

The Acton Wakefield Watersheds Alliance  
Requests Qualifications for  
**Province Lake Watershed Management Plan Implementation**  
**Phase 1:**

**Residential Shoreline Restoration & Stormwater Management**



Linda Schier, Executive Director  
Acton Wakefield Watersheds Alliance  
PO Box 235  
Union, NH 03887  
[info@AWwatersheds.org](mailto:info@AWwatersheds.org)

# REQUEST FOR QUALIFICATIONS

## Residential Shoreline Restoration & Stormwater Management

June 18, 2015

### Application and Information Packet REQUEST FOR QUALIFICATIONS

#### Introduction

The Acton Wakefield Watersheds Alliance (AWWA) has prepared this Request for Qualifications (RFQ) in cooperation with the Province Lake Association (PLA) and the New Hampshire Department of Environmental Services (DES) to solicit submittals from qualified contractors to provide the deliverables requested in the following scope of services.

As part of the Province Lake Watershed Management Plan project, the PLA, AWWA and DES conducted a watershed survey of the properties within 250' of the shoreline. Volunteers and technical staff identified 61 sites that are impacting or have the potential to impact water quality. Of those 61 sites, two residential properties were identified as contributing high pollutant loads. These two adjacent properties, 2 and 17 acres respectively, have approximately 200 feet of unbuffered shoreline, one with a collapsing retaining wall and the other with a large eroding sand beach. The landowners are looking to reduce the runoff reaching the lake while enhancing their properties with aesthetically pleasing naturalized shorelines.

#### Scope of Work

The consultant will perform a task as described in the detailed proposal titled Province Lake Watershed Management Plan Implementation Phase 1: *Addressing High Priority Actions and Building Local Capacity*, approved by Governor and Council. The list of tasks presented in the Watershed Assistance Grant (Section 319 of the Clean Water Act) proposal has been incorporated into a Grant Agreement between the AWWA and DES. The scope of work, objective, and a description of the task to be completed by the selected consultant is as follows:

#### Landscape Designs:

Contractor will coordinate with the Acton Wakefield Watersheds Alliance and private landowners to complete landscape designs and provide O&M plans for two residential properties needing professional designs to address stormwater problems.

It is anticipated that the project will begin in summer 2015.

#### Selection Procedure

1. Consultants are required to submit one (1) electronic copy as a PDF of their qualifications package. PDFs can be submitted on CD or emailed to the Acton Wakefield Watersheds Alliance. The package shall include:

- a. Cover letter indicating a primary contact for the qualifications package and that person's title, address, phone number, and email address. The cover letter should include relevant professional certifications.
  - b. A summary of directly-relevant work experience of the respondent. Responses must address how the respondent meets the desired qualifications; please consult Section 2 – Selection Procedure (below) for additional guidance.
  - c. Technical Proposal, not to exceed four (4) typed, single-spaced pages.
  - d. List of references who may be contacted about the contractor's qualifications and work experience, not to exceed one (1) page.
  - e. Curriculum vitae or resumes for project team members, not to exceed two (2) pages per team member.
  - f. Current contact information for, and identification of, the lead individual within the candidate firm that includes a valid email address.
  - g. A proposed project schedule.
  - h. Project cost bid on a separate document in a **sealed envelope**.
2. The selection team will evaluate the qualification packages based on the following criteria:
- a. Specialized Experience of the Project Team (50 Percent)
    - i. overall experience directly related to landscape design and erosion control
    - ii. knowledge and experience with NH shoreland regulations and permitting
    - iii. demonstrated experience with natural shoreland restoration for lakes employing native materials and plants
    - iv. knowledge and experience with soils and hydrogeology
    - v. demonstrated ability to complete the work within the required schedule
  - b. Project Personnel (50 Percent)

The respondent will be rated on the principal team members' role and participation level, project management effectiveness, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.

**Questions Process and Due Date:**

The Acton Wakefield Watersheds Alliance staff and any of its project partners on this effort will **not** respond to questions about the RFQ outside of the process described as follows.

Questions concerning this RFQ will only be accepted in writing, which must be submitted by **email** to the Acton Wakefield Watersheds Alliance (see email address below) by 4:00 p.m. on July 8, 2015. The Acton Wakefield Watersheds Alliance will email a Question Response Digest to those requesting a copy by July 13, 2015.

**Response Due Date:**

Each consultant shall submit one electronic copy in PDF version by 2:00 pm on, July 17, 2015 to:  
Linda Schier, Executive Director  
info@AWwatersheds.org

Any qualification packages received after this specified time will be rejected.

**Timeline:**

July 1, 2015	RFQ Release
July 8, 2015	Deadline for submission of questions on RFQ (4:00 PM ET)
July 13, 2015	Responses to questions emailed to those requesting a copy
July 17, 2015	Deadline for receipt of proposals (2:00 PM ET)
July 24, 2015	Anticipated date of final consultant selection
August 3, 2015	Anticipated contract start date

**Disclaimer:**

This RFQ does not commit the Acton Wakefield Watersheds Alliance to award a contract or to pay any costs incurred during the preparation of the qualifications package or during the interview process. The Acton Wakefield Watersheds Alliance reserves the right to reject any or all of the qualification packages and subsequent proposals for completing this work. The Acton Wakefield Watersheds Alliance also reserves the right to eliminate the need for the selected consultant 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.