

**The Rust Pond Association and the Town of Wolfeboro
Requests Qualifications for**

Rust Pond

Watershed Implementation Phase 2: Sites 1, 3,
and 4 Stormwater Best Management Practices



Prepared for:
Town of Wolfeboro

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Application and Information Packet REQUEST FOR QUALIFICATIONS

Introduction

The Town of Wolfeboro has prepared this Request for Qualifications (RFQ) in cooperation with the Rust Pond Association and New Hampshire Department of Environmental Services (DES) to solicit submittals from qualified contractors to provide the deliverables requested in the following scope of services.

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.

Selection Procedure

1. Consultants are required to submit one (1) electronic copy as a PDF of their qualifications package. PDFs can be submitted on CD or emailed to the Town of Wolfeboro. The package shall include:
 - a. Technical Proposal, not to exceed ten (10) typed, single-spaced pages.
 - b. Statement of Qualifications and directly relevant work experience, not to exceed seven (7) pages. The consultant 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 consultant'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. Current contact information for, and identification of, the lead individual within the candidate firm that includes a valid email address.
 - f. A proposed project schedule.
2. The selection team will evaluate the qualification packages based on the following criteria:
 - a. experience with implementation of watershed restoration plans,
 - b. experience with stormwater Best Management Practice (BMP) design and installation,
 - c. experience with development of Quality Assurance Project Plans and Site Specific Project Plans as required by the U.S. Environmental Protection Agency (EPA), and DES,
 - d. demonstrated success at documenting pollutant load reductions,

- e. knowledge of the local, state and federal permits and authorizations required for stormwater BMP implementation projects in New Hampshire,
- f. demonstration of successful cooperation with local, state and federal agencies, project stakeholders, and the public on a watershed scale,
- g. demonstration of strong meeting facilitation skills and a proven record of successful education and outreach efforts at the watershed scale that generated measurable, behavioral changes in stakeholder actions relative to stormwater and nonpoint source pollution management,
- h. clarity and presentation of qualifications package

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 and Due Date:

Town of Wolfeboro staff will not respond to telephone questions about the RFQ. Questions concerning this RFQ must be received in writing to the Town of Wolfeboro (see mailing address below) by 4:00 p.m. on February 1, 2016.

Each consultant shall submit one electronic copy in PDF version by 2:00 pm on, February 15, 2016 to:

Robert T. Houseman, Director of Planning and Development
Town of Wolfeboro
PO Box 629
Wolfeboro, NH 03894
planningdirector@wolfeboronh.us

Any qualification packages received after this specified time will be rejected.

Disclaimer:

This RFQ does not commit the Town of Wolfeboro to award a contract or to pay any costs incurred during the preparation of the qualifications package or during the interview process. The Town of Wolfeboro reserves the right to reject any or all of the qualification packages and subsequent proposals for completing this work. The Town of Wolfeboro also reserves the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of preceding related tasks or issues, and/or the availability of project partners to complete that task.

Scope of Work

Introduction

The selected consultant will implement specific tasks included in the Rust Pond Watershed Implementation Phase 2: Sites 1, 3, and 4 Stormwater Best Management Practices, to include design, permitting and construction.

The consultant will perform the tasks as described in the detailed proposal titled Rust Pond Watershed Implementation Phase 2: Sites 1, 3, and 4 Stormwater Best Management Practices, approved by Governor and Council on May 27, 2015. The list of tasks presented in the Watershed Assistance Grant (Section 319 of the Clean Water Act) proposal has been incorporated into a Grant Agreement between the Town of Wolfeboro and DES, the full document is available at

http://www.wolfeboronh.us/Pages/WolfeboroNH_webdocs/RFP's%20&%20Bids/

The scope of work, objectives, and list of tasks to be completed by the selected consultant are listed below.

Task 1. Draft and finalize a Site Specific Project Plan (SSPP)

Prepare a draft SSPP for pollutant load reduction modeling to document BMP-specific pollutant load reductions as Best Management Practices are installed.

Revise as required by DES and secure final approval from DES.

Task 2 Design and implement the following stormwater improvements

Site 1: Abenauke Drive at Route 28 – A series of catch basins collect runoff from the intersection of Abenauke Drive and Route 28. One of the catch basins in the series collects runoff from the area of Abenauke Drive and Route 28 (target area for BMP). In addition to this storm drain system, a wetland west of Route 28 also drains through the culvert under Route 28 via an unstabilized channel that contributes sediments to the inlet and pond. A flow splitter and hydrodynamic separator installation are proposed as well as stabilization of the existing headwall and stabilization of thirty linear feet of channel with a combination of soil encapsulated lifts and natural stone.

Site 2: North side of Route 28 and Cross Road – Runoff from Route 28 and Cross Road enters a series of catch basins that discharge to an unstable ditch along the north side of Cross Road. The ditch outlets into a culvert and then to the wetland area discussed under Site 4. Installation of a sediment trap at the outlet of the terminal catch basin in that would be 50 feet long by 4 feet wide. The sediment trap will capture suspended solids from road runoff and allow it to be removed by the DPW. Stabilization of approximately 50 feet of the ditch will also occur with erosion control blanket and vegetation to eliminate erosion.

Site 3: Rust Pond Boat Launch – The Route 28 boat launch (across from Abenauke Drive) provides access to the lake for local residents. The dirt and gravel launch is steep, washes out during heavy rain events and is situated along a busy road with little area for vehicles with trailers to park or back in and out of the launch safely. One implementation option under this phase of work is to consider conversion of the launch to a car-top or carry-in only access point for small water craft. As a public access, this area does not come close to meeting the design guidelines of the National Park Service Logical Lasting Launches Guide (2004) and the State Organization for Boating Access Design Handbook for Recreation Boating and Fishing Facilities (2006). If discontinued as a boat launch for trailers, the area will be re-graded and stabilized with vegetation, including shrubs. A wood guard rail or boulders along the shoulder of Route 28 will be utilized to eliminate trailer access to the water.

Successful implementation of all BMPs listed above will result in a net reduction of Total Suspended Solids of 1.67 tons per year.

Task 3 Outreach and education (EPA element e)

- Create and distribute press releases highlighting BMP projects as well as Rust Pond Association website and social media resources to provide information linking BMP implementation.

- Make at least one presentation at a Rust Pond Association summer meeting and distribute WMP-related brochures on stormwater mitigation and BMP implementation.

Semi-annual, Pollutants Controlled Reports and final grant report to DES

- Prepare and submit electronic semi-annual reports documenting all work performed during the project periods as follows:
 - Work completed April 1 – September 30, report is due by October 31.
 - Work completed October 1 – March 30, report is due by April 30.
- The semi-annual reports must include a Pollutants Controlled Report when structural BMPs have been implemented during the reporting period. Submit a comprehensive final report in electronic to DES on or before the project completion date. The final report shall include load reduction estimates, photo documentation of installed BMP system components, and comply with the DES and EPA requirements found in the final report guidance document on the DES Watershed Assistance Section webpage.

Available Resources

NHDES Watershed Assistance Section Pollutants Controlled Reports

http://des.nh.gov/organization/divisions/water/wmb/was/documents/pollutant_control_rpt.pdf

NHDES Photo Documentation SOP for Section 319 funded Projects

http://des.nh.gov/organization/divisions/water/wmb/was/documents/photo_doc_sop.pdf

NHDES Site Specific Project Plan Guidance and Timeline Example

<http://des.nh.gov/organization/divisions/water/wmb/was/qapp/index.htm>

NHDES Outreach Guidance for Watershed Assistance and Restoration Grant Projects

http://des.nh.gov/organization/divisions/water/wmb/was/documents/grant_outreach_guidance.pdf

The “Rust Pond North Inlet and Route 28 Boat Launch Subwatershed Assessment,”
Prepared by Geosyntec

http://www.clayclatur.us/BW0172_FINAL_REPORT_Draft%2007292011_2.pdf