



City of Laconia
Request for Qualifications for Engineering Services
Watershed Assistance Grant for
The Meredith, Paugus, Saunders Bay Implementation Project – Phase I: Weirs Beach

RFQ #1508-01

Posted date: 7/31/15

Due Date: 8/21/15 at 2:00pm EST

The City of Laconia is soliciting Statements of Qualifications (SOQs) for providing engineering services to support the Weirs Beach phase of the Meredith, Paugus, and Saunders Bays Implementation Project to protect high quality waters. Statements labeled “**Engineering Services RFQ1508-01**” shall be submitted to Jonathan Gardner, Purchasing Specialist, 45 Beacon St. East, Laconia, New Hampshire 03246 by **2:00pm, Friday, August 21st, 2015**.

This project is an EPA funded project under Section 319 of the Clean Water Act and overseen by the New Hampshire Department of Environmental Services (DES). Consultant selection will be a Qualification Based Selection (QBS) process. This notice includes a brief project description, a preliminary scope of services, an outline of the evaluation process, and requirements for SOQ.

Project description:

The Meredith, Paugus, and Saunders Bay (MPSB) Watershed Management Plan (<http://winnipeaukeegateway.org/management-plans/introduction/>) outlines actions to address sources of phosphorous and bacteria. This specific project implements some of those actions by design and installation of multiple Best Management Practices (BMPs) to treat stormwater and the identification of improperly connected wastewater systems. These tasks are complimented by a targeted outreach campaign and the development of a volunteer monitoring program designed to identify other hotspots of phosphorous and bacterial contamination, and to monitor previously identified hotspots.

Preliminary scope of services:

Develop a Site Specific Project Plan (SSPP)

<http://des.nh.gov/organization/divisions/water/wmb/was/qapp/index.htm> for modeling and monitoring that will include the following tasks:

1. Draft a SSPP for modeling and water quality sampling to guide monitoring and load reduction estimates. Revise as required by DES.
2. Evaluate location for and design appropriate Low Impact Development (LID) stormwater BMP'-s with the intent of installing 2 to 4 BMP'-s on City property in the proximity of Endicott Rock Park and Lakeside Ave.

3. Develop Operations and Maintenance (O&M) plans for each BMP. Example O&M plans can be viewed at :
http://des.nh.gov/organization/divisions/water/wmb/was/grant_resources.htm
4. Conduct Illicit Discharge Detection and Elimination (IDDE) investigations utilizing smoke tests, dye, and/or other evaluation means on both sewer and storm lines. The goal is to identify any illicit connections and verify sewer connections.
5. Develop a septic/sewer system database in the project area. This may include utilization of the DES *One Stop* website <http://des.nh.gov/onestop/index.htm> and City of Laconia property records to identify any properties on sewer or septic. Door to door surveys may be necessary for properties with missing information.
6. Develop a project website that will include project and water quality information and a link to this site from the City of Laconia website.
7. Develop a homeowner septic system education program including septic informational flyers and workshops.
8. Develop a homeowner stormwater education program including stormwater BMP workshops and informational flyers about stormwater runoff.
9. Develop a municipal water quality education program including presentations at multiple municipal meetings and up to three press releases.
10. Provide DES with a summary of all outreach events, copies of press releases, and a link to the project website.
11. Expansion of current Conservation Commission Water Quality Monitoring Program to include several Weirs sub-watershed sites to facilitate hot-spot identifications.
12. Provide DES with a summary of all water quality sampling data. This would include a year one summary of water quality sampling at identified hot-spots and year two follow up monitoring.

Evaluation process:

Firms will be evaluated and ranked according to the following criteria.

1. Firm's history and resource capability to perform required services.
2. Evaluation of proposed personnel.
3. Related experience.
4. Budget, cost-control experience.
5. Familiarity with local area and construction practices.
6. Firm's perception of project requirements and project approach.
7. Quality control procedures.
8. Reference check.

Selection process:

Scope, schedule, and fee negotiations will start with the highest ranked 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.

Requirements for Statements of Qualifications:

Please include the following information in your Statement of Qualifications:

1. Name, address, brief history and description of firm.
2. Résumés of key personnel to be assigned to this project and percentage of their time devoted to tasks.
3. Related projects / areas of expertise / experience.
 - a) Description of other projects designed by this firm similar to this project.
 - b) Include reference contact information.
4. Description of budgeting, cost and quality control procedures.
5. A brief description of the firm's approach to planning, designing and implementing the project.
6. You are invited to include a maximum of one page of information not covered above, which you feel may be useful.

Questions should be directed to Shanna Saunders, Director of Planning & Community Development, contact info: SaundersS@city.laconia.nh.us ; phone (603) 527-1264 x 258.

Statement of Qualifications should be sent to:

Jonathan Gardner, Purchasing Specialist
City of Laconia
45 Beacon Street East
Laconia, NH 03246

The City of Laconia reserves the right to accept or reject any and/or all submissions or any part thereof, to waive any formality in the process, and to accept the submission or submissions considered to be in the best interest of the City. Failure to submit all information called for may be sufficient grounds for disqualification. The City of Laconia reserves the right to cancel this request at any time for any reason.