



# Request for Qualifications and Proposal to Conduct a Hazardous Building Materials Survey

(Released Monday August 2, 2023)

(Responses due by 12:00 P.M. EST on Friday, August 18, 2023)

## General:

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified firms to submit proposals for a hazardous material assessment for Whitney Hall located at 23 Main Street in Enfield NH (hereafter referred to as the “CONTRACTOR”).

## Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Friday, August 18, 2023). The envelope must be clearly marked “Whitney Hall Hazardous Building Material Survey” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

## Submit proposals to:

Ed Morris  
Town Manager  
PO Box 373  
23 Main Street  
Enfield NH 03748.  
(603) 632-5026

Proposals can also be submitted electronically to [townmanager@enfield.nh.us](mailto:townmanager@enfield.nh.us)

Proposal information is available on the Town’s web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

## Scope of Work:

The Town of Enfield will be completing a complete renovation and expansion of our Town Offices and Library located in Whitney Hall at 23 Main Street in Enfield NH. We are accepting proposals proposal to conduct a hazardous building material survey (HBMS) for the interior and exterior of the property indicated above (Site) for the purpose of identifying the presence of asbestos-containing materials (ACMs), lead-containing paint (LCP), polychlorinated biphenyls (PCBs) in building materials, and universal waste.

The building was built in 1900 and then partially renovated in 1993 and is approximately 8,000 square feet. The purpose of this survey is to provide the City with information related to existing hazardous building materials (HBMs) that may be encountered and/or require abatement/removal and disposal.

The proposed scope of work will be completed in accordance with the following state and federal regulations and guidelines:

- New Hampshire Env-A A00 Asbestos Management and Control
- EPA National Emissions Standards for Asbestos (NESHAP) 40 CFR Part 61, Subpart M
- Occupational Safety and Health Administration (OSHA) Lead in Construction Standard
- EPA TSCA part 761 regulations for Polychlorinated Biphenyl (PCBs)

## **Proposed Scope of Work**

### **Task 1 – Hazardous Building Materials Survey**

#### *Asbestos Inspection*

Survey and collect samples for suspect ACM from the Site buildings. In accordance with Chapter 1800, each type of suspected homogenous and miscellaneous ACM will be collected in triplicate (i.e., three samples per suspect building material sampled) and submitted for laboratory analysis. We understand this survey will include destructive sampling, the Town does not expect the building to be fully repaired, but must be made safe for the continued work of Town staff.

#### *Lead-Containing Paint Survey*

Conduct a lead-containing paint (LCP) survey of painted or coated surfaces in order to define if and where LCP is located.

#### *PCB's*

Conduct a survey of the Site building to inventory building materials that have the potential to contain PCBs. Potential sources of PCBs in buildings built or renovated between about 1950 and 1979 include caulking used around windows, door frames, building joints, masonry columns and other masonry building materials. PCBs have been used in paints, mastics, and other adhesives.

#### *Universal Waste Inventory*

Inventory wastes within the building requiring special disposal under New Hampshire's solid waste rules including, but not limited to universal wastes (e.g., fluorescent light fixtures, mercury thermostats, oil tanks, etc.), hazardous wastes (e.g., solvents, paints, etc.), and other wastes such as Freon-containing equipment.

### **Task 2 – Hazardous Building Material Survey Report**

Prepare an HBMS report for the Site summarizing results of the survey. The report will contain a summary of materials tested, methodology, results, conclusions, and recommendations for addressing any of the ACMs, LCP, PCBs, and universal waste identified. In addition, floor plans will be provided showing locations of ACMs identified at the Site as well as a summary table of total quantities identified for bidding purposes.

**Please let me know if you have any questions or require any additional information for bidding purposes.**

A walk through of the property and project will be held **August 9<sup>th</sup> at 10:00 A.M.** This walk through is not mandatory for bidding, but highly recommended.

## Proposal Response Content:

Written proposals should include, at a minimum, the following information in the order requested:

- 1) Cover Letter. A letter signed by an officer of the firm, binding the firm to all of the commitments made in the proposal. The cover letter should be addressed to [Contact Name], [address].
- 2) Contact Information. The name, address and contact person of the company submitting the proposal. Include telephone and fax numbers, as well as email and website addresses.
- 3) Statement of Qualifications and Experience (firm must be licensed in NH). Please state the following:
  - a. Give the company/firm/team history, background and relevant experience.
  - b. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of work.
  - c. The background, education and relevant experience of all team members proposed to participate in all tasks identified in the scope of work. The principal in charge and project manager shall be identified along with the roles of other significant project participants.
  - d. Proposed timeframe for completion of survey and report.
- 4) Price for services to complete the scope of work.

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance and must be submitted to the TOWN upon signing a contract for services and be issued by a carrier that is duly licensed to do business in the State of New Hampshire. Any subcontractors will be subject to the same insurance requirements.

## Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The CONTRACTOR will be chosen based on each firms' qualifications taking into consideration the most beneficial combination of qualifications, services, costs (which will be requested as part of a second scope and fee step after qualification based determinations are made), and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level of their project team;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with proposers. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

## Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Friday, August 18, 2023), no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

**Contract:**

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

**THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER**