

# Four Seasons Property Owners Association

## Request for Qualifications for Engineering Services

### Baboosic Lake Watershed Implementation Plan Phase 4: Four Seasons Beach Area Best Management Practices for Stormwater and Erosion Control

Posted date: December 3, 2019

Due Date: *January 14, 2020* by 5:00 pm EST

#### **INTRODUCTION:**

The Four Seasons Property Owners Association (FSPOA) has prepared this Request for Qualifications (RFQ) in cooperation with the New Hampshire Department of Environmental Services (NHDES) to solicit submittals from qualified engineering contractors to provide services as described in this RFQ.

**Executive Summary:** The Four Seasons Property Owners Association's (FSPOA) recreational area and beach is part of the Baboosic Lake watershed. FSPOA has completed projects to inhibit beach sand and other pollutants (e.g., phosphorous) from entering the lake. Completed work includes building: two level lawn terraces with concrete retaining walls, a berm to redirect run off in the lawn area, and 100-foot long trench of perforated drain pipe and crushed stone. Despite these measures, soil erosion and pollutant loading of the lake persist at the beach and boat ramp. The FSPOA plans a perched beach and redesigned boat ramp to resolve these problems. The FSPOA will contract engineering services to develop a Site Specific Project Plan (SSPP), conceptual designs and final construction ready plans for perched beach formed by a concrete retaining wall (congruous in appearance with existing concrete walls having simulated boulder facade), stormwater Best Management Practices (BMPs), and an improved boat ramp. Preparatory work includes analysis and test pits to determine the suitability along with reports of findings. The Engineer will complete project cost estimates, submit municipal and state permitting applications, and develop requests for bid (RFB) for the project. The Engineer will monitor quality of work, construction contractor progress, develop a construction close-out report, develop pollutant removal estimates for completed BMPs and create an operations and maintenance (O&M) plan.

## **SELECTION PROCEDURE:**

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

- 1) Firm's history and resource capability to perform required services (10)
- 2) Evaluation of proposed personnel (10).
- 3) Related experience with respect to perched beach design and boat ramp design (20).
- 4) Budget cost-control experience\* (10).
- 5) Familiarity and BMP construction practices (20).
- 6) Firm's perception of project requirements and project approach (10).
- 7) Quality control procedures (10).
- 8) 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.

The FSPOA 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:

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

6) 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 Sharon Hickey, ( [sjickey1@gmail.com](mailto:sjickey1@gmail.com) ), FSPOA President.

Any questions about this RFQ must be submitted via email to Sharon Hickey, FSPOA President at [sjickey1@gmail.com](mailto:sjickey1@gmail.com). Questions will be answered in a summary digest. The summary digest will be provided to firms who contact FSPOA 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 *December 30, 2019*. Please e-mail [sjickey1@gmail.com](mailto:sjickey1@gmail.com) FSPOA to ask a question and to be put on the e-mail list to receive responses.

The summary digest will be provided via e-mail on *January 7, 2020* to all consultants on the response list.

RFQ response submittal deadline is no later than 5:00 p.m. on *Tuesday, January 14, 2020*.

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

Four Seasons Property Owners Association

Attn: Sharon Hickey, President

P.O. Box 263

Merrimack, NH 0305410

Email address: [sjickey1@gmail.com](mailto:sjickey1@gmail.com)

Phone: (850) 712-3411

This RFQ does not commit FSPOA to award a contract or to pay any costs incurred during the preparation of the applicant's RFQ response. FSPOA 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 FSPOA 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 NHDES. 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.

## **SCOPE OF WORK:**

This section outlines an anticipated scope of work to be completed by the selected Engineer under contract to the FSPOA. The final scope of work will be developed in cooperation with the selected Engineer.

- 1) Complete a draft Site Specific Project Plan (SSPP) to cover pollutant load reduction modelling attributable to the BMPs and submit to FSPOA for review.
- 2) Complete the final SSPP incorporating responses to any FSPOA comments, including those received from NHDES, and submit the revised version to FSPOA.
- 3) Complete design concepts for the Four Seasons BMPs (BMP types described in the Executive Summary); complete surveys, investigations, test pits, or other activities necessary to determine the suitability of those concepts for construction. Provide brief summary report of this examination and findings for review by FSPOA and NHDES.
- 4) Revise the BMP design concepts based upon input from FSPOA.
- 5) Complete detailed construction designs, calculations, and projected costs of the BMPs; submit to FSPOA and NHDES Watershed Assistance Section for review and approval.
- 6) Finalize conceptual designs and costs based upon input received from FSPOA and NHDES Watershed Assistance Section.
- 7) Develop plans, materials, and applications necessary for state and municipal permitting. Provide these to FSPOA for subsequent submission to the Town, and NHDES (or submit to NHDES as FSPOA's Agent, at their discretion).
- 8) Revise proposed designs based upon input received from permitting agencies.

- 9) Submit revised plans to Four Seasons personnel, municipality, and NHDES Land Resources Management for review and final approval. Complete the final construction ready plan set needed for project construction and bidding.
- 10) Develop formal RFB(s), suitable for use in projects receiving federal funding, for the construction of the Four Seasons BMPs. Provide the bid documents to FSPOA which will in turn submit to NHDES for review prior to publication. Incorporate any FSPOA/NHDES required changes to prepare final RFB(s). Note that FSPOA is anticipating that construction will be completed in phases, and may necessitate more than one bid process.
- 11) Advise FSPOA during completion of the RFB process(es) to select the construction contractor.
- 12) Assist FSPOA during preparation of construction subcontracts which will be submitted by FSPOA to NHDES for review and approval prior to execution.
- 13) Advise FSPOA during its coordination with the selected construction contractor(s) to complete construction, including monitoring progress and quality of work. Develop construction close-out reports. Deliver documentation of completion, memos, photos, and reports to FSPOA for subsequent submission to NHDES for review and approval.
- 14) Develop a O&M plans for the completed BMPs and improvements.
- 15) Develop pollutant removal estimates for each of the completed BMPs. Prepare and submit a pollutants controlled report (PCR) for each BMP to NHDES for review and approval. Pollutant loading calculations will follow methodologies described in the approved SSPP.
- 16) Submit a comprehensive final report to FSPOA at least 14 days 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.

**AVAILABLE RESOURCES:**

Baboosic Lake Watershed Management Plan:

[https://www.des.nh.gov/organization/divisions/water/wmb/was/watershed\\_based\\_plans.htm](https://www.des.nh.gov/organization/divisions/water/wmb/was/watershed_based_plans.htm)