REQUEST FOR PROPOSALS & QUALIFICATIONS

Issued by the Pearly Pond Management Advisory Council for Franklin Pierce University

For Watershed Planning in the Pearly Pond Watershed

May 14, 2013

Pearly Pond Watershed
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REQUEST FOR PROPOSALS & QUALIFICATIONS

Watershed Planning in the Pearly Pond Watershed
Rindge NH

I. REQUIRED PROPOSAL & QUALIFICATIONS SUBMISSIONS

Each consultant will submit a proposal package to Franklin Pierce University (FPU). The Pearly Pond Management Advisory Council (PPMAC), will guide the project for the grantee, FPU. The proposal package must include the following components as described in detail below:

- Description of 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.
- A technical proposal describing the team’s approach and proposed scope of work
- A proposed project schedule
- Qualifications related to certain services as described in this RFP/RFQ (See Section V – Selection Criteria)

Each package shall demonstrate and document that the firm(s) has the professional experiences to proceed with the described projects and services as described in the Anticipated Scope of Services – Attachment I. Section V – Selection Criteria further describes required elements of the proposal. (PPMAC requests that the packages are not over-burdened with multiple pages of resumes and examples of similar work. The responses should contain a listing of the staff which will be performing the work and a simple one-page resume for each staff person.)

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

Due Date: Submit proposals by June 14 2013 to:

Dr. Catherine Owen Koning, Dept. of Env. Science, Franklin Pierce University, 40 University Drive, Rindge NH 03461  koningc@franklinpierce.edu

The final proposal and related deliverables for review shall be submitted as seven (7) double-sided paper copies to the address above, and one digital copy, shared via Dropbox or other file sharing account, to koningc@franklinpierce.edu as an Adobe pdf file.

Representatives from the PPMAC, and the New Hampshire Department of Environmental Services (NHDES) will review proposal packages. Consultants will be ranked based on qualifications, project approach, and cost proposals for specified services. More detail is provided in Section V – Selection Criteria.

Final selection will be based on an overall assessment of qualifications and related experiences, demonstrated ability to perform the tasks outlined in the Anticipated Scope of Services, demonstrated ability to manage the individual tasks of the team members, estimated costs for specific services and tasks as described in Section V, specific engineering qualifications as described in Section V, ability to meet requirements outlined in Section VII, and a demonstrated ability to complete all of the tasks in a timely and cost effective manner.
Any questions about this RFP/RFQ raised by an individual firm will be answered in a summary digest. The summary digest will be provided to firms who contact PPMAC and request to be put on an e-mail list to receive the digest. The cut-off date for questions and requests to be put on the e-mail list to receive the summary of questions and answers is May 31, 2013. Please e-mail PPMAC to ask a question and to be put on the e-mail list to receive responses: koningc@franklinpierce.edu

The summary digest will be provided via e-mail on June 4, 2013 to all consultants on the response list.

II. PROJECT TEAM AND LEVEL OF PARTICIPATION

The proposal will identify the individuals responsible for managing the project and conducting specific project tasks. The proposal 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 proposal.

III. PROJECT APPROACH/SCOPE OF WORK

Attachment I of this RFP/RFQ provides Scope of Work Guidance to assist in the development of the project approach, project scope, demonstration of qualifications, and cost estimates for specified aspects of work. It must be clear how elements in the Scope of Work Guidance will be addressed.

IV. PROJECT SCHEDULE

The consultant will provide a schedule to conduct and complete the project. The schedule will include project tasks as identified in the Anticipated Scope of Work provided in Attachment I. 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. It is expected that this project will be completed by December 15, 2014.

V. SELECTION CRITERIA

Proposals will be assessed based on the following criteria.

1. Specialized Experience of the Project Team (40-50 percent)

The applicant will be rated on:
(a) overall experience directly relating to the successful implementation of similar projects that include planning, data analysis, watershed modeling, outreach, monitoring, and working with diverse stakeholders to achieve project goals; including references that could be contacted;
(b) direct experience using the EPA’s nine key elements (a-i) to develop watershed plans;
(c) demonstrated ability to work with municipal government in small (pop.< 5,000) NH towns (town boards, DPW, etc.), state government (NHDES), local residents, nonprofit groups, universities, and other stakeholders in New Hampshire;
(d) demonstrated experience in working with NHDES staff to develop Quality Assurance Project Plans and Site Specific Project Plans;
(e) demonstrated ability to complete the work within the required scheduled and budget;
(f) demonstrated ability to effectively solicit, assess, and use comments and suggestions from stakeholders during project development;

(g) demonstrated success in developing and implementing innovative approaches to facilitating public and project team meetings;

(h) experience in lake water quality and environmental monitoring, modeling and data interpretation, including experience accounting for significant upstream NPS sources not within the project study area;

(i) demonstrated ability to conduct watershed modeling to achieve project goals (including build-out analyses);

(j) experience interpreting and applying New Hampshire water quality standards;

(k) demonstrated ability to identify structural and non-structural BMPs and generate pollutant load analyses for BMPs;

(l) proven ability to evaluate and propose solutions to address pollution from septic systems;

(m) experience designing and providing construction oversight for stormwater BMPs;

(n) experience working with municipal officials and stakeholders to guide their review of land use regulations and recommendations;

(o) experience training non-profit organizations and volunteers to conduct watershed surveys using an established protocol that will generate useful results for watershed assessment; and

(p) demonstrated ability to conduct effective public outreach and generate measurable results.

2. Project Approach (35 percent)

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

3. Qualifications for Engineering Services (15 percent)

The consultant will be rated on their qualifications and experience regarding ability to provide engineering services to design stormwater BMPs as described in Attachment I – Scope of Work Guidance. (Firms are not required to submit costs for engineering services described in Section III.)

4. Cost Proposal (10 percent)

The applicant should provide a cost proposal which includes hourly rates and estimated work hours for each team member. The applicant will be rated on their cost estimate for completion of planning, data analyses, modeling, and outreach tasks in Attachment I – Scope of Work Guidance, Sections I and II.

Final selection will be based on an overall assessment of qualifications and related experiences, demonstrated ability to perform the tasks outlined in the Anticipated Scope of Services, demonstrated ability to manage the individual tasks of the team members, estimated costs for specific services and tasks as described in Attachment I (non-engineering portion), ability to meet requirements outlined in Attachment I, and a demonstrated ability to complete all of the tasks in a timely and cost effective manner.

Upon completion of the review process, the PPMAC will negotiate with the top-ranked consultant for final contract scope and price. The negotiated contract will be based on fair and reasonable
compensation for the services required. The PPMAC may choose to interview a short list of consultants prior to negotiating a final contract.

VI. DISCLAIMER

This RFP/RFQ does not commit Franklin Pierce University to award a contract or pay any costs incurred during the preparation of the proposal. Franklin Pierce University reserves the right to reject any or all of the proposals for completing this work. Franklin Pierce University also reserves the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of related tasks or other issues that may arise during the course of the project.

VII. REQUIREMENTS

The contract award is contingent upon conformance with all applicable rules and regulations of the State of New Hampshire. Funding for the project detailed in this solicitation is provided in part with Federal EPA Section 319 grant funds obtained through an agreement with the State of New Hampshire Department of Environmental Services. Recipients of these grants and their subcontractors are required to meet certain contract requirements including the federal requirements detailed in Title 40 of the Code of Federal Regulations (CFR) parts 7, 12, 30, 33, 34, 36, and additional regulations referenced therein.
INTRODUCTION
Pearly Lake (known locally as Pearly Pond) and Pearly Lake Beach are listed in the final EPA 2010 303(d) list as impaired by total phosphorus, Cyanobacteria hepatoxic microcystins and E. coli. The lake was closed to swimming on six days in 2012 and more in 2011. Sources of the phosphorus were identified in the 2010 303 (d) report as permitted discharge from the Franklin Pierce wastewater treatment facility, but that is no longer the case as the WWTF now uses a groundwater discharge system. Data from the Volunteer Lake Assessment Program has shown a declining trend in total phosphorus and chlorophyll-a from 1992-2012, although both are still above the NH median. Most of the watershed is undeveloped, so the major anthropogenically-influenced direct and indirect sources of phosphorus are likely to include sources very close to the lake, such as (a) internal loading from sediments; (b) fecal dropping from geese, (c) non-point sources from adjacent lawns, parking lots, etc., (d) inadequate septic systems, and (e) runoff from State Route 119 and other roads that are directly adjacent to the lake.

Franklin Pierce University has been awarded a Section 319 Watershed Planning Grant through the NHDES Watershed Assistance Section and is providing matching contributions for this project. The project will be guided by the Pearly Pond Management Advisory Committee. Franklin Pierce University entered into a grant agreement with the State of New Hampshire -- Department of Environmental Services for the successful completion of the tasks and objectives described in its 319 Nonpoint Source Grant Agreement. The goals of this grant-funded project are to develop a watershed-based management plan which will build on the estimated loadings of phosphorus from the DES TMDL report, to identify the most cost-effective and useful strategies to reduce phosphorus inputs. It is anticipated that the project will begin in the spring/summer of 2013.

BACKGROUND

OVERALL PROJECT DESCRIPTION
The consultant will identify pollutant sources causing impairments, generate a watershed management plan, and identify locations and strategies for correcting high priority pollution sites. The consultant will hold initial, interim, and final public informational sessions. The consultant will prepare a draft management plan for the Pearly Pond watershed for the PPMAC/FPU and its project partners to review. The consultant will ensure that the watershed management plan incorporates the nine key elements (a-i) required by EPA for watershed-based plans. The consulting firm will then submit a final draft of the restoration plan to the PPMAC/FPU and its project partners including NHDES for review and approval.

Project Scope:

1. Develop and Implement Site Specific Project Plan
The consultant will work with the PPMAC to develop, obtain DES and EPA approval for, and implement a Watershed Management Plan/Model Development Site Specific Project Plan (SSPP) according to the guidelines provided by NHDES.
II. Develop Draft, Interim, and Final Pearly Pond Watershed Management Plan

The consultant will develop and revise draft, interim, and final versions of the Pearly Pond Watershed Management Plan in close collaboration with the project team and the public. To ensure that this watershed management plan makes progress towards protecting Pearly Pond, the watershed management plan that is developed and/or implemented with Section 319 funds must include at least the elements listed below:

a) An identification of the causes and sources or groups of similar sources that will need to be controlled to achieve the load reductions estimated in this watershed-based plan (and to achieve any other watershed goals identified in the watershed-based plan), as discussed in item (b) immediately below. Sources that need to be controlled should be identified at the significant subcategory level with estimates of the extent to which they are present in the watershed (e.g., ways to reduce pollution from nonpoint source of pollution such as septic systems, erosion, stormwater runoff, etc.).

b) An estimate of the load reductions expected for the management measures described under paragraph (c) below (recognizing the natural variability and the difficulty in precisely predicting the performance of management measures over time). Estimates should be provided at the same level as in item (a) above (e.g., the total load reduction expected for septic system improvements, stormwater BMPs, etc.).

c) A description of the NPS management measures that will need to be implemented to achieve the load reductions estimated under paragraph (b) above (as well as to achieve other watershed goals identified in this watershed-based plan), and an identification (using a map or a description) of the critical areas in which those measures will be needed to implement this plan.

d) An estimate of the amounts of technical and financial assistance needed, associated costs, and/or the sources and authorities that will be relied upon, to implement this plan.

e) An information/education component that will be used to enhance public understanding of the project and encourage their early and continued participation in selecting, designing, and implementing the NPS management measures that will be implemented.

f) A schedule for implementing the NPS management measures identified in this plan that is reasonably expeditious.

g) A description of interim, measurable milestones for determining whether NPS management measures or other control actions are being implemented.

h) A set of criteria that can be used to determine whether loading reductions are being achieved over time and substantial progress is being made towards attaining water quality standards and, if not, the criteria for determining whether this watershed-based plan needs to be revised.

i) A monitoring component to evaluate the effectiveness of the implementation efforts over time, measured against the criteria established under item (h) immediately above.

Note: In addition to the “a – i elements” detailed above, the consultant should note the following particular areas of concern which may be unique to the Pearly Pond Watershed Planning Project.

1) The consultant will prepare a revised draft Total Maximum Daily Load (TMDL) model spreadsheet (ENSR-LLRM) and work with the DES TMDL Program to ensure that this Watershed Plan is coordinated with the draft total phosphorus TMDL report for Pearly Pond.
2) The consultant will work with the PPMAC/FPU and the Town Planning Board to review the local ordinances regarding non-point source pollutants and other sources.

3) The consultant will assist the PPMAC/FPU in coordinating with watershed stakeholders, as well as other local lake associations facing similar issues, to conduct public forums and educational workshops at each stage of the process. These meetings will include both an educational component and a deliberative discussion component.

4) The consultant will provide training and support for the PPMAC/FPU, who will survey landowners about landowner septic systems and shoreline management, and this survey will include knowledge-based and action-based questions.

III. Draft BMP Designs

Based upon the completed BMP site identification and prioritization, and discussion with local stakeholders, the consultant will select 4 – 6 potential BMP locations, draft design plans and estimate costs to implement.

GEOGRAPHIC SCOPE

The project area includes the Pearly Pond Watershed (HUC 010802020103). Pearly Pond is a 191-acre lake in Rindge, NH. Most of the watershed for Pearly Pond is undeveloped. Franklin Pierce University, and 52 residences are located near the lake.

BUDGET – Available Funding

Approximately $57,000 is available to complete all activities described in this RFP/RFQ. Please provide a cost proposal for items I and II in the Project Scope. Please provide engineering qualifications only for item III (firms are not required to provide a cost for this item; however, for overall project budgeting purposes, consultants should be advised that the costs for completing item IV will need to be covered by the available funding).

RESOURCES

1. NHDES Watershed Assistance Section web site: http://des.nh.gov/organization/divisions/water/wmb/was/index.htm