the interview process.

III. CONTRACTING PROVISIONS

At minimum, and in addition to any pass through provisions of the SNHPC's Cooperative Agreement with U.S. EPA, the following provisions will be included in any contracts:

Payment

The amount and timing of payments will be determined during contract negotiations. Payment for services will be made on a lump sum basis with periodic payments based on progress. Requests for payments shall be made directly to the Southern New Hampshire Planning Commission. Notwithstanding the above, in no case will the consultant be paid for any costs that will not be reimbursed by the EPA. In accordance with EPA requirements, all assessment costs must be tracked by individual site as the selected consultant will be awarded multiple property assessments under this contract. As noted, the Southern New Hampshire Planning Commission is working under a cooperative agreement with the U.S. EPA for services and products related to the EPA's Brownfield Program. *The Southern New Hampshire Planning Commission therefore will not be considered liable or obligated to the selected consultant for all phases of this project in the event that the agreement between the SNHPC and the EPA is terminated for any reason.*

Period of Performance

Work associated with this project will begin as soon as possible after the awarding of the contract and must be completed by **September 30, 2018**. A project timeline should be included with the proposal.

Ownership of Material

All rights, titles to and ownership of the data, material, and documentation resulting from this project and/or prepared for the Southern New Hampshire Planning Commission pursuant to this contract shall remain with the Commission, its member towns, property owners, and/or U.S. EPA.

Compliance with State and Federal Laws

The selected consultant, and any sub-consultants, must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federal, state, and local governments and agencies thereof, which relate to or in any manner affect the performance of this agreement. The consultant, in designing the scope of work, must take into account compliance with all application regulations in CFR 40, part 31. *All consultants are advised to review all relevant federal regulations before submitting a proposal.* Those requirements imposed upon the State of New Hampshire and the Southern New Hampshire Planning Commission, respectively, as recipients of federal funds are thereby passed along to the consultant and any sub-consultants, and those rights reserved by the U.S. EPA are likewise reserved by the State of New Hampshire and the Southern New Hampshire Planning Commission.

The selected QEP and any sub-consultants must carry adequate insurance coverage and must affirm being an equal opportunity employer with an affirmative action plan. The Consultant shall further certify that it will comply with the provisions of the Americans with Disabilities Act. The EPA has a MBR/WBE “fair share” goal/objective of 1% MBE and 1% WBE for the Brownfields Program. The Consultant awarded a contract under this RFQ agree to ensure, to the fullest extent possible, that at least the applicable “fair share” objects of Federal funds for prime contract or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantages individuals, women, and Historically Black Colleges and Universities. Consultants are required to include the applicable “fair share” objectives in bid documents and to require all prime contractors do the same for subcontracts. It is further stated that it is the policy of the State of New Hampshire that Disadvantaged Business Enterprises (DBE) have the opportunity to participate to the maximum extent feasible in procurement and contracting.

The Southern New Hampshire Planning Commission
is an Equal Opportunity Employer.

ATTACHMENT A: Work Plan

PUBLIC OUTREACH AND INVOLVEMENT

Public education and involvement are critical to the success of the Southern New Hampshire Planning Commission's brownfield effort. The SNHPC will reach out to towns, property owners, and others to solicit properties for assessment. The SNHPC staff will write articles for newsletters and press releases about brownfield topics and the Region's program. Community meetings may focus on educating concerned neighbors, municipal officials, and others about brownfield topics and Recognized Environmental Conditions, confirmed contamination, and/or remediation plans at sites. Correspondence or other outreach materials may be developed to represent information that has been confirmed or is suspected about a site.

The selected QEP will participate in this process by:

- Attending meetings with potential property owners and the Brownfields Advisory Committee to discuss the benefits, opportunities, issues, and potential outcomes of participating in a brownfields assessment.
- Providing technical information to SNHPC staff on brownfield topics and issues and assist in site selection and review.
- Participating in community forums and education meeting(s) with local residents and officials about assessment issues, such as property-specific characteristics and history, necessity for testing and testing procedures, intended benefits of an environmental site assessment, and hazards and potential risks posed by contaminant at a property. Coordination with the SNHPC and New Hampshire Department of Environmental Services will be a part of this activity.
- Reviewing outreach information, participating in planning meetings for outreach activities, and/or providing advice about specific topics.

Proposals should address which staff members are expected to complete this work. QEP should describe the experience and approach of the staff members in communicating sensitive issues related to potential contamination and potential impacts to the general public. Please cite examples.

Additionally, staff members who will be assigned to work on the public outreach should be present at the consultant selection interview and be prepared to speak about their approach to dealing with the public in a variety of settings and situations.

AGENCY COORDINATION

Work completed under this contract must be completed in coordination with the Environmental Protection Agency (EPA), the New Hampshire Department of Environmental Services (NH DES), and the New Hampshire State Historic Preservation Office (SHPO). Their approval of documents or processes is required during various steps in the brownfields program. QEP should demonstrate a

working knowledge of protocols required by the EPA and NH DES, and a working knowledge of historic preservation issues as they relate to brownfield activities and site redevelopment. The selected QEP will be required to participate in an initial meeting to review agency procedures.

PHASE I SITE ASSESSMENTS

The selected QEP will conduct Phase I environmental site assessment in accordance with current ASTM standards and procedures and the EPA's All Appropriate Inquiry Rule. Phase I activities will identify all Recognized Environmental Conditions at a property, including both petroleum and hazardous materials issues. Both draft and final reports will be provided to the SNHPC for distribution to property partners.

QEP should demonstrate the experience of the staff to be assigned to conduct Phase I environmental assessments in accordance with EPA's All Appropriate Inquiry Rule and the ASTM E1527-05 Standard. QEP should discuss whether the Phase I work will meet or exceed the Rule and Standard. If exceeded, please describe how and when the standard is expected to be exceeded and why.

PHASE II and PHASE III SITE ASSESSMENTS

The selected QEP will conduct Phase II and Phase III sampling work and provide both draft and final reports to the SNHPC for distribution to property partners. Pulling petroleum tanks and disposing of tank contents is also included under this activity. The selected QEP will be responsible for identifying and obtaining all required permits for work at properties.

To address the Phase II and Phase III component of the Scope of Work, QEP should describe their approach to and experience in the following tasks:

1. Preparing an initial work plan and cost estimate for review by the SNHPC, Advisory Committee, property owner and prospective developer, NH DES, and U.S. EPA.
2. Preparing NH DES Workplans and EPA Quality Assurance Project Plans (QAPP), and in coordinating workplan development or modification with the New Hampshire State Historic Preservation Office. If the consultant has no experience with one or more of these programs, this should be stated in the proposal.
3. Conducting all environmental assessment procedures appropriate for a property, including geophysical surveys, pulling tanks and disposing of tank contents, and soil, air, and groundwater testing. Sampling and analysis activities may include, but are not limited to: sampling floors, trenches, walls, or other building components, sampling soil surrounding buildings to determine if any contaminants discovered are present in concentrations that pose a risk to human health, sampling groundwater, and sampling debris.
4. Determining the need to undertake additional site assessment and to identify and recommend remediation strategies based on adopted risk management/assessment strategies particular to a property.

REMEDATION AND CORRECTIVE ACTION PLANS

The selected QEP will complete remediation and corrective action plans as necessary for properties. Close coordination and interaction with property owners, prospective developers, and the developer's consultants will be required. Knowledge of other disciplines and areas, such as stormwater, low impact development, historic preservation, etc. may be required or requested. Both draft and final reports will be provided to the SNHPC for distribution to property partners.

To address this component, consultants should demonstrate experience with these activities and in planning for site reuse. Please cite examples that relate to properties with petroleum contamination and customary and unique approaches used or recommended by the consultant. Discuss the consultant's experience with the multiple aspects and interactions of property redevelopment.

SNHPC APPROVED WORK PLAN

ASSESSMENT WORKPLAN

Southern New Hampshire Planning Commission
Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement
October 1, 2015 – September 30, 2018

1. GOAL 3: Cleaning Up communities and Advancing Sustainable Development
Objective 3.1 Promote Sustainable and Livable Communities

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

OBJECTIVE:

The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate, eligible Brownfields sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The Southern New Hampshire Planning Commission (SNHPC), as a general *purpose unit of local government*, was selected for Assessment funding in the FY 2015 competition.

The Southern New Hampshire Planning Commission Region is located in south central New Hampshire and includes portions of Hillsborough, Merrimack and Rockingham counties. The SNHPC Region contains a total of 15 municipalities, including the City of Manchester, NH's largest City. This cooperative agreement will support assessment of both previously identified and new high-priority brownfields sites in four targeted communities of the Southern New Hampshire Region, as well as other communities in the region.

The targeted communities include the towns of Candia, Derry, Goffstown and Raymond. The Southern New Hampshire Region contains the largest population and concentration of brownfields sites within the State of New Hampshire. These targeted communities, especially the village centers and downtowns, are struggling both economically and environmentally particularly as a result of population loss and outmigration, lack of jobs, declining property values and economic activity, limited new construction and the existence of high numbers of brownfields properties with suspected and/or known air, soil and groundwater contamination. Many of these brownfields properties, due to their past use have resulted in an environmental legacy of poor quality drinking water and human health concerns.

The overall goals of this cooperative agreement are (1) to seek property owner participation in the region's brownfields program and access to the region's high priority sites; (2) expand community outreach to ensure property owners, municipal officials, community residents, real estate professionals, land developers and other stakeholders are educated on the brownfields program and have a meaningful role in brownfields activities; (3) enhance and expand SNHPC's relationship with the economic development corporations, councils and municipal committees, and key community organizations located within the region to pursue a shared goal of successfully assessing, cleaning up, and redeveloping these troubled sites; (4) conduct environmental assessments of the high-priority sites with the goal of infill development that will create both jobs and affordable housing in target communities; (5) expand and increase the number of environmental site assessments in the region, addressing both petroleum and hazardous substances with greater emphasis on Phase III investigations to evaluate impacts to human health; and (6) provide Phase III remedial planning work to help move sites to clean up and reuse by taking advantage of the programs offered by the New Hampshire Department of Environmental Services (NH DES) Brownfields Program as well as the Brownfields Cleanup Revolving Loan Funds offered through Regional Economic Development Center of Southern NH and the Capital Regional Development Council.

The objectives of this cooperative agreement are to specifically focus on 30 high priority brownfields sites identified in the four targeted communities and region to conduct environmental assessments and to identify Brownfields redevelopment opportunities that will create infill development for both jobs and housing, reduce sprawl, and protect water quality and greenspace. The cooperative agreement will provide up to 10 Phase I and 7 Phase II environmental assessments in compliance with all appropriate ASTM requirements. It will fund up to 6 Phase III remediation plans and provide opportunities for community involvement in planning for future reuse to determine whether future assessment, cleanup, or no action is required before redevelopment can occur.

In addition, this cooperative agreement will fund three Brownfields planning charrettes to accomplish the following: (1) seek property owner engagement and community participation and promote Brownfields redevelopment in the Village Centers of the towns of Candia and Goffstown; (2) identify potential reuse options for the former Benchmark Industries site, a 55-acre former industrial site in Goffstown currently owned by Saint Anselm College, previously assessed through our 2009 assessment grant; and (3) work with the Town of Derry in implementing its downtown redevelopment plan which includes a downtown Tax Implement Financing (TIF) district to focus property tax revenues from new downtown redevelopment projects on additional downtown infrastructure investment.

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the SNHPC’s Chief Planner acting as Project Manager, assisted by SNHPC’s Financial Administrator, Program Support Staff, Executive Director and Deputy Director with technical assistance and oversight to be performed by a Qualified Environmental Professional (QEP), EPA and the NH DES Brownfields Coordinator.

2. FUNDING: \$200,000 Hazardous Substances; \$200,000 Petroleum

3. BUDGET

The total costs estimated for this project are in agreement with the amounts contained in the application for federal assistance budget page (Form 424A).

Petroleum

	Task 1 Cooperative Agreement Oversight	Task 2 Community Engagement	Task 3 Site Prioritization & Eligibility	Task 4 Phase I, II & III ESAs	Total
Personnel	\$6,000	\$3,000	\$4,000	\$3,000	\$16,000
Fringe Benefits					
Travel	\$2,000	\$400	\$700	\$400	\$3,500
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies		\$500			\$500
Contractual	\$2,000	\$4,000	\$19,000	\$155,000	\$180,000
Other:					
Total	\$10,000	\$7,900	\$23,700	\$158,400	\$200,000

*EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

Hazardous Substance

	Task 1 Cooperative Agreement Oversight	Task 2 Community Engagement	Task 3 Site Eligibility & Assessment	Task 4 Phase I, II and III ESAs	Total
Personnel	\$6,000	\$3,000	\$4,000	\$3,000	\$16,000
Fringe Benefits					
Travel	\$2,000	\$400	\$700	\$400	\$3,500
Equipment*	- 0 -	- 0 -	- 0 -	- 0 -	- 0 -
Supplies		\$500			\$500
Contractual	\$2,000	\$4,000	\$19,000	\$155,000	\$180,000
Other:					
Total	\$10,000	\$7,900	\$23,700	\$158,400	\$200,000

4. WORKPLAN TASKS

The following workplan describes the tasks/activities to be accomplished, the estimated time frame for accomplishment (commitments), the projected outputs (activities and deliverables), and the projected outcomes (environmental improvements and results).

Task 1 – Cooperative Agreement Oversight. This work task involves cooperative agreement oversight, reporting, records keeping and development of SNHPC’s **Rebuilding Southern New Hampshire Through Brownfields Investment** program. This includes reestablishing and providing support to the region’s Brownfields Advisory Committee (BAC); holding BAC meetings to coordinate the involvement of stakeholders, property owners, and our cooperative partners; and contracting for, retaining and working with a Qualified Environmental Professional (QEP) (consultant) as well as performing financial management and reporting functions.

Under this work task, the region’s BAC will be reestablished consisting of community-based organizations, municipal representatives (including local health department officials), and technical liaisons from NH DES Brownfields Program and EPA. In addition, the selected QEP will be required to enter sites into ACRES and develop and maintain a project tracking program in order to keep a record of specific accomplishments, outputs and outcomes associated with this cooperative grant agreement. These results will be submitted to EPA as part of quarterly reports and posted on the SNHPC brownfields webpage where it can be viewed by the public.

The projected outputs include: the reestablishment of the BAC and providing BAC support; a competitive procurement process for obtaining the QEP; awarding a contract to the selected QEP;

preparation of Quarterly Reports; the Final Report; MBE/WBE procurement forms, and entering property data into EPA's ACRES database.

Under program development, SNHPC staff will attend EPA sponsored Brownfields conferences, workshops and training, and participate in other available training and networking opportunities.

The projected outcomes of this work task are to successfully perform (1) all oversight and reporting phases of this cooperative grant agreement, including financial management in accordance with EPA requirements and federal guidelines; (2) the reestablishment of a fully active and supported BAC; and (3) the delivery of a successful community-wide brownfields assessment program among the targeted communities and other municipalities within the SNHPC Region. This will be accomplished with direct input from the EPA project officer, staff at the New Hampshire Department of Environmental Services (NH DES), the BAC, and the selected QEP.

As part of the QEP procurement process, a Request for Qualifications (RFQ) will be prepared in July 2015 and submitted to the QEP community in August 2015, and the QEP will be selected and under contract by October 1, 2015.

Pre-award costs associated with this work task include: attending the EPA 2015 New Grantee Training held on June 18, 2015; reestablishment of the region's BAC and initial meetings of the BAC to be held in midsummer of 2015 as part of the procurement of the QEP; and attending the September 4 and 5, 2015 Brownfields Conference.

Task 1- Cooperative Agreement Oversight Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s)	Actual Accomplishment Date(s)
Activity 1: Workplan Development <ul style="list-style-type: none"> Attend EPA 2015 New Grantee Training Workshop 	Outputs: <ul style="list-style-type: none"> New Grantee Training Outcomes: <ul style="list-style-type: none"> Initiative brownfields program 	June 2015 (Pre-Award) Through 1 st Quarter 2015	June 18, 2015 Workshop
Activity 2: Reestablish BAC <ul style="list-style-type: none"> Seek appointment of BAC members by municipalities, cooperative partners and stakeholders and staffing from EPA and NH DES Establish Meeting Schedule and nominate Chair/Vice-Chair Schedule and hold up to 2 BAC meetings focused on QEP procurement process 	Outputs: <ul style="list-style-type: none"> An appointed well-rounded BAC with brownfields expertise and federal, state and community representatives (including local health officials) Appointed BAC Chair/Vice Chair Established BAC Meeting Schedule Outcomes: <ul style="list-style-type: none"> Up to 2 BAC meetings focused on QEP procurement 	July 2015 (Pre-Award) Through 1 st Quarter 2015	
Activity 3: Provide BAC Support <ul style="list-style-type: none"> Organize BAC work program and facilitate meetings Schedule and hold up to 8 BAC meetings during grant period Prepare, post and mail all BAC meeting agendas/minutes Post all BAC meeting materials on SNHPC Brownfields webpage 	Outputs: <ul style="list-style-type: none"> Meeting Agendas and Minutes Meeting Notices BAC work program Up to 8 BAC Meetings Outcomes: <ul style="list-style-type: none"> Effective BAC to meet Workplan objectives 	Ongoing Activity Throughout Grant Period	
Activity 4: Procure QEP Prepare Request For Qualification RFQ, post RFQ on SNHPC website and publish	Outputs: <ul style="list-style-type: none"> RFQ; documentation of meeting of open competition; contract for 	July 2015 (Pre-Award) Through 1 st	

<p>notice in Union Leader; facilitate RFQ question and answer workshop for applicants, evaluate applications, conduct interviews, select QEP Prepare and execute contract for QEP</p>	<p>scope of services Outcomes:</p> <ul style="list-style-type: none"> • High quality scope of services and other products to meet project needs 	<p>Quarter 2015</p>	
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<p>Activity 5: QEP Review/Coordination</p> <ul style="list-style-type: none"> • Prioritize, track and evaluate consultant work products • Coordinate QEP work efforts in accordance with workplan • Review QEP work in site inventory; site nominations, submitting site eligibility requests, contacting and discussing sites with property owners, seeking access agreements, submitting assessment scope of work and reviewing draft and final reports • Oversee QEP efforts in coordinating interests of stakeholders, property owners and cooperative partners • Oversee QEP ACRES database entries • Conduct periodic project status meetings to discuss project issues and priorities • Conduct annual performance evaluations on QEP 	<p>Outputs:</p> <ul style="list-style-type: none"> • Performance evaluation reports, and applicable corrective actions <p>Outcomes:</p> <ul style="list-style-type: none"> • Maintain a high level of work effort and work products • Achieve assessment goals in workplan • Updated ACRES database • Address property owners/stakeholders and cooperative partners needs and interests • Moving sites into remediation or cleanup programs • Achieving successful brownfields reuse/redevelopment 	<p>Ongoing Activity Throughout Grant Period</p> <p>ACRES updated when site activities occur</p>	
<p>Activity 6: Training</p> <ul style="list-style-type: none"> • Attend EPA Brownfields Conference and other related workshops 	<p>Outputs:</p> <ul style="list-style-type: none"> • Attend Brownfields Conference <p>Outcomes:</p> <ul style="list-style-type: none"> • Improve Brownfields knowledge and expand networking opportunities 	<p>July 2015 (Pre-Award) Through 1st Quarter 2015</p> <p>Other Training Ongoing Throughout Grant Period</p>	<p>September 2015</p>
<p>Activity 7: Reporting:</p> <ul style="list-style-type: none"> • Prepare quarterly reports, MBE/WBE semi-annually, and FFR form at the end of the reporting period 	<p>Outputs:</p> <ul style="list-style-type: none"> • Quarterly reports and other forms; final report and closeout forms 	<p>Ongoing Activities Throughout Grant Period</p>	

<ul style="list-style-type: none"> • Prepare final report and grant closeout material 	<p>Outcomes:</p> <ul style="list-style-type: none"> • Regular communication of project status and next steps; current database for congressional reporting 	<p>Quarterly reports every quarter; MBE/WBE forms submitted semi-annually</p>	
<p>Activity 8: Records:</p> <ul style="list-style-type: none"> • Maintain grant files, including central file system • Maintain site project files; and • Maintain financial records 	<p>Outputs:</p> <ul style="list-style-type: none"> • Accurate and complete files suitable for audit purposes <p>Outcomes:</p> <ul style="list-style-type: none"> • High quality project records reflective of the work performed 	<p>Continuously throughout grant period</p>	
<p>Activity 9: Requests for Reimbursements or Advances</p>	<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 	<p>Continuously throughout grant period</p>	

Task 2 – Community Engagement. This work task involves the following community engagement activities, accomplishments, projected outputs (deliverables), and projected outcomes (environmental improvements and results).

Under this work task, SNHPC will provide community engagement and outreach to municipalities, property owners, developers and the general public to inform them of the brownfields program, solicit sites, as well as keep stakeholders informed during the assessment process. Specifically the following community involvement plan and communication progress/methods will be implemented:

Community Involvement Plan: Involvement with the local government and community stakeholders has been paramount for our previous Assessment grants. Once sites are identified and selected, SNHPC initiates a local stakeholder engagement process. Stakeholders typically include the owner/developer, the regional public health agency, local neighborhood groups/non-profits, the planning board and historic commission, and municipal governing bodies and select boards. More specifically, the following proven systematic approach to public outreach and involvement as described below will be followed:

- Hold one (1) public workshop during the site identification process to inform communities of the program, teach individuals how to nominate sites, and address any public concerns.
- Meet directly with municipal staff of target communities in order to discuss the Brownfields Program, better understand sites located in the community, strategize on how the Brownfields Program can facilitate both economic development and environmental protection, and discuss prioritization of sites.
- Solicit additional site nominations from municipal officials throughout the region.
- Hold one (1) public meeting during the Phase II Assessment process for each of the sites near the completion of the Phase II Investigation to inform the public and other stakeholders of the findings of work conducted to date, to make the public aware of identified contamination and risks associated with the contamination, to define the additional activities remaining on each project, and to discuss the redevelopment if a developer is on board.

Communicating Progress/Methods: The progress of this community involvement plan and outreach program will be accomplished through the following public involvement methods:

- Posting legal notices in the Manchester Union Leader newspaper and on the SNHPC Brownfields website of upcoming meetings as well as through social media outlets including Facebook and Twitter.
- Conveying project progress and draft reports via the SNHPC website, social media, press releases, and reports to SNHPC Commissioners and participating municipalities.

- Posting information on municipal websites and making reports available for review by residents and stakeholders in order to indicate receipt of funds; solicit public comment on proposed work plan; notify stakeholders of the meeting/forums; and make public other important events.

All public meetings will take place in a facility that is handicap accessible and if a special need is identified, SNHPC will move the meeting to a facility which accommodates that special need. It is not anticipated that there will be any language barriers, however, if any arise, SNHPC will seek out and provide translation services or accommodate any identified special needs.

The projected outputs of this community outreach work task include: (1) facilitate one overall region-wide public workshop held during the site identification process; (2) organize up to 7 local public meetings during the Phase II assessments for each site investigated; (3) conduct and attend specific site related meetings held with municipal staff, town boards and stakeholders in targeted communities; (4) develop program information materials, notices, handouts and a Brownfields webpage on the SNHPC website; (5) develop social media tools and outlets including Facebook and Twitter linked to SNHPC's Brownfields webpage; (6) develop and distribute press releases, newsletter articles, media blasts and reports to the SNHPC Commission and participating municipalities; and (7) post legal notices in the Union Leader newspaper and on municipal bulletin boards.

The projected outcomes of this community outreach work task include: (1) easy to navigate and attractive media sources and communication tools to promote brownfields and distribute information to inform the public, municipalities and stakeholders; and (2) improved public awareness and interest in brownfields contamination issues and sites; and (3) improved public knowledge about brownfields program.

Task 2 – Community Engagement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
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Task 2 – Community Engagement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Activity 1: Region-wide Public Workshop</p> <ul style="list-style-type: none"> Organize and facilitate one region-wide public meeting for all municipalities, stakeholders and the public about the brownfields program Prepare and distribute site nomination forms and materials 	<p>Outputs:</p> <ul style="list-style-type: none"> Press releases, media blasts, meeting agenda, attendance lists and meeting notes Promote increased interest and participation in brownfields program Improved understanding of site nomination process and address any public concerns <p>Outcomes:</p> <ul style="list-style-type: none"> Increased interest among the public, stakeholders and municipalities in brownfields program Site nominations to BAC 	Initiate in 1 st Quarter 2015	
<p>Activity 2: Develop and Publish Program Information and Public Outreach Materials & Social Media Tools</p> <ul style="list-style-type: none"> Create program informational handout and fact sheet describing brownfields program and targeting private & public property owners, lenders and developers Create Brownfields webpage Set up and link Facebook/Twitter accounts to webpage Develop and distribute press releases, newsletter articles, media blasts, and reports to public and media sources 	<p>Outputs:</p> <ul style="list-style-type: none"> 300 color copies of program information hand out and fact sheet Easy to navigate and attractive webpage Facebook/Twitter links established Press releases, newsletter articles, media blasts and reports on brownfields program <p>Outcomes:</p> <ul style="list-style-type: none"> Up-to-date program information and public outreach materials and social media tools to promote brownfields program and disseminate information to the public Submittal of site nominations to BAC 	Ongoing Activities Through Grant Period	

Task 2 – Community Engagement Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Activity 3: Meet with Municipal Officials and Stakeholders in Target Communities</p> <ul style="list-style-type: none"> Meet w/ municipal officials, stakeholders and community organizations and attend local town selectman meetings Publish program info in local papers and post notices in town halls & community centers 	<p>Outputs:</p> <ul style="list-style-type: none"> Give Brownfields presentations at a minimum of 4 municipal official meetings which could include a board of selectman meeting Published ads/postings in a minimum of 4 local target areas <p>Outcomes:</p> <ul style="list-style-type: none"> Improve community knowledge on Brownfields issues, identify potential Brownfields sites, prioritize sites and site nominations to BAC Better understand sites located in the community and how brownfields can facilitate economic development and environmental protection 	Initiate in 2 nd Quarter 2015	
<p>Activity 4: Hold local public meeting on Phase II Sites</p> <ul style="list-style-type: none"> Discuss Phase II results, and potential cleanup and redevelopment plans Organize and facilitate one local public meeting to be held in the municipality during Phase II assessments 	<p>Outputs:</p> <ul style="list-style-type: none"> Up to 7 local public meetings based on number of Phase II assessments, presentation materials, attendance list, share information of identified contamination and risks and activities remaining to accomplish at each site, including redevelopment <p>Outcomes:</p> <ul style="list-style-type: none"> Encourage public participation and support of Brownfields project(s) going forward Engage developers to provide brownfields program updates Site nominations to BAC 	Ongoing Activities Through Grant Period	

Task 3 – Brownfields Prioritization, Eligibility and Area Wide Planning. SNHPC and the QEP will utilize an existing brownfields inventory to work with the BAC, municipal officials, property owners, and stakeholders to set priorities for the region which will include projects that reduce sprawl, encourage infrastructure reuse, increase housing opportunities, and protect greenspace and water quality.

Many of the sites previously inventoried by the BAC for assessment in the region were selected based on meeting the Brownfields eligibility requirements, overall redevelopment potential, timeframe to complete clean up and redevelopment, potential to increase housing/job opportunities in our target communities, reduce sprawl, and contribute to the local property tax base. SNHPC will work with the BAC, each target community, stakeholders and developers to establish priorities among previously identified sites for assessment. Based on this prioritization and eligibility review, priority will be given to the sites that will help address the key community needs of sprawl reduction, reuse of infrastructure, support of affordable housing, and protection of water quality/greenspace.

In addition, priority for this new assessment funding will be to complete environmental assessments for sites already enrolled in the 2009 SNHPC Assessment Program. Once priorities are established, SNHPC and the QEP will work with property owners and developers to obtain access agreements and begin assessment work. It is anticipated that access agreements will be obtained in winter 2015/2016 and environmental assessments will begin in early 2016 and continue through the summer and fall of 2016.

Upon execution of access agreements, Phase I Investigations will take place by the QEP in accordance with ASTM Practice E 1527-13. A total of up to 10 ASTM Phase I Environmental Site Assessments (5 hazardous substance and 5 petroleum sites) will be conducted by the QEP. Upon completion of each Phase I site assessment, the draft Phase I report will be presented by the QEP to the BAC for review and discussion. Upon input from the BAC, the property owner, municipality and other stakeholders, the QEP shall submit the final Phase I report to NH DES and EPA. Anticipated outputs from these work tasks include the inventory database, GIS outputs, and prioritization listing of sites, site access agreements, site eligibility forms, Phase I Environmental Site Assessment Reports, and EPA approval of Phase I Reports.

In addition to these work tasks, SNHPC, the QEP and the BAC will conduct area-wide planning to implement three Brownfields planning charrettes and to develop an area-wide plan for sustainable and Brownfields redevelopment in the Village Center in the Town of Candia, including a reuse plan for the “Janigan Mill” and the Benchmark site (a hazardous site) in the Town of Goffstown, and the development of a plan for downtown revitalization of Brownfields in the Derry downtown. As part of this planning, a design charrette will be facilitated within each town by the QEP with assistance of SNHPC staff in developing these plans.

The outputs from this work task include the reuse plans for each site which will include a set of area-wide strategies for assessment, cleanup and reuse measures. Anticipated outcomes include: identified future uses for each site and next steps to implement the plans, including strategies for remedial action planning to clean up and successful re-use and/or redevelopment.

Task 3 – Brownfields Prioritization, Eligibility and Area Wide Planning.

Task 3 – Brownfields Prioritization, Eligibility and Area-Wide Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
Activity 1: Site inventory: <ul style="list-style-type: none"> • Gather recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool 	Outputs: <ul style="list-style-type: none"> • Updated Inventory Database • GIS map of potential and high priority Brownfields sites Outcomes: <ul style="list-style-type: none"> • Graphical capturing of Brownfields sites for planning and marketing work 	Initiate in 2 nd Quarter 2015	
Activity 2: Site prioritization and eligibility determination: <ul style="list-style-type: none"> • Convene BAC meetings to review, rank and prioritize sites for Phase I Investigation • Choose 10 sites for Phase I Investigation • Obtain access agreement and evaluate site access issues • For each selected site, provide site eligibility information to EPA and NH DES for review 	Outputs: <ul style="list-style-type: none"> • Estimated 2 BAC Planning meetings; minimum of 10 eligible sites (5 hazardous and 5 petroleum) identified in initial inventory search • Priority Site Listing • Estimate 20 additional eligible sites identified during remainder of grant • Site Eligibility Forms and Eligibility addressed Outcomes: <ul style="list-style-type: none"> • Minimum total of 10 high priority brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) 	Initiate in 2 nd Quarter 2015	

Task 3 – Brownfields Prioritization, Eligibility and Area-Wide Planning Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Activity 3: Area-Wide Planning:</p> <ul style="list-style-type: none"> • Identify a brownfield-impacted area (neighborhood, district, city block, etc.) • With QEP assistance conduct a total of 3 Brownfields Planning Charrettes – one in following towns: Candia; Goffstown and Derry • Develop strategies for the reuse of existing infrastructure in the area 	<p>Outputs:</p> <ul style="list-style-type: none"> • Produce an area-wide plan for the brownfield impacted area as a result of Planning Charrettes • Create a set of area-wide strategies for assessment, cleanup and reuse measures <p>Outcomes:</p> <ul style="list-style-type: none"> • Future uses of up to 10 properties in area wide plans identified • Next steps to implement the plan are identified 	Initiate in 2 nd Quarter 2016	
<p>Activity 4: Phase I investigations:</p> <ul style="list-style-type: none"> • Conduct planning meeting with QEP to discuss approved sites • QEP obtains access agreement and performs Phase I investigation • QEP submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • QEP submits final Phase I report to project team members • Obtain EPA and NH DES approval for Phase I Reports 	<p>Outputs:</p> <ul style="list-style-type: none"> • Estimate 2 BAC meetings • Up to ten 1 Phase I Reports • Updated ACRES database <p>Outcomes:</p> <ul style="list-style-type: none"> • Up to 10 High potential Brownfields site assessed through Phase I • Total acres assessed through Phase I 	Initiate in 1st Quarter 2016	

Task 4: Phase II/III Environmental Assessments. This task involves utilizing the QEP (consultant) to conduct a total of 7 ASTM Phase II Environmental Site Assessments including three Phase II ESAs at hazardous substances sites and four petroleum sites. The QEP will also conduct Analysis of Brownfields Cleanup Alternatives (Phase IIIs) at 6 sites in accordance with applicable EPA and NHDES rules. These assessments will contain information that is consistent with that required by EPA and NHDES including NHDES Voluntary Cleanup Program (VCP) and Petroleum Fund so as to streamline the transition of sites from remedial action planning to clean up and successful re-use and/or redevelopment.

The outputs from this work include: Phase II project planning meetings; one approved generic QUAPP, 7 sites approved for Phase II investigation, 6 high priority sites identified for further investigation and potential redevelopment, Phase II reports documenting the results, updated ACRES database and green and sustainable efforts reported in quarterly reporting. Anticipated outcomes are total acres assessed through Phase II, 7 high priority sites with complete Phase II assessments that are ready for cleanup and reuse planning, and greener and more sustainable site assessment techniques uses.

Task 4 – Phase II/III Environmental Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Activity 1: Phase II Preparation:</p> <ul style="list-style-type: none"> • Meet with BAC to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with QEP to Plan Phase II • Encourage QEP to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities • QEP submits EPA approved generic QAPP w/ updated organization chart 	<p>Outputs:</p> <ul style="list-style-type: none"> • Anticipate 2 BAC meetings • 1 approved generic QAPP • Up to 7 high priority sites approved for Phase II investigation <p>Outcomes:</p> <ul style="list-style-type: none"> • Up to 7 high priority sites identified for further investigation and potential redevelopment/reuse 	Initiate in 3 rd Quarter 2016	
<p>Activity 2: Phase II Investigation:</p> <ul style="list-style-type: none"> • QEP submits draft site-specific QAPP addendum to BAC for review and comments • EPA/state approval is obtained and QEP submits final site-specific QAPP addendum to BAC • QEP performs field work according to plan • Grantee monitors site work and communicates any concerns with EPA/NH DES • Grantee tracks green and sustainable site assessment efforts used during Phase II 	<p>Outputs:</p> <ul style="list-style-type: none"> • Up to 7 approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) • Up to 7 Phase II report(s) documenting the results • Updated ACRES database • Green and sustainable efforts reported in quarterly reporting <p>Outcomes:</p> <ul style="list-style-type: none"> • Up to 7 high priority sites with complete Phase II assessments that and ready for cleanup and reuse 	Initiate in 3 rd Quarter 2016	

Task 4 – Phase II/III Environmental Assessments Subtasks (Commitments)	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
investigations <ul style="list-style-type: none"> • QEP submits draft Phase II report to BAC for review and comments • QEP submits final Phase II report to BAC • BAC evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 	planning <ul style="list-style-type: none"> • Total acres assessed through Phase II • Greener and more sustainable site assessment techniques utilized 		
Activity 3: Phase III Analysis of Cleanup Alternatives (ABCA) <ul style="list-style-type: none"> • Throughout Phase II process, strategize with BAC on reuse plans for the site • Conduct marketing to leverage developer/lender interest in the property • Meet with QEP to develop draft cleanup alternatives and remediation plans for site • Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform public outreach and involvement in cleanup and reuse planning 	Outputs: <ul style="list-style-type: none"> • Up to 6 internal cleanup and reuse planning meeting(s) • Up to 6 draft cleanup alternatives plan • Up to 6 draft remedial action plan • GSR language in ABCA • updated ACRES database • 1 public meeting on project results • Potential for developer/lender workshop and transaction forum Outcomes: <ul style="list-style-type: none"> • Up to 6 property assessed through cleanup and reuse planning, and ready for cleanup and redevelopment • Acres ready for cleanup & redevelopment • Greener and more sustainable plans for cleanup 	Initiate in 3 rd or 4 th Quarter 2016	

5. QUALITY ASSURANCE

Prior to undertaking Phase II assessments, the QEP will prepare and submit a Quality Assurance Project Plan (QAPP) which meets the approval of U.S. EPA Region I Brownfields Program. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities. (Refer to QAPP on website flyer for additional information.)

**ATTACHMENT B:
Certificate of Non-Collusion**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature

_____/_____/_____
Date

Printed Name of Person Signing Proposal

Name of Business

**ATTACHMENT C:
Certificate of Tax Compliance**

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all tax returns and paid all state taxes required under law.

Signature of Individual* or Printed Corporate Name	/ / Date
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Corporate Officer Signature*	Federal ID Number
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Printed Name of Person Signing Proposal

*Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

ATTACHMENT D: MBE/WBE Participation

Under the terms of its grant agreement with the Environmental Protection Agency, the Southern New Hampshire Planning Commission (SNHPC) is required to report all activity by Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). The MBE/WBE “fair share” goals/objectives for this contract are 1% MBE/1% WBE for construction, supplies, services, and equipment.

Consultants awarded contracts under this RFQ agree to ensure, to the fullest extent possible, that at least the applicable “fair share” objects of Federal funds for prime contract or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, and Historically Black Colleges and Universities. Consultants are required to include the applicable “fair share” objectives in bid documents and to require all prime contractors do the same for subcontracts.

Please indicate whether you, or a specified subcontractor, are an MBE or WBE by checking one of the following:

- Yes, I am a certified MBE or WBE
- Yes, a subcontractor is a certified MBE or WBE.
The subcontract’s name is _____
- No, I am not an MBE or WBE.

Company Name: _____
(Print your company name here)

By: _____
(Name of person certifying MBE/WBE status)

Date: ____ / ____ / ____

ATTACHMENT E:
U.S. Environmental Protection Agency
Cooperative Agreement with SNHPC

QEP are advised to review the Cooperative Agreement, especially as it relates to requirements that will be passed through to the QEP on all contracts.