

**Request for Qualifications and Experience for  
Environmental and Engineering Consulting Services  
the Woods Woolen Mill Brownfields Project  
Hillsborough, New Hampshire**

I. Introduction

The Town of Hillsborough, New Hampshire invites interested parties and/or firms to submit statements of qualifications and experience to provide environmental and engineering consulting services in support of the Woods Woolen Mill Brownfields project. In May 2007, the Town was awarded a \$200,000 targeted site-specific cleanup grant for the historic woolen mill site located along the southern bank of the Contoocook River. The town is seeking an experienced environmental and/or engineering firm to assist with the preliminary (pre-assessment) cleanup work at the property.

II. Site Background and History

The Woods Woolen Mill property has a prominent location in the downtown, bordering the south side of the Contoocook River. It consists of approximately 2.6 acres of land and is adjacent to dense mixed use and single family neighborhoods. The site is located at the eastern terminus of a section of railroad right-of-way (ROW) owned by the State of New Hampshire; the ROW, which bisects the property and has a high potential for recreational use, extends approximately ten miles and travels through two nearby towns. The Town has recently completed a Phase I Environmental Site Assessment (ESA). The results of this assessment indicate a high risk of subsurface contamination of hazardous substances. The property and former mill is also known as the former Beck Mill Trust Site, which is a listed state site, and is identified as New Hampshire Department of Environmental Services (DES) Site #199909015.

III. Studies and Report Available for Review

Several studies and preliminary environmental assessments and investigations have been conducted and include:

- 1) *Lead and Asbestos Survey*, Scott-Lawson Group Ltd, September-October, 1999.
- 2) *Report on Slope Restoration Alternatives*, Former Woods Woolen Mill, Hillsborough, New Hampshire, Haley & Aldrich, March 2004.
- 3) *Phase I Environmental Site Assessment*, Former Woods Woolen Mill, Hillsborough, New Hampshire, Loureiro Engineering Associates, Revised September 2007.
- 4) *Limited Subsurface Assessment Results*, Former Woods Woolen Mill, Hillsborough, New Hampshire, Loureiro Engineering Associates, March 9, 2007

Copies of these documents are available for review through arrangements with the Town of Hillsborough Planning Department Office and/or at the Town of Hillsborough Public Library located at 29 School Street.

IV. General Scope of Work/Services:

- 1) Field Oversight - Oversee, direct and document activities completed under the first phase of clean-up work. Activities planned to be conducted include: removal and off-site disposal of on-ground solid waste and building/construction-related debris and demolition of the former warehouse building. These activities will involve handling of lead-based building materials (wood clapboard siding and other painted surfaces) and building materials known to contain asbestos. Oversight includes health and safety monitoring.
- 2) Contract Administration Services - provide various contract administration services for pre-assessment clean-up activities, including plans and specifications for bidding, bid advertisement and solicitation, organize and attendance at pre-bid meetings, bid review submittals and final selection to town.
- 3) Reports and Submittals to Regulatory Agencies - Preparation of a Quality Assurance and Project Plan (QAPP) for first phase of clean-up work for submittal to EPA. Preparation of quarterly progress reports to EPA (assume 4). Preparation of remediation action plans (RAPs) and remedy implementation plans to NHDES. Manage property data in EPA's ACRES system.
- 4) Public Outreach - Provide assistance with public outreach including providing project status and progress for town website, newsletter and for community meeting. Lead and direct public meetings and provide presentation materials (power point, posters, handouts, etc, as needed) on a quarterly basis. Work with cooperative partners throughout the course of the project.

V. Evaluation Criteria

- 1) Experience

Describe firm experience in following areas:

- General site investigation and remediation, including multi-contaminant and/or complex Brownfields sites.
- Building demolition and disposal.
- Lead and asbestos abatement and disposal.
- Development of EPA QAPPs.
- Preparation of remediation action plans (RAPs) and remedy implementation plans.

Give a minimum of three examples of related work and include references.

2) Project Personnel/ Subcontractor Qualifications

Submit an organizational chart or roster listing names and roles of staff and their anticipated level of involvement. Include resumes of all staff.

Please give names, overview of experience, and references for all subcontractors intended to be used for this project.

3) Price Schedule

Submit hourly labor rates that include: labor compensation, company overhead, insurance, professional fees, permits, taxes, and profit multipliers. Provide a not-to-exceed cost for transporting labor, equipment, and vehicles to the site; include an estimate for labor transport hours. Include a schedule of rates for all special equipment anticipated to be used for the cleanup.

VI. Submittal

All prospective firms must attend a site visit which will be held on Thursday, October 4, 2007 at 10:00 AM. The purpose of the site visit will be for prospective firms to view the site and to have the opportunity for questions and answers. Submittal packages submitted by firms which do not attend the required/mandatory site visit will be rejected.

A total of three (3) copies of the Qualifications & Experience (Q&E) packages shall be submitted in a sealed envelope marked "Woods Woolen Mill Brownfields Project Statement of Qualifications and Experience" to the following address:

Matthew Taylor, Planning Director  
Town of Hillsborough  
Post Office Box 7  
29 School Street  
Hillsborough NH -03244

Q&E submittals shall be accepted up until October 11, 2007 at 5:00 PM. Q&E submittals sent via fax or email will not be accepted. Each submittal shall be limited to a maximum of 10 pages.

Submittals will be reviewed by the Town of Hillsborough Brownfields Committee. Evaluation criteria is weighted as follows: Firm Experience-45%, Personnel/Subcontractor Qualifications-30%, Price Schedule-25%. The Town will select the top two or three firms for an interview.