



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

REQUEST FOR PROPOSAL **LSP Services**

GENERAL

The selected firm, under the direction of a Massachusetts Licensed Site Professional (LSP) will perform the following tasks in accordance with all applicable local, state and Federal regulations, including but not limited to 310 CMR 40.0000, The Massachusetts Contingency Plan (MCP):

- Review all design documents provided by the Owner regarding scope of excavation activities for building foundation(s), utility work, landscaping and any other incidental excavation work associated with a project.
- Prepare and implement a soil sampling and analysis plan for the property(ies) outlined in the design documents provided by the Owner. All sampling will be conducted within the limits of the MCP disposal site as defined below.
- Make all regulatory notifications (on behalf of the Owner) as required based on the results of the soil and/or groundwater testing.
- Prepare and submit all regulatory required reports relating to soil excavation and site clean-up, which may include but are not limited to Release Abatement Measure (RAM)
- Plans and Release Abatement Measure (RAM) Status Reports, Phase I/II Reports, Tier Classification, Release Abatement Measure (RAM) Completion Reports, Response Action Outcome (RAO) Statements.
- Prepare contract specifications and drawings that address soil management requirements during excavation as well as any special disposal considerations, incorporating the Harvard EH&S template specification for soil management.
- Prepare/stamp Bills of Lading and Material Shipping Records
- Prepare all documents, notices etc. required for Public Involvement for review by the University, and support Public Involvement Plan (PIP) activities when needed.

COORDINATION WITH HARVARD EH&S DEPARTMENT

LSPs working at Harvard must coordinate their work through their Project Manager as well as the Department of Environmental Health & Safety (EH&S). After a technical review of an LSP submittal, the EH&S Department may require additional review by the University's Office of General Counsel (OGC) or others. This additional review may be necessary based on the scope and complexity of the project as well as the clean-up and risk assessment strategies that the LSP is proposing for a particular project.

This coordination with EH&S is intended to ensure that all LSPs working on University property understand and are working in accordance with University policies regarding MCP-related activities. In addition, oversight is required to ensure that the final outcome of clean-up on a specific Disposal Site at the University takes into account all of the impacts to adjacent University property.



HARVARD

Campus Services

ENVIRONMENTAL HEALTH & SAFETY

SUBMITTALS

Proposal for Services

All LSPs responding to this Request for Proposals are required to submit a Proposal for Services that incorporates all of the tasks outlined in this document and includes the following:

- A Scope of Work, including a clear breakdown and explanation of tasks (e.g., Precharacterization Sampling, Preparation of Regulatory Clean-up Plans, Preparation of Bid Documents and Procurement Support, Preparation of Regulatory Close-out Documents, Field Oversight, etc.);
- Proposed cost associated with each task;
- Fee Schedule for staff who will be working on the tasks, including a breakdown of all subcontractor costs;
- Schedule for performance of services.

Proposed Sampling Plan

The LSP must submit a proposed soil and groundwater sampling plan for EH&S review at least two weeks before sampling is scheduled to begin. The sampling plan should describe sampling protocols and techniques and show sampling grid/locations, depths of samples, types of samples, and proposed analytical testing and rationale. Sampling should be done in conjunction with any geotechnical sampling programs as the schedule permits.