

REQUEST FOR QUALIFICATIONS

Spofford Lake Watershed Management Plan Implementation Phase II: Public Boat Launch and Shoreline BMPs



Photo courtesy of Spofford Lake Association

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Introduction:

This project represents Phase II of the Spofford Lake Watershed Implementation project and will continue the work that began in Phase I. The Spofford Lake Watershed Management Plan (WMP) identified stormwater runoff from the watershed as the highest source of nutrient load to the lake at 50%. Areas of high concern for nutrient-laden stormwater runoff include the direct shoreline area which includes the boat launch and parking lot area. The project involves Southwest Region Planning Commission (SWRPC), in partnership with a range of stakeholders, implementing stormwater controls on one of the 16 watershed survey sites (a public boat launch area) and three priority shoreline survey sites. Treating these sites will reduce phosphorus loading to the lake by an estimated 4.1 kg/yr, meeting 22% of the 19 kg/yr reduction target set by Objective 2 in the WMP.

SWRPC has prepared this Request for Qualifications (RFQ) to solicit statements of qualification from contractors to provide the deliverables requested in the project scope of work.

Selection Procedure:

1. Applicants are required to submit one (1) electronic copy in a pdf format of their qualifications package. Documents should be emailed to Lisa Murphy at lmurphy@swrpc.org. The submittal shall include:
 - a. Statement of qualifications and directly relevant work experience as related to the specific types of problems and best management practices described in this RFQ's Scope of Work, not to exceed ten (10) pages.
 - b. The applicant 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 applicant'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. A proposed project schedule.
2. A review team will evaluate the qualification packages based on the following criteria:
 - a. Experience with stormwater BMP design and installation, including experience with boat ramps and associated parking lots and small-scale homeowner projects.
 - b. 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.
 - c. Demonstrated success at modeling and documenting pollutant load reductions.
 - d. Knowledge of the local, state and federal permits and authorizations required for stormwater BMP implementation projects, including state/federal permits necessary to construct boat ramps, in New Hampshire.
 - e. Demonstration of successful cooperation with local, State and Federal agencies, project stakeholders, and the public on a watershed scale.
3. The review team will rank each applicant's qualifications for this project based upon the specific criteria identified in item 2 above. The review team reserves the right to request interviews with any or all applicants to further inform the selection process as it sees fit. After the ranking is complete, the highest-ranked applicant will be invited to develop a detailed scope of services and to negotiate conditions of a contract for services with SWRPC, including a fair and equitable fee.

If negotiations are unsuccessful, SWRPC will contact the second ranked applicant and proceed with contract negotiations with that entity, and so on until a formal contract is agreed to, or the list of qualified applicants is exhausted (subject to conditions listed below).

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.

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 contractor 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 directly respond to telephone or email 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 March 7, 2022. Please e-mail Lisa Murphy of SWRPC at 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 14, 2022 to all applicants on the response list.

Each applicant shall submit their RFQ response in pdf format to Lisa Murphy, Senior Planner at lmurphy@swrpc.org by 5:00 p.m. EST on March 21, 2021. Proposals received after this deadline shall not be considered.

Time line:

February 14, 2022	Request for Qualifications release
March 7, 2022	Deadline for submittal of questions on this RFQ (5:00 p.m.)
March 14, 2022	Questions and answers summary digest distributed to applicants
March 21, 2022	Deadline for receipt of qualification packages to this RFQ (5:00 p.m.)
April 2022	Anticipated final selection of engineering firm and notification to all firms. SWRPC reserves the right to conduct interviews with selected applicants. The decision to conduct interviews and other factors may affect the specified time line.

SCOPE OF WORK:

Objective 1: SWRPC project management. This is a task for SWRPC only and has been included here to retain Objective numbering consistency across project agreements/documents.

Objective 2: Develop a Site-Specific Project Plan (SSPP) under the New Hampshire Department of Environmental Services Nonpoint Source Management Program Quality Assurance Program Plan RFA# 20097. The SSPP will cover pollutant load reduction modeling for the designed Best Management Practices (BMPs)

- Complete draft SSPP and submit to SWRPC for review.
- Complete final SSPP incorporating responses to any NHDES comments and submit the final version to SWRPC.

Objective 3: Develop draft and final Technical Assistance (TA) Reports for BMP implementation at project sites.

- Conduct technical site visits. Technical site visits will include a discussion of observed stormwater issues with landowners and collection of field data on the magnitude and source(s) of the stormwater issues for use in calculating material cost and pollutant load reduction estimates.
- Complete draft conceptual BMP designs including specific materials and cost estimates required to implement the BMP.
- Incorporate review comments to prepare the final BMP designs suitable for permitting purposes; distribute the finalized designs to the property owners and SWRPC for review and final approval.
- Provide property owners with a list of materials including providing recommendations in making purchases in compliance with state and federal procurement rules.

Objective 4: Meet procedural requirements and secure the legal authority to implement the proposed activities included in this proposal.

- Draft and submit permit applications to appropriate agencies; coordinate with those agencies to address concerns and prepare final plans.
- Draft and sign cost-share agreements with property owners.
- Draft Operations and Maintenance (O&M) plans in coordination with property owners and NHDES. Submit final version of O&M plans to property owners for signature and provide final O&M plans to SWRPC and NHDES.

Objective 5: Improve the quality of Spofford Lake through implementation of stormwater controls.

- Complete site walks with the property owners to review BMP designs and provide guidance to those who will be constructing the BMP.
- BMPs - public boat launch and the adjacent parking lot: Coordinate with the Town of Chesterfield and NH Department of Transportation to oversee construction of the BMPs on their property which will include runoff mitigation and other improvements/reconstruction of an existing public boat ramp and parking area. Obtain and review match documentation related to this work. Complete photo documentation of BMP implementation for use in outreach materials and reports, and obtain any pre-construction measurements necessary from the sites to complete load reduction estimates (following SSPP).

- BMPs - Shoreline Sites: Coordinate with three selected shoreline property owners to oversee construction of small-scale stormwater runoff control/treatment BMPs on their property, as detailed in the approved BMP design plans. Obtain and review match documentation related to this work. Complete photo documentation of BMP implementation for use in outreach materials and reports, and obtain any pre-construction measurements necessary from the sites to complete load reduction estimates (following SSPP).
- Prepare NPS Site Reports detailing the process and outcome of the BMP construction and Pollutants Controlled Reports (PCRs) for each site. Load reduction calculations for the PCRs will follow the approved SSPP.
- Visit project sites following implementation for approval of satisfactory implementation and conduct final measurements to calculate pollutant reductions, and to prepare NPS Site Reports and PCRs for each project site.

Examination of Proposed Materials:

The submission of a response shall be deemed a representation and warranty by the engineer/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 modification of proposals shall be considered after its submission on the grounds that the engineer/consultant 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 the submission, without compensation paid to the engineer/consultant.

Insurance Requirements:

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

Additional Requirements:

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 NHDES. Any 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.