**Messer Pond Protective Association**

**Request for Qualifications for Engineering Services**

**Messer Pond Watershed-based Implementation Plan**

**County Road Brook Culvert Investigation**

**New London, NH**

**Posted date: March 1, 2018 Due Date: April 13, 2018 by 5:00 pm EST**

**INTRODUCTION:**

The Messer Pond Protective Association (MPPA) is soliciting Statements of Qualifications (SOQs) from interested civil and environmental engineering to research possible ways to mitigate the nutrients and sediment passing through a culvert on County Road in New London, New Hampshire. The goals of this effort are based on the analysis and recommendations detailed in the Messer Pond Watershed-based Implementation Plan (Plan), developed by Base Flow, LLC, and dated April 4, 2016. The Plan can be viewed at: [Plan and Appendices](http://www.messerpond.org/Watershed/SOQ_Sup_Doc_Page.mht). All design work must be completed per the analysis notes outlined in the Plan and be in conformance with the Project Description and Scope of Required Services below.

This project is partially funded by a grant from the New Hampshire Department of Environmental Services (NHDES) with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency. Contractor selection will be through a Qualification Based Selection (QBS) process. The NHDES Grant Agreement can be viewed at: [Proposal, Worksheets and Agreement](http://www.messerpond.org/Watershed/SOQ_Sup_Doc_Page.mht).

**PROJECT DESCRIPTION:**

To meet the water quality goals, the Plan recommends that the annual phosphorus loading into the pond be reduced by 21.5 lbs./yr. As explained in the Plan, the recommended BMPs only account for a nutrient reduction of 20 lbs./yr. The Plan was submitted and accepted by the NH DES with the understanding that the MPPA would continue to research additional BMPs to achieve the target goal.

The effort involves performing the research to develop a list of possible options that could be implemented to mitigate nutrient loading passing through a culvert on County Road, rating all options on feasibility and effectiveness to determine the top two alternatives.

**SITE DESCRIPTION:**

The Upper County Road Brook Sub-Watershed is the largest area-wise, and thus has the largest phosphorus contribution. It flows directly into the Lower County Road Brook Sub-Watershed through a culvert. This central point of access between the upper and lower County Road Brook Sub-Watersheds offers the opportunity to develop specific strategies to mitigate nutrient loading. Photographs of the site are available at: [Site Maps](http://www.messerpond.org/Watershed/SOQ_Sup_Doc_Page.mht).

**RESULTS TO BE ACHIEVED THROUGH PROPOSED RESEARCH:**

1. Develop a list of design options to limit the phosphorus and sediment passing through a culvert on County Road. The alternatives will each be rated on cost to implement, time to construct, ongoing maintenance costs and effectiveness at mitigating nutrient loading.
2. Perform a cost benefit analysis to determine the top two choices. Develop a documentation package that explains the reason for the selection as well as the feasibility and effectiveness of each approach.

**SCOPE OF REQUIRED SERVICES:**

1. Research possible ways to mitigate the nutrients and sediment passing through a culvert on County Road and develop a list of BMPs that could achieve these goals.
2. Rate each BMP by the following criteria, using a 3-point scale:
3. Cost to implement
4. Time to implement
5. Effectiveness at mitigating nutrient and sediment loading
6. Ongoing maintenance costs
7. Perform a cost benefit analysis and determine the top two choices. For each choice, develop a documentation package that includes:
8. Explanation of why the option was selected
9. Preliminary design drawings and material list
10. Site drawings showing the location of the BMP as well as identifying the location of utilities, Right of Ways, zoning setbacks as recorded by the Town of New London and deed information as recorded in the Merrimack County Registry of Deeds
11. Preliminary Operations and Maintenance (O&M) plans for the BMPs
12. Calculation of the estimated pollutant load reductions for sediment, phosphorus and nitrogen to be achieved by the design in accordance with NHDES approved methods
13. Review of the current water sampling plan and recommendations of additions to allow for the performance of the BMPs to be monitored and verified

**OTHER TERMS AND CONDITIONS OF SERVICE:**

1. All design work must be completed by July 13, 2018.
2. Given that the construction of this design will be done on or near town road right of ways and wetlands, it is expected that the firm will consult with the Town of New London DPW and NH DES on all aspects of this effort.
3. Funding for the project detailed in this solicitation is provided in part with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency obtained through an agreement with NHDES. The contract award will be contingent upon compliance with all applicable rules and regulations of the State of New Hampshire as well as requirements applicable to use of federal grant funds.
4. **Insurance Requirements:** The selected firm must submit proof of liability and workers compensation prior to execution of the contract including comprehensive public liability insurance coverage amounts of not less than $1,000,000 each occurrence and $2,000,000 general aggregate.
5. **Hold Harmless:** The contractor agrees to indemnify and hold harmless MPPA and Town of New London from any and all liability loss or damage, including but not limited to bodily injury, illness, death, or property damage, which the firm becomes obligated to pay, including reasonable attorney’s fees, investigative and discovery costs, as a result of claims, demands, costs or judgments against the MPPA or the Town of New London arising out of this agreement, caused by or arising out of the negligence, fault, breach of warranty, product liability or strict liability of the firm, the MPPA or the Town of New London, whether such negligence, fault, breach of warranty, products liability, or strict liability is sole, joint, or several.

**EVALUATION PROCESS:**

Qualifications will be evaluated and ranked according to the following criteria (weighted equally):

1. Capacity of firm and personnel to perform required scope of services within specified timeframe.
2. Experience on similar projects, developing conceptual designs and evaluating the effectiveness and cost of BMPs to address nonpoint source pollution.
3. Experience working and interfacing with small, municipal boards, commissions and departments.
4. Clarity and presentation of qualifications package.
5. References check.

The MPPA reserves the right to interview, either in person or over the phone, candidates as part of the selection process.

The MPPA and the Town of New London DPW will evaluate all responses. Determination of qualifications and rank is at the sole discretion of the MPPA following the criteria and procedure detailed in this RFQ. Failure to submit all information called for may be sufficient grounds for disqualification.

**SELECTION PROCESS**:

Complete submittals will be evaluated in accordance with the criteria set forth under the “Evaluation Process.” A scope and cost proposal will then be requested from the highest ranked qualified firm. Should an agreement not be reached, negotiations will proceed with the second ranked firm and so forth. The contract may be awarded to the firm that most closely satisfies the needs of the MPPA and is deemed to be the most advantageous to the MPPA. The MPPA reserves the right to reject any and all proposals not conforming to the “Scope of Required Services” and “Other Terms and Conditions of Service”. The contract shall be made only with responsible firms who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.

This RFQ does not commit the MPPA to award a contract or to pay any costs incurred during the preparation of the applicant’s RFQ response. The MPPA reserves the right to reject any or all responses, or portions thereof, to negotiate separately with any source whatsoever, or to cancel this request at any time for any reason allowable under applicable rules and laws.

**REQUIREMENTS FOR STATEMENTS OF QUALIFICATION**:

1. Name and address of firm; name, title, phone and email for contact person.
2. Description of other projects designed by this firm similar to this project.
3. Contact information for 2 – 3 references.
4. A brief description of the firm’s approach to planning, designing and implementing the project, including expectations of client.
5. Principal team members’ roles, availability, qualifications and experience

***Note: You are invited to include a maximum of one page of information not covered above, which you feel may be useful.***

Electronic copies of your Statement of Qualification should be emailed in PDF format to John Doyle at johndoyle@messerpond.org no later than Friday April 13, 2018.

**Questions:**

Any questions about this RFQ must be submitted via email to John Doyle at johndoyle@messerpond.org. Questions will be answered in a summary digest. The summary digest will be provided to firms who contact the MPPA 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 **April 3, 2018**. Please e-mail John Doyle at johndoyle@messerpond.org to be put on the e-mail list to receive responses.

The summary digest will be provided **via e-mail on April 6, 2018** to all firms on the response list.