

NIPPO LAKE ASSOCIATION
(BARRINGTON, NH)

**REQUEST FOR PROPOSALS
FOR
DEVELOPMENT AND IMPLEMENTATION OF
STORMWATER MANAGEMENT PLAN**

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REQUEST FOR PROPOSALS**DEVELOPMENT AND IMPLEMENTATION OF
STORMWATER MANAGEMENT PLAN****(NIPPO LAKE ASSOCIATION)****I. BACKGROUND**

Nippo Lake is an eighty-five (85) acre body of water located in in Barrington, New Hampshire having an average depth of twenty-one feet (21') ("Nippo Lake"). New Hampshire Department of Environmental Services (NHDES) has performed two lake trophic surveys of Nippo Lake as part of its Lake Trophic Survey Program, one in 1982 and the other in 2004. Based on a rating system that considers bottom dissolved oxygen concentration, Secchi depth, vascular plant abundance, and epilimnetic chlorophyll-a concentration, DES classified Nippo Lake as mesotrophic in both surveys. Since 1986 Nippo Lake has also been monitored annually in association with the University of New Hampshire's Lay Lakes Monitoring Program. Additional periodic sampling has been conducted by scientists from UNH's Center for Freshwater Biology. UNH initially classified Nippo Lake as oligotrophic based on different rating criteria that considers chlorophyll-a, total phosphorous and nitrogen concentrations and Secchi depth. Since at least some time prior to 2010, Nippo Lake has evidenced lake phosphate levels characteristic of a mesotrophic lake. In the summer of 2010, Nippo Lake experienced a cyanobacterial bloom, the first such bloom observed. Subsequent cyanobacterial blooms have been observed annually since 2010. Since 2010 more intensive and regular phosphate monitoring commenced. This testing indicates that lake phosphate levels have risen higher and now often exceed the levels which define an aging, eutrophic body of water.

Stormwater discharge from a private gravel road leading to the northerly end of Nippo Lake, known as Golf Course Way, has been identified by the Nippo Lake Association (the "Association") as a likely source of phosphorus loading into the lake. During storm events, high levels of total phosphorus have been detected in stormwater emanating from Golf Course Way. Additionally, Golf Course Way experiences frequent erosion and, during particularly high storm events, culvert failure.

II. PURPOSE

The purpose of this request for proposals (“RFP”) is to select a qualified professional consultant to complete the Scope of Services (defined below) with the goal of identifying, reducing or eliminating the sources of phosphate discharge into Nippo Lake via Golf Course Way, including stormwater run-off, which have caused cyanobacterial blooms.

III. SCOPE OF SERVICES

The selected respondent will complete a multi-step engagement in connection with one or more of the following four (4) phases (collectively, the “Project”):

Phase 1: Assess the present condition of stormwater drainage located in the watershed at the northerly end of Nippo Lake, on and adjacent to Golf Course Way (the “Subject Area”), to identify the sources of stormwater discharge and run-off of other phosphate containing materials flowing into Nippo Lake.

Phase 2: Recommend to the Association, the owners of Golf Course Way, property owners abutting Nippo Lake and the New Hampshire Department of Environmental Services (“NHDES”) (collectively, the “Interested Parties”) specific management measures in the Subject Area including but not limited to the design, engineering and construction of recommended stormwater management infrastructure and alterations to Golf Course Way that will substantially reduce, buffer and/or eliminate the introduction of phosphate containing run-off into Nippo Lake from the Subject Area.

Phase 3: Develop a detailed, comprehensive and cost-effective plan (including specific management measures) and budget for implementation and construction of the Phase 2 recommendations.

Phase 4: Depending upon the measures and factors included within the plan identified in Phase 3, assume an advisory role in the implementation of the Phase 2 recommendations, in a timely and cost-effective manner.

IV. RFP SUBMISSION REQUIREMENTS

A. Inquiries: To be considered for providing the Scope of Services described herein, the respondent shall submit a brief and concise proposal answering the following nine (9) inquiries:

1. A description of the respondent firm's size, history, qualifications and achievements.
2. A narrative of the respondent's understanding of the Project scope, location, context, technical needs, budget, and scheduling issues.
3. Potential approaches to addressing the problem and a proposed delivery method.
4. A complete list of names and the roles of key professionals (including sub-consultants) proposed to carry out the work under this RFP, including resumes, relevant experiences, hourly billing rates and longevity in those functions, with an organizational chart showing team structure.
5. Description of relevant recently completed projects by the respondent including location, scope, construction costs, year completed and client name.
6. Fee proposal itemized by the respondent (and each proposed sub-consultant) for each phase of the Project.
7. An explanation of the respondent's availability to commence work.
8. A projected schedule indicating the start and end of each phase of the Project.
9. List any services that you have not included that you recommend the Association consider.

B. Submission Schedule:

Task	Deadline
RFP Circulation Date	January 8, 2016
Association's Response to Questions	January 22, 2016
RFP Due Date	February 5, 2016

C. Submission Materials:

Please submit three (3) proposals, including a cover letter signed by a principal of the respondent firm, addressed to the following:

Kevin M. Fitzgerald, Esq.
Nixon Peabody LLP
900 Elm Street
Manchester, NH
Phone: 603.628.4040
Email: kfitzgerald@nixonpeabody.com

Additionally, please provide an electronic copy in pdf format either via e-mail to Kevin Fitzgerald, at the above-referenced email address, or attached to the hard copy submission.

V. CRITERIA FOR EVALUATION

A designated working group consisting of representatives of the Interested Parties, (collectively the “Working Group”) will review all proposals and conduct an evaluation considering, but not limited to, the factors identified below:

1. Capability to perform required services and qualifications of key personnel.
2. Extent of experience and past performances on similar projects.
3. Project understanding, design approach, and methodology.
4. Proposed schedule and approach to perform required services in a timely manner.
5. Proposed fee for professional services

VI. SELECTION PROCESS

The Working Group will review all responses and may conduct interviews with finalists. Once a consensus is reached, the Working Group will negotiate the terms and conditions of a contract with the recommended respondent firm. The Working Group reserves the sole right to select and negotiate with the selected firm or reject all RFP’s in whole or in part.

VI. CONDITIONS

This request for proposal is not binding on the Interested Parties or the Working Group who hereby reserve the right to (i) amend, modify or terminate this RFP at any time, and (ii) reject a proposal from any respondent. No party, including any respondent to this RFP, is granted any rights hereunder. Neither the Interested Parties, the Working Group, nor its constituent members are liable for any costs associated with the preparation of any responses to this RFP.