

Newfound Lake Region Association
Request for Qualifications for Planning and GIS Services
“Newfound Lake Watershed Plan Implementation Phase III: Watershed BMPs and
Stewardship Capacity”

Posted date: December 11, 2017

Due Date: January 16, 2018 by 5:00 pm EST

The Newfound Lake Region Association (NLRA) is soliciting Statements of Qualifications (SOQs) for planning and geographical information systems (GIS) services to support the subject Implementation Plan. Interested parties shall submit documents labeled **“Planning and GIS Services RFQ2017-02”** to Boyd Smith, NLRA Executive Director, via mail to NLRA 10 North Main St., Unit 1 Bristol, NH 03222 no later than **5:00pm, Tuesday, January 16th, 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 SOQs.

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 SOQ will implement Tasks 10 - 12 of the Grant Agreement by working with watershed towns and stakeholders to develop and implement non-structural Best Management Practices (BMPs). Tasks 10 – 12 are included under Objective 2 of the Grant Agreement, excerpted below. Note that deadlines for Task 11 and 12 have been moved to 2018 and 2019, respectively.

Objective 2: Implement Non-Structural BMPs

Measures of Success: Compliance checklist adopted by one or more boards in three or more Towns within the watershed. Up to three land-use ordinances (riparian buffers, steep slopes, and wetlands protection adopted in three or more Towns.

Deliverable 2: Compliance matrix with documentation of public access (print, electronic, workshops); minutes, handouts and attendance at planning capacity training workshops; copies of recommended land-use regulations by Town; record of planning Board and Town Meeting attendance and regulation adoption results by Town.

Task 10: Develop compliance checklist; a summary matrix of applicable regulations for standard land-use changes will be developed.

Task 11: Coordinate development of land-use ordinances for riparian buffers, steep slopes, and highly-erodible land; hold workshops and provide print and electronic education and outreach materials to assist residents and Town Boards with ordinance adoption; maintain records of meeting attendance and ordinance adoption (2017).

Task 12: Coordinate development of land-use ordinances for riparian buffers, steep slopes, and highly-erodible land; hold workshops and provide print and electronic education and outreach materials to assist residents and Town Boards with ordinance adoption; maintain records of meeting attendance and ordinance adoption (2018).

The selected contractor will work collaboratively with NLRA by providing land-use planning and Geographic Information System (GIS) technical services to complete Tasks, or portions of Tasks, which exceed NLRA’s capacity. The specific nature of the required work is discussed below under “Preliminary scope of services”.

Preliminary scope of services:

The required scope of services includes all items listed under Objective 2 of the Grant Agreement (excerpted above, and provided in full via email on request). Note that deadlines for Task 11 and 12 have been moved to 2018 and 2019, respectively. This scope of services is intended to build on our progress assisting watershed towns with regulations and compliance strategies that protect water quality.

Based on town Master Plans and results of watershed-wide opinion surveys, all towns share similar visions of clean water, healthy forests and rural character. However, there are substantial disconnects between town visions and the regulations and compliance systems required to achieve stated goals.

Building on prior watershed work and relationships, the selected contractor will develop a thorough understanding of, and collaborative relationships with, key Boards (Planning, Select and Conservation Commission) and stakeholders in each watershed town. The contractor shall assess each town's current regulatory framework, system, and vision, and work collaboratively on a town-by-town approach, while maintaining a watershed-level vision.

The ability to generate documents and land-use maps that integrate with each town's existing materials and resources, and accelerate progress towards its stated vision, is critical. As each town has different needs, the project scope will be flexible to ensure Objective 2 is fully achieved.

We expect substantial public outreach, education and communications will be required to engage and motivate residents to align local vision with effective actions. While there are common issues and ideas among the towns, and a watershed-level approach must be taken, each town must be respected as a unique entity.

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).
- Related experience (20).
- Budget cost-control experience* (10).
- Familiarity with local area and planning practices (30).
- Firm's perception of project requirements and project approach (20).
- 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 cost of their services.*

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

Requirements for Statements of Qualifications: Please address the above criteria, and 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:
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 4, 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 8, 2018** to all consultants on the response list. **RFQ submittal deadline is no later than 5:00 p.m. on Tuesday, January 16, 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. NLRA reserves the right to request and conduct interviews with any or all applicants.

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.