

Newfound Lake Region Association
Request for Qualifications for Engineering Services
Rankin Road, Bridgewater and Pop's Cove, Bristol BMP Projects
“Newfound Lake Watershed Plan Implementation Phase III: Watershed BMPs and
Stewardship Capacity”

Posted date: December 21, 2017

Due Date: January 29, 2018 by 5:00 pm EST

The Newfound Lake Region Association (NLRA) is soliciting Statements of Qualifications (SOQs) for engineering services to support the subject Implementation Plan. Statements labeled **“Engineering Services RFQ2017-01”** shall be submitted to Boyd Smith, NLRA Executive Director, via mail to NLRA 10 North Main St., Unit 1 Bristol, NH 03222 by **5:00pm**, on Monday **January 29th, 2018**.

The work is EPA funded under Section 319 of the Clean Water Act, overseen by the New Hampshire Department of Environmental Services (NHDES). Contractor selection will be a Qualification Based Selection (QBS) process. This notice includes a brief project description, a preliminary scope of services, an outline of the evaluation process, and requirements for SOQ.

Project description: The “Newfound Lake Watershed Plan Implementation Phase II” outlines actions to address sources of sediment and phosphorous from erosion and stormwater runoff. Copies of this Plan are available via email on request. Historical watershed plans and reports can be viewed at <https://newfoundlake.org/watershed-management/>.

This phase of the project will involve completing background investigations and studies, and recommending conceptual Best Management Practices (BMPs) for two separate project areas as detailed below. The selected contractor will work collaboratively with NLRA by providing engineering and technical services to complete Tasks, or portions of Tasks, which exceed NLRA’s capacity. This SOQ includes assessment of qualifications to complete additional phases (pending additional funding) which would include final design, permitting assistance, and construction oversight necessary to carry the subject practices through construction. The subject sites are:

Rankin Road Site (Bridgewater, NH)

Rankin Road is a Class VI road that serves roughly half a dozen residential properties. It is steep, unpaved, and closely follows an unnamed perennial stream that discharges into Newfound Lake at the southeastern end of Pasquaney Bay. The road has a history of flooding and washouts, at times made worse by abutting land use (clearing for residential development). As a Class VI road, the town is restricted in their ability to mitigate ongoing problems, and at this time the systems or agreements for road maintenance are unknown.

The principal goal of this project is to assess options for Rankin Rd. that will greatly reduce or eliminate erosion and stormwater pollution to the lake. The NLRA can assist with stakeholder communications and project coordination. Photographs, tax maps, and a letter documenting flood conditions will be provided via email on request.

Pop's Cove / Wicom Road Site (Bristol, NH)

Pop's Cove is an embayment located at the south end of Newfound Lake. Stormwater runoff from adjacent developed areas (Red Fox Village, Wicom Rd., Sunset Heights) picks up sediment and flows into Pop's Cove through a network of private / public drains and open channels. In particular, a

ravine near Rte 3A and the lake is receiving stormwater that mobilizes soft, ravine bottom sediments that then flow through a State-owned culvert, under Rte 3A, and into Pop's Cove.

The principal goal of this project is to assess ways to reduce concentrated stormwater runoff using "low-tech" BMPs to prevent additional mobilization of ravine sediment. NLRA is currently working with the Town of Bristol, and a local homeowner association on this site, and will continue to coordinate and assist with stakeholder communications. Photographs of the ravine area and a preliminary engineering analysis will be provided via email on request.

Preliminary scope of services (Phase 1):

This scope of services is for the first phase of work on two project sites (Rankin Road and Pop's Cove). The anticipated preliminary Scope of Services includes review of the sites, assessment of potential actions, and presentation of the potential remediation options as follows:

1- Coordinate Rankin Road assessment; determine legal ownership and responsibility among multiple landowners accessing this Class VI road; coordinate with NLRA to perform preliminary site assessment and remedial cost estimate; create summary report with narrative describing current site conditions and recommended remedial actions.

2- Perform Pop's Cove assessment; Coordinate with NLRA, individual landowners, and the Town to develop a concept practice to reduce stormwater flooding and erosion, assess long-term options; create summary report with narrative, current site conditions, effects of mitigation steps (if taken), and recommendations.

Desired Capacities:

- Evaluation of complex stormwater pollution sites to recommend stormwater mitigation steps and Best Management Practices (BMPs). Assessment and explanation of estimated project requirements, including costs with major cost elements (e.g. permitting, materials, and labor), as well as a proposed construction sequences and schedules.
- Estimation of effectiveness of proposed BMPs in reducing Total Suspended Sediment (TSS), Phosphorus, and Nitrogen using DES-approved methods (e.g. EPA Region V or Residential Loading Model (RLM), or NHDES Simple Method).
- Development of Operations and Maintenance (O&M) plans (future phase).
- Development of wetlands or other necessary permit applications to receive any necessary permits (future phase).
- Completion of final designs for construction (future phase).
- Ability to provide construction oversight services to ensure successful construction as designed (future phase).

Evaluation process:

Qualifications will be evaluated and ranked according to the following criteria (and percentage weights):

- Firm's history and resource capability to perform required services (10).
- Evaluation of proposed personnel (10).
- Related experience (20).
- Budget cost-control experience* (10).
- Familiarity and BMP construction practices (20).
- Firm's perception of project requirements and project approach (10).

- Quality control procedures (10).
- Reference check (10).

**Note that this item ranks qualification based upon demonstration of ability to maintain project budgets. It does not rank applicants based upon an estimated or perceived price of their work.*

Selection process: NLRA reserves the right to request interviews with any or all applicants. Scope, schedule, and fee negotiations will start with the highest-ranked qualified firm. If an agreement cannot be mutually arrived at, negotiations shall proceed with the next highest ranked firm and so on until an agreement is reached.

Requirements for Statements of Qualifications: Please include the following information in your SOQ:

- Name, address, brief history and description of firm.
- Résumés of key personnel to be assigned to this project and percentage of their time devoted to tasks.
- Related projects / areas of expertise / experience.
- Description of other projects designed by this firm similar to this project.
- Include reference contact information.
- Description of your budgeting, cost, and quality control procedures (not a budget/cost proposal for this project).
- A brief description of the firm's approach to planning, designing and implementing the project.

You are invited to include a maximum of one page of information not covered above, which you feel may be useful (do not provide a budget estimate or any type of cost proposal).

Requests for electronic files should be directed to Boyd Smith, NLRA Executive Director, contact info: NLRA.Boyd@metrocast.net; phone (603) 744-8689.

Any questions about this RFQ **must** be submitted via email to Boyd Smith, NLRA Executive Director at NLRA.Boyd@metrocast.net. Questions will be answered in a summary digest. The summary digest will be provided to firms who contact NLRA 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 of questions and answers is **January 11, 2018**. Please e-mail NLRA to ask a question and to be put on the e-mail list to receive responses: NLRA.Boyd@metrocast.net

The summary digest will be provided **via e-mail on January 18, 2018** to all consultants on the response list.

RFQ submittal deadline is no later than 5:00 p.m. on Monday January 29, 2018.

Both printed and electronic copies of your Statement of Qualifications should be mailed to:

Boyd Smith, Executive Director
Newfound Lake Region Association
10 North Main St., Unit 1
Bristol, NH 03222
NLRA.Boyd@Metrocast.net
603-744-8689

This RFQ does not commit NLRA to award a contract or to pay any costs incurred during the preparation of the applicant's RFQ response. NLRA reserves the right to reject any or all of the proposals, any part thereof, or to cancel this request at any time for any reason allowable under applicable rules and laws. Determination of qualification and rank is at the sole discretion of NLRA following the criteria and procedure detailed in this RFQ. Failure to submit all information called for may be sufficient grounds for disqualification.

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.