

**Upper and Lower Sawyer Mill Dams (067.07 and 067.08)  
REQUEST FOR PROPOSALS (RFP) FOR OWNER'S REPRESENTATIVE  
October 6, 2014**

**Respondents shall provide qualifications for execution of the following scope of services.**

Provide comprehensive Owner's Representative (OR) services for the design and permitting of the removal of the Upper and Lower Sawyer Mill Dams on the Bellamy River in Dover, NH, providing leadership with respect to the implementation of the design phase by all parties, advising the Owner on project delivery, serving as a single point of contact between contractors and Agency Team\*, representing the Owner at key meetings, monitoring the project schedule and budget, auditing quality assurance and quality control procedures, assisting in evaluating contractor payment requests, providing monthly reporting, and facilitating issue resolution. Favorable performance may lead to OR services for the construction phase.

- TASK 1.0** Assist the Owner with conducting a procurement process to hire a consultant to implement a design and permitting phase for the removal of the Upper and Lower Sawyer Mill Dams on the Bellamy River, in Dover, NH. A Request for Qualifications (RFQ) process must be conducted to conform with State and Federal procurement procedures.
- 1.01 Prepare a draft RFQ for the Design and Permitting of the removal of the Upper and Lower Sawyer Mill Dams on the Bellamy River; utilizing existing templates provided by New Hampshire Department of Environmental Services- Watershed Assistance Section.
  - 1.02 Share draft RFQ with Agency Team and incorporate their edits and comments.
  - 1.03 Prepare and distribute Final RFQ. Evaluate bids with the Owner and Agency Team and select preferred bidder following State and Federal procurement procedures.
- TASK 2.0** Limited Design Review. Review the in-progress design documents for adherence to the programmatic and budget requirements. Comments from the OR will be provided in writing and as notations on the submittal documents. The following deliverables are expected during the Design Review process.
- Design Plans
    - 75% complete designs
    - 100% complete designs
  - Bid Documents
    - Draft Bid Documents
    - Final Bid Documents
- TASK 3.0** Design Progress Meetings. Facilitate a kick-off meeting with the Design Consultant, Owner and Agency Team. Participate in monthly design progress meetings in conjunction with the Owner, Design Consultant, and Agency Team. These meetings will serve as a forum for the

exchange of information and resolution of design decisions, and will be a point where design progress is reviewed and confirmed.

- TASK 4.0 Budget Oversight. Review payment requisitions from the Design Consultant and recommend to the Owner approval of payment.
- TASK 5.0 Schedule Oversight. Oversee the overall project schedule to promote and facilitate the achievement of key milestones. Current grant funding requires that construction is completed by Spring of 2017. Apprise Agency Team members when actual or potential constraints to maintaining the schedule occur and provide recommendations for corrective action.
- TASK 6.0 Project Status Reports. Prepare and distribute a periodic Project Status Report that will include updated schedule and cost status reports. The schedule report will reflect actual progress against scheduled progress for the design phase. The project summary cost status report will reflect actual current cost and projected project cost compared to budgeted project cost.
- TASK 7.0 Change Order Evaluation. Evaluate requests by the Design Consultant for changes to the scope of services. Recommend to the Owner whether a change order is warranted.

**EXPECTED SCHEDULE:**

- TASK 1.0 (above) is expected to be complete by December 31, 2014.
- Design, Engineering, and Permitting phase is expected to be complete by July 2016.
- Due to grant funding requirements, construction must be completed by June 2017.

**BID SUBMITTAL AND FORMAT**

The deadline for receipt of responses to this RFP 4:00 PM on October 23, 2014. Proposals for the Owner's Representative shall be submitted as a single pdf via email to Sawyer Mill Associates, Inc. at [sawyermill@comcast.net](mailto:sawyermill@comcast.net), attention: Patti. Proposals should be formatted as follows:

- Description of how the scope of services will be achieved as well as recommendations for additional or alternative tasks.
- Primary contact and team members.
- Qualifications/Experience of firm and project manager.
- References.

## **CRITERIA FOR EVALUATION**

- Demonstrated experience in providing services required for overseeing river restoration and/or environmental engineering projects of similar size and scope to the anticipated work.
- Quality of information based on completeness, relevance, conciseness and organization of materials.
- Demonstrated capacity to complete the project.
- Response of references for firm and project manager.

\*Agency Team consists of representatives from: New Hampshire Department of Environmental Services: Coastal Program, Watershed Assistance Section and Dam Bureau; US Fish and Wildlife Service; National Oceanic and Atmospheric Administration; and NH Fish and Game Department.