

REQUEST FOR QUALIFICATIONS

LAKE WENTWORTH/CRESCENT LAKE WATERSHED
MANAGEMENT PLAN IMPLEMENTATION:
PHASE III: STORMWATER BEST MANAGEMENT PRACTICES

TOWN OF WOLFEBORO
AND
WENTWORTH WATERSHED ASSOCIATION

December 14th, 2017

Matthew Sullivan
Director of Planning and Development
P.O. Box 629
Wolfboro, NH 03894
Telephone: (603) 569-5970

Introduction:

The Town of Wolfeboro has prepared this Request for Qualifications (RFQ) in cooperation with the Wentworth Watershed Association, and New Hampshire Department of Environmental Services (NHDES) to solicit submittals from qualified contractors to provide the deliverables requested in the following scope of services.

The full text of and materials associated with that proposal can be viewed here:

[Application Materials](#)

Access to the Route 109 site is public and access to the site at Camp Bernadette can be granted at the request of the consultant.

Photographs of both sites are available here via download or can be provided via request:

[Camp Bernadette](#)

[Route 109](#)

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 State of New Hampshire Department of Environmental Services. 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 use of federal Grant funds.

Selection Procedure:

1. Consultants are required to submit one (1) electronic copy as a PDF of their qualifications package. PDF documents can be submitted on CD or emailed to the Town of Wolfeboro. The package shall include:
 - A. Technical Proposal, not to exceed ten (10) typed, single-spaced pages.
 - B. Statement of Qualifications and directly relevant work experience, not to exceed seven (7) pages. The consultant 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 consultant'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. Current contact information for, and identification of, the lead individual within the candidate firm that includes a valid email address.
 - F. A proposed project schedule.

2. The selection team will evaluate the qualification packages based on the following criteria:
 - A. Experience with implementation of watershed restoration plans,
 - B. Experience with stormwater Best Management Practice (BMP) design and installation,

- C. 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,
 - D. Demonstrated success at 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,
 - G. Demonstration of strong meeting facilitation skills and a proven record of successful education and outreach efforts at the watershed scale that generated measurable, behavioral changes in stakeholder actions relative to stormwater and nonpoint source pollution management,
 - H. Clarity and presentation of qualifications package
3. The selection team will determine the top finalists based upon a predetermined review and ranking process. These firms will be asked to interview with the selection team. Those firms invited to interview will ensure that the anticipated project managers for this project be present during the interview.
 4. The selection team will rank the interviewed consultants according to a predetermined ranking system. After the ranking is complete, the highest-ranking firm will be invited to develop a detailed scope of services and to negotiate conditions of the contract with the Town of Wolfeboro, including a fair and equitable fee. The Town of Wolfeboro will proceed with contract negotiations with that firm. If negotiations are unsuccessful, the Town of Wolfeboro will contact the second ranked consultant and proceed with contract negotiations with that firm, and so on until a formal contract is executed.

Acceptance or Rejection of Responses:

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

The Town also reserves the right to waive any informality or irregularity in any response.

The Town 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 the Town. The Town of Wolfeboro 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.

Additionally, the Town may, for any reason, decide not to award an agreement as a result of this RFQ.

Non-acceptance of any response shall not imply that the proposal was deficient.

Questions and Due Date:

Town of Wolfeboro staff will not respond to telephone questions about the RFQ. Questions concerning this RFQ must be received in writing to the Town of Wolfeboro (see mailing address below) by 4:00 p.m. on January 26th, 2018. All questions and answer will be posted to the Town of Wolfeboro's Planning Department RFQ page.

Each consultant shall submit one electronic copy in PDF version and three (3) print copies by 3:00 pm on February 2nd, 2018. Proposals shall be presented in 8 ½" x 11" format to:

Matt Sullivan, Director of Planning and Development
Town of Wolfeboro
PO Box 629
Wolfeboro, NH 03894
planningdirector@wolfeboronh.us

Proposals received after this deadline shall not be considered. The cost of preparing and submitting a response is the sole responsibility of the Consultant and shall not be chargeable in any manner to the Town. The Town will not reimburse any Consultant for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the Town.

The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town.

Selection of a Consultant will be made at the complete discretion of the Town. The Town reserves the right to accept or reject any and all proposals.

All submissions or components thereof become property of Town.

SCOPE OF WORK:

The selected consultant will implement specific tasks included in the Lake Wentworth/Crescent Lake Watershed Management Plan in Wolfeboro, NH. The selected consultant will work closely with the Town of Wolfeboro, the Wentworth Watershed Association, NHDES and other project stakeholders to implement surface water quality restoration tasks within the Lake Wentworth/Crescent Lake watershed.

More specifically, the consultant will perform the tasks as described in the detailed proposal titled Lake Wentworth/Crescent Lake Watershed Management Plan Implementation Phase III: Stormwater Management Best Practices, approved by Governor and Council on August 23rd, 2017. 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 Town of Wolfeboro and NHDES.

The Camp Bernadette site currently includes direct drainage to Lake Wentworth from both impervious surfaces and lawn areas carrying both phosphorus and solids to the lake. The goal is to reduce the phosphorus and solid load to the lake from this site through installation of infiltration and other appropriate BMPs while still accommodating camp uses of the site.

The Route 109 site is a linear roadside access location on the north side of the lake receiving runoff from the road, the shoulder and the bank of the lake. Parking is currently uncontrolled and several access points to the lake are actively eroding due to foot traffic. The goal is to retain some parking and access while stabilizing the shoreline access points. Infiltration and BMPs should be incorporated to remove phosphorus and solids from runoff water and stabilize the bank. Vegetation should be incorporated on the shoreline to the maximum extent practicable.

The scope of work, objectives, and list of tasks to be completed by the selected consultant are listed below.

Project Task 1 – Reserved for Town of Wolfeboro

Project Task 2 - Prepare Site Specific Project Plan (SSPP)

- The selected consultant will prepare a Site Specific Project Plan (SSPP) for monitoring activities designed to measure baseline surface water quality and to determine the effectiveness of stormwater Best Management Practices (BMPs) installed. The majority of the monitoring will be aligned with the University of New Hampshire Lakes Lay Monitoring Program (LLMP) and their existing, programmatic QAPP on file with NHDES. Additional data manipulation will include the selection and execution of pollutant load reduction models to evaluate the efficiency of installed BMPs. Output from those models will be reported to NHDES by the Town of Wolfeboro after each BMP is installed.
- Incorporate edits from NHDES into draft and submit final document for NHDES and EPA approval

Project Task 3 - Complete detailed design for Camp Bernadette property BMPs

- Coordination meeting with Camp Bernadette staff prior to design development. The consultant will look for appropriate opportunities to engage the camp staff and/or campers in monitoring, construction, planting or post construction maintenance.
- Review existing design concepts and examine suitability of design concepts for construction before providing summary report for review by Town and NHDES
- Develop final design concepts.
- Complete detailed construction designs, calculations, and projected costs, and submit to the Town of Wolfeboro and NHDES for approval.
- Make any modifications to detail designs requested by Town of Wolfeboro and NHDES, and resubmit the final approved designs.

Project Task 4 - Secure all necessary permits and surveys to generate construction-ready plans for Camp Bernadette property BMPs.

- Prepare plans for an Easement associated with implementation and maintenance BMPs. Obtain documented easement.
- Define all required State and Town permits, and submit application forms. Obtain required permits
- Complete required surveys and develop plans required for bidding process and construction.

Project Task 5 - Construction Phase for Camp Bernadette property BMPs

- Develop a Request for Bids for construction contractors. Bid process will follow a State and Federally approved procurement process. All documents must be approved by NHDES prior to publication. Conduct pre-bid site walk, if necessary.
- Issue Request for Bids and complete process to select construction firm. Draft contract agreement between the contractor and Town for the Scope of Work.
- Submit draft contract to NHDES for approval, and then execute the contract agreement between the selected construction contractor and Town of Wolfeboro.
- Coordinate with the contractor to implement construction of the BMPs per the detailed designs and contract agreement, and complete pollutants controlled report and construction close-out memo for delivery to NHDES.

Project Task 6 - Complete detailed design for Route 109 BMPs

- Develop conceptual BMP design concepts. Complete detailed construction designs, calculations, and projected costs, and submit to Town and NHDES for approval.
- Make any modifications to detailed designs requested by NHDES, and resubmit the final approved designs.

Project Task 7 - Obtain all necessary permits and surveys for Route 109 BMPs

- Prepare plans for an Easement associated with implementation and maintenance BMPs, if needed. Obtain documented easement.
- Define all required State and Town permits, and submit application forms. Obtain required permits
- Complete required surveys and develop plans required for bidding process and construction.

Project Task 8 - Construction Phase for Route 109 BMPs

- Develop a Request for Bids for construction contractors, if needed. Bid process will follow a State and Federally approved procurement process. All documents must be approved by NHDES prior to publication.
- Issue Request for Bids and complete process to select construction firm, if needed. Draft contract agreement between the contractor and Town for the Scope of Work.
- Submit draft contract to NHDES for approval, and then execute the contract agreement between the selected construction contractor and Town of Wolfeboro.
- Coordinate with the contractor to implement construction of the BMPs per the detailed designs and contract agreement, and complete pollutants controlled report and construction close-out memo for delivery to NHDES.

Project Task 9 - BMP design

Based upon BMP recommendations identified in 2012 Watershed Management Plan:

- Work with the Town of Wolfeboro and the Wentworth Watershed Association to select four (4) medium to high priority BMP sites for preliminary design for NHDES review and approval.

- Complete conceptual designs and cost estimates for above BMP sites for NHDES review and approval. Content and format of conceptual designs should mirror the examples in [Appendix F](#) and [Appendix G](#) of the Lake Wentworth and Crescent Lake Watershed Management Plan (2012)''

Project Task 10 - Outreach and education (EPA element e)

- Collaborate with the Town and Wentworth Watershed Association to provide related educational material to support an outreach and education program that will be coordinated by the WWA."
- Present BMP information at one (1) public meeting of local stakeholders.

Project Task 11 - Semi-annual, Pollutants Controlled Reports and final grant report to NHDES

- Submit electronic semi-annual reports documenting all work performed on the project at the end of October and April each year during the life of the project. The semi-annual reports will include a Pollutants Controlled Report within one month of when structural BMPs have been implemented during the reporting period.
- Submit a comprehensive final report in both electronic and hard-copy to NHDES on or before the project completion date. The final report shall include load reduction estimates, photo documentation of installed BMP system components, and comply with the NHDES and EPA requirements found in the final report guidance document on the NHDES Watershed Assistance Section webpage.

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 Consultant was not fully informed as to any fact or condition.

Town's Use of Material:

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

Insurance Requirements:

The selected Consultant 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 Consultant, its agents, representatives, or employees. Proof and coverage amounts of such insurance, in the form of a Certificate of Insurance, which names the Town of Wolfeboro as an Additional Insured, shall be received and approved by the Town prior to execution of the contract.

Hold Harmless:

The selected Consultant shall indemnify and hold harmless the Town and its officers, officials, employees and agents from and against all claims, damages, losses and expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Consultant, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of Wolfeboro.

Available Resources:

NHDES Watershed Assistance Section Pollutants Controlled Reports

<https://www.des.nh.gov/organization/divisions/water/wmb/was/documents/nhdes-w-07-038.docx>

NHDES Photo Documentation SOP for Section 319 funded Projects

http://des.nh.gov/organization/divisions/water/wmb/was/documents/photo_doc_sop.pdf

NHDES Quality Assurance Project Plan Guidance and Timeline Example

<http://des.nh.gov/organization/divisions/water/wmb/was/qapp/index.htm>

NHDES Outreach Guidance for Watershed Assistance and Restoration Grant Projects

http://des.nh.gov/organization/divisions/water/wmb/was/documents/grant_outreach_guidance.pdf

The Lake Wentworth and Crescent Lake, Watershed Management Plan, Carroll County, New Hampshire (FB Environmental), December 2012

<https://www.des.nh.gov/organization/divisions/water/wmb/was/documents/lake-wentworth-crescent-lake-wolfe.pdf>



The State of New Hampshire
Department of Environmental Services



Robert R. Scott, Commissioner

July 26, 2017

His Excellency, Governor Christopher T. Sununu
and The Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Environmental Services to enter into an agreement with the Town of Wolfeboro, NH, (VC # 177500-B002) in the amount of \$50,000 to complete the *Lake Wentworth/ Crescent Lake Watershed Management Plan Implementation Phase 3: Route 109 Roadside and Camp Bernadette Shoreline BMPs.*, effective upon Governor and Council approval through December 31, 2019. 100% Federal Funds.

Funding is available in the account as follows:

	<u>FY 2018</u>
03-44-44-442010-7602-072-500575	\$50,000
Dept. Environmental Services, Surface Water Quality PPG, Grants-Federal	

EXPLANATION

The Department of Environmental Services (NHDES) issued a Request for Proposals (RFP) for the 2017 Watershed Assistance Grants program. The twenty-one proposals received, were ranked based on the criteria included in the RFP: water quality improvement or protection; cost/benefit ratio; local capacity to complete the project; relative value or significance of the water body; and, general quality and thoroughness of the proposal. Based on results of the selection process and available federal grant funding levels, the seven highest ranked watershed plan development projects, and the three highest ranked watershed plan implementation projects were selected to receive funding. Please see Attachment B for a list of project rankings and review team members.

The Watershed Assistance grants focus on the reduction of nonpoint source (NPS) pollution. NPS pollution occurs when rainfall, snowmelt, or irrigation water runs over land or through the ground, transporting materials which are then deposited into rivers, lakes, and coastal waters, or introduced into the groundwater. Pollutants can include chemicals, sediments, nutrients, and toxics which often have harmful effects on drinking water supplies, recreation, fisheries, and wildlife. Land development or changes in land use can also cause NPS pollution by disrupting the natural hydrology of a water body, increasing impervious surfaces, and contributing to the loss of aquatic habitat. Watershed Assistance programs address NPS pollution by promoting good land use practices on a watershed scale.

Lake Wentworth and Crescent Lake are located in Wolfeboro, NH, and flow into Lake Winnepesaukee via the Smith River. The watershed for these lakes is approximately 35.6 square miles of mostly rural

www.des.nh.gov

29 Hazen Drive • PO Box 95 • Concord, NH 03302-0095
(603) 271-3503 • TDD Access: Relay NH 1-800-735-2964

residential, or undeveloped land, but also includes isolated urban areas, the Route 109 and Route 28 corridors, and residential homes and summer camps located along shorelines.

The Lake Wentworth/Crescent Lake Watershed Management Plan (WMP) was completed in 2012. The WMP identified, evaluated, and ranked stormwater best management practices (BMPs) to address the impacts of NPS pollution, including sediment and nutrient loadings from the developed portions of the watershed. The Town of Wolfeboro and its project partners have been implementing the WMP's recommended actions in phases. Phase 2 of the implementation, currently underway and nearing completion, involves BMP construction at high-priority sites on Lake Wentworth and Crescent Lake. The proposed Phase 3 project includes implementation of two of the top five ranked stormwater structural BMPs for Lake Wentworth. BMPs along Route 109 will stabilize the road shoulder adjacent to the lake to reduce runoff and soil erosion which currently flows directly into the lake. At Camp Bernadette, BMPs will capture and infiltrate stormwater runoff from impervious cover and extensive lawn areas. Implementation of these BMPs is intended to reduce phosphorus and sediment loading to the lakes, with the ultimate goal being to reduce algal blooms associated with phosphorus loading, and improve dissolved oxygen levels.

The total project costs are budgeted at \$83,350. NHDES will provide \$50,000 (60%) of the project costs through a federal grant and the town of Wolfeboro will provide the remaining costs through cash and in-kind services. A budget breakdown is provided in Attachment A. In the event that Federal Funds become no longer available, General Funds will not be requested to support this program. The agreement has been approved by the Office of the Attorney General as to form, execution, and content.

We respectfully request your approval.



Robert R. Scott, Commissioner

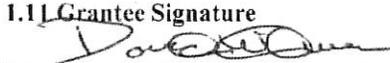
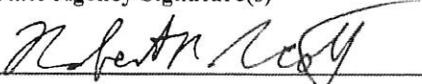
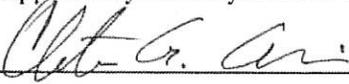
GRANT AGREEMENT

Subject: Lake Wentworth/ Crescent Lake Watershed Management Plan Implementation Phase 3: Route 109 Roadside and Camp Bernadette Shoreline BMPs.

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

I. IDENTIFICATIONS AND DEFINITIONS

1.1 State Agency Name Department of Environmental Services		1.2 State Agency Address 29 Hazen Drive Concord, NH 03301	
1.3 Grantee Name Town of Wolfeboro		1.4 Grantee Address PO Box 629 Wolfeboro, NH 03894	
1.5 Effective Date Upon G&C approval	1.6 Completion Date December 31, 2019	1.7 Audit Date N/A	1.8 Grant Limitation \$50,000
1.9 Grant Officer for State Agency: Stephen C. Landry, Watershed Assistance Section Supervisor		1.10 State Agency Telephone Number 603-271-2969	
1.11 Grantee Signature 		1.12 Name & Title of Grantee Signor DAVID W. OWEN, TOWN MANAGER	
1.13 Acknowledgment: State of New Hampshire, County of <u>Carroll</u> On <u>07/06/2017</u> , before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace (Seal) 			
1.13.2 Name & Title of Notary Public or Justice of the Peace Anne C. Marble, Notary Public			
1.14 State Agency Signature(s) 		1.15 Name/Title of State Agency Signor(s) Robert R. Scott, Commissioner	
1.16 Approval by Attorney General's Office (Form, Substance and Execution) By:  Attorney, On: <u>8/2/17</u>			
1.17 Approval by the Governor and Council By: _____ On: <u> / /</u>			

2. **SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-O, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the state of New Hampshire.

4. **EFFECTIVE DATE; COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the Effective Date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.**

In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA; RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of

Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and 11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and 11.2.4 treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. CONFLICT OF INTEREST. No officer, member or employee of the Grantee and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. GRANTEE'S RELATION TO THE STATE. In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, worker's compensation or emoluments provided by the State to its employees.

15. ASSIGNMENT AND SUBCONTRACTS. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND.

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee

performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 statutory worker's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice has been received by the State.

18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. AMENDMENT. This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

Exhibit A
Scope of Services

The Town of Wolfeboro shall perform the following tasks as described in the detailed proposal titled, *Lake Wentworth/ Crescent Lake Watershed Management Plan Implementation Phase 3: Route 109 Roadside and Camp Bernadette Shoreline BMPs* submitted by the Town of Wolfeboro January 27, 2017:

Objective 1: The Town of Wolfeboro has entered into a contract with an engineering firm for design, engineering, and permitting of Best Management Practices (BMPs) to be installed in the Lake Wentworth and Crescent Lake watersheds.

Measures of Success: The Town of Wolfeboro has entered into a contract with an engineering firm.

Deliverable 1: Executed contract between engineering firm and Town of Wolfeboro.

Task 1: Develop a Request for Qualifications (RFQ) for a qualifications-based selection process to select an engineering firm to review the BMP concepts for Camp Bernadette and Route 109 and generate construction-ready plans for both sites. Provide the draft RFQ to the New Hampshire Department of Environmental Services (NHDES) for review and approval.

Task 2: Publish the RFQ, receive qualifications statements and then review the responses. Conduct interviews with the respondents as necessary.

Task 3: Select an engineering firm, negotiate cost and final scope of work, and then draft contract agreement between the engineering firm and Town of Wolfeboro (Town).

Task 4: Submit draft contract to NHDES for approval, and then execute the contract agreement with the selected engineering firm.

Objective 2: Site Specific Project Plan (SSPP).

Measures of Success: SSPP approved by NHDES and on file with all project partners.

Deliverable 2: NHDES approved SSPP on file with all project partners.

Task 5: Draft the SSPP to guide all modeling, monitoring, or data gathering and manipulation tasks for the project, and submit the SSPP to NHDES for review.

Task 6: Incorporate requested edits from NHDES into draft SSPP and generate final document for NHDES and EPA approval.

Objective 3: Provide detailed designs for Camp Bernadette BMPs.

Measures of Success: Detailed engineering designs are reviewed and approved.

Deliverable 3: Copies of approved engineering designs delivered to NHDES.

Task 7: Coordinate with the engineering firm to review the existing design concepts and examine the suitability of those concepts for construction. Provide brief summary report of this examination for review by the Town and NHDES. .

Task 8: Finalize design concepts.

Task 9: Coordinate with the engineering firm to complete detailed construction designs, calculations, and projected costs, and submit to the Town and NHDES for review and approval.

Task 10: Finalize construction designs based upon input received from Town and NHDES.

Objective 4: All necessary permits and surveys to generate construction-ready plans for Camp Bernadette BMPs on file with Town of Wolfeboro and NHDES.

Measures of Success: All required State and Town permits have been approved.

Deliverable 4: Copies of all required permits to NHDES.

Task 11: Obtain documented easement from property owner to implement and maintain BMPs (if needed).

Task 12: Obtain required permits.

Task 13: Coordinate with the engineering firm to complete required surveys and develop plans required for bidding process and construction.

Objective 5: Construction phase for Camp Bernadette property BMPs.

Measures of Success: Construction firm is selected, a contract for construction is signed, and construction is completed.

Deliverable 5: Construction close-out report and pollutants controlled report submitted to NHDES.

Task 14: Develop Request For Bids (RFB) for the construction of the Camp Bernadette BMPs. Provide the bid documents to NHDES for review.

Task 15: Publish the RFB and complete the process to select a construction firm.

Task 16: Submit draft contract to NHDES for review and approval prior to execution. Execute the contract with the selected construction firm.

Task 17: Coordinate with the selected construction firm to complete construction. Develop a construction close-out report and pollutants controlled report. Submit documentation of completion, memos, and reports to NHDES for review and approval.

Objective 6: Provide detailed designs for Route 109 BMPs.

Measures of Success: Detailed engineering designs are reviewed and approved.

Deliverable 6: Copies of approved engineering designs delivered to NHDES.

Task 18: Coordinate with the engineering firm to develop conceptual BMP design for the Route 109 BMPs. Reach agreement on final design concepts between the engineering firm, the Town, and NHDES.

Task 19: Finalize construction designs.

Objective 7: All necessary permits and surveys to generate construction-ready plans for Route 109 BMPs are on file with Town of Wolfeboro and NHDES.

Measures of Success: All required State and Town permits have been approved.

Deliverable 7: Copies of approved permits delivered to NHDES.

Task 20: Obtain documented easement from property owner to implement and maintain BMPs (if needed).

Task 21: Obtain any required permits.

Task 22: Complete any surveys and construction bid package.

Objective 8: Construction phase for Route 109 BMPs.

Measures of Success: Construction firm is selected, a contract for construction is signed, and construction is complete.

Deliverable 8: Construction close-out report and pollutants controlled report submitted to NHDES.

Task 23: Develop the RFB for the Route 109 BMPs. Provide the bid documents to NHDES for review.

Task 24: Publish the RFB and complete the process to select a construction firm.

Task 25: Submit draft contract to NHDES for review and approval prior to execution. Execute the contract with the selected construction firm.

Task 26: Coordinate with the selected construction firm to complete construction. Develop a construction close-out report and pollutants controlled report. Submit documentation of completion, memos, and reports to NHDES for review and approval.

Objective 9: BMP designs for future implementation.

Measures of Success: Based upon BMP recommendations identified in 2012 Watershed Management Plan (WMP), the engineering firm will develop and deliver four BMP conceptual designs that can be implemented in the future.

Deliverable 9: Provide the Town and NHDES with BMP conceptual designs and cost estimates for review and comment.

Task 27: Select four potential BMP sites for preliminary design.

Task 28: Coordinate with the engineering firm to complete the conceptual designs and cost estimates for above BMP sites.

Objective 10: Outreach and education (EPA element e).

Measures of Success: Successful informational campaign regarding stormwater mitigation BMPs, plus additional educational information on stormwater management for property owners.

Deliverable 10: Copies of meeting announcements, agendas, sign-in sheets, summaries, newspaper articles, outreach pieces, and web pages to NHDES.

Task 29: Develop BMP-related content for the Wentworth Watershed Association website with links back to existing WMP data and documents.

Task 30: Conduct educational campaign following recommendations provided in the completed WMP.

Task 31: Present BMP information at public meetings.

Objective 11: The Town of Wolfeboro prepares semi-annual reports, pollutant controlled reports for each BMP installed, and a final project report for NHDES.

Measures of Success: Timely semi-annual status reports, pollutants controlled reports, and final report to NHDES.

Deliverable 11: Semi-annual reports, pollutants controlled reports, and final grant report to NHDES.

Task 32: Submit electronic semi-annual reports documenting all work performed during the project periods as follows:

- Work completed April 1 – September 30, report is due by October 31
- Work completed October 1 – March 31, report is due by April 30

A Pollutants Controlled Report must be completed and received by NHDES within one month following BMP implementation. In the event that the grantee has not completed a timely submittal of the progress reports, all further payments will be suspended until the overdue reports are submitted, and approved by NHDES.

Task 33: Submit a comprehensive final report to NHDES on or before the project completion date. The final report shall include load reduction estimates, photo-documentation of installed system components when applicable, and comply with the NHDES and U.S. Environmental Protection Agency requirements found in the final report guidance document on the NHDES Watershed Assistance Section webpage.

Exhibit A

Additional Requirements of the Agreement

Quality Assurance

All project activities which are to be guided by a quality assurance (QA) document such as a Quality Assurance Project Plan (QAPP) or Site Specific Project Plan (SSPP) must **not** begin prior to NHDES/EPA approval of that QA document. In the event that sampling, modeling, or other such activities precede QA document approval, the data will not be considered valid, and the grantee will forfeit the ability to receive payment for those activities.

Outreach Materials

All materials produced for public distribution shall be reviewed and approved by NHDES prior to distribution and shall include the NHDES logo and the following citation: "Funding for this project was provided in part by a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency".

Operations and Maintenance

Management practices implemented as agreed upon in the scope of services of this grant agreement and with grant funds or matching funds under a Section 319 Watershed Grant, shall be properly operated and maintained for the intended purposes during the life span of the project. The life span of a project shall be determined by the Grantee, tailored to the types of practices expected to be funded in this project, and agreed upon by NHDES. The Grantee shall provide NHDES with an engineering estimate of the design life of the best management practice(s) (BMPs), or in the case of small-scale BMPs which do not have a design life estimation completed by an engineer, the design life of that practice shall be estimated to be ten years.

Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, repairing damage, or replacement of the practice to its original condition if one or more components fail. The Grantee shall assure that any sub-award of Section 319 funds similarly include the same condition in the sub-award. Additionally, both EPA and NHDES reserve the right to periodically inspect a practice during the life span of the project to ensure that operation and maintenance are occurring. If it is determined that the participants are not operating and maintaining these practices in an appropriate manner, NHDES may request a refund for that practice supported by the grant.

Exhibit B
Method of Payment and Contract Price

Procurements of goods or services made with grant funds, or those credited as match, shall comply with the terms of this agreement, and must be reported to NHDES. Documentation of non-federal match credit shall be provided with each payment request. The cumulative non-federal match value for the project shall meet or exceed the amount of grant funds received multiplied by 0.667 (e.g. \$50,000 grant X 0.667 = \$33,350 minimum match required). The grantee shall submit payment requests, procurement reports, and match documentation on the forms provided by NHDES. Payment shall be made in accordance with the following schedule based upon satisfactory completion of specific tasks, and receipt of deliverables as described in Exhibit A:

Upon completion and NHDES approval of Task 1-4	\$250
Upon completion and NHDES approval of Task 5	\$500
Upon completion and NHDES approval of Task 6	\$250
Upon completion and NHDES approval of Task 7-9	\$5,500
Upon completion and NHDES approval of Task 10	\$1,000
Upon completion and NHDES approval of Task 11	\$350
Upon completion and NHDES approval of Task 12	\$450
Upon completion and NHDES approval of Task 13	\$450
Upon completion and NHDES approval of Task 14-16	\$1,000
Upon completion and NHDES approval of Task 17	\$34,000
Upon completion and NHDES approval of Task 18	\$3,600
Upon completion and NHDES approval of Task 19	\$1,000
Upon completion and NHDES approval of Task 20	\$350
Upon completion and NHDES approval of Task 21	\$450
Upon completion and NHDES approval of Task 22	\$450
Upon completion and NHDES approval of Task 23-28	\$100
Upon completion and NHDES approval of Task 29-31	\$100
Upon completion and NHDES approval of Task 32-33	\$200
Total	\$50,000

Funding is provided through a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency.

Exhibit C Special Provisions

Subparagraph 1.7 of the General Provisions shall not apply to this Agreement.

Subparagraph 17.1.2 of the General Provisions shall be changed to read: "comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate; and"

Federal Funds paid under this agreement are from a Grant Agreement to the State from the US Environmental Protection Agency, NPS Implementation Grant under CFDA # 66.460. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between this Department and the grantee. Additionally, the Grantee shall comply with the terms of the Federal Funding Accountability and Transparency Act (FFATA) by providing NHDES with their Data Universal Numbering System (DUNS) number, and all applicable Executive Compensation Data information as required under the FFATA. The Grantee's DUNS number is 040249997.

In addition to the General Provisions of Paragraph 1 through 23, the following provisions as required by federal regulations apply to this Agreement:

I) **Nondiscrimination.** The Grantee shall comply with 40 CFR part 7 which prohibits discrimination under any program or activity receiving Federal assistance on the basis of race, color, national origin, or gender, and 40 CFR part 12 which prohibits discrimination based on handicap.

II) **Financial management.** The Grantee shall comply with 2 CFR Part 200 Subpart D and the specific standards regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management outlined therein.

III) **Allowable costs.** All costs charged to this Agreement shall be eligible, necessary, and reasonable for performing the tasks outlined in the approved project scope of services. The costs, including match, shall be incurred during the period of performance of the project, and shall be allowable, meaning that the costs must conform to specific Federal requirements detailed in 2 CFR Part 200 Subpart E.

IV) **Matching funds.** All matching funds contributed by the Grantee shall conform to the same laws, regulations, and grant conditions as the federal funds in the Agreement and referenced in 2 CFR Part 200 Subpart E.

V) **Property Management.** The Grantee shall comply with the property management and procedures detailed in 2 CFR Part 200 Subpart D.

VI) **Debarment and Suspension.** The Grantee shall comply with 2 CFR Part 200 Subpart C. By signing and submitting the Agreement, the Grantee certifies that it has not been debarred or suspended by a government agency. Additionally, the Grantee certifies that it will not make or permit any award (subgrant or subcontract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

VII) **Procurement.** When purchasing goods or services with grant or match funds, the Grantee shall comply with procurement regulations as detailed in 2 CFR Part 200 Subpart D which includes procurement standards, competition, methods of procurement, contract cost and price, agency review, bonding requirements, and contract provisions.

a. Assignment of Subcontracts. The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State Agency.

b. Consultant Fee Cap. The Grantee will limit grant-funded payment to subcontractors under the circumstances detailed in 2 CFR Part 1500.9

c. Subcontracts. The Grantee shall:

- i. Ensure that every subcontract includes provisions for compliance with Federal and State standards applicable to the contract;
- ii. Ensure that every subcontract includes all clauses required by Federal statute and executive orders, and their implementing regulations; and
- iii. Ensure that subcontractors are aware of requirements imposed upon them by State and Federal statutes and regulations.

VIII) **Participation by Disadvantaged Business Enterprises.** The Grantee shall comply with the terms of 40 CFR Part 33 Subpart C, which requires that organizations conduct a competitive procurement process making a good faith effort to utilize goods and services provided by disadvantaged businesses.

IX) **New Restrictions on Lobbying: Interim Final Rule.** The Grantee shall comply with the terms of 40 CFR part 34, and 2 CFR Part 200 Subpart E which prohibit the use of Federal grant funds to influence (or attempt to influence) a Federal employee, and requires the submission of Standard Form LLL ("Disclosure of Lobbying Activities") if nonfederal funds have been used to influence (or attempt to influence) a Federal employee.

X) **Drug-Free Workplace.** The Grantee shall comply with the terms of 2 CFR Part 1536 which require as a condition of the Agreement, certification that the Grantee maintains a drug-free workplace. By signing and submitting this Agreement, the Grantee certifies that they will observe the required practices for maintaining a drug-free workplace.

XI) **Bonding requirements.** For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (currently \$150,000), the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

XII) **Limitation on Administrative Costs.** In accordance with §319(h)(12) of the Clean Water Act, administrative costs in the form of salaries, overhead, or indirect costs shall not exceed in any fiscal year 10 percent of the amount of the grant except that costs of implementing enforcement and regulatory activities, education, training, technical assistance, demonstration projects, and technology transfer programs shall not be subject to this limitation.

XIII) **Management fees.** Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this Agreement. Management fees or similar charges may not be used to improve or expand the project funded under this Agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

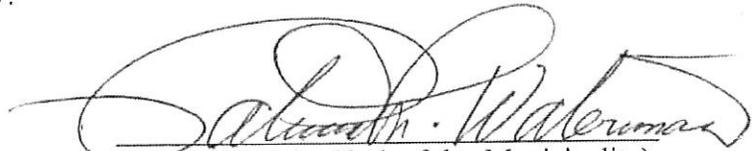
CERTIFICATE OF AUTHORITY

I, Patricia M. Waterman, Town Clerk of the Town of Wolfeboro, hereby certify that:

- (1) I am the duly elected Town Clerk;
- (2) at the meeting held on July 5, 2017, the Board of Selectmen voted to accept DES funds and to enter into a contract with the Department of Environmental Services;
- (3) the Board of Selectmen further authorize the Town Manager to execute any documents which may be necessary for this contract;
- (4) this authorization has not been revoked, annulled, or amended in any manner whatsoever, and remains in full force and effect as of the date hereof; and
- (5) the following person has been appointed to and now occupies the office indicated in (3) above:

David W Owen

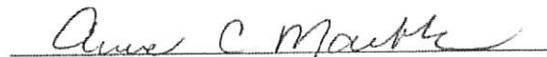
IN WITNESS WHEREOF, I have hereunto set my hand as the Town Clerk of the Town of Wolfeboro, this 6th day of July, 2017.


(Signature of the Clerk of the Municipality)

STATE OF New Hampshire
COUNTY OF Carroll

On this the 6th day of July, 2017, before me Anne C. Marble, the undersigned officer, personally appeared Patricia M. Waterman who acknowledged herself to be the Town Clerk of Wolfeboro, New Hampshire being authorized to do so, executed the foregoing instrument for the purpose therein contained.

In witness whereof I hereunto set my hand and official seal.


(Notary Public Signature)

Commission Expiration Date: 12/2/2020
(Seal)



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Town of Wolfeboro 84 South Main Street PO Box 629 Wolfeboro, NH 03894	Member Number: 331	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
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Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, If Not	
<input type="checkbox"/> General Liability (Occurrence Form) <input type="checkbox"/> Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence			Each Occurrence	
			General Aggregate	
			Fire Damage (Any one fire)	
			Med Exp (Any one person)	
<input type="checkbox"/> Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident) Aggregate	
<input checked="" type="checkbox"/> Workers' Compensation & Employers' Liability	1/1/2017	1/1/2018	<input checked="" type="checkbox"/> Statutory Each Accident \$2,000,000 Disease – Each Employee \$2,000,000 Disease – Policy Limit	
<input type="checkbox"/> Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER: Department of Environmental Services PO Box 95 Concord, NH 03301	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange By: <i>Tammy Denver</i> Date: 6/27/2017 tdenver@nhprimex.org Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax
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**Attachment A
Budget Estimate**

Budget Item	s319 Grant Funding	Non-Federal Matching Funds
Salaries & Wages	\$0.00	\$16,000.00
Travel and Training	\$0.00	\$0.00
Contractual	\$15,000.00	\$8,300.00
Equipment	\$0.00	\$0.00
Construction	\$35,000.00	\$9,050.00
Total Project Cost	\$50,000.00	\$33,350.00

Attachment B: Watershed Assistance and Restoration Grant Ranking

Projects Implementing Watershed Plans												
Organization	Project Name	Amount requested	Reviewer 'A'	Reviewer 'B'	Reviewer 'C'	Reviewer 'D'	Reviewer 'E'	Reviewer 'F'	Reviewer 'G'	Average Score	Rank	
NH DES Dam Bureau	Sewer: Mill Dam Removal Project Phase 3 - Construction	\$100,000	96	92	97	88	95	95	66	89.9	1	
Town of Whiteboro	Lake Wentworth/ Crescent Lake WAP Implementation Phase 3 - Route 109 Roadside and Camp Bernadette Shoreline BMPs	\$50,000	77	79	76	59	84	66	75	73.6	2	
Messer Pond Protective Association	Messer Pond Watershed-Based Implementation Plan - Phase 1 - County Road BMPs	\$10,000	75	68	64	65	60	75	74	71.7	3	Selected for 2018*
Cobbett's Pond Improvement Association	Cobbett's Pond Restoration Plan Implementation IV - Bella Vista Area	\$100,000	82	84	76	75	82	86	60	78.6		Selected for 2018*
Town of Durham	Little Hale Pond Dam Removal and Stream Restoration Project	\$75,000	76	85	69	71	85	71	56	73.4		Selected for 2018*
Green Mountain Conservation Group	Ossipee Lake Watershed Management Plan Phase 3 - A Watershed Plan for the Bearcamp River Subwatershed	\$50,000	76	72	73	74	82	60	69	72.3		Selected for 2018*
UNH Stormwater Center	Great Bay Watershed/Watershed Nitrogen Non-Point Source Study Implementation - Phase 3 - University of New Hampshire BMPs to Reduce Nitrogen	\$75,000	70	82	78	65	75	74	50	70.6		Selected for 2018*
Stratford Regional Planning Commission	Oyster River Watershed Management Plan Implementation - Phase I - Permeable Reactive Barrier Installations Project	\$50,000	78	78	74	61	82	72	47	70.0		Selected for 2018*
Pleasant Lake Protective Association	Pleasant Lake Watershed Plan Implementation - Phase II	\$75,000	89	71	85	68	80	83	55	69.9		Not selected
Spofford Lake Protective Association	Spofford Lake Watershed Management Development and Implementation - Demonstration BMPs	\$50,000	73	77	74	58	81	76	46	69.1		Not selected
Southwest Region Planning Commission	Lake Warren Watershed Implementation Project - Phase 2	\$100,000	77	61	78	63	83	44	58	66.1		Not selected
Projects Developing Watershed Plans												
Organization	Project Name	Amount requested	Reviewer 'A'	Reviewer 'B'	Reviewer 'C'	Reviewer 'D'	Reviewer 'E'	Reviewer 'F'	Reviewer 'G'	Average Score	Rank	
Nippo Lake Association	Nippo Lake Watershed Management Plan Phases 3 and 4 - Additional Watershed Planning and Implementation of BMPs	\$75,000	85	83	63	78	97	82	74	82.9	1	
Gregg Lake Association	Gregg Lake Watershed Management Plan Development	\$25,000	92	85	80	67	84	85	64	79.6	2	
Lake Winnepesaukee Association	Moultonborough Bay Watershed Plan Development	\$65,000	76	84	70	78	82	86	70	79.6	3	
Lakes Region Planning Commission	Winnisquam Watershed Plan - Phase I - Groundwork for a Watershed Shaping Process	\$10,000	72	83	73	67	80	86	60	74.4	4	
Squam Lakes Association	Squam Lakes Watershed Plan Development - Phase 1	\$50,000	81	74	82	62	75	70	72	73.7	5	
Lake Sunapee Protective Association	Sunapee Watershed Management Plan Development - 2017	\$50,000	69	81	80	66	82	82	73	73.3	5	
Upper Merrimack Watershed Association	Turkey River Watershed Restoration and Management Plan	\$50,000	90	74	67	59	85		61	72.7	7	
Jennetts Pond Shore Owners Association	Jennetts Pond Watershed Development Plan	\$25,000	72	64	73	55	77	31	57	61.3		Not selected
UNH Stormwater Center	Pollutant Hot Spot Mapping for New Hampshire Coastal Communities: Identifying Critical Areas for Nonpoint Source Management	\$75,000	65	88	56	60	76	50	45	59.9		Not selected
Town of Newmarket	Winnisquam Watershed Based Planning for Water Quality and Climate Resiliency	\$100,000	55	70	67	48	43	64	63	56.0		Not selected

*Funding for planning projects was available in 2017 and development of watershed-based plan projects were prioritized accordingly. Implementation projects scoring 70 points or greater but requesting more than \$50,000 will be funded in FY2019 pending available funding. Partial funding for construction projects is not allowed.

Review Team Members

Name	Qualifications
Steve Lardy	20 years experience, Watershed Assistance Section Supervisor, project management, Merrimack watershed and rural geomorphology expertise
Jeff Marcour	14 years experience, Watershed Coordinator, project management, grant and contract expertise
Barbara McMillan	15 years Watershed Assistance Outreach Coordinator, outreach and education and planning expertise
Sally Stone	20 years experience, Coastal Watershed Coordinator, project management, Coastal watershed expertise
Wendy Wablin	18+ years experience, Grants Specialist, budgeting, planning, project assistance expertise
Katie Zink	7 years experience, Watershed Assistance Specialist, surface and drinking water sampling, microbial expertise
Rob Livingston	29 years experience, Watershed Pollution Specialist, BMP, pollution source investigation expertise, Field training of local municipalities in watershed pollution source tracking and identification, Environmental complaints field investigator.