

# **REQUEST FOR QUALIFICATIONS**

LAKE WENTWORTH/CRESCENT LAKE WATERSHED  
MANAGEMENT PLAN IMPLEMENTATION:  
*PHASE IV: STORMWATER BEST MANAGEMENT PRACTICES*

TOWN OF WOLFEBORO  
AND  
WENTWORTH WATERSHED ASSOCIATION

**April 10<sup>th</sup>, 2020**

Matthew Sullivan  
Director of Planning and Development  
P.O. Box 629  
Wolfboro, NH 03894  
Telephone: (603) 569-5970

## Introduction:

The Town of Wolfeboro has prepared this Request for Qualifications (RFQ) in cooperation with the Wentworth Watershed Association, and New Hampshire Department of Environmental Services (NHDES) to solicit submittals from contractors qualified to provide the deliverables requested in the following proposed scope of services.

The full text of and materials associated with that proposal can be viewed here:

### [Application Materials](#)

Access to the Harvey Brook Roadside site is public. Access to the Fern Avenue site has been granted by the property owners. Access to the site at Camp Birchmont can be granted at the request of the consultant to the Town.

Conceptual designs and photographs of both sites are available here via download or can be provided via request:

### [Harvey Brook Roadside](#)

### [Fern Avenue and Camp Birchmont Lakeside](#)

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.

## Selection Procedure:

1. Consultants are required to submit one (1) electronic copy as a PDF of their qualifications package. PDF documents shall be e-mailed directly to the Town of Wolfeboro. The package shall include:
  - A. Technical Proposal, not to exceed ten (10) typed, single-spaced pages.
  - B. Statement of Qualifications and directly relevant work experience, not to exceed seven (7) pages. The consultant shall clearly identify a primary contact for their proposal and clearly provide that person's phone number and email address.
  - C. List of references who may be contacted about the consultant's qualifications and work experience, not to exceed one (1) page.
  - D. Curriculum vitae or resumes for project team members, not to exceed two (2) pages per team member.
  - E. Current contact information for, and identification of, the lead individual within the candidate firm that includes a valid email address.
  - F. A proposed project schedule **with a grant closing date of December 31<sup>st</sup>, 2021.**
2. The selection team will evaluate the qualification packages based on the following criteria:
  - A. Experience with implementation of watershed restoration plans,

- B. Experience with stormwater Best Management Practice (BMP) design and installation,
  - C. Experience with development of Quality Assurance Project Plans and Site Specific Project Plans as required by the U.S. Environmental Protection Agency (EPA), and NHDES,
  - D. Demonstrated success at modeling/documenting pollutant load reductions,
  - E. Knowledge of the local, state and federal permits and authorizations required for stormwater BMP implementation projects in New Hampshire,
  - F. Demonstration of successful cooperation with local, state and federal agencies, project stakeholders, and the public on a watershed scale,
  - G. Demonstration of strong meeting facilitation skills and a proven record of successful education and outreach efforts at the watershed scale that generated measurable, behavioral changes in stakeholder actions relative to stormwater and nonpoint source pollution management,
  - H. Clarity and presentation of qualifications package
3. The selection team will determine the top finalists based upon a predetermined review and ranking process. These firms will be asked to interview with the selection team. Those firms invited to interview will ensure that the anticipated project managers for this project be present during the interview.
  4. The selection team will rank the interviewed consultants according to a predetermined ranking system. After the ranking is complete, the highest-ranking firm will be invited to develop a detailed scope of services and to negotiate conditions of the contract with the Town of Wolfeboro, including a fair and equitable fee. The Town of Wolfeboro will proceed with contract negotiations with that firm. If negotiations are unsuccessful, the Town of Wolfeboro will contact the second ranked consultant and proceed with contract negotiations with that firm, and so on until a formal contract is executed.

**Acceptance or Rejection of Responses:**

The contract may be awarded to the Consultant that most closely satisfies the needs of the Town and is deemed to be the most advantageous to the Town. The Town reserves the right to accept or reject any item or group of items in a response.

The Town also reserves the right to waive any informality or irregularity in any response.

Additionally, the Town may, for any reason legally allowed, decide not to award an agreement as a result of this RFQ.

Non-acceptance of any response shall not imply that the proposal was deficient.

**Questions and Due Date:**

Town of Wolfeboro staff will not respond to telephone questions about the RFQ. Questions concerning this RFQ must be received in writing to the Town of Wolfeboro (see mailing address below) by 4:00 p.m. on May 8<sup>th</sup>, 2020. All questions and answers will be posted to the Town of Wolfeboro’s Planning Department RFQ page.

Each consultant shall submit one electronic copy in PDF version via e-mail and five (5) print copies by 3:00 pm on May 15<sup>th</sup>, 2020. Proposals shall be presented in 8 ½" x 11" format to:

Matt Sullivan, Director of Planning and Development  
Town of Wolfeboro  
PO Box 629  
Wolfeboro, NH 03894  
planningdirector@wolfeboronh.us

Proposals received after this deadline shall not be considered. The cost of preparing and submitting a response is the sole responsibility of the Consultant and shall not be chargeable in any manner to the Town. The Town will not reimburse any Consultant for any costs associated with the preparation and submission of a response or expense incurred in making a presentation, participation in an interview, or negotiating a contract with the Town.

All submissions or components thereof become property of Town.

## **SCOPE OF WORK:**

The selected consultant will implement specific tasks included in the Lake Wentworth/Crescent Lake Watershed Management Plan in Wolfeboro, NH. The selected consultant will work closely with the Town of Wolfeboro, the Wentworth Watershed Association, NHDES and other project stakeholders to implement surface water quality restoration tasks within the Lake Wentworth/Crescent Lake watershed.

More specifically, the consultant will perform the tasks as described in the detailed proposal titled Lake Wentworth/Crescent Lake Watershed Management Plan Implementation Phase IV: Stormwater Management Best Practices. The list of tasks presented in the Watershed Assistance Grant (Section 319 of the Clean Water Act) proposal has been incorporated into a Grant Agreement between the Town of Wolfeboro and NHDES.

### ▪ **Camp Birchmont Lakeside**

The open, steeply sloped lakeside area of Camp Birchmont presents one of the most visible areas of concern for Lake Wentworth and Crescent Lake. In Appendix E of the 2012 WMP, a number of lakeside areas at the camp (identified as numbers 90, 91, and 92 in the table "Prioritization of Potential BMP Locations") are called out. As part of the Phase 3 implementation of the WMP, the camp was identified as a site for inclusion in the next implementation round, and a fresh look at the area resulted in the formulation of an updated comprehensive set of BMPs to address the entire developed shoreline area. With the site's inclusion in this Phase 4 implementation, work at Camp Birchmont is proposed to:

- a) Redirect stormwater away from a parking area and boat ramp into an infiltration area and then into a wooded area;
  - b) Address erosion from an existing beach through implementation of a perched beach to capture eroding material before it reaches the shoreline;
- and

c) Install two to three rain gardens above the beach to capture stormwater before it reaches the beach and boat ramp areas.

▪ **Fern Avenue/Fernald Crossing Lakeside**

BMPs near the intersection of Fern Avenue and Fernald Crossing would involve stabilization of a heavily traveled turnaround with an underground geogrid material, grading away from the nearby beach towards a proposed rain garden area to infiltrate stormwater, installation of two proposed catch basins to capture runoff. These catch basins would be piped into infiltration trenches that lead to plunge pools to capture sediment. The roadway intersection would be regraded to drain to those catch basins. A rain garden is proposed near the beach turnaround. This site is identified as number 37 in the table "Prioritization of Potential BMP Locations" in Appendix E of the 2012 WMP.

▪ **Harvey Brook Roadside**

Along Route 28, the use of riprap, vegetated swales, and culverts is one potential method to intercept and infiltrate stormwater before it runs directly into Harvey Brook. This location is identified as number 43 in the table "Prioritization of Potential BMP Locations" in Appendix E of the 2012 WMP.

The scope of work, objectives, and list of tasks to be completed by the selected consultant are listed below.

**Project Task 1 – Reserved for Town of Wolfeboro (Tasks 1-4)**

**Project Task 2 - Prepare Site Specific Project Plan (SSPP) (Tasks 5-6)**

- The selected consultant will prepare a Site Specific Project Plan (SSPP) for monitoring activities designed to measure baseline surface water quality and to determine the effectiveness of stormwater Best Management Practices (BMPs) installed. The majority of the monitoring will be aligned with the University of New Hampshire Lakes Lay Monitoring Program (LLMP) and their existing, programmatic QAPP on file with NHDES. Additional data manipulation will include the selection and execution of pollutant load reduction models to evaluate the efficiency of installed BMPs. Output from those models will be reported to NHDES by the Town of Wolfeboro after each BMP is installed.
- Incorporate edits from NHDES into draft and submit final document for NHDES and EPA approval.

**Project Task 3 - Complete detailed design for Camp Birchmont property BMPs (Tasks 7-10)**

- Coordinate a meeting with Camp Birchmont staff prior to the design development process. The consultant will look for appropriate opportunities to engage the camp staff and/or campers in monitoring, construction, planting or post construction maintenance.
- Review existing design concepts and examine suitability of design concepts for construction before providing summary report for review by Town and NHDES.
- Ongoing coordination with Camp Birchmont staff during design development and revision.
- Develop final design concepts.
- Complete detailed construction designs, calculations, and projected costs, and submit to the Town of Wolfeboro and NHDES for approval.

- Make any modifications to detail designs requested by Town of Wolfeboro and NHDES, and resubmit the final approved designs.

**Project Task 4 - Secure all necessary permits and surveys to generate construction-ready plans for Camp Birchmont property BMPs (Tasks 11-13)**

- Prepare plans for an Easement associated with implementation and maintenance BMPs, if necessary. Obtain documented easement.
- Conduct pre-permitting with NHDES.
- Define all required State and Town permits, and submit application forms.
- Obtain required permits from all applicable jurisdictions.
- Complete required surveys and develop plans required for bidding process and construction.

**Project Task 5 - Construction Phase for Camp Birchmont property BMPs (Tasks 14-17)**

- Develop a Request for Bids for construction contractors. Bid process will follow a State and Federally approved procurement process. All documents must be approved by NHDES prior to publication. Conduct pre-bid site walk with contractors.
- Issue Request for Bids (RFB) and complete process to select construction firm. Draft contract agreement between the contractor and Town for the Scope of Work.
- Submit draft contract to NHDES for approval, and then execute the contract agreement between the selected construction contractor and Town of Wolfeboro.
- Coordinate with the contractor to implement construction of the BMPs per the detailed designs and contract agreement, and complete pollutants controlled report and construction close-out memo for delivery to NHDES.
- Develop Operations and Maintenance Plan for BMP and deliver to Town and Camp Birchmont.

**Project Task 6 - Complete detailed design for Route 28/109 at Harvey Brook BMPs (Tasks 18-21)**

- Review design concepts outlined in the RFQ and develop a report for the Town.
- Coordinate final design concept development between the Town, NHDOT (as applicable), and NHDES.
- Coordinate with Town and NHDES to complete detailed construction designs, calculations, and projected costs, and submit to the Town and NHDES for approval.

**Project Task 7 - Obtain all necessary permits and surveys for Route 28/109 at Harvey Brook BMPs (Tasks 22-24)**

- Prepare plans for an Easement associated with implementation and maintenance BMPs, if needed. Obtain documented easement.
- Define all required State and Town permits, and submit application forms. Obtain required permits
- Complete required surveys and develop plans required for bidding process and construction.

**Project Task 8 - Construction Phase for Route 28/109 at Harvey Brook BMPs (Tasks 25-28)**

- Develop a Request for Bids for construction contractors. Bid process will follow a State and Federally approved procurement process. All documents must be approved by NHDES prior to publication. Conduct pre-bid site walk with contractors.
- Issue Request for Bids (RFB) and complete process to select construction firm. Draft contract agreement between the contractor and Town for the Scope of Work.
- Submit draft contract to NHDES for approval, and then execute the contract agreement between the selected construction contractor and Town of Wolfeboro.

- Coordinate with the contractor to implement construction of the BMPs per the detailed designs and contract agreement, and complete pollutants controlled report and construction close-out memo for delivery to NHDES.
- Develop Operations and Maintenance Plan for BMP and deliver to Town.

**Project Task 9 - Complete detailed design for Fern Ave BMPs (Tasks 29-32)**

- Review design concepts outlined in the RFO and develop a report for the Town.
- Coordinate final design concept development between the Town, NHDOT (as applicable), and NHDES.
- Coordinate with Town and NHDES to complete detailed construction designs, calculations, and projected costs, and submit to the Town and NHDES for approval.

**Project Task 10 - Obtain all necessary permits and surveys for Fern Ave BMPs (Tasks 33-35)**

- Prepare plans for an Easement associated with implementation and maintenance BMPs, if needed. Obtain documented easement.
- Define all required State and Town permits, and submit application forms. Obtain required permits
- Complete required surveys and develop plans required for bidding process and construction.

**Project Task 11 - Construction Phase for Fern Ave BMPs (Tasks 36-39)**

- Develop a Request for Bids for construction contractors. Bid process will follow a State and Federally approved procurement process. All documents must be approved by NHDES prior to publication. Conduct pre-bid site walk with contractors.
- Issue Request for Bids (RFB) and complete process to select construction firm. Draft contract agreement between the contractor and Town for the Scope of Work.
- Submit draft contract to NHDES for approval, and then execute the contract agreement between the selected construction contractor and Town of Wolfeboro.
- Coordinate with the contractor to implement construction of the BMPs per the detailed designs and contract agreement, and complete pollutants controlled report and construction close-out memo for delivery to NHDES.
- Develop Operations and Maintenance Plan for BMP and deliver to Town.

**Project Task 12 - BMP design (Tasks 40-41)**

Based upon BMP recommendations identified in 2012 Watershed Management Plan:

- Work with the Town of Wolfeboro and the Wentworth Watershed Association to select four (4) medium to high priority BMP sites for preliminary design for NHDES review and approval.
- Complete conceptual designs and cost estimates for above BMP sites for NHDES review and approval. Content and format of conceptual designs should mirror the examples in Appendix F and Appendix G of the Lake Wentworth and Crescent Lake Watershed Management Plan (2012)“

**Project Task 13 - Outreach and education (EPA element e) (Tasks 42-44)**

- Collaborate with the Town and Wentworth Watershed Association to provide related educational material to support an outreach and education program that will be coordinated by the WWA.
- Present BMP information at one (1) public meeting of local stakeholders.

**Project Task 14 - Semi-annual, Pollutants Controlled Reports and final grant report to NHDES (Tasks 45-46)**

- Submit electronic semi-annual reports documenting all work performed on the project at the end of October and April each year during the life of the project. The semi-annual reports will include a Pollutants Controlled Report within one month of when structural BMPs have been implemented during the reporting period.
- Submit a comprehensive final report in both electronic and hard-copy to NHDES on or before the project completion date. The final report shall include load reduction estimates, photo documentation of installed BMP system components, and comply with the NHDES and EPA requirements found in the final report guidance document on the NHDES Watershed Assistance Section webpage.

**Examination of Proposed Materials:**

The submission of a response shall be deemed a representation and warranty by the Consultant that it has investigated all aspects of the RFQ, that it is aware of the applicable facts pertaining to the RFQ process and its procedures and requirements, and that it has read and understands the RFQ.

No requests for modification in the provisions of the response shall be considered after its submission on the grounds that the Consultant was not fully informed as to any fact or condition.

**Town's Use of Material:**

All material submitted shall become the property of the Town, unless it is clearly marked as proprietary information. The Town reserves the right to use any ideas presented in the submission, without compensation paid to the Consultant.

**Insurance Requirements:**

The selected Consultant shall procure and maintain, for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the Consultant, its agents, representatives, or employees. Proof and coverage amounts of such insurance, in the form of a Certificate of Insurance, which names the Town of Wolfeboro as an Additional Insured, shall be received and approved by the Town prior to execution of the contract.

**Hold Harmless:**

The selected Consultant shall indemnify and hold harmless the Town and its officers, officials, employees and agents from and against all claims, damages, losses and expenses including attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Consultant, their officers, employees, agents, representatives or subcontractors, except where caused by the active negligence, sole negligence, or willful misconduct on the part of the Town of Wolfeboro.

**Available Resources:**

NHDES Watershed Assistance Section Pollutants Controlled Reports  
<https://www.des.nh.gov/organization/divisions/water/wmb/was/documents/nhdes-w-07-038.docx>

NHDES Quality Assurance Project Plan Guidance and Timeline Example

<http://des.nh.gov/organization/divisions/water/wmb/was/qapp/index.htm>

NHDES Outreach Guidance for Watershed Assistance and Restoration Grant Projects

[http://des.nh.gov/organization/divisions/water/wmb/was/documents/grant\\_outreach\\_guidance.pdf](http://des.nh.gov/organization/divisions/water/wmb/was/documents/grant_outreach_guidance.pdf)

The Lake Wentworth and Crescent Lake, Watershed Management Plan, Carroll County, New Hampshire (FB Environmental), December 2012

<https://www.des.nh.gov/organization/divisions/water/wmb/was/documents/lake-wentworth-crescent-lake-wolfe.pdf>