**Messer Pond Protective Association**

**Request for Qualifications for Engineering Services**

**Messer Pond Watershed-based Implementation Plan**

**County Road Brook and County Road BMPs**

**New London, NH**

**Posted date: February 23, 2018 Due Date: March 23, 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 firms for the design of a small-scale stormwater treatment practice 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:**

The Plan outlines recommendations to mitigate the nonpoint source (NPS) nutrient and sediment loading into Messer Pond. This project focuses on Site 8 as identified in the Plan and entails the design of stormwater management practices, specifically the design and installation of buffers along County Road to address the NPS nutrient and sediment loading in the County Road and County Road Brook area of the Messer Pond Watershed. The overall effort includes the development of a construction plan with material list, an initial and on-going maintenance plan and a sampling plan to evaluate the BMP’s performance.

**SITE DESCRIPTION:**

County Road Brook is only eight to ten feet away from County Road on either side of the road. It is evident that there is a direct input of sediment, road salts and NPS pollution from the road into the brook (and adjacent wetland) most likely on the upstream and downstream sides. This portion of County Road is the low point adjacent to a steep hill. Photographs of the site are available at: [Maps and Runoff](http://www.messerpond.org/Watershed/SOQ_Sup_Doc_Page.mht).

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

1. Address the nutrient and sediment loading from the initial flush of any storm event (first one inch), in a way that integrates with and complements the existing drainage systems installed by the Town of New London
2. Mitigate direct road maintenance material (salt and sand) from entering the brook within the right-of-way along each side of the road

**SCOPE OF REQUIRED SERVICES:**

**Preparation of Site Specific Project Plan (SSPP):**

1. Assist the MPPA with the development of an SSPP for the *Messer Pond Watershed-based Implementation Plan – Phase 1: County Road BMPs* by preparing a draft SSPP for the data analysis, modeling and assessment aspects for BMPs that are to be implemented.
2. MPPA will review and submit the draft SSPP to NHDES for comment. The Consultant will assist the MPPA in addressing any comments and will prepare a final SSPP for approval by MPPA and NHDES.

**Development of a design package for the stormwater management practices that achieve these proposed improvements to include:**

1. Construction-ready plans for the BMPs that ideally can be installed in 2 – 4 days and include proposed construction sequences, site preparation/stabilization plans and schedules.
2. Site drawings that identify the specific areas of interest (with dimensions). The drawings need to identify the location of utilities, Right of Ways, zoning setback as recorded by the Town of New London and deed information as recorded in the Merrimack County Registry of Deeds.
3. Material lists
4. Initial maintenance plan that will allow for establishment of the BMPs
5. Development of Operations and Maintenance (O&M) plan to preserve the integrity of the BMPs
6. Calculate estimated pollutant load reductions for sediment, phosphorus and nitrogen to be achieved by the design in accordance with NHDES approved methods.
7. Review current water sampling plan and recommend any additions to allow for the performance of the BMPs to be monitored and verified

**OTHER TERMS AND CONDITIONS OF SERVICE:**

1. All work specified in the Scope of Required Services must be completed by 5/25/2018. Construction is anticipated to start on/around June 12, 2018 and the construction is anticipated to last 2 – 4 days.
2. Given that the construction of this design will be done by the Town of New London Department of Public Works (PW,) on or near town road right of ways, it is expected that a knowledgeable representative of the firm will be available in a timely manner to inspect construction work, answer questions and/or respond to any reasonable request of the MPPA staff or the Town of New London DPW.
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 designs and construction-ready plans for small scale stormwater treatment practices.
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 March 23, 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 **March 13, 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 March 16, 2018** to all firms on the response list.