

# REQUEST FOR QUALIFICATIONS

2022 Country Pond Watershed Management Plan  
Implementation Phase 1:

Newton Boat Ramp Best Management Practices (BMPs)

*Country Pond Lake Association*



## CONTACT:

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# Introduction

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

## Project Description

This project addresses stormwater runoff, erosion, sedimentation, and nutrient loading at a site within the Country Pond watershed. The goal of implementing the proposed BMPs is to reduce turbidity, phosphorus, and other nutrients within Country Pond, thereby helping to prevent water quality degradation. The project site is described below.

### Newton Town Boat Launch Ramp

Stormwater flowing over the boat launch ramp erodes and transports sediment into Country Pond. The CPLA in partnership with the Town of Newton seeks consulting services to design BMPs at the ramp to reduce stormwater runoff volume, along with measures to stabilize the ramp itself, to address erosion and transport of materials into the pond. For more details, please click on the following web link to view a concept design for the site: <https://countrypondlakeassociation.org/newton-boat-ramp-project> .

Note: Design concepts may change depending on the design process.

## 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 **Gregory Senko, President, Country Pond Lake Association**, [gsenko1@comcast.net](mailto:gsenko1@comcast.net) by **September 16, 2022, before 5:00 PM**. Submissions, including all listed components below, shall be five or fewer pages in length and shall **not** include a cost estimate.

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.

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 BMP pollutant load reduction estimates;
  - d. Familiarity and/or experience with the Country Pond watershed;
  - e. Demonstrated ability to complete work within 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.

CPLA reserves the right to request interviews with 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 **Gregory Senko, President, Country Pond Lake Association**, [gsenko1@comcast.net](mailto:gsenko1@comcast.net) before 5:00 PM on September 2, 2022. CPLA will not respond to telephone inquiries about the RFQ. Any questions about this RFQ raised by an individual/firm will be answered in a question and answer (Q & A) summary digest. The Q & A summary digest will be provided to those who contact CPLA before September 2, 2022 at 5:00 PM. The Q & A summary digest will be provided via e-mail on September 7, 2022 to all who requested to be on the response list.

## Anticipated Timeline

- August 24, 2022 Release of Request for Qualifications
- September 2, 2022 Deadline for questions and for requests to be added to the Q & A digest response list (5:00 p.m.)
- September 7, 2022 Q&A summary digest distributed to those who requested it
- September 16, 2022 Deadline for receipt of RFQ qualification packages (5:00 p.m.)
- October 7, 2022 Anticipated final selection of contractor and notification to all firms

## **Disclaimer**

This RFQ does not commit CPLA to award a contract or pay any costs incurred during the preparation of any submittal. CPLA reserves the right to reject submittals while adhering to applicable laws. CPLA 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.

## **Anticipated Scope of Work**

### **Deliverable 1: Completion of designs, materials list, and cost estimates for the project.**

**Tasks:** Coordinate with CPLA and its project partners to perform site survey work and design development. Complete acceptable final designs, materials list, and cost estimates for BMPs and ramp stabilization. Design must consider the need for permits that may need to be obtained if the project is constructed. Design, materials list, and cost estimates for project construction to be developed by the consultant for CPLA's review and approval.

### **Deliverable 2: Develop pollutant load reduction estimates for BMPs.**

**Tasks:** Coordinate with CPLA and its project partners to develop pollutant load estimates for BMPs and ramp stabilization. Provide estimates to CPLA.

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