



**Windham Region Brownfields Reuse Initiative
Steering Committee Meeting Minutes
September 20, 2023
4:00 p.m.**

Attendees: Gabby Ciuffreda Chair, Elizabeth Bridgewater, Cheryl Kaufman, Stephen Dotson, Sue Fillion and Ralph Meima

Absent: Robin Sweetapple and Bonnie North

Staff: Susan Westa, WRC and Karen Place, EPA

Gabby Ciuffreda Chair, called the meeting to order at 4:03 pm with a quorum present. All attendees joined the meeting by Zoom.

Agenda Amendments

There were no amendments.

Susan Westa said we'll address minutes at next meeting since we have a lot to cover tonight.

Qualified Environmental Professionals (QEP) Discussion

- Current QEP assessment contracts end September 30th, 2023. Susan sent out Request For Qualifications (RFQs) early August. At the July Special Meeting the Committee agreed to some changes to the process:
 - QEPs will be prequalified for five years (previously three).
 - We will now assign work based on WRBRI criteria, and consultant experience and availability. We will no longer use an RFP process for each new project (other RPC's do this).
- WRC received 7 qualification packages. Today we will review the packages submitted with our Evaluation Criteria Matrix. We can select as many or few consultants as we wish. We've had six on board for the last three years and that's worked well. This time we added a cost proposal, including typical costs for certain items and hourly rates. EPA's procurement policy now recommends considering costs as a significant criterion (25% or more).

Susan said that some other RPC's suggested we may want to prequalify all of them because they're all so busy now. Some RPC's are having difficulty getting anyone to do the work but she hasn't had that problem yet.

Susan sent the Committee a matrix which is intended to serve as a guide. Sue Fillion also sent in her completed chart. Susan said that she mostly gave 4's (highest score) because they're all qualified firms with good experience and competent. The biggest differences is that they don't all have experience in our region (not necessarily enough reason to discount anyone); and the larger firms are generally more expensive but also have more resources. She noted that KAS is the only WBE, although some others listed subconsultants who are WBEs.

The Committee then reviewed and discussed each firm with the matrix (see below). Discussion revolved around cost differences, regional experience and members' experiences working with firms. Gabby said she was comfortable with most of the firms and discussion continued around timing and cost issues. In the end the Committee decided to retain all seven firms.

Elizabeth Bridgewater made a motion to prequalify all seven firms that submitted qualifications, including LEE, KAS, Stone, Nobis, Stantec, WHEM and Weston and Sampson. Stephen Dotson seconded the motion, which was approved unanimously.

Public Comment

There was no public comment.

Susan said that our next regularly scheduled meeting is in October but she was not aware of any applications coming in since one potential new application just fell through. She will keep the Committee posted.

Adjourn

Elizabeth Bridgewater made a motion to adjourn at 4:52, which Sue Fillion seconded.