

# REQUEST FOR QUALIFICATIONS

Issued by the Town of Effingham  
for  
Province Lake Drainage Improvements Analysis  
for Bailey Road

March 26, 2020



Bailey Road, Effingham –Culvert at Province Lake Outlet

**TABLE OF CONTENTS**

TABLE OF CONTENTS.....2  
I. REQUIRED SUBMISSIONS .....3  
II. PROJECT TEAM AND LEVEL OF PARTICIPATION.....4  
III. PROJECT APPROACH/SCOPE OF WORK.....4  
IV. PROJECT SCHEDULE.....4  
V. SELECTION CRITERIA.....5  
VI. REQUEST FOR QUALIFICATIONS (RFQ) INQUIRIES.....5  
VII. TIME LINE.....5  
VIII. DISCLAIMER .....6  
IX. REQUIREMENTS.....6  
ATTACHMENT 1: SCOPE OF WORK GUIDANCE .....7

**REQUEST FOR QUALIFICATIONS**  
**Province Lake Drainage Improvements Analysis**  
**for Bailey Road**

The Town of Effingham seeks to study and plan culvert and road improvements for Bailey Road, a public road maintained by the town of Effingham. The town views this project as a priority to alleviate local flooding at the outlet of Province Lake, improve aging and inadequate infrastructure, and address potential water quality concerns for the lake.

**I. REQUIRED QUALIFICATIONS SUBMISSIONS**

Each consultant will submit a qualifications package to the **Town of Effingham** that includes the following components as described in detail below:

- Cover letter indicating a primary contact for the qualifications package and that person's title, address, phone number, and email address. The cover letter should include relevant professional certifications for the primary contact (e.g., Professional Engineer, Certified Lake Manager, Certified Wetland Scientist, etc.)
- Description of the respondent's skills and specialties for which the respondent is qualified, and a summary of directly-relevant work experience of the respondent. Responses must address how the respondent meets the desired qualifications; please consult **Section V - SELECTION CRITERIA** (below) for additional guidance (not to exceed 5 pages)
- List of references including names, titles, contact information. These will preferably be clients for whom similar work has been performed within the past five years (not to exceed 1 page)
- The project team, if applicable, including project team organization, team member qualifications, relevant professional certifications (e.g., Professional Engineer, Certified Lake Manager, Certified Wetland Scientist, etc.), and the anticipated level of involvement of key team members in each phase of the project as described in the project approach and scope of work (not to exceed 2 pages)
- A description of the team's project approach and scope of work (not to exceed 5 pages)
- A proposed project schedule

***Complete and timely submittal of all required documents is mandatory for the qualifications package to be considered. All qualification packages are due by 5:00 PM, Thursday, April 9, 2020.***

Each consultant will submit the qualifications package via one of two options:

- (1) By mailing or delivering a CD with files to Town of Effingham, 68 School Street, Effingham, NH 03882; or
- (2) By uploading files to a Dropbox account.

If you choose the Dropbox submission method, you must request before April 7, 2020, a Dropbox link via email to: [townofeffingham@effinghamnh.net](mailto:townofeffingham@effinghamnh.net) The subject line name should be: **Province Lake Drainage Improvements Analysis for Bailey Road**. Chuck Fuller, Selectman, will respond via email and provide you with your own specific email link to Dropbox.

Individual files whether submitted via CD or Dropbox will follow a naming convention which should be: 1<sup>st</sup> five letters of company name – file title – date (mm/dd/year). Example of naming convention: *Alpha-culvertspec-Apr092020*

Representatives from the Town of Effingham and the New Hampshire Department of Environmental Services (NHDES) will review qualification packages. Consultants will be ranked based on ability and qualifications to perform and meet the stated project approach, project scope, and proposed schedule for specified services. After the qualifications-based ranking is complete, the top two to three ranked consultants may be invited for an interview if desired by the review committee.

Final selection will be based on an overall assessment of qualifications and related experiences, demonstrated ability to perform the tasks outlined in the Scope of Work Guidance, including estimated schedule for specific services and tasks as described in the Scope of Work Guidance, proposed project approach and scope, and a demonstrated ability to complete all of the tasks in a timely and cost-effective manner.

## **II. PROJECT TEAM AND LEVEL OF PARTICIPATION**

The qualifications package will identify the individuals responsible for managing the project and conducting specific project tasks. The qualifications package will also include an estimate for the expected level of participation in the project tasks and in the overall project.

## **III. PROJECT APPROACH/SCOPE OF WORK**

**Attachment I** provides Scope of Work Guidance to assist in the development of the project approach, scope of work, and demonstration of qualifications for specified aspects of the project.

## **IV. PROJECT SCHEDULE**

The respondents will provide a schedule to conduct and complete the project. The schedule will include project tasks as identified in the proposed scope of work for the project. It is expected that this project will be completed by June 30, 2022.

**V. SELECTION CRITERIA AND PROCESS**

Selection will be based on information provided in the qualifications package. Respondents will be assessed based on the following criteria.

1. Capability to perform required services and qualifications of key personnel
2. Extent of experience and past performances on similar projects
3. Project understanding, approach, and methodology and ability of key personnel to accomplish tasks as described in the project scope
4. Proposed schedule and approach to perform proposed services in a timely manner

Upon completion of ranking qualifications packages, the town, in consultation with the project team will negotiate with the top-ranked firm for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required. If negotiations with the top ranked firm are unsuccessful, the town will contact the second ranked firm and proceed with contract negotiations with that firm, and so on until a formal contract is executed, or the list of qualified applicants is exhausted.

**VI. REQUEST FOR QUALIFICATIONS (RFQ) INQUIRIES**

The Town of Effingham will not respond to telephone inquiries about the RFQ. Questions concerning this RFQ must be submitted via email to the town at: [townofeffingham@effinghamnh.net](mailto:townofeffingham@effinghamnh.net)

Questions must be submitted by 5:00pm ET on April 1, 2020, and must have the Subject Line: "Province Lake Drainage Improvements Analysis for Bailey Road RFQ". If you have a question about the RFQ, please follow this procedure so as to ensure consistency of answers. Any information obtained by speaking one-on-one with a project partner is not considered an official response for the purposes of this process.

A digest version of all questions and answers will be emailed to everyone that submits a question. Additional persons wishing to receive the digest version of all questions and answers should request a copy via email by contacting [townofeffingham@effinghamnh.net](mailto:townofeffingham@effinghamnh.net) (Subject: " Province Lake Drainage Improvements Analysis for Bailey Road RFQ Digest Request"). The town shall distribute the Q&A Digest by April 3, 2020

**VII. TIME LINE**

March 26, 2020	RFQ Release
April 1, 2020	Deadline for submittal of questions on RFQ (5:00pm ET)
April 3, 2020	Q&A Digest emailed to those requesting a copy
April 9, 2020	Deadline for receipt of RFQ proposals (5:00pm ET)
April 24, 2020	Final selection of contractor and notification (anticipated) to all firms

**VIII. DISCLAIMER**

This RFQ does not commit the Town of Effingham to award a contract or pay any costs incurred during the preparation of the qualifications package. The Town of Effingham reserves the right to reject any or all of the qualifications submittals for completing this work for any reason allowable by law. The Town of Effingham also reserves the right to eliminate the need for the selected firm to complete one or more tasks, pending the outcome of preceding related tasks or issues. Any award of a contract for this project is contingent upon the availability of or continued appropriation of funding to support the project.

**IX. REQUIREMENTS**

The contract award is contingent upon conformance with all applicable rules and regulations of the State of New Hampshire. Funding for the project detailed in this solicitation is provided in part with Federal grant loan funds obtained through an agreement with the State of New Hampshire Department of Environmental Services. Recipients of these loans and their subcontractors are required to meet certain contract requirements including the federal requirements detailed in Title 40 of the Code of Federal Regulations (CFR) parts 7, 12, 30, 33, 34, 36, and additional regulations referenced therein.

## **ATTACHMENT I - SCOPE OF WORK GUIDANCE**

### **REQUEST FOR QUALIFICATIONS FOR THE PROVINCE LAKE DRAINAGE IMPROVEMENTS ANALYSIS FOR BAILEY ROAD**

#### **BACKGROUND**

The Town of Effingham seeks to study and plan culvert and road improvements for Bailey Road, a public road maintained by the town of Effingham. Currently, two undersized and deteriorating culverts located on Bailey Road restrict flow and impede aquatic organism passage at the outlet of Province Lake (Figure 1.). In addition to being undersized, the culverts are in disrepair – one is partially collapsed, the other is deteriorating, and both are partially filled with sediment. The headwalls surrounding the culverts are crumbling and a sinkhole is forming at the upstream headwall on the road’s surface. Erosion from unmanaged stormwater exacerbates conditions at the site. The town views this project as a priority to alleviate local flooding at the lake outlet, improve aging and inadequate infrastructure, and address potential water quality concerns for Province Lake.

Over the past ten years, there has been an increased prevalence of documented cyanobacteria blooms in Province Lake. While cyanobacteria are naturally occurring in lakes, their abundance can increase as lake nutrients increase. Phosphorus is the limiting nutrient for algal growth in freshwater systems. As phosphorus levels increase, algal bloom frequency can increase as well. Several concerns associated with the Bailey Road culverts including erosion, sedimentation, and the potential for reduced lake flushing rates may contribute to conditions that potentially make more phosphorus available for uptake. A watershed management plan was developed to identify actions to reduce phosphorus loading to Province Lake. The Province Lake Drainage Improvements Analysis for Bailey Road project will implement actions in described in the Province Lake Watershed Management Plan to address road infrastructure to improve water quality (<https://www.des.nh.gov/organization/divisions/water/wmb/was/documents/province-lake-plan.pdf>).

The culverts, as currently installed, create concerns for Province Lake and the Town of Effingham including:

- Structural impacts to the road, bridge, and culverts related to aging infrastructure
- Reduced sediment transport at the lake outlet
- Restricted aquatic organism passage
- Potential impacts to lake flushing due to backwatering
- Sedimentation from stormwater erosion
- Localized flooding due to undersized culverts

In summary, the Bailey Road culverts impede flow at the outlet of Province Lake and are in a current state of disrepair. This project seeks to identify alternatives to address ecological and public infrastructure concerns related to the culverts.

## **PROJECT APPROACH AND SCOPE OF WORK DEVELOPMENT**

The Province Lake Drainage Improvements Analysis for Bailey Road project will provide information to help the Town of Effingham better understand current conditions at the site and evaluate potential infrastructure improvements. The project approach and scope of work shall include tasks to evaluate the stated concerns and provide information for the development of deliverables described below. Core tasks for the project to include:

- An evaluation of the existing infrastructure relative to public infrastructure concerns to include the general condition of the structure, stormwater impacts at the site, and other related concerns
- An assessment of potential impacts of the existing structure relative to flooding, aquatic organism passage, and sediment transport
- A hydraulic and hydrologic analysis of the culverts to provide better understanding of flow regimes at the site, and to offer a better understanding of the relationship of this infrastructure to the lake

The main deliverables for this project will include:

- An Alternatives Analysis Report describing potential alternatives for improvements/replacement of the current infrastructure including a description of how the alternatives would address the stated concerns
- Development of conceptual designs and costs for up to three alternatives

The town will utilize the project deliverables to select a cost effective option to address issues of concern at the site and to seek future funding for the improvements.

Figure 1. Province Lake Outlet, Bailey Road Culverts – Site Map

