

REQUEST FOR QUALIFICATIONS

Issued by the Belknap County Conservation District

Design, Engineering, Permitting and Construction Oversight Services
for Gunstock Brook Streambank Restoration

July 19, 2014



*Gunstock Brook Project Site
Gilford, New Hampshire*

Photo: Belknap County Conservation District

TABLE OF CONTENTS

- I. Desired Qualifications
- II. Required Qualifications Submissions
- III. Project Team and Level of Participation
- IV. Project Approach/Scope of Work
- V. Project Schedule
- VI. Selection Criteria
- VII. Request for Qualifications (RFQ) Questions
- VIII. Time Line
- IX. Disclaimer
- Scope of Work Guidance
 - Introduction
 - Background
 - Overall Project Description
 - Project Deliverables
 - Geographic Scope
 - Resources

Design, Engineering, Permitting and Construction Oversight Services for Gunstock Brook Streambank Restoration in Gilford, NH

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I. Desired Qualifications

Respondents should demonstrate their capacity for success on projects involving restoration and naturalization of river and stream systems in New England. The project partners seek vendors that have a strong understanding, and success in the application of, the underlying principles of river and stream restoration using a combination of engineered and bioremediation techniques. Applicants must have at least ten years of experience demonstrating these capabilities. Specific desired qualifications include:

- An understanding of river processes and the application of fluvial geomorphology and restoration principles
- An understanding of river ecology and ecosystem-based habitat restoration
- An understanding of river engineering in the context of fluvial geomorphology and ecology, and the application of engineering services to river and stream restoration
- Experience developing conceptual, pre-construction and as-built designs for river restoration projects (e.g. channel design, streambank stabilization, bioengineering)
- Experience completing feasibility studies for river and stream restoration planning and design
- Experience with hydraulic and hydrologic analysis and modeling
- Experience conducting sediment management analysis (both quality and quantity)
- Successful preparation of federal and state permit applications and approvals, and associated plans for river-related projects
- Experience providing effective presentation of project related information to the public
- Experience working with landowners, state and local agencies/boards, and project administrators related to reporting site specific project details before, during and after construction
- Successful preparation of bid documents and demonstrated effectiveness facilitating pre-bid meetings, site walks, and related correspondence
- Construction oversight of contractors implementing plans, design specifications, and meeting permit conditions for river-related projects
- A demonstrated ability to meet project goals within the projected timeline

II. Required Qualifications Submissions

Each consultant will be required to submit a qualifications package to the Belknap County Conservation District in PDF format; one copy to be emailed to lisa.morin@nh.nacdnet.net and another copy to be submitted on CD. Qualification packages will include the following components as described in detail below:

- Cover letter indicating a primary contact for the qualifications package and that person's title, address, phone number, and email address. The cover letter should note the states in which the respondent is able to render services, and include relevant professional certifications (e.g., Professional Engineer, Certified Wetland Scientist, Certified Floodplain Manager, etc.)
- Description of the respondent's general approach (i.e., "philosophy") to river/stream bank restoration, skills and specialties for which the respondent is qualified, and a summary of directly-relevant work experience of the respondent. Responses must address how the respondent meets the desired qualifications outlined above; please consult Section VI - SELECTION CRITERIA (below) for additional guidance.
- List of references including names, titles, contact information. These will preferably be clients for whom similar work has been performed within the past five (5) years.
- The project team, including project team organization, team member qualifications and the anticipated level of involvement of key team members in each phase of the project as described in the project approach and scope of work.
- Project reference pages, including a summary of the project, the specific role of the respondent in the project, and representative photographs.
- A technical proposal that describes the team's project approach and scope of work.
- A proposed project schedule.
- A Task Table that includes the following elements:
 - Brief description of each task
 - Proposed completion dates of each task

Complete and timely submittal of all required documents is required for the qualifications package to be considered.

Each respondent will submit one PDF version via email, and one *CD, of their qualifications package by close of business on, August 8, 2014 to:

Gunstock Brook Restoration Project
c/o Belknap County Conservation District (BCCD)
2 Airport Road, Unit #1
Gilford, N.H. 03249
Email: Lisa.morin@nh.nacdnet.net

***Note: CD of qualifications package must also be received by BCCD no later than August 8th.**

After the quality-based ranking is complete, the top ranked consultant will be given an opportunity to provide a task based cost proposal, and project partners will proceed with contract negotiations with that consultant. If these negotiations are not successful, the project partners will negotiate with the second ranked consultant, etc. until a contract has been successfully negotiated.

III. Project Team and Level of Participation

The qualifications package will identify the individuals responsible for managing the project and conducting specific project tasks. The qualifications package will also estimate the expected level of participation in the project tasks and in the overall project. An organization chart showing lines of communication and decision-making hierarchy will be included in the qualifications package.

IV. Project Approach/Scope of Work

The technical qualifications package must contain the elements contained in the Scope of Work Guidance to assist in the development of the project approach/scope of work. It must be clear on how all these elements will be addressed and also how public participation and interaction with the various stakeholders will occur.

V. Project Schedule

The respondents will provide a schedule to conduct and complete the project. The schedule will include project tasks as identified in the Scope of Work. Project tasks will be laid out in a flow chart identifying the anticipated days to complete each task and the interrelationship of conducting and completing these tasks.

VI. Selection Criteria

Selection will be based on the qualifications package. Respondents will be assessed based on the following criteria.

1. Specialized Experience of the Project Team (40 Percent)

The respondent will be rated on:

- (a) their specialized experience directly relating to river/stream bank restoration through integration of engineering and bioremediation practices
- (b) development of streambank and channel restoration plans and the permits necessary for commencement of construction

- (c) demonstrated ability to complete the work within the required schedule and budget
- (d) demonstrated ability to effectively solicit, assess, and use comments and suggestions from stakeholders during project development
- (e) development and implementation of similar restoration projects in New England
- (f) Demonstration of successful cooperation with non-profits, local, state and federal agencies and private partners
- (g) Demonstration of past project experience and success

2. Project Personnel (40 Percent)

The respondent will be rated on the principal team members' role and participation level, project management effectiveness, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.

- Project Manager 30 Percent
- Task Managers 10 Percent

3. Project Approach (20 Percent)

The respondent will be rated on the approach to the project scope outlined in this RFQ, the understanding of the project scope and schedule of work and the interfacing of tasks.

VII. Request for Qualifications (RFQ) Questions

The project partners will not respond directly to telephone or email inquiries about the RFQ. Questions concerning this RFQ must be submitted via email to the Project Administrator at:

Lisa.morin@nh.nacdnet.net

Questions must be submitted by 2:00pm ET on August 1, 2014, and must have the Subject Line: "Design RFQ Question". If you have a question, please follow this procedure so as to ensure consistency of answers. Any information obtained by speaking one-on-one with a project partner is not considered an official response for the purposes of this process.

A digest version of all questions and answers will be emailed to everyone that submits a question. Additional persons wishing to receive the digest version of all questions and answers should request a copy via email by contacting Lisa.morin@nh.nacdnet.net (Subject: "Design RFQ Digest Request"). The project partners shall distribute the Q&A Digest by August 5, 2014.

VIII. Time Line

July 19, 2014	RFQ Release
August 1, 2014	Deadline for submittal of questions on RFQ (2:00pm ET)
August 5, 2014	Distribution of RFQ Question and Answer Digest
August 8, 2014	Deadline for receipt of proposals to RFQ (5:00pm ET)
August 15, 2014	Final selection of contractor and notification to all firms

Upon completion of ranking qualifications packages, the project partners, in consultation with the project team will negotiate with the top-ranked firm for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

IX. Disclaimer

This Request for Qualifications does not commit project partners to award a contract or pay any costs incurred during the preparation of the qualifications package. The project partners reserve the right to reject any or all of the proposals for completing this work. The project partners also reserve 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.

Scope of Work Guidance

Introduction

The selected consultant shall perform on Gunstock Brook in Gilford, N.H. a site specific topographic and geomorphic survey of proposed streambank restoration, develop a site specific project plan, generate streambank restoration engineering designs/plans that align with concepts and target results defined in the 2014 Watershed Assistance Grant awarded for this project, assist in obtaining required permitting, prepare construction bids and assist in hiring of construction company, provide stakeholder group and project site landowners with project updates as requested, perform construction oversight and be available to stakeholder group and landowners for questions and concerns during installation, participate in the production of a 6-8 minute informational video documenting the restoration design and installation, and participate in monitoring of restoration site for a period of five years.

Background

The Gunstock Brook subwatershed located in Gilford, NH accounts for the majority of the land area of the Sanders Bay (HUC 12: 010700020109) subwatershed in the Winnepesaukee River (HUC8) watershed. Gunstock Brook is a perennial stream 6.44 miles in length that begins at the elevation of approximately 1,300ft near Piper

Mountain and outlets into Sanders Bay of Lake Winnepesaukee. The total watershed comprises an area of 5,554 acres, the majority of land use being either forested or residential. Development activities within the watershed have impacted the brook's natural flow and contribute to erosion of the streambank within the middle and lower reaches. One specific location of interest and concern is a 125 linear foot streambank mass failure site located on Route #11 B near Henderson Road where New Hampshire Department of Transportation Bridge #121/102 is misaligned with the stream channel just before the brook crosses under the highway. Both banks of the brook in this location are privately owned; the east bank is owned by Bruce Wright and the west bank is owned by David Coutermarsh.

In 2010, the Belknap County Conservation District (BCCD) invited engineers from the USDA Natural Resources Conservation Service (NRCS) to visit the site and offer a preliminary opinion on what could be done to stabilize the bank. Additionally, BCCD hired a wetland scientist to perform a Function and Value Assessment of the vicinity using the NH Method. These site visits and reports afforded BCCD information used to secure funding for further study. The information was also used in the Lake Winnepesaukee Watershed Management Plan to inform the plan's List of Restoration Sites document found on the Winnepesaukee Gateway website at www.winnepesaukeegateway.org. This document estimates the mass failure site contributes 47 tons of sediment and 41 pounds of phosphorus to Gunstock Brook annually.

In 2012 Bear Creek Environmental, LLC performed a fluvial geomorphology study and documented their findings in the 'Gunstock Brook Watershed Stream Geomorphic Assessment' report available on BCCD's website at www.belknapccd.org. The report labeled this aforementioned site of concern as M02-A noting some of the effects of the misalignment as 'a large mid-channel bar immediately upstream of the structure'. The report further states that a 'steep slope of the bank does not allow plants to grow in this location and trees are falling into the brook. If allowed to continue naturally, the bank would continue to erode and eventually reach a more stable slope that allows plant growth. Given the steep bank this would take many years.' Other recommendations in the study include a redesign of the bridge which does not seem likely at this time. The concern over continued phosphorus laden sediment affecting both water quality and stream geomorphology has prompted the BCCD to seek a more rapid solution. In 2013, BCCD obtained state, municipal and landowner to seek project funds for site M02-A and to prioritize the remaining projects identified in the Geomorphic Assessment report. The landowners within the project area gave their permission for property access and site work, and the State of New Hampshire Department of Transportation granted its support of the site work based on the conceptual designs presented to them.

Overall Project Description

The main outreach aspect of the overall project consists of the formation of a stakeholder committee to prioritize remaining suggested projects within the Gunstock Brook Watershed Stream Geomorphic Assessment document, and the creation of a 6-8 minute video detailing the project before, during, and after construction. The main

construction/installation aspect of the overall project consists of outreach to the public on the streambank restoration proposed for site M02-A within the Geomorphic Assessment; a Site Specific Project Plan (SSPP) for streambank and channel restoration in accordance with the Programmatic Quality Assurance Project Plan (QAPP) for Stream Geomorphology (on file with DES); perform a site specific topographic survey with elements of a Phase III study; develop engineering designs that include grading, 'best management practice' selection, profiles, cross section, detail of proposed improvements, construction drawings, project specifications, and cost estimates; provide support in obtaining a wetlands dredge and fill permit and addressing any review comments, assist project partners in construction bid preparation, bid opening, and contract award; perform on-site construction oversight during installation, and participate in annual monitoring and associated reporting on restoration site for a period of five years.

Project Deliverables

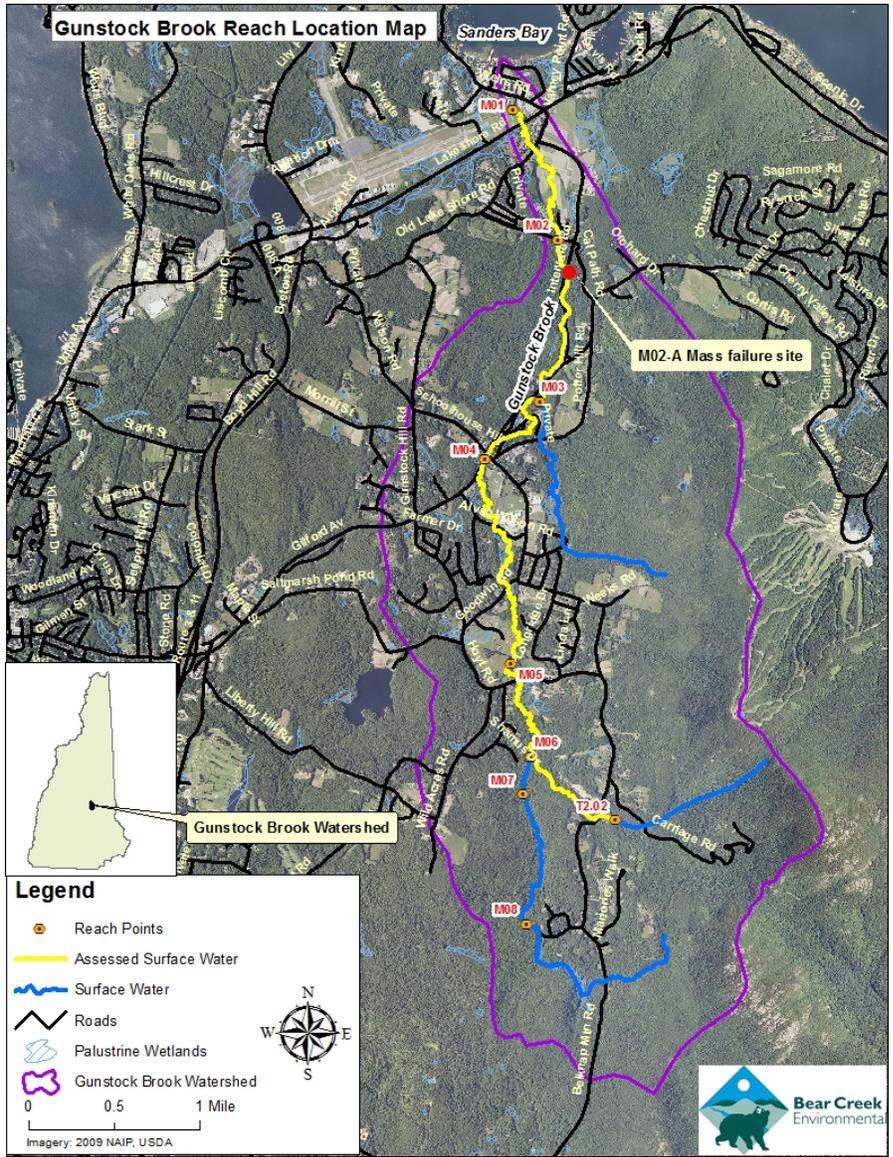
Please note that the Task number sequence presented below corresponds to the Grant Agreement between the State of New Hampshire and the grantee (Belknap County Conservation District). The selected firm will not be responsible for completing Tasks 1 -7 and 16-19 as listed in the Grant Agreement. Tasks 8-15 are associated with the RFQ solicitation process and execution of the contract between the BCCD and the selected firm.

Task

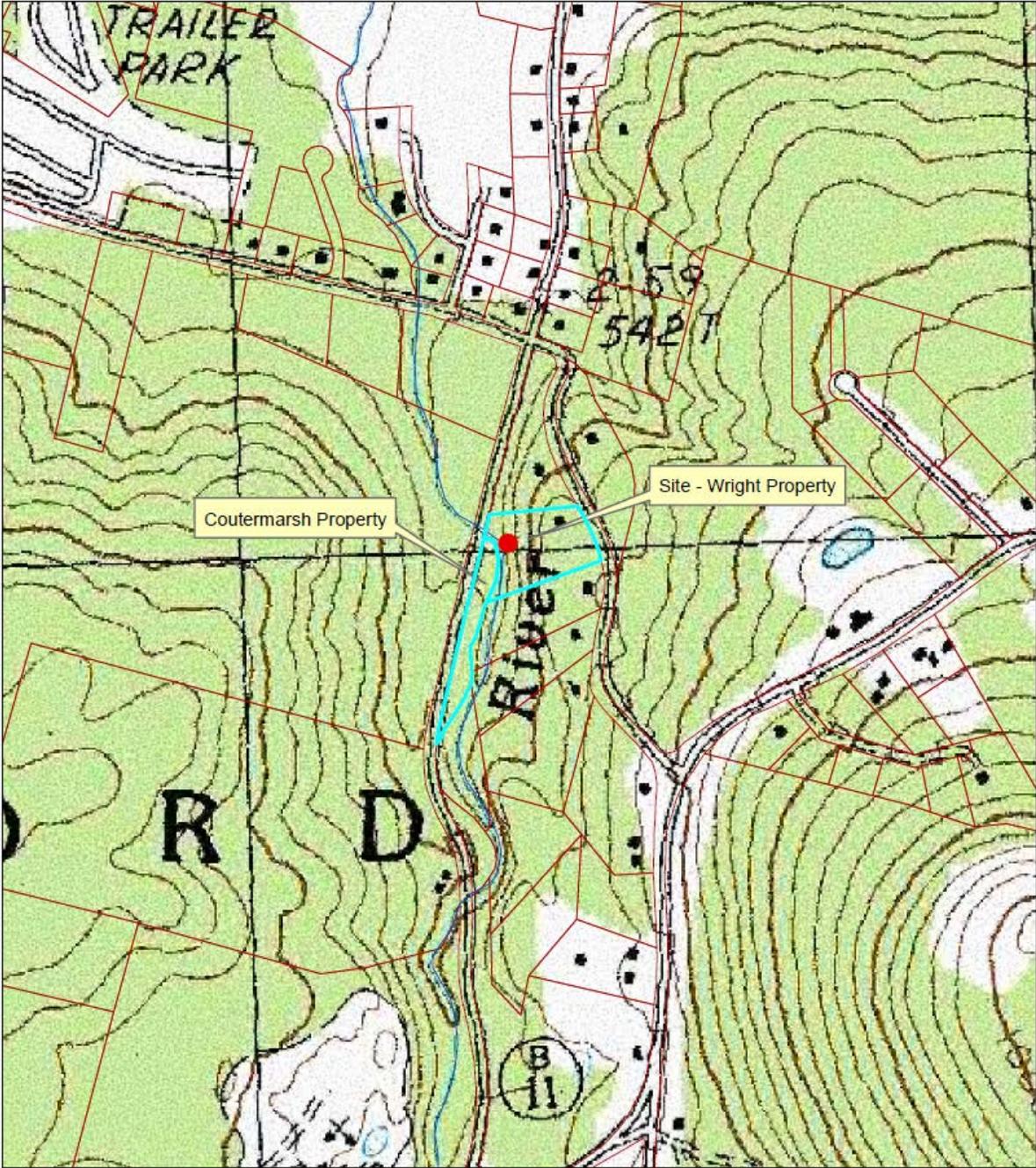
8	Prepare Site Specific Project Plan (SSPP) Timeline – August/September 2014
method:	Consultant will generate the SSPP in accordance with programmatic and reference QAPP documents provided by NHDES relative to the use of the Region 5 Model to determine pollutant load reduction estimates as a result of project implementation.
9	Conduct topographic survey Timeline – August/September 2014
method:	Site specific survey of the project will be performed; this has elements of Phase III study suggested in GBWS Geomorphic Assessment.
10	Generate final designs Timeline – August/September 2014
method:	Design will include grading, BMP selection, profiles, cross section, and detail of the proposed improvements. Construction drawings, specifications, and cost estimates are also developed under this task.
11	Obtain necessary permits required to carry out restoration designs. Timeline – December 2014/January 2015
method:	Consultant will support BCCD in obtaining NHDES Dredge and Fill Wetland Permit. BCCD will prepare the permit application. Consultant will provide

	support in addressing review comments and incorporate any changes into the Final Design.
12	Hire construction company Timeline – March/April 2015
method:	The BCCD will advertise for bids, coordinate bid opening, and then award the contract. Design consultant will support the BCCD and Town of Gilford officials and respond to information requests and organize an on-site pre-bid meeting.
13	Initiate construction/Installation operations at project site Timeline – August/September 2015
method:	The construction firm will follow the "construction sequence" and "construction notes" as stipulated in the approved NHDES Wetlands Permit. The work site will be 'closed' with appropriate best management practices at the end of each day to avoid further erosion.
14	Provide construction oversight Timeline – During Construction
method:	Engineering firm will be on site to ensure construction plans are followed as designed.
15	Monitor installation for five years post-construction to measure performance, and produce Pollutants Controlled Report (PCR) for NHDES Timeline – PCR immediately after construction Timeline – Monitoring annually 2016 through 2020.
method:	Post-installation monitoring will be carried out by project partners lead by the design consultant. Evaluation of performance will be conducted for five years post-installation. A Pollutants Controlled Report (PCR) will be completed immediately after construction is complete. The PCR will be delivered to NHDES.

Geographic Scope
(next two pages)



Gunstock Brook Site



Design, Engineering, Permitting and Construction Oversight Services for Gunstock Brook Streambank Restoration in Gilford, N.H.

The Gunstock Brook subwatershed located in Gilford, NH. The brook is a perennial stream 6.44 miles in length that begins at the elevation of approximately 1,300ft near Piper Mountain and outlets into Sanders Bay of Lake Winnepesaukee. The project area is a 125 linear foot streambank mass failure site located on Route #11 B just southeast of the intersection of Henderson Road and Cat Path where New Hampshire Department of Transportation bridge #121/102 is misaligned with the stream channel just before the brook crosses under the highway. The stream channel in this location is braided. Both banks of the brook in this location are privately owned; the east bank is owned by Bruce Wright and the west bank is owned by David Coutermarsh.

Resources

1. Copy of project proposal submitted to NH DES
Gunstock Brook - Implementation of MPSB Watershed Management Plan (Phase I)
Geomorphology-based Restoration at Route 11B Mass Failure/Wasting Site
(Available upon Request to BCCD)
2. Gunstock Brook Watershed Stream Geomorphic Assessment
<http://www.belknapccd.org>
3. Winnepesaukee Gateway website:
<http://winnepesaukeegateway.org/>