



**SOUTH SHORE
RECYCLING
COOPERATIVE**

320 Dover Rd.
Westwood, MA 02090
781.329.8318
director@ssrcoop.info
ssrcoop.info

HHW DEPOT ENGINEERING REQUEST FOR QUOTES

Table of Contents

Minimum Qualifications.....	2
Maximum Contract Value.....	2
Timeline	2
Project Summary.....	2
Hanover Site.....	3
Optional Site Visit.....	4
Contract Term	4
No Obligation To Proceed	4
Submissions	4
Quote Form	4
Process Of Award	5
Scope Of Work	5
Deliverables And Proposed Timeline	6
Appendix A Quote Form	7
Appendix <u>B</u> Proposal Evaluation Score Sheet	10
Appendix C Contract Template	12

OVERVIEW

The South Shore Recycling Cooperative (SSRC), a government organization composed of eighteen Member Towns, invites quotes from qualified engineering firms (hereafter, “Respondent”) to provide facilities engineering services to complete the detailed design plans and specifications for the construction of a Regional Household Hazardous Waste (HHW) Depot, and for construction management, should the design work result in construction of the facility, to address the scope of work detailed below.

This project is funded with a Sustainable Materials Recovery Program grant which MassDEP awarded to the SSRC, and with matching funds that have been provided by participating Member Towns and the SSRC.

MINIMUM QUALIFICATIONS

To be considered a responsible Bidder for the purposes of this RFQ, a Respondent must demonstrate in Appendix A that they have:

- two (2) or more years' experience, within the last four years, with facilities engineering, including developing design sketches and concepts, preferably for similar facilities as the one described in this RFQ, and
- two (2) or more years' experience, within the last four years, working with municipal departments in Massachusetts.

MAXIMUM CONTRACT VALUE

Up to \$65,000.00

TIMELINE

Release date: April 24, 2026

Optional Pre-Quote Site Visit: April 29, 2026 at 1:00 PM, 118 Rockland St., Hanover, MA (RSVP by 4/28 at 1 pm)

Questions are due by: April 30, 2026 at 1:00 PM

Answers to Questions will be posted by: May 1, 2026 at 5:00 PM

RFQ Responses are due by: May 7, 2026 at 5:00 PM

Anticipated Award Date: May 13 2026

Anticipated Delivery/Completion of Project: December 2026

PROJECT SUMMARY

SSRC is a governmental entity established in 1998 by Commonwealth of Massachusetts Acts of 1998, Chapter 194, to provide a forum of cooperative solid waste management by Member Municipalities.

SSRC has Inter-Municipal Agreements with 18 Member Municipalities with about 400,000 residents. SSRC oversees 12“pop-up” household hazardous waste (HHW) collection events per year in 10 communities during the spring and fall.

SSRC and the Town of Hanover Public Works Dept. are planning to develop a permanent regional collection facility for HHW (“Depot”) at the Hanover Transfer Station. The establishment of this HHW Depot would provide better access and efficiency in managing HHW year-round to residents of our Member Municipalities.

Final construction is contingent upon the completion of architectural and engineering plans and specifications, final construction costs, the signing of an Intermunicipal Agreement by twelve participating municipalities, and MassDEP permitting.

Special Waste Associates ([SWA](#)), in conjunction with the project team, developed a schematic of a “right sized” facility, and is available to provide additional services regarding design approaches and elements specific to the needs of the Depot. SWA’s report and schematic as well as other **pertinent documents** noted below, **can be viewed at <https://ssrcoop.info/documents/>**.

Coneco Engineers and Scientists completed a site survey, partial specifications and preliminary cost estimates (see above link). The project has received a determination of non-applicability from the Hanover Conservation Commission and the Massachusetts Department of Environmental Protection Bureau of Resource Protection, and the Select Board has signed an Inter-Governmental Agreement with the SSRC allowing construction of the facility at the Hanover Transfer Station.

Historically, SSRC HHW collection events have attracted 150 to 300 customers, served over a 4-hour timeframe. Participants register for 30-minute time slots during the event.

The Depot will provide HHW collection service 7-9 days per year, mostly in summer and winter, for residents within the service area. Additional pop-up collection events will be held in the outer areas of the service area, providing monthly, year-round access to events.

HHW collection centers may be regulated under the Hazardous Waste Rules Title 310 of the Code of MA Rules (CMR), Sections 30.390 through 30.394. However, HHW can be collected at a solid waste transfer station without triggering section 30 if the local board of health has designated the solid waste facility to be “site assigned”. It is currently understood that the Hanover site is “site assigned”, though documentation has not been located.

HANOVER SITE

The Hanover Transfer Station is located at 118 Rockland St. on the ash fill portion of a closed landfill, where it is advisable to avoid any subsurface development. Test pits have not yet been dug. If the test pits indicate feasibility and other conditions are met, the facility will be built on top of the current landfill cap using a manufactured building. This building will be delivered to the site by truck and installed with a portable crane on a prepared foundation. The interior will be built out on site.

An area of the Hanover Transfer Station has been identified as the location for the facility. Shipping and receiving trucks can access the overall facility as currently configured. A traffic plan will be needed to ensure that nonresidents using the Depot don’t access the rest of the Transfer Station.

A battery powered by solar photovoltaic panels will power the Depot. Minimal heating cooling would be needed when the building is not occupied.

It’s been determined that an emergency shower is not needed, only a portable eye-wash station, so plumbing is not necessary, The Transfer Station has a restroom about 200 feet away.

Fencing will be installed to prevent access to the HHW facility when the transfer station is open.

OPTIONAL SITE VISIT

There will be an optional site visit at the Hanover site on **April 29, 2026 at 1:00 PM ET**. If vendors would like to attend the site visit, vendors must send confirmation of an **RSVP** no later than **1:00 PM ET on April 28, 2026** to director@ssrcoop.info.

CONTRACT TERM

The selected Respondent agrees to enter into a contract with SSRC to provide the services detailed in the Scope of Work, which services must be completed by December 31, 2026.

The total budget for this work is not to exceed \$65,000.

A copy of a template contract for services is included in this RFQ in Appendix C. The Respondent is bound by the terms of the contract provided.

NO OBLIGATION TO PROCEED

The SSRC is under no obligation to proceed with this project and may cancel this RFQ at any time without the substitution of another, if such cancellation is deemed in the best interest of SSRC. The SSRC reserves the right to reject any or all Quotes, as well as the right to waive informalities and minor irregularities in offers received. Furthermore, the SSRC may issue a new or modified RFQ, if doing so is found to be in the best interest of SSRC. The SSRC further reserves the right to negotiate with any or all Respondents.

SUBMISSIONS

All submission documents should be contained in a single PDF document, including completed Appendix A and any other attachments.

Submissions are due via email to director@ssrcoop.info by 5 PM May 7, 2026. Late submissions will not be accepted. Please follow up with a call to 781-329-8318 to ensure receipt.

QUOTE FORM

The following items are to be provided in the quote response (Appendix A) for evaluation of the quote:

- A Confirmation that Minimum Eligibility Requirements are met, with a short narrative and examples of work of similar size and scope (they can include electronic links to previous work).
- A detailed schedule of the tasks, with a realistic timeline for completing each task. This should include buffer time if needed.
- A list of each member of the consultant team, their title, responsibility or role in the study team, their hourly rate, the percentage by which they will be available to support the project, and resume(s) for all members of the Respondent's team.
- At least three (3) references with phone and email contact information.
- Any other appropriate background information, excluding promotional materials.

- Signature of authorized agent, company seal.

PROCESS OF AWARD

After quotes are evaluated for completeness, minimum qualifications and references, the Board will vote whether to award the contract to the lowest responsive and responsible Respondent at its next meeting, currently set for May 13, 2026. In the case of equivalent responses, contract would be awarded to the Respondent that has the highest scores in the categories listed in Appendix B.

SCOPE OF WORK

TASK 1: Preliminary evaluations

- a. Complete Traffic Management Plan for movements within the Transfer Station that will keep regional HHW customers and local Transfer Station customers separate
- b. Collect subsurface information by performing test pits and then complete a foundation plan for the new building. Restore the affected areas.

If results indicate feasibility, then:

TASK 2: Design, Cost Estimation if Task 1 indicates feasibility

- c. Prepare a final design to include:
 - i. Foundation and anchoring plan, including concrete foundation wall and footing details, concrete slab and wall details, and subsurface preparation if necessary
 - ii. Architectural plans – interior walls, non-roll up doors, windows
 - iii. Electrical Site Plan including LED lighting, outlets, electrical mounting details, and solar powered battery requirements
 - iv. HVAC schematic plans for heat pumps, ventilation, noting ventilation requirements for flammables storage area.
 - v. Fire suppression (dry chemical system), combustible gas monitoring plan
 - vi. Location of security cameras.
 - vii. Assemble the draft and final design plans and detailed specifications for regulatory approval set into a comprehensive plan set including cover, key plan, and general notes.
- d. Give a formal presentation of draft plans as identified above to the SSRC, Hanover DPW, Hanover Fire Department, and MassDEP. Allow 2 weeks for SSRC and the Town of Hanover to review and comment.
- e. Apply for and obtain MassDEP and any other required permits. (allow 45 days for approval of MassDEP [BWP SW 21 - Modification to a Small Handling Facility](#))
- f. Assemble technical specifications and related procurement documents suitable for public bidding. Review with SSRC, Hanover DPW and MassDEP.
- g. Develop a final cost estimate

If results indicate feasibility, then:

TASK 3: Project and Construction Management, if Task 2 indicates feasibility

h. Construction oversight to ensure work is completed as specified

DELIVERABLES AND PROPOSED TIMELINE

Please reference Appendix A: Scope of Work Table.

We would like to complete this project by Dec. 31, 2026, but understand that may be unrealistic.

APPENDIX A QUOTE FORM

Company Information

Company name: _____

Mailing address: _____

Physical address(es) _____

Names and positions of persons authorized to conduct business on behalf of Contractor:

Name _____ Title _____

Direct phone number _____ Email address _____

Name _____ Title _____

Direct phone number _____ Email address _____

Date, type of incorporation _____ (must be prior to 8/31/2020)

Minium Eligibility Requirements

Years of experience with facilities engineering, including developing design sketches and concepts, preferably for similar facilities as the one described in this RFQ. (minimum of 2 in the last 4 years), general description of 3 projects:

Years of experience working with municipal departments in Massachusetts (minimum of 2 in the last 4 years), names of municipalities:

Other comments, if any:

Scope of Work, Timeline and Not-To Exceed Pricing

Please indicate anticipated timeline and for completing the following tasks, including buffer time. See Scope of Work in RFQ narrative for details. A more detailed reorganization of all tasks listed here with anticipated completion dates is acceptable.

Task 1: Site Analysis and Evaluation				
Sub-task Description	Sub-task Elements	Deliverables	Anticipated Completion Date	Cost Estimate
Complete Preliminary Evaluation	a. Finalize traffic management plan,	100% plans and specs		\$
	b. Conduct test pits, complete foundation plan.			\$
Task 2: Design and Permitting				
Draft and Final Design	c. Prepare and assemble draft and final design: foundation, architectural, electrical, HVAC, fire suppression, gas monitoring, security cameral.	100% final plans and specs		\$
	d. Formal presentation of draft final plans	Presentation		\$
	e. Assemble procurement specifications	Specifications		\$
Cost Estimation	f. Develop final Cost Estimate	Final Cost Estimate		\$
Permitting	g. Apply for and obtain all required signed permits	Signed permits		\$
Task 3: Project Management				
Project Management	h. Construction oversight to ensure it is done as specified, and all committioning completed	A properly built facility		\$
				\$

Name Company/Gov't affiliation Phone (direct line)

Email address Brief Project description or link

Reference 3

Name Company/Gov't affiliation Phone (direct line)

Email address Brief Project description or link

Proposal Signature Page

The accompanying Forms & Documentation are hereby submitted as a Proposal in response to the subject RFQ. All information and statements are true, accurate and binding representations of its intentions and commitments in responding to this RFQ.

Company Name Contact Person

Street Phone

City, State, Zip Email

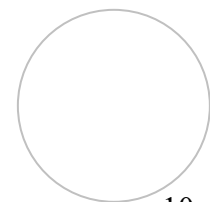
Proposer submits the attached proposal for this Request for Proposals to the South Shore Recycling Cooperative (SSRC), on the authority of the undersigned and as dated below who by signing confirms and pledges to abide by and be held to the requirements of this RFP and its resulting contract, to perform any tasks and deliver any documents required, and is authorized to bind execute a Contract with the SSRC.

Authorized Agent of the Proposer:

Signature (blue ink please) _____ Date: _____

Printed Name: _____ Title: _____

(If a corporation, attach certificate of vote or apply corporate seal here)



APPENDIX B: PROPOSAL EVALUATION SCORE SHEET

SSRC HHW Depot Engineering Request for Quotes April 2026

Name of Firm (Bidder)	
Reviewer	
Signature	
Date	

Criteria	Total Available Points	Individual Score	Comment
Qualifications of key personnel & expertise	20		
Relevant project experience	20		
Feasibility of the proposed schedule and ability to accomplish tasks within the timeframe	20		
Quality and responsiveness of the proposal	20		
References	20		
Total Score (1-100)	100		

Proposal Evaluation Score Sheet

<p>Guidelines for Scoring</p>
<p>Qualifications of Key Personnel and Expertise - Assess the extent to which the Respondent provided a detailed presentation of the relevant qualifications of all key personnel assigned to the project, particularly those of the proposed Project Manager, and previous work conducted in the provision of similar services.</p> <p>Up to 20 points for exceptional qualifications.</p>
<p>Relevant Project Experience - Assess the extent to which the Respondent provided a detailed presentation of the experience and subject matter expertise that will support the purpose and scope of the engagement. This includes an assessment of previous engagements identified in the proposal, how it has successfully harnessed resources to achieve and exceed expectations, and how it has staffed and managed projects of a similar nature.</p> <p>Up to 20 points for exceptional experience and subject matter expertise.</p>
<p>Feasibility of the proposed schedule- Assess the extent to which the Respondent provided a detailed timeline of their tasks. This includes an assessment of how long each task may take, and potential buffer time if needed.</p> <p>Up to 20 points for exceptional demonstration of ability to accomplish tasks within the described timeframe.</p>
<p>Quality and responsiveness of the proposal - Assess the extent to which the Respondent provided complete, comprehensive, and high-quality answers for all requested questions and documentation.</p> <p>Up to 20 points for exceptional quality and responsiveness.</p>
<p>References - Assess the extent to which the Respondent provided appropriate and relevant references for past projects.</p> <p>Up to 20 points for exceptional demonstration of references.</p>

Engineering and Design Consultant Proposal Evaluation Final Tallied Score Sheet

Firm	Reviewer #1	Reviewer #2	Reviewer #3	Total	Rank
(Name)					
(Name)					
(Name)					

APPENDIX E: CONTRACT TEMPLATE

CONTRACT FOR PROFESSIONAL SERVICES BY AND BETWEEN

SOUTH SHORE RECYCLING COOPERATIVE

AND

This agreement is made and entered into by and between the **SOUTH SHORE RECYCLING COOPERATIVE** [“SSRC”], a governmental entity established in 1998 by Commonwealth of Massachusetts Acts of 1998, Chapter 194, with its principal office at 320 Dover Rd., Westwood, MA 02090, and _____ [“Service Provider ”] with its principal office at _____.

Witness that the parties have AGREED as follows:

Article I Description and Scope of the Work

1. **Service Provider** will provide professional services to undertake and perform all appropriate tasks to produce the work described in the Scope of Work and as described in **Service Provider’s** proposal dated _____ [the “Proposal”], attached as Exhibit A and incorporated herein.

Article II Time of Performance

2. **Service Provider** shall commence work immediately upon execution of this Agreement and shall complete performance no later than December 31, 2026. Time shall be of the essence in relation to **Service Provider’s** performance under this Agreement. Reasonable extensions shall be granted at the written request of Service Provider, provided the justifying circumstances are beyond the reasonable control of and without fault of **Service Provider**. In the event of such an extension, all other terms and conditions of this Agreement, except the dates of commencement and completion of performance, shall remain in full force and effect between the parties unless modified in writing.

Article III Revisions in the Work to be Performed

3. If during the term of this Agreement, **SSRC** requires revisions or other changes to be made in the scope or character of the work to be performed, **SSRC** will promptly notify **Service Provider**. For any changes to the scope of work, **Service Provider** shall notify **SSRC** of associated costs in writing. **Service Provider** shall make the necessary changes only upon receipt of a written acceptance of the costs and a written request from **SSRC**.
4. **SSRC** will neither unreasonably request revisions nor unreasonably withhold final acceptance of work by **Service Provider**. Any revisions or changes requested by **SSRC** will not unreasonably depart from the current understanding of the nature and scope of the work to be performed.

Article IV Payment for Services

5. **SSRC's** total payment to **Service Provider** under this Agreement shall not exceed \$64,000 unless otherwise authorized in writing pursuant to paragraph three (3). This amount shall include any and all expenses and costs incurred by **Service Provider** in performing the work.
6. **SSRC** shall make payment to **Service Provider** as on the schedule and based on the milestones and deliverables set forth in the Proposal.

Article V Ownership and Confidentiality of Material, Work Products

7. **Service Provider** shall afford **SSRC** unlimited access to any work product, including but not limited to all work papers, data, reports, questionnaires and other material prepared, produced or collected by **Service Provider** under this Agreement.
8. **SSRC** reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, and otherwise use, and authorize others to use, the copyright in any work developed under this agreement, and any rights of copyright acquired with funds provided under this Agreement.
9. **Service Provider** and **SSRC** shall have both unlimited rights to any data first produced or delivered under this Agreement.
10. Upon completion of this project or termination for or without cause, **Service Provider** shall return any documents, models, tools, plans or items whatsoever belonging to or supplied by **SSRC**.

Article VI Release of SSRC

11. In consideration of the execution of this Agreement by **SSRC**, the **Service Provider** agrees that simultaneously with the acceptance of what **SSRC** tenders as the final payment under this Agreement, the **Service Provider** will execute, and deliver a release of **SSRC** from all claims, demands, and liabilities arising from, growing out of, or in any way connected with this Agreement. It is agreed that the person who, in fact, executes and delivers said release, shall be authorized and empowered to execute and deliver the same on behalf of the **Service Provider**.

Article VI Indemnification

12. The **Service Provider** shall indemnify, defend and hold harmless **SSRC** and all of its officers, agents and employees, against all suits, claims, demands and liabilities of every name and nature, both at law and in equity, based upon or arising out of any action taken by the **Service Provider** in its performance of this agreement or upon the **Service Provider**'s failure to comply with the terms of this Agreement in the performance of its work, whether by it, its employees, or its Sub-Contractors.

Article VIII Insurance

13. The **Service Provider** shall secure, and maintain in effect throughout the term of this Agreement, insurance adequate to meet its obligations hereunder and shall provide **SSRC** with certification of such, if requested.

Article IX Assignment

14. The parties shall not assign nor transfer their respective interests in this Agreement, in part or in whole, without the prior written consent of the other.

Article X Severability

15. In the event any provision of this Agreement is found by a court of appropriate jurisdiction to be unlawful or invalid, the remainder of the Agreement shall remain and continue in full force and effect.

Article XI Termination of Agreement

16. **Service Provider** or **SSRC** may terminate this Agreement upon immediate written notice should the other party fail to perform substantially in accordance with the terms of the Agreement with no fault attributable to the other.
17. In the event of a failure to materially perform by **Service Provider**, the notice of such breach shall be accompanied by the nature of the failure, and **SSRC** shall set a date at least 21 days later by which **Service Provider** shall cure the failure. If **Service Provider** fails to cure within the time as may be required by the notice, **SSRC** may at its option, terminate the Agreement.
18. Notwithstanding any language to the contrary within this Agreement, **Service Provider** or **SSRC** may terminate this agreement without cause at any time, effective sixty days beyond a termination date stated in a written notice of termination. In the event of termination, _____ shall be compensated for work product and services performed prior to the date of termination. In no event shall _____ be entitled payment for any services performed after the effective date of termination, and under no circumstances shall the total price paid under the contract exceed the amount referenced in paragraph five (5).

Article XII Compliance with Conflict of Interest Laws

19. **Service Provider** warrants and represents to **SSRC** that, to the best of its knowledge, no officer or employee of **Service Provider** who has participated in the preparation or negotiation of this Agreement, or who will participate in the execution of this Agreement, nor such employee's spouse, parents, children, brothers or sisters, partner, any business organization in which he or she is serving as officer, director, trustee, partner or employee, nor any person with whom he or she is negotiating or has any arrangement concerning prospective employment, has a financial interest in this Agreement, except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Six. **Service Provider** further warrants and represents to **SSRC** that, to the

best of its knowledge, no employee of **Service Provider** has a financial interest, either directly or indirectly, in the Agreement except as permitted under Massachusetts General Laws, Chapter Two Hundred Sixty-Eight A, Section Seven.

20. **Service Provider** understands that they may have obligations with regards to compliance with all aspects of the Commonwealth of Massachusetts Ethics Law, MGL c. 268A, specifically G.L. c. 268A, §§ 4, 17 and 11. **Service Provider** shall bear all obligations as private consultant/s to determine their legal status pursuant to the Ethics Laws, and where applicable, complete the Commonwealth State Ethics Examination. Evidence of such completion must be provided to SSRC in advance of the award of any contract. SSRC reserves the right on its own to make such determination and require the **Service Provider** to take and complete the Ethics Examination. **Service Provider** is encouraged to inquire about their proper status and legal requirements by contacting the Massachusetts State Ethics Commission Legal Division by submitting an [online request](#), by calling the Commission at (617) 371-9500 and asking to speak to the Attorney of the Day, or by submitting a written request for advice to the Commission at One Ashburton Place, Room 619, Boston, MA 02108, Attn: Legal Division.

Article XIII Governing Law and Jurisdiction

21. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts. Both parties agree to submit their respective jurisdiction and venue to the state and federal courts in the Commonwealth of Massachusetts to resolve any disputes or disagreements that may arise under any provision of this Agreement.

Article XIV Complete Agreement

22. This Agreement, and the Exhibits attached hereto and incorporated herein constitute a total agreement of the parties and supersede all prior agreements and understandings between the parties and may not be changed unless agreed upon in writing by both parties.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers on the date written below.

For: THE SOUTH SHORE RECYCLING COOPERATIVE

Signature _____ **Date:** _____

Name: _____ **Title:** _____

For _____

Signature _____ **Date:** _____

Name: _____ **Title:** _____

Certificate of Non-Collusion

As required under Chapters 233 and 701 of the Massachusetts Acts and Resolves of 1983 and as required under M.G.L. c. 30B certification must be made to the following by signing in the space indicated below. Failure to offer such signature will result in rejection of the proposal.

“The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word person shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity, or group or individuals.”

Authorized Agent of the Proposer:

Signature (blue ink please) _____ Date: _____

Printed Name: _____ Title: _____

Certificate of Tax Compliance

“Pursuant to M.G.L. c. 62C § 49A, I certify under the penalties of perjury that to my best knowledge and belief the undersigned has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.”

Authorized Agent of the Proposer:

Signature (blue ink please) _____ Date: _____

Printed Name: _____ Title: _____

Additional Certifications

I certify that all information, statements, and pricing made in my Proposal are true, accurate, and binding representations of the Proposer's intentions and commitment in responding to this RFP. Any such representations that exceed the minimum requirements of the RFP constitute legal obligations on the part of the Proposer to perform as stated and that failure to so perform may be used by SSRC as grounds to terminate the my contract.

I certify that pursuant to 28 CFR Part 42.204 (d) my employment practices comply with Equal Opportunity Requirements and comply with 28 CFR Part 42.202 and that my organization complies with the Americans with Disabilities Act.

Authorized Agent of the Proposer:

Signature (blue ink please) _____ Date:

Printed Name: _____ Title:

Exhibit A Scope of Work

TASK 1: Preliminary evaluations, permit applications

- a. Complete Traffic Management Plan for movements within the Transfer Station that will keep regional HHW customers and local Transfer Station customers separate
- b. Collect subsurface information by performing test pits and then complete a foundation plan for the new building. Restore the affected areas.

TASK 2: Design, Cost Estimation if Task 1 indicates feasibility

- c. Prepare a final design to include:
 - i. Foundation and anchoring plan, including concrete foundation wall and footing details, concrete slab and wall details, and subsurface preparation if necessary
 - ii. Architectural plans – interior walls, non-roll up doors, windows
 - iii. Electrical Site Plan including LED lighting, outlets, electrical mounting details, and solar powered battery requirements
 - iv. HVAC schematic plans for heat pumps, ventilation, noting requirements for flammables storage area.
 - v. Fire suppression, gas monitoring plan
 - vi. Location of security cameras.
 - vii. Assemble the design plans and details into a comprehensive plan set including cover, key plan, and general notes.
- d. Give a formal presentation of draft plans as identified above to the SSRC, Hanover DPW, Hanover Fire Department, and MassDEP. Allow 2 weeks for SSRC and the Town of Hanover to review and comment.
- e. Apply for and obtain MassDEP and any other required permits. (allow 45 days for approval of MassDEP [BWP SW 21 - Modification to a Small Handling Facility](#))
- f. Assemble technical specifications and related procurement documents suitable for public bidding. Review with SSRC, Hanover DPW and MassDEP.
- g. Develop a final cost estimate

TASK 3: Project Management, if Task 2 indicates feasibility

- h. Construction oversight to ensure work is completed as specified