**Messer Pond Protective Association**

**Request for Qualifications for Engineering Services**

**Messer Pond Watershed-based Implementation Plan**

**Forest Acres Road Runoff: BMP Maintenance**

**New London, NH**

**Posted date: March 29, 2021 Due Date: April 23, 2021 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 to conduct an inspection of the current stormwater management structures on Forest Acres Road in New London, New Hampshire to assess their effectiveness to mitigate nutrient loading from stormwater runoff and develop plans to improve the overall stormwater management capability along the entire road. 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/BMP3n7%20SOQ%20Supporting%20Documentation%20Page.htm). 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 will be 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: [NHDES Watershed Assistance Grant Documentation](http://www.messerpond.org/Watershed/BMP3n7%20SOQ%20Supporting%20Documentation%20Page.htm).

**PROJECT DESCRIPTION:**

As part of the development of the Plan, a field watershed survey was conducted for the Messer Pond watershed to identify potential stormwater quality improvement sites that could reduce the loading of phosphorus and sediment to the pond.  That effort identified several “settling basins” and “rocked swales” on Forest Acres Road in need of repair or maintenance. The findings were documented in the Plan in Section 8 - Best Management Practices – “Site 2:  Forest Acres Road Runoff BMP Maintenance”.

To better define this effort, a survey of Forest Acres Road was done on July 17, 2019 as part of a Watershed Assistance Grant (RI-17-M-10). This effort identified the need to install or repair a total of 15 erosion mitigation practices along the roadside.

Based on the information from both surveys; the objective of this effort will be to:

* Reinspect Forest Acres Road to determine the status of the sites identified in the July 17, 2019 survey
* Develop a list of recommendations to improve the overall storm water management on the road
* Review the proposed improvements with the MPPA to determine feasibility to implement between 9 and 15 of the recommendations
* Develop project design sheets for the selected improvements

**SITE DESCRIPTION:**

Forest Acres Road is the only dirt road bordering Messer Pond. It runs adjacent to residential homes located along the southern shoreline of the pond.   Forest Acres Road is subject to sediment erosion following storm events, typical of most dirt roads.  Several streams adjacent to the road receive flow from I‐89 and their watersheds, and pass under Forest Acres Road via culverts and flow into Messer Pond.

In order to prevent eroded road sediments and road sands/salts applied during the winter from entering the streams, the town has dug holes in the road shoulder on the up-gradient sides of each stream essentially creating small ‘settling basins’.

In addition to these settling basins a series of catch basins exist along the southern shoulder of Forest Acres Road.  Slightly different from typical catch basins, these basins are constructed of solid concrete with a closed top but allow flow to enter the basins from the side of the basin, from the adjacent road swales.  The discharge from these structures is also via culverts that pass under the road and typically empty to vegetative areas that slope to the pond.

Photographs of these areas are available at: [Site Maps](http://www.messerpond.org/Watershed/BMP3n7%20SOQ%20Supporting%20Documentation%20Page.htm).

**RESULTS TO BE ACHIEVED FROM THIS PROJECT:**

1. A list of 9 to 15 possible Best Management Practices (BMPs) that could be implemented to reduce nutrient loading from storm water runoff on Forest Acres Road.
2. The MPPA and the New London Department of Public Works (NLDPW) is provided a review of the feasibility and effectiveness of each proposed BMP.
3. Project design sheets for 9 to 15 BMPs are provided to the MPPA, who will coordinate with NLDPW to implement the proposed improvements.

**SCOPE OF REQUIRED SERVICES:**

1. Reinspect Forest Acres Road to determine the condition of the sites found in the July 17, 2019 survey, as well as identify other potential locations that now require repair or replacement.
2. Develop recommendations of possible Best Management Practices (BMPs) that could be implemented to reduce nutrient loading from storm water runoff at between 9 to 15 locations.
3. Each proposed BMP will be documented on project sheets as to the:
4. Location and details about the site
5. Cost to repair or install
6. Time to implement the repair or installation
7. Effectiveness at mitigating nutrient and sediment loading using the methods specified by the project’s [SSPP](http://www.messerpond.org/Watershed/BMP3n7%20SOQ%20Supporting%20Documentation%20Page.htm)
8. Ongoing recommended maintenance schedules and costs
9. Review of all proposed BMPs on site with the MPPA and NLDPW to determine feasibility to implement between 9 and 15 of the recommendations.
10. Finalize the project sheets with material lists and design details following the review with the MPPA and NLDPW.
11. Development of Operations and Maintenance (O&M) plan to preserve the integrity of the BMPs.
12. Calculate estimated pollutant load reductions for sediment, phosphorus and nitrogen to be achieved by the designs in accordance with NHDES approved methods.
13. 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. It is expected that items 1 – 5 in the Scope of Required Services will be completed by June 30, 2021 to allow for construction to occur during the summer of 2021. Construction is anticipated to last 2 – 4 days. The remainder of the work specified in the Scope of Required Services must be completed within a month of the end of construction.
2. Given that the construction of this design will be done on or near state and town road right of ways and wetlands, it is expected that the firm will consult with the NLDPW, NHDOT and NHDES 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, conducting a watershed survey, 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](mailto:johndoyle@messerpond.org) no later than **Friday April 23, 2021**.

**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 16, 2021**. 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 20, 2021** to all firms on the response list.