

Strafford Regional Planning Commission

REQUEST FOR QUALIFICATIONS (RFQ)

Sunrise Lake Watershed Management Plan
Implementation



Photo Credit: Kyle Pimental, 2021

Structural Best Management Practices (BMPs) to Reduce Nutrient Loading to Sunrise Lake

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Structural Best Management Practices (BMPs) to Reduce Nutrient Loading to Sunrise Lake

November 4, 2024

INTRODUCTION

Strafford Regional Planning Commission (SRPC) was awarded a Watershed Assistance Grant from the New Hampshire Department of Environmental Services (NHDES) during their FY2024 competition. The Grant Agreement between SRPC and NHDES for this project was approved by the New Hampshire Governor and Council on September 25, 2024, item 138.

The SRPC and its project partners including the Sunrise Lake Watershed Advisory Committee and the Town of Middleton are seeking to reduce total phosphorus loading to the lake to meet an in-lake concentration of nine micrograms per liter, reduce the frequency of cyanobacteria blooms, and meet water quality standards as referenced in the [Sunrise Lake Watershed Management Plan \(2021\)](#).

SRPC is soliciting proposals from Qualified Environmental Professionals (QEPs) with proven expertise in the implementation of watershed management plans to **provide technical services to complete the selected tasks detailed in Appendix A: Scope of Work.**

The QEP will work under the direction of SRPC staff and in close collaboration with the Sunrise Lake Watershed Advisory Committee and its partners to develop designs, cost-estimates, and operation and maintenance plans for structure BMPs; obtain state permits and an approved NHDES site specific project plan; provide construction oversight; document pollutant load reduction estimates; and participate in project team meetings.

RFQ TIMELINE

November 4, 2024	Request for Qualifications release
November 15, 2024	Deadline for submittal of questions (5:00 p.m.)
November 22, 2024	Summary digest of questions and answers posted online
December 13, 2024	Deadline for receipt of qualification packages (5:00 p.m.)
January 10, 2025	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.

QUALIFICATION CONTENT

Requests for Qualifications (RFQs) are to be presented in a clear and concise manner. Proposers shall ensure that all information required herein be submitted with the RFQ. Additional useful information pertaining to the 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 the needs of SRPC. All RFQs shall remain firm for sixty (60) calendar days after receipt of the proposals.

RFQ SUBMISSION

Qualification packages shall include the following components:

1. A cover letter expressing the QEP's interest in working with SRPC and the Sunrise Lake Watershed Advisory Committee.
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 involved.
 - b. Include a description of past projects similar in nature to this one.
 - c. Present verifiable qualifications, experience, and knowledge regarding all aspects of watershed management 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 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 the selection committee 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 13, 2024. Submittals shall be sent by email to Kyle Pimental at kpimental@strafford.org with subject line: Sunrise Lake RFQ. Digital submittals shall not exceed a file size of 20MB. Submittals between 15-20 pages are preferred (past projects or additional information can be placed in an Appendix). A complete and timely submittal as described in this RFQ is required to be considered.

SELECTION PROCESS

SRPC and NHDES staff, as well as a subset of the Sunrise Lake Watershed Advisory Committee, shall serve as the selection committee and will be responsible for screening proposals, conducting interviews with selected firms, and recommending a QEP for hire to SRPC's Executive Director. The Executive Director will make the final decision regarding selection of a QEP.

SELECTION CRITERIA

A QEP selection will be based on an assessment of the qualifications package to meet the following criteria.

- Specialized Experience of the Project Team (35%)
 - Overall experience directly related to engineering, design, cost estimates, construction oversight, operation and maintenance agreements, and documenting pollutant load reductions for BMP projects.
 - Knowledge of NH shoreland and wetland regulations and obtaining state and local permits
 - Experience with natural shoreland restoration for lakes employing native materials and plants
 - Knowledge and experience with soils and hydrogeology
 - Ability to complete the work within the required schedule
- Project Personnel (30%)
 - 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 Approach (35%)
 - Demonstration of a 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 proceed with contract negotiations with that QEP. If the parties cannot come to terms, SRPC will undertake negotiations with the second-ranked QEP and follow the same procedure, working with each of the next-ranked qualified candidates 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 15, 2024.

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 22, 2024, 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 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 State and Federal 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 grant recipient through NHDES and EPA, will exercise appropriate measures to ensure good faith efforts are made during QEP selection.

APPENDIX A: SCOPE OF WORK

(Numbering for Objectives and Tasks mirror existing contract with NHDES)

Objective 2: Complete project engineering, design, permitting, and construction oversight, develop Operation and Maintenance (O&M) agreements, Site-Specific Project Plan (SSPP), and pollutant load reduction documentation.

Task 3: Develop Designs, Cost-Estimates, and Permits

The consultant, in coordination with SRPC and project partners, will develop designs, cost-estimates, and permits for the following:

- **BMP 1: Hampshire Shores Beach Raingarden Installation:** This system will collect stormwater runoff from Shore Drive and minimize flow into the beach and the lake.
- **BMP 2: Lake Shore Road Culvert Replacement Project:** The new culvert will adequately convey flow and reduce erosion at the beach due to broken and outdated piping that results in significant beach gullying and sediment loading to the lake.
- **BMP 3: Lake Lands Association Beach Stormwater Project:** Develop design and engineered plans to improve drainage and stormwater management.

Task 4: Develop and Obtain Site-Specific Project Plan

Develop and obtain NHDES approval for a Site-Specific Project Plan describing how pollutant load reductions will be estimated for all structural BMPs.

Task 5: Develop O&M Plan and Supporting Documentation

Develop O&M agreements and supporting documentation for structural BMPs, including photos and pollutant load reduction estimates.

Objective 3: Construct a Raingarden at Hampshire Shores Beach (BMP 1)

Task 10: Calculate Pollutant Load Reduction Estimates

Calculate pollutant load reduction estimates for the raingarden.

Objective 4: Construct the Lake Shore Road Culvert Replacement (BMP 2)

Task 12: Provide Construction Oversight and Documentation

Provide construction oversight and documentation for the culvert replacement project and calculate pollutant load reduction estimates.

Objective 7: Conduct Project Management and Submit Required Reports to NHDES

Task 21: Project Management

Participate in up to three meetings with the project advisory team, which will include a kickoff, mid-term, and a wrap-up. Additional coordination check-ins with SRPC and NHDES to discuss project status, deliverables, schedule, and invoicing will be required.

APPENDIX B: MAP OF PROPOSED STRUCTURAL BMP PROJECTS

