



Community Development Department

Town of Windham, New Hampshire

3 N. Lowell Road, Windham, NH 03087 | (603) 432-3806 Ext. 2 | www.WindhamNH.gov

REQUEST FOR QUALIFICATIONS

Hydrogeologist / Environmental Engineer – Third Party Review Services

Posted on: June 19, 2026

Proposals Due: July 9, 2026 at 2:00 p.m.

I. INTRODUCTION

The Windham, NH Planning Board is seeking qualification statements from qualified hydrogeologist / environmental engineering consulting firms to provide peer-review professional consulting services for development projects under review. The purpose of this Request for Qualifications (RFQ) is to select a consultant who can assist the Planning Board in ensuring that proposed development projects comply with State and local environmental guidelines.

Qualification statements are **due no later than 2:00 PM on July 9, 2026** and will be awarded by the Planning Board at a future, regularly scheduled meeting.

The Planning Board reserves the right to reject any and all bids, either in whole or in part; to waive any defects, formalities and/or irregularities in bid responses; to accept substitutions or exceptions to these requirements; to negotiate with the successful vendor; and to otherwise act as shall be determined by the Planning Board to be in the best interest of the Town.

II. PROJECT SCOPE

The selected hydrogeologist / environmental engineering consultant will be responsible for providing technical expertise and recommendations to the Board regarding environmental engineering issues associated with proposed projects. The scope of work shall include, but not be limited to, the following:

1. Hydrogeologic and Environmental Assessment

- a) Provide professional recommendations regarding groundwater, surface water, and related hydrogeologic considerations relevant to the proposed project.
- b) Identify the need for, and appropriate extent of, monitoring or investigative activities based on site conditions, regulatory guidance, and best practices.
- c) Ensure recommendations are consistent with applicable local, state, and federal environmental standards and best management practices.

2. Monitoring Parameters and Constituents of Concern:

- a) Recommend appropriate physical, chemical, or environmental parameters to evaluate potential impacts to groundwater, surface water, or related resources.
- b) Consider regulatory requirements, site-specific conditions, and accepted environmental sampling and analysis practices.

3. Air Quality Review (as applicable):

- a) Assess whether potential air quality impacts warrant further review.
- b) Recommend suitable methodologies and approaches for evaluating air quality, when applicable.
- c) Identify relevant state and federal regulatory considerations for air quality compliance.

4. Collaboration and Coordination:

- a) Collaborate with town officials, engineers, developers, and other stakeholders to address environmental issues with development proposals.
- b) Coordinate with relevant agencies to ensure compliance with all applicable environmental regulations.
- c) Attend public hearings and community meetings to present environmental findings, respond to inquiries, and address concerns from the public and stakeholders.

5. Ongoing Review and Oversight:

- a) Provide continuing technical support during project planning and review to address emerging environmental issues.
- b) Conduct site visits, as necessary, to observe conditions relevant to environmental recommendations.

6. Reporting and Documentation:

- a) Prepare written reports summarizing technical evaluations for the Planning Board.
- b) Maintain organized documentation of environmental review activities, including data, correspondence, and findings.

7. Training and Workshops:

- a) Offer training sessions or workshops for Planning Board members, town staff, and relevant stakeholders on environmental science, regulations, and best practices.

III. QUALIFICATIONS

Interested consultants must demonstrate the following qualifications:

- 1. A minimum of 15 years of experience in hydrogeology / environmental engineering.
- 2. Professional certifications in hydrogeology / environmental engineering or related fields.
- 3. Familiarity with applicable environmental regulations.
- 4. Strong communication skills and the ability to convey complex information to a diverse audience.
- 5. Previous experience working with municipal planning boards is preferred.

IV. PROPOSAL SUBMISSION

Interested Consultants shall submit a Qualifications Statement of no more than 20 pages in the format outlined below. The Qualifications Statement shall be comprehensive, but focused and concise.

- 1. Cover Letter:** A brief Cover Letter signed by a representative of the Consultant that is authorized to enter into contracts that identifies the Consultant, their place of business, name and telephone number of the person to contact about the Qualifications Statement.
- 2. Consultant Knowledge and Experience:** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this RFQ will be provided. If the firm is proposing the use of subconsultants to perform any aspects of project scope, similar information on each additional firm shall be included.
- 3. Project Team:** Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager and other key personnel who would be charged with providing services to the Town. The Project Team Manager must be a registered professional engineer in the State of New Hampshire. Provide individual resumes of no more than two pages each describing the background and experience of each key employee. If the firm is proposing the

use of subconsultants to perform any aspects of the defined services, resumes for subconsultant personnel should be included as well.

4. **Firm's Related Experience:** Provide a description of the experience of the firm and project team, including specific examples of similar work, including examples of other peer-reviews. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm.

5. **References:** Provide not more than three (3) references for which the Consultant has performed work of a similar nature. Include names of contact persons, with addresses and telephone numbers, so that the Town may contact them. At least one reference should be from a key decision maker from a municipality for whom the firm has worked. Do not include Town of Windham personnel as references.

6. **Conflict of Interest:** The Consultant shall include a Conflict of Interest statement. Describe all current or potential conflicts of interest related to the performance of work for the Town of Windham. If there are potential or present conflicts of interest, the Consultant must identify methods they will employ to address said conflicts.

7. **Insurance:** The Consultant shall purchase and maintain workmen's compensation and property and liability insurance at levels agreed to prior to contract execution.

V. REVIEW OF QUALIFICATIONS STATEMENTS & CONSULTANT SELECTION

Upon receipt of all Qualifications Statements, the Town of Windham Planning Board may interview firms/persons. The Planning Board may request additional information during any interview(s). The Planning Board may consider accepting more than one proposal if the selected firm/persons are unable to participate in selected reviews. The Planning Board's selection will be based on a combination of criteria that may include:

- A firm's qualifications received and/or information obtained through interview(s)
- A firm's understanding of the Project and its intended approach

VI. NON-COLLUSION CLAUSE

The Consultant shall sign the following Non-Collusion Clause and submit along with their proposal:

"The undersigned certifies under penalties of perjury that this Proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this section, the word "person" means any natural person, joint venture, partnership, corporation or other business or legal entity. Further, I certify that the items to be supplied by my firm will meet or exceed the specifications as listed in this Invitation to Proposal."

FIRM: _____

SIGNATURE: _____

ADDRESS: _____

NAME (PRINT): _____

TITLE: _____

TELEPHONE: _____

DATE: _____

VII. GENERAL TERMS

Costs incurred by consulting firms/persons in responding to this request shall be borne entirely by the firms.

One (1) hard copy of your Proposal, marked “Hydrogeologist / Environmental Engineer Consultant – Third Party Review Services” must be received by the Town of Windham Community Development Department **no later than 2:00 PM on July 9, 2026.**

If sent by mail, items should be addressed to:
Town of Windham
Community Development Department
3 North Lowell Road
Windham, NH 03087

Alternatively, items may be delivered in person to the Community Development Department located at 3 North Lowell Road, Windham, NH or emailed to the Director, Alexander Mello, at amello@windhamnh.gov **AND** Chair of the Planning Board, Jacob Cross, at jcross@windhamnh.gov.

Questions should be addressed to Alexander Mello, at (603) 432-3806 or via email at amello@windhamnh.gov.

END OF DOCUMENT

RFQ Distribution List:

- AEI Consultants
- BETA Group, Inc. (formerly Nover-Armstrong)
- Coneco Engineers & Scientists, Inc.
- EBI Consulting
- EFI Global, Inc.
- Goldman Environmental Consultants, Inc.
- GZA Geo-Environmental, Inc.
- IES, Inc.
- Partner Engineering and Science, Inc.
- River Hawk Environmental, LLC