

REQUEST FOR QUALIFICATIONS

**Lake Warren Watershed Management Plan
Implementation Phase I: Pine Cliff Road, Arbor Way and
Property Owner Stormwater Best Management Practices
Alstead, NH**

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Introduction:

The Lake Warren Watershed Management Plan (WMP) was completed in 2017. The WMP identified and prioritized 62 actions to improve the water quality of Lake Warren, which is impaired largely due to nonpoint source pollution. This next phase of the project is to begin implementing Best Management Practices (BMPs) in areas identified in the Plan. Specific actions include:

1. Provide a conceptual design for stormwater management improvements to Arbor Way, a heavily eroded private drive along Pine Cliff Road. Provide technical assistance to homeowners for implementation of BMP(s) selected.
2. Provide a conceptual design for improvements to Pine Cliff Road including options for road surface material and reducing the road width to create a larger buffer and walkway between the edge of the road and the shoreline. This will include a design package and cost estimate to be presented to the Alstead Board of Selectmen with the intention of submitting an application for additional funding to implement the design.
3. Provide technical assistance and install 3 to 6 BMPS at residential shoreland properties or town properties/right of ways.
4. A strong outreach component to help homeowners and lake users identify potential problems and make appropriate changes.

SWRPC has prepared this Request for Qualifications (RFQ) in cooperation with the New Hampshire Department of Environmental Services (NHDES) to solicit submittals from engineers to provide the deliverables requested in the subject Scope of Work.

Selection Procedure:

1. Applicants are required to submit one (1) electronic copy in a pdf format of their qualifications package. Documents should be emailed to Lisa Murphy at lmurphy@swrpc.org. The submittal shall include:
 - a. Technical proposal, not to exceed ten (10) typed, single-spaced pages. This is a maximum, however, concise proposals are encouraged. This must not contain any fee schedule or cost proposal.
 - b. Statement of qualifications and directly relevant work experience, not to exceed seven (7) pages. This is a maximum, however, concise submittals are encouraged. The applicant shall clearly identify a primary contact for their proposal and clearly provide that person's phone number and email address.
 - c. List of references who may be contacted about the applicant's qualifications and work experience, not to exceed one (1) page.
 - d. Curriculum vitae or resumes for project team members, not to exceed two (2) pages per team member.
 - e. A proposed project schedule.
2. The review team will evaluate the qualification packages based on the following criteria:
 - a. Experience with stormwater BMP design and installation, including experience with roadways and small-scale homeowner projects.
 - b. Experience with development of Quality Assurance Project Plans and Site-Specific Project Plans as required by the U.S. Environmental Protection Agency (EPA), and NHDES.
 - c. Familiarity and/or experience with Lake Warren Watershed or lakes/watersheds with similar characteristics.
 - d. Demonstrated success at modeling and documenting pollutant load reductions.

- e. Knowledge of the local, state and federal permits and authorizations required for stormwater BMP implementation projects in New Hampshire.
 - f. Demonstration of successful cooperation with local, State and Federal agencies, project stakeholders, and the public on a watershed scale.
3. The review team will rank the applicant's qualifications for this project according to a predetermined ranking system that is based upon the specific criteria identified in item 2 above. The review team reserves the right to request interviews with any or all applicants to further inform the selection process if necessary. After the ranking is complete, the highest-ranked applicant will be invited to develop a detailed scope of services and to negotiate conditions of the contract with SWRPC, including a fair and equitable fee. If negotiations are unsuccessful, SWRPC will contact the second ranked applicant and proceed with contract negotiations with that entity, and so on until a formal contract is agreed to, or the list of qualified applicants is exhausted (subject to conditions listed below).

Acceptance or Rejection of Responses:

The contract may be awarded to the applicant that most closely satisfies the needs of SWRPC and is deemed to be the most advantageous to the project. SWRPC reserves the right to accept or reject any item or group of items in a response.

SWRPC also reserves the right to waive any informality or irregularity in any response. SWRPC also reserves the right to reject any and all responses, or portions thereof, received in response to the RFQ, to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of SWRPC. SWRPC also reserves the right to eliminate the need for the selected applicant to complete one or more tasks, pending the outcome of preceding related tasks or issues, and/or the availability of project partners to complete that task.

Additionally, SWRPC may, for any reason, decide not to award a contract as a result of this RFQ. Non-acceptance of any response shall not imply that the proposal was deficient.

SWRPC will not reimburse any applicant for any costs associated with the preparation and submission of a response to this RFQ or expense incurred in making a presentation, participation in an interview, or negotiating a contract with SWRPC.

SWRPC reserves the right to reject any or all submittals while adhering to applicable laws. To participate in the project and receive payment, the selected applicant will be required to enter into a contract which stipulates that the contractor is eligible to receive Federal funding, and certifies compliance with State and Federal rules related to grant funded projects.

Questions and Due Dates:

Neither SWRPC or NHDES will respond to telephone questions about this RFQ. Any questions about this RFQ raised by an individual/firm will be answered in a summary digest. The summary digest will be provided to those who contact SWRPC and request to be put on an e-mail list to receive the digest. The cut-off date for questions and requests to be put on the e-mail list to receive the summary digest is January 22, 2021. Please e-mail Lisa Murphy of SWRPC at lmurphy@swrpc.org to ask a question or to be put on the e-mail list to receive the summary digest. The summary digest will be provided via e-mail on January 27, 2021 to all applicants on the response list.

Each applicant shall submit their RFQ response in pdf format to Lisa Murphy, Senior Planner at lmurphy@swrpc.org by 5:00 p.m. EST on February 12, 2021. Proposals received after this deadline shall not be considered.

Time line:

January 11, 2021	Request for Qualifications release
January 22, 2021	Deadline for submittal of questions on this RFQ (5:00 p.m.)
January 27, 2021	Questions and answers summary digest distributed to applicants
February 12, 2021	Deadline for receipt of qualification packages to this RFQ (5:00 p.m.)
March 2021	Anticipated final selection of engineering firm and notification to all firms. SWRPC reserves the right to conduct interviews with selected applicants. The decision to conduct interviews and other factors may affect the specified time line.

SCOPE OF WORK:

Objective 1: SWRPC project management. This is a task for SWRPC only.

Objective 2: Develop a Site-Specific Project Plan (SSPP) under the NHDES Nonpoint Source Management Program Quality Assurance Program Plan RFA# 20097. The SSPP will cover pollutant load reduction modeling for the designed BMPs.

- Complete draft SSPP and submit to SWRPC for review.
- Complete final SSPP incorporating responses to any NHDES comments and submit the final version to SWRPC.

Objective 3: Conduct technical site visits and develop BMP designs for Arbor Way and selected homeowner project sites.

- Conduct technical site visits to proposed project sites in the Lake Warren watershed, including Arbor Way (private road). Discuss observed stormwater issues with landowners and Alstead Road Agent; collect field data on the size and source of the stormwater issue.
- Complete a technical report for each project site including conceptual BMP design recommendations, along with specific materials and costs required for homeowners or other entities to implement the BMPs.
- Submit to SWRPC, NHDES, and landowners for review and comment.
- Incorporate review comments on the conceptual designs to prepare the final BMP designs; distribute the finalized designs to the landowners and SWRPC for approval.

Objective 4: Obtain all necessary permits, cost-share agreements, and Operation and Maintenance (O&M) plans to implement the final BMP designs.

- Draft and submit permit applications to appropriate agencies. Assist landowners with filling out and submitting all necessary town and state permits for each project site prior to implementation.
- Respond to any changes required in the permitting process to update the conceptual designs and create full construction ready designs.
- Develop cost-share agreements with landowners for each project site to approve estimated project implementation costs and identify the landowner's level of involvement in the implementation process (cash or in-kind contribution).

- Draft O&M plans in coordination with landowners and NHDES. Submit a final version of O&M plans to landowners for signature; provide final O&M to SWRPC and NHDES.

Objective 5: Implement final BMP designs at project sites.

- Complete site walks with landowners and volunteers to review the final BMP designs at project sites.
- SWRPC will oversee the coordination of landowners and volunteers to implement the BMP designs at each project site. The consultant will be available via phone for any follow-up questions prior to, and during implementation. Landowners will be responsible for obtaining materials and implementing the BMP designs, unless assistance is requested. The landowner will keep all receipts and submit to the consultant for reimbursement. Obtain and review match documentation related to this work. Complete photo documentation of each BMP implementation site for use in outreach materials and reports, and obtain any pre-construction measurements necessary from the sites to complete load reduction estimates (following SSPP).
- Prepare Non-Point Source (NPS) site reports and Pollutants Controlled Reports (PCRs). Prepare NPS Site Reports detailing the process and outcome of the BMP construction and PCRs for each site. Include load reduction calculations for the PCRs following the approved SSPP.

Objective 6: Develop a conceptual design for improvements to Pine Cliff Road, which will also include a larger buffer and walkway between the edge of the road and the shoreline.

- Design a plan for improvements to the unpaved portion of Pine Cliff Road including a full construction bid package that can be used for implementation of the design in a future project. It is anticipated that improvements will include an alternative(s) to the current road surface to reduce the amount of dust particles from being carried into the lake. An option for a greater buffer between the road and lake, and a walkway should be included.
- Attend a meeting of the Alstead Board of Selectmen to discuss the findings and conceptual design of the unpaved portion of Pine Cliff Road.

Examination of Proposed Materials:

The submission of a response shall be deemed a representation and warranty by the consultant that it has investigated all aspects of the RFQ, that it is aware of the applicable facts pertaining to the RFQ process and its procedures and requirements, and that it has read and understands the RFQ.

No requests for modification in the provisions of the response shall be considered after its submission on the grounds that the applicant was not fully informed as to any fact or condition.

SWRPC's Use of Material:

All material submitted shall become the property of SWRPC, unless it is clearly marked as proprietary information. SWRPC reserves the right to use any ideas presented in the submission, without compensation paid to the applicant.

Insurance Requirements:

The selected applicant shall procure and maintain, for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the applicant, its agents, representatives, or employees. Proof and coverage amounts of such insurance, in the form of a Certificate

of Insurance, which names SWRPC as an Additional Insured, shall be received and approved by SWRPC prior to execution of the contract.

Additional Requirements:

Funding for the project detailed in this solicitation is provided in part with Federal EPA Section 319 grant funds obtained through an agreement with the NHDES. The contract award will be contingent upon conformance with all applicable rules and regulations of the State of New Hampshire as well as requirements applicable to the use of federal grant funds.