

Strafford Regional Planning Commission

Request for Qualifications

Technical Services to Develop a Nitrogen Control Plan for Milton, NH

INTRODUCTION

In 2022, the Town of Milton, in collaboration with the Strafford Regional Planning Commission (SRPC) submitted a pre-application and was authorized to borrow \$100,000 as part of a Clean Water State Revolving Fund (CWSRF) loan through the New Hampshire Department of Environmental Services (NHDES) to develop a nitrogen control plan. Prior to final work scope and loan approval, a qualifications-based selection procurement process must be conducted through a formal Request for Qualifications (RFQ) to choose a consulting firm.

With this funding, SRPC, in coordination with a selected Qualified Environmental Professional (QEP), will develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit. This nitrogen source reduction plan would outline specific actions or projects (locations, concept ideas, etc.) with estimates of load reduction potential and cost to implement these actions or projects. The plan will serve as a planning tool for Milton to best allocate funding for investment and implementation to reduce total nitrogen into Milton Three Ponds/Salmon Falls River which feeds the Great Bay. The plan would help Milton understand how much total nitrogen they might expect to reduce in the next 4+ years. A project deliverable would also include a nitrogen source identification planning template that could be used by other towns within the Great Bay Estuary.

SRPC is soliciting proposals from QEPs with proven expertise in the development of nitrogen control plans and the preparation of non-point source total nitrogen adaptive management plans that comply with the National Pollution Discharge Elimination System Great Bay Total Nitrogen General Permit. Additionally, QEPs should have first-hand knowledge of the level of detail required in the nitrogen control plans, the project experience to leverage their existing work, and the technical expertise to ensure that Milton develops a plan that is implementable and adaptable to their needs.

SRPC has a modest amount of funding available to hire a QEP to assist with selected project tasks and sub-tasks. The QEP will work under the direction of SRPC staff and collaborate with Milton staff and its partners to provide technical advice or services to complete the selected tasks.

RFQ TIMELINE

November 3, 2023	Request for Qualifications release
November 10, 2023	Deadline for submittal of questions on this RFQ (5:00 p.m.)
November 17, 2023	Questions and answers digest distributed to Proposers and posted to www.trafford.org
December 8, 2023	Deadline for receipt of qualification packages to this RFQ (5:00 p.m.)
January 5, 2023	Anticipated final selection of QEP and notification to all firms. SRPC reserves the right to conduct interviews with selected teams. The decision to conduct interviews may affect the specified timeline.

SCOPE OF WORK

Milton's Nitrogen Control Plan Draft Scope of Work follows as Appendix A for more detail.

QUALIFICATION CONTENT

RFQs are to be presented in a clear and concise manner and proposers shall ensure that all information required herein be submitted. Additional useful information pertaining to the Draft Scope of Work is appreciated and should be included; however, SRPC reserves the right to negotiate any portion of the RFQ determined to be unclear or to appropriately address specific needs. All RFQs shall remain firm for sixty (60) calendar days after receipt of the proposals.

RFQ SUBMISSIONS

Qualification packages shall include the following components:

1. A cover letter expressing the QEP's interest in working with SRPC and the Town of Milton and its partners.
2. The name, address, brief history, and description of the firm,
 - a. Include identification and qualifications of members of the firm (including project manager/principal staff) and any subcontractors who will be working directly with the Commission.
 - b. Include a description of projects this firm has done similar in nature to this one.
 - c. Present verifiable qualifications, experience, and knowledge regarding all aspects of nitrogen control planning and technical services.
 - d. Provide three (3) references from current customers receiving the same or similar service(s). Include name, contact information, and a brief project description for each reference.
3. Description of the firm's approach to performing the tasks detailed in the Draft Scope of Work, including a timeline and discussion of the relative effort anticipated to be expended on each task and expected deliverable.
4. A list of any additional services, tools, or resources not included in this RFQ that you recommend SRPC consider.
5. Do NOT provide a cost estimate, fee schedule, or any type of price proposal at this time.

Submissions are due by **5:00 PM, Friday December 8th**. Complete submittals should be sent by email in digital format (PDF or Microsoft Word) to Kyle Pimental, SRPC Assistant Director, at kpimental@strafford.org with subject line: Milton Nitrogen Control RFQ. A complete and timely submittal as described in this RFQ is required in order to be considered.

SELECTION PROCESS

SRPC will organize a selection committee, who will be responsible for screening proposals, conducting interviews of selected firms, and the recommendation of a QEP to hire to the Milton Selectboard. The Selectboard will make the final decision regarding the selection of a QEP.

SELECTION CRITERIA

Selection will be based on the assessment of the qualifications package to meet the following criteria.

- Specialized Experience of the Project Team (35%)
 - Overall experience directly related to the successful completion of similar nitrogen control planning projects, data analysis, monitoring, outreach, and working with diverse stakeholders to achieve project goals.
 - Understanding of and demonstrated experience establishing baseline nonpoint source nitrogen loads, nitrogen load reduction and financial targets, and development of nitrogen control measures.
 - Demonstrated ability to complete work within the available budgets and schedules.
- Project Personnel (30%)
 - Roles, participation levels, availability, qualifications, and experience of principal team members.
- Project Approach (35%)
 - Demonstrated strong 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, SRPC will request from the highest-ranked QEP a task-based cost proposal. SRPC will proceed with contract negotiations with that QEP. If the parties cannot come to terms, SRPC will request from the second-ranked QEP a task-based cost proposal and follow the same procedure, working with each of the next-ranked qualified candidate(s) in order of their scores, until a contract has been successfully negotiated.

CONTACT FOR FURTHER INFORMATION

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 SRPC and request to be put on an email list to receive the digest. The cut-off date for questions and requests to be put on the email list to receive the summary of questions and answers is November 10, 2023.

Please email **Kyle Pimental** at kpimental@strafford.org to ask a question or to be put on the email list to receive responses. The summary digest will be provided via email and [SRPC's website](#) on November 17, 2023 to all parties on the response list.

DISCLAIMER

No contract will be awarded except to a responsible Proposer capable of performing the work presented in the workplan. Proposers must comply with all state, federal, and local (municipal) laws. Prior to the award of any contract, the Proposer may be required to demonstrate that they have the required experience, ability, resources, and facilities to perform the work outlined within the workplan.

This RFQ does not commit SRPC to award a contract or pay any costs incurred during the preparation of any submittal. SRPC reserves the right to reject any or all the submittals while adhering to applicable laws. To participate in the project and receive payment, the selected firm will be required to enter into a contract which stipulates that the QEP is eligible to receive Federal funding and certifies compliance with Federal and State rules related to grant-funded projects.

REJECTION

Strafford Regional Planning Commission reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the Commission may require. Rejection of any proposal shall be construed as meaning simply that the Commission does not deem the proposal acceptable or that another proposal is deemed to be more advantageous to the Commission for the particular services proposed.

EQUAL OPPORTUNITY

Equal opportunity consideration will be taken throughout the QEP selection process without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, marital status, amnesty, status as a covered veteran, or any other classification protected by applicable federal, state, and local laws. Strafford Regional Planning Commission, as a project lead, will exercise appropriate measures to ensure good faith efforts are made during QEP selection.

APPENDIX A: MILTON NITROGEN CONTROL PLAN DRAFT SCOPE OF WORK

PROJECT DESCRIPTION

The Town of Milton is authorized to discharge under the National Pollutant Discharge Elimination System Total Nitrogen General Permit. Under this permit the Town has agreed to participate in a voluntary adaptive management plan (AMP) to manage point and non-point sources of total nitrogen, including providing a more detailed description of exact locations, types, pollutant removal rates, and cost to implement. The Town proposes to use funding from the Clean Water State Revolving Fund to develop a plan for total nitrogen source reductions, from both point source and non-point sources, for the duration of the Great Bay Total Nitrogen General Permit thus fulfilling specific requirements under the AMP.

This Nitrogen Control Plan will outline specific actions or projects with estimate of load reduction potential and cost to implement these actions or projects. The plan would serve as a planning tool to best plan for investment and implementation to reduce total nitrogen into the Great Bay, as well as provide an understanding of how much total nitrogen the town might expect to reduce in the next four years. A project deliverable would also include a nitrogen source identification planning template that could be used by other towns in the Great Bay.

DRAFT SCOPE OF WORK

SRPC and its partners seek a qualified, experienced nitrogen control planning expert to provide guidance for selected tasks related to the development of a nitrogen control plan for the Town of Milton. The partnership formed to lead this project comprises a diverse group, with a wide range of relevant backgrounds and skills and who are committed to performing much of the required work themselves; however, completion of a select subset of tasks require services of a Qualified Environmental Professional (QEP) working collaboratively with the project partners.

SRPC has a modest amount of funding available to hire an environmental QEP to assist with selected project tasks and sub-tasks. The QEP will work collaboratively with SRPC and its partners to provide technical advice or services to complete the selected tasks (Table 1).

Table 1. Anticipated tasks, description, and deliverables

Task	Description
Task 1: Project Administration and Project Meetings	Preparation and participation in a kickoff meeting to review overall goals of the project, additional project manager meetings and check-ins will occur as needed.
Task 2: Establish Baseline Nonpoint Source Nitrogen Loads	Develop methodology and obtain data for establishing baseline nonpoint source nitrogen loads.
Task 3: Load Reduction Analysis	Establish nitrogen load reduction and financial targets.
Task 4: Nitrogen Control Measures	Identify nonstructural and structural nitrogen control measures or best management practices for removing nitrogen from stormwater sources.
Task 5: Final Report	Summary of evaluations and results, as well as next steps.

ESTIMATED PROJECT SCHEDULE

It is expected that the QEP’s share of work on this project will begin in early 2024 and continue until Fall 2025 (Table 2). It is understood that final scheduling will depend upon final approval of the loan.

Table 2. Anticipated schedule for selected tasks

		2024												2025									
TASK	Project Lead	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O
Task 1	SRPC	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Task 2	QEP			█	█	█	█	█	█	█	█												
Task 3	QEP											█	█	█									
Task 4	QEP													█	█	█	█	█	█				
Task 5	QEP																		█	█	█	█	