



**Windham Region Brownfields Reuse Initiative  
Steering Committee Meeting**

**July 12, 2023**

**4:00 p.m.**

**WRC Zoom Call**

<https://us02web.zoom.us/j/87148872667?pwd=dmNCYytzKzZJMi9wZHljTmhYeXdEZz09>

**AGENDA**

**Agenda Amendments**

**WRBRI Applications**

- Historic Gas Station, Bellows Falls Island
  - Charlie Hunter is the prospective purchaser. He would like to use this building as studio space for his artwork. Until recently the site was a gas station and auto repair shop. There are gas tanks in the ground.
  - *Action:* Consider accepting project and approving funding for Phase I ESA.

**Qualified Environmental Professionals (QEP) Discussion**

- Current QEP assessment contracts end September 30<sup>th</sup>, 2023. Susan will send out Request For Qualifications (RFQs) by early August. She would like the Committee to consider some changes to the process:
  - QEPs are currently prequalified for three years. Consider extending to five years.
  - Once QEPs are selected, we have been sending out Requests For Proposals (RFPs) to our prequalified list for each new project. We evaluate the proposals and make a selection based on the amount of work, experience with site/area and cost but we don't necessarily go with the lowest bidder. I've recently learned that other RPCs do not use the RFP process with their prequalified consultants but assign work based on the same criteria that we use except they do not do a cost comparison each time. EPA was also surprised to hear that we do this.

Observations: Most assessment cost proposals are at a similar level. It takes quite a bit of my time to do the RFP process each time.

- *Action:* Consider extending the length of the prequalified QEP contracts to five years and changing the procedure for selecting QEPs for specific contracts to an assignment basis.

**Public Comment**

**Adjourn**

### **Attachments**

Bellows Falls Island Gas Station - Site Nomination Form and Site Selection Criteria Matrix

**Windham Regional Commission is inviting you to a scheduled Zoom meeting.**

Topic: Brownfields Committee Special Meeting

Time: Jul 12, 2023 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87148872667?pwd=dmNCYytzKzZJMi9wZHljTmhYeXdEZz09>

Meeting ID: 871 4887 2667

Passcode: 006140

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