



Date: May 9, 2023

REQUEST FOR PROPOSALS (RFP) ENVIRONMENTAL REVIEW

The Winchester Economic Development Corporation (WEDC), a 501c3 charitable nonprofit chartered by the State of New Hampshire is seeking pursuant to federal procurement requirements (2 CFR Section 200.317-327) an experienced and qualified Environmental Consultant to conduct and complete a required Federal Environmental Review as per HUD regulations at 24 CFR Part 50 or Part 58. WEDC has been awarded through Congress FY 2023 Community Project Funding (CPF) administered through HUD's Office of Community Planning and Economic Development to implement Phase II of the 60-acre Stone Mountain Business Park, located within the Town of Winchester, NH.

Phase II involves extending the existing Town owned Opportunity Drive with public utilities a distance of 500 feet within the park; installing a hammerhead turnaround at the end of the road; creating and subdividing new lots within the park to be used for industrial purposes and to create new jobs within the community; conducting planning and marketing feasibility studies; and **potentially utilizing existing park property or acquiring adjacent property** for a future child day care facility to serve the new businesses in the park and the surrounding area (a detailed project narrative and scope of work for Phase II including maps of the project area are available upon request).

Like all projects funded by HUD, this grant is subject to requirements under the National Environmental Policy Act (NEPA) and HUD's NEPA-implementing regulations at 24 CFR Part 50 or Part 58, and all appropriate federal environmental and historic preservation laws, regulations and Executive Orders (a copy of the HUD NEPA-implementing regulations are available upon request). Toward this end, the end goal of this Environmental Review is to obtain approval from HUD for the Release of Grant Funds and Certification to be approved by the HUD CPD Field Office Director.

The Environmental Consultant shall serve as the Responsible Entity (RE) in conducting the Environmental Review and upon an evaluation of the project will determine what level of Environmental Review – Exempt; Categorically Excluded No Review; Categorically Excluded Subject to Review; or Environmental Assessment will be required to complete and certify the HUD NEPA-implementing requirements.

WEDC has in hand a Phase I Environmental Assessment approved by EPA and a NH DES approved AoT Permit which applies to all 60-plus acres of the Stone Mountain property. These approvals can be used to assist in the HUD required Environmental Review of WEDC's Phase II project.

At this time, WEDC is soliciting free and open competitive competition for services. As such all proposals shall be ranked and scored by WEDC staff and consultants pursuant to the following scoring criteria:

- 1-3 points for capabilities of firm and assigned personnel, including similar successfully completed projects;
- 1-3 points for competitive/reasonable pricing (WEDC will take into account all aspects of the proposal, but pricing is only one of the decision criteria);
- 1-3 points for firm's timing/availability over the course of the next 90 days to negotiate a contract and begin scope of work;
- 0-1 points for the quality of the proposal.

WEDC staff and consultants shall evaluate the proposal; ask necessary follow up questions and seek important clarifications, including contacting references; the staff will present findings/recommendations to the WEDC Executive Committee; and both staff and Executive Committee recommendations will be provided to the WEDC Board for a vote. This shall all occur within a 60 day period which will remain flexible until HUD approves the project budget (pending).

Proposals shall include:

- Firm's experience in similar work;
- Knowledge of the area/site;
- Personnel assigned to the project by hours/tasks;
- References for similar clients/projects;
- Timing once 'notice to proceed' is given by WEDC;
- Include as an exhibit a profoma/boilerplate contract with all necessary Federal/State requirements with proper citations, with a sample invoice;
- A detailed budget showing cost by individual(s) and any out-of-pocket or administrative expenses; and
- Allow for printing of 5 copies and submittal of report file on flash drive.

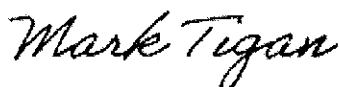
Fees shall be "fully loaded" including overhead/indirect/benefits. The timing and budget should anticipate at least one on-site meeting with WEDC; one formal oral presentation to the WEDC Board (as optional 'add'); and making available a draft report for staff review and comment. Please also indicate in your proposal if your firm is willing to engage and begin work, on a 'contingency' basis, subject to the receipt of funding from HUD.

Proposals are due by **May 30, 2023**. Please submit two hard copies by mail addressed to Mark Tigan, WEDC Chair, P.O. Box 31, Winchester, NH 03740 as well as email the proposal as a pdf with the title NEPA RFP to Mark Tigan at tiganm@gmail.com.

Any questions and request for further information about this RFP should be emailed directly to Mark Tigan 20 days prior to the deadline. All emails will be answered and provided to all potential respondents.

WEDC is an affirmative action and equal opportunity employer.
WEDC has the right to reject all bids and negotiate both scope and costs.

Sincerely,



Authorized Representative
Chair, WEDC