

**REQUEST FOR QUALIFICATIONS FOR TECHNICAL SERVICES**  
**ASHUELOT RIVER CORRIDOR PLAN UPDATE**

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**Date of Issue:** February 14, 2022  
**Deadline:** March 18, 2022 at 5:00 p.m. (EST)

**Introduction**

Southwest Region Planning Commission (SWRPC) has prepared this Request for Qualifications (RFQ) to solicit submittals from individuals/consulting firms to perform technical assistance visits to selected project sites and generate detailed conceptual design plans, calculations and projected costs as described in the Scope of Work.

The current Ashuelot River Corridor Plan was last updated in 2006. Since that time, the effects of climate change have impacted the watershed with more frequent storm events of greater magnitude causing erosion and flooding in various reaches of the river. This project will provide an update to that plan. It will include an updated assessment of the condition of the land and uses in the river corridor with a focus on climate change, storm water run-off and water quality. To help meet the data collection needs, a survey tool was developed and used to assess the river corridor which will help to identify areas to include in the action plan.

The updated river corridor Plan will identify those areas that should be given consideration for remediation and implementation. The Plan will also assist by providing the basis for seeking implementation funding through multiple sources such as FEMA's Hazard Mitigation Planning Grant program, NHDES Watershed Assistance grants (EPA 319), Clean Water State Revolving Fund, NH Conservation License Plate Grant program, and others.

**Scope of Work**

The selected consultant will complete tasks to assist SWRPC in the update of the Ashuelot River Corridor Plan. The tasks to be completed by the consultant represent a small portion of the overall project. The consultant will work collaboratively with SWRPC by providing technical services to complete tasks, or portions of tasks associated with this project. Following is a generalized description of the tasks that are to be completed by the consultant.

1. Participate in a meeting(s) involving work group members and project partners to identify 5 - 10 priority areas for potential implementation projects.

2. Develop options, including cost estimates, for ways to lessen erosion into the Ashuelot River at the meandering S-curves near the campground road in Swanzey.
3. Serve as a resource to SWRPC in providing content for inclusion in the draft of the Ashuelot River Corridor Management Plan Update regarding potential project sites.

### **Project Schedule**

Qualifications packages should include a generalized schedule for conducting and completing the activities described in the Scope of Work. It is expected that work on this project will be completed by September 2022.

### **Required Qualification Submissions**

Qualification packages shall include the following components as described below.

1. Name, address, brief history, and description of the firm.
2. Description of the project team, including project team organization, team member resumes, special qualifications or certifications, and their anticipated level of involvement in the project as described in the Scope of Work.
3. Related projects, areas of expertise, and experience:
  - a. Include a description of other projects the individual/firm has done that are similar in nature to this one.
  - b. Provide a list of references including names, titles and contact information.
4. Description of the individual/firm's approach to performing the tasks detailed in the Scope of Work, including a timeline and discussion of the relative effort anticipated to be expended on 1, 2 and 3 in the above Scope of Work.

Responses should demonstrate and document that the individual/firm has the professional experience to proceed with the work tasks as described in the Scope of Work in this RFQ. A complete and timely submittal as described in this RFQ is required for consideration.

### **Selection Criteria**

Selection will be based on an assessment of the submittal meeting the following criteria.

1. Experience of the Project Team
  - a. Overall experience directly related to identifying structural and non-structural BMPs for erosion and other issues within river corridors that may negatively impact the water quality.
  - b. Demonstrated ability to provide the level of effort and cost estimate to implement those BMPs.
  - c. Ability to complete work within the available budget and schedule (do not provide a cost estimate at this time).

2. Project Personnel
  - a. Principal team members' roles and participation levels, availability, qualifications, and experience.
3. Project Approach
  - a. Demonstrated an understanding of the scope of work, project schedule and expected deliverables outlined in the RFQ.

After the qualifications-based ranking and selection process is complete, SWRPC will request from the highest ranked consultant a task-based cost proposal. SWRPC will proceed with contract negotiations with that consultant. If the parties cannot come to terms, SWRPC will request from the second ranked consultant a task-based cost proposal and follow the same procedure, working with each of the next ranked qualified candidate(s) until a contract has been successfully negotiated.

### **Acceptance or Rejection of Responses**

The contract may be awarded to the applicant that most closely satisfies the needs of SWRPC and is deemed to be the most advantageous to the project. SWRPC reserves the right to accept or reject any item or group of items in a response. Additionally, SWRPC may, for any reason, decide not to award a contract as a result of this RFQ. Non-acceptance of any response shall not imply that the proposal was deficient.

SWRPC will not reimburse any applicant for any costs associated with the preparation and submission of a response to this RFQ or expense incurred in making a presentation, participation in an interview, or negotiating a contract with SWRPC.

SWRPC reserves the right to reject any or all submittals while adhering to applicable laws. To participate in the project and receive payment, the selected applicant will be required to enter into a contract which stipulates that the consultant is eligible to receive federal funding, and certifies compliance with state and federal rules related to grant funded projects.

### **Questions and Due Dates**

Neither SWRPC nor NHDES will respond to telephone questions about this RFQ. Any questions about this RFQ raised by an individual/firm will be answered in a summary digest. The summary digest will be provided to those who contact SWRPC 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 digest is February 28, 2022. E-mail Lisa Murphy of SWRPC at [lmurphy@swrpc.org](mailto:lmurphy@swrpc.org) to ask a question or to be put on the e-mail list to receive the summary digest. The summary digest will be provided via e-mail on March 4, 2022 to all applicants on the response list.

**Each applicant shall submit their RFQ response by e-mail in pdf format to Lisa Murphy, Senior Planner at [lmurphy@swrpc.org](mailto:lmurphy@swrpc.org) by 5:00 p.m. EST on March 18, 2022. Proposals received after this deadline shall not be considered.**

## **Timeline**

February 14, 2022	Request for Qualifications release
February 28, 2022	Deadline for submittal of questions on this RFQ or requests to see the summary digest (5:00 p.m.)
March 4, 2022	Responses to questions submitted for the summary digest distributed to applicants
March 18, 2022	Deadline for receipt of qualification packages to this RFQ (5:00 p.m.)
April 2022	Anticipated selection of individual/firm. SWRPC reserves the right to conduct interviews with select consultants as part of the selection process. The decision to conduct interviews and other factors may affect the timeline.

## **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 applicant was not fully informed as to any fact or condition.

## **SWRPC's Use of Material**

All material submitted shall become the property of SWRPC, unless it is clearly marked as proprietary information. SWRPC reserves the right to use any ideas presented in submissions to this RFQ, without compensation paid to the applicant.

## **Insurance Requirements**

The selected applicant 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 applicant, its agents, representatives, or employees. Proof and coverage amount of such insurance, in the form of a Certificate of Insurance, which names SWRPC as an Additional Insured, shall be received and approved by SWRPC prior to execution of any contract for services.

## **Additional Requirements**

Funding for the project detailed in this solicitation is provided in part with Federal EPA Section 604(b) grant funds obtained through an agreement with the 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 the use of federal grant funds.