

# REQUEST FOR QUALIFICATIONS

2020 Lake Sunapee Watershed Management Plan  
Implementation Phase I: Watershed BMPs  
Sunapee and New London, NH

*Lake Sunapee Protective Association*



**LSPA**

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## Introduction:

The Lake Sunapee Protective Association (LSPA) has prepared this Request for Qualifications (RFQ) in cooperation with the New Hampshire Department of Environmental Services (NHDES) to solicit submittals from qualified engineering contractors to provide the deliverables requested in the subject Scope of Work.

## Project Description:

This project addresses erosion, sedimentation and nutrient loading at three sites within the Lake Sunapee Watershed. The proposed BMPs at two sites will also capture winter sanding material that is conveyed during spring melt not collected by street sweeping/cleaning machines. The result of having these proposed BMPs implemented will be the reduction of turbidity and available phosphorus and other nutrients within the two streams and lake helping prevent a further decline in water quality. In addition, stabilizing stream banks at two sites (Beck and Davis Hill Brooks) will likely improve conditions necessary for the survival and reproduction of fish species and benthic macroinvertebrates.

The sites are as follows:

### **Garnet Hill Road:**

Stormwater flowing off Garnet Hill Road and surrounding landscape is eroding soils and transporting sediment including winter road sand material into Lake Sunapee (see following photos). LSPA and the Sunapee Highway Department propose a BMP consisting of the installation of two deep sump catch basins, an infiltration basin and a biofiltration basin using wood fiber to filter out fines and trap nutrients. This is a conceptual design and may change depending on the design process.

We anticipate these series of structures will trap and collect sediments flowing off Garnet Hill road and infiltrate stormwater before it reaches the lake. Historically, this site has been a challenge for the town to adequately trap and capture sediment that washes down gradient onto private land. Recently, the town acquired a drainage easement on private property providing space for this proposed project to be implemented.

### **Davis Hill Brook:**

Stormwater flowing off Davis Hill Road is eroding the unprotected banks of Davis Hill Brook both up and down gradient of the gravel road crossing releasing soils into the brook (see following photos). LSPA and the New London Public Works Division propose a BMP consisting of the installation of vegetated berms, a three-foot concrete box culvert extension, stepped concrete waste blocks (serving as wingwalls), and plantings on both sides of road to stabilize banks. This is a conceptual design and may change depending on the design and permitting process.

Because of the nearby slope of Davis Hill Road, the Public Works department in past years have implemented turnouts on either side of road to redirect flow from the road during storm events. However, a fair amount of runoff and sediment is still reaching the brook at the bottom of the slope. We anticipate this proposed project will reduce bank erosion and sedimentation by redirecting stormwater runoff and stabilizing the stream banks.

### **Beck Brook:**

During spring melt and periods of heavy precipitation, the banks of Beck Brook along the section parallel with the upper parking area of the Mount Sunapee Resort erode and slump, releasing soils into the brook causing turbid conditions to occur (see following photos). LSPA and Vail Resorts Management Company (current owner of Mt. Sunapee Resort) propose a BMP to lengthen the existing vegetated swale along the edge of parking area to infiltrate surface flow runoff, stabilize the stream bank using gabion baskets overlain with soils and plantings and create a maintenance plan and site map for all on-site BMPs. This is a conceptual design and may change depending on the design and permitting process.

We anticipate a reduction in sediment and nutrients from flowing into Beck Brook at this location once the proposed BMP is implemented. This would be accomplished from increasing infiltration capacity via the proposed vegetated swale and through stabilizing the stream banks near the parking area. In addition, the swale will be designed to trap winter sanding material flowing off the parking area during spring melt conditions. We suspect bank erosion and winter sanding materials have been impacting this section of Beck Brook since it was developed into a ski area many decades ago. Previous BMP projects have been implemented upstream and downstream of this location to mitigate stormwater runoff issues. We feel an operations and maintenance plan and site map for all onsite BMPs would be beneficial for Mt. Sunapee Resort staff helping ensure BMPs continue to function as originally designed.

## **Selection Procedure:**

### **Required Qualifications Submissions**

Applicants are required to submit one (1) electronic copy as a PDF of their qualifications package. PDF documents can be emailed to Geoff Lizotte at [geoff@lakesunapee.org](mailto:geoff@lakesunapee.org). 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 each phase of 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 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 firm's approach to performing the tasks detailed in the Scope of Work and described in the project description, including a timeline and discussion of the relative effort anticipated to be expended on each Objective and Task. This proposal shall be 10 or fewer pages in

length and not include a cost estimate. BMP construction is expected to commence spring/summer of 2021 to meet end of year (December 2021) grant deadline.

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 the submittals to be considered.

### **Selection Criteria**

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

1. Specialized Experience of the Project Team (40%)
  - a. Overall experience directly related to the successful completion of similar watershed restoration projects;
  - b. Experience with the design and installation of stormwater Best Management Practices (BMPs), including specific experience with the type of practices detailed in the Scope of Work;
  - c. Experience with development of Site-Specific Project Plans, Operation and Management Plans, BMP load reduction modeling and Pollutants Controlled Reports as required by the U.S. Environmental Protection Agency (EPA), and NHDES;
  - d. Familiarity and/or experience with Lake Sunapee Watershed;
  - e. Demonstrated ability to complete work within the available budget and schedule and
  - f. Knowledge of the local, state and federal permits and authorizations required for stormwater BMP implementation projects in New Hampshire.
2. Project Personnel and References (25%)
  - a. Principal team members' roles and participation levels, availability, qualifications, and experience; and
  - b. Reference check responses.
3. Project Approach (35%)

Demonstrated strong understanding of the scope of work, project schedule, and expected deliverables outlined in the RFQ.

LSPA reserves the right to request interviews with any or all applicants. Scope, schedule, and fee negotiations will start with the highest-ranked qualified firm. If an agreement cannot be mutually arrived at, negotiations shall proceed with the next highest ranked firm and so on until an agreement is reached.

### **RFQ Questions**

Questions concerning this RFQ must be submitted via email to Geoff Lizotte at [geoff@lakesunapee.org](mailto:geoff@lakesunapee.org) before October 20, 2020. LSPA will not respond to telephone inquiries about the 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 LSPA before October 22, 2020 and request to be put on an e-mail list to receive the digest. The summary digest will be provided via e-mail on October 23, 2020 to all who requested to be on the response list.

### **Timeline**

- September 21, 2020 Request for Qualifications release

- October 20, 2020      Deadline for submittal of questions about this RFQ (5:00 p.m.)
- October 23, 2017      Q&A summary digest distributed to those who have requested it
- October 30, 2020      Deadline for receipt of qualification packages to this RFQ (5:00 p.m.)
- November 2020      Anticipated final selection of contractor and notification to all firms

**Disclaimer**

This RFQ does not commit LSPA to award a contract or pay any costs incurred during the preparation of any submittal. LSPA reserves the right to reject any or all of the submittals while adhering to applicable laws. LSPA also reserves the right to eliminate the need for the selected firm to complete one or more tasks, pending the outcome of preceding related tasks or issues.

To participate in the project and receive payment, the selected firm 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.

**Scope of Work:**

**Deliverable 1: Completion of site design plans.**

**Tasks:** Coordinate with LSPA, town road agents and Mt Sunapee Resort personnel to perform site surveying and plan development. Complete acceptable final plans for the installation of BMPs that takes into consideration the capability of working crews and available equipment.

**Deliverable 2: Approved wetland permits**

**Tasks:** Coordinate with wetland scientist to perform a wetland survey for the Beck Brook and Davis Hill project sites. Conduct pre-permit meetings to discuss proposed project design. Draft and edit permit per NHDES Wetlands Bureau recommendations/requests. Submit completed wetland application for the Beck Brook and Davis Hill project sites.

**Deliverable 3: Provide NHDES with draft and final Site-Specific Project Plan (SSPP) and Pollutants Controlled Reports (PCRs)**

**Tasks:** Develop a SSPP under the NHDES S319 Grant Project Management generic Quality Assurance Project Plan that will cover the models to be used to estimate the pollutant load reductions attributable to the implemented BMPs. Submit draft to NHDES for review and approval; address any comments and prepare a final SSPP for NHDES to send to EPA. No modeling will take place prior to approval of the SSPP. Following the approved SSPP, complete pollutant load reduction modeling for each BMP. Complete a PCR for each BMP and submit PCRs to NHDES for review and approval.

**Deliverable 4: Provide NHDES with pictures of BMP sites before, during, and after BMP construction; Provide procurement documentation.**

**Tasks:** Purchase and have delivered supplies needed for the construction of BMPs as per the approved designs for the three project sites. Purchase will follow State and Federally approved procurement processes. Coordinate with town road agents and Mt. Sunapee Personnel to install BMP components as indicated in final design plan. Meet onsite throughout project implementation to ensure projects are completed as described in plans. Conduct follow-up visits to ensure plantings take hold.

**Deliverable 5: Provide copies of signed Operation and Management Plans.**

**Tasks:** Working in cooperation with the BMP owners, complete an O&M plan for each BMP that includes the type and frequency of maintenance required and lists who will be responsible for the long-term operation of the BMP.