

REQUEST FOR PROPOSALS/QUALIFICATIONS

**Issued by the Lake Winnepesaukee Association
for**

**Hydrologic assessment of the Reservoir Brook watershed and
evaluation of the functionality of Monkey pond**

September 3, 2019



Lake Waukewan, Meredith, NH

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REQUEST FOR PROPOSALS AND QUALIFICATIONS

Hydrologic assessment of the Reservoir Brook watershed and Evaluation of the functionality of Monkey pond

I. REQUIRED PROPOSAL AND QUALIFICATIONS SUBMISSIONS

Each consultant will submit a proposal & qualifications package to the **Lake Winnepesaukee Association (LWA)** that includes the following components as described in detail below:

- Cover letter indicating a primary contact for the proposals and qualifications package and that person's title, address, phone number, and email address. The cover letter should include relevant professional certifications (e.g., Professional Engineer, Certified Wetland Scientist, etc.)
- Description of the respondent's skills and specialties for which the respondent is qualified, and a summary of directly-relevant work experience of the respondent. Responses must address how the respondent meets the desired qualifications; please consult Section V - SELECTION CRITERIA (below) for additional guidance.
- List of references including names, titles, contact information. These will preferably be clients for whom similar work has been performed within the past five (5) years.
- The project team, if applicable, 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 that describes the team's project approach and scope of work
- A cost proposal for completing services as described in this RFP/RFQ (See Section V – Selection Criteria).
- A proposed project schedule.

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

Each consultant will submit the proposal/qualifications package via dropbox using <https://form.jotform.com/73524502285151> by close of business on **October 4, 2019**.

Representatives from the LWA, Town of Meredith, and the New Hampshire Department of Environmental Services (NHDES) will review proposal/qualification packages. Consultants will be ranked based on qualifications, project approach, and cost proposals for specified services. After the qualifications-based ranking is complete, the top two to three ranked consultants may be invited for an interview if desired by the review committee.

Final selection will be based on an overall assessment of qualifications and related experiences, demonstrated ability to perform the tasks outlined in the Scope of Work Guidance, estimated costs for specific services and tasks as described in the Scope of Work Guidance, and a demonstrated ability to complete all of the tasks in a timely and cost effective manner.

II. PROJECT TEAM AND LEVEL OF PARTICIPATION

The proposal/qualifications package will identify the individuals responsible for managing the project and conducting specific project tasks. The proposal/qualifications package will also include an estimate for the expected level of participation in the project tasks and in the overall project.

III. PROJECT APPROACH/SCOPE OF WORK

Attachment I provides Scope of Work Guidance to assist in the development of the project approach, scope of work, and demonstration of qualifications, and cost estimates for specified aspects of work.

IV. PROJECT SCHEDULE

The respondents will provide a schedule to conduct and complete the project. The schedule will include project tasks as identified in the Scope of Work. It is expected that this project will be completed by April 30, 2020.

V. SELECTION CRITERIA

Selection will be based on the qualifications package. Respondents will be assessed based on the following criteria.

1. Capability to perform required services and qualifications of key personnel.
2. Extent of experience and past performances on similar projects.
3. Project understanding, design approach, and methodology.
4. Proposed schedule and approach to perform required services in a timely manner.
5. Proposed fee for professional services

VI. REQUEST FOR PROPOSALS & QUALIFICATIONS (RFP/RFQ) INQUIRIES

The LWA will not respond to telephone inquiries about the RFP/RFQ. Questions concerning this RFP/RFQ must be submitted via email to LWA at: ptarpey@winnipesaukee.org (Pat Tarpey)

Questions must be submitted by 5:00pm ET on September 17, 2019, and must have the Subject Line: "Hydrologic Assessment of the Reservoir Brook Subwatershed RFP/RFQ Question". If you have a question, please follow this procedure so as to ensure consistency of answers. Any information obtained by speaking one-on-one with a project partner is not considered an official response for the purposes of this process.

A digest version of all questions and answers will be emailed to everyone that submits a question. Additional persons wishing to receive the digest version of all questions and answers should request a copy via email by contacting Pat Tarpey, ptarpey@winnipesaukee.org (Subject: " Hydrologic Assessment of the Reservoir Brook Subwatershed RFP/RFQ Digest Request"). The LWA shall distribute the Q&A Digest by September 24, 2019.

Upon completion of ranking qualifications packages, the LWA, in consultation with the project team will negotiate with the top-ranked firm for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

VII. TIME LINE

September 3, 2019	RFP/RFQ Release
September 17, 2019	Deadline for submittal of questions on RFQ (5:00pm ET)
September 24, 2019	Q&A Digest emailed to those requesting a copy
October 4, 2019	Deadline for receipt of proposals to RFQ (5:00pm ET)
October 25, 2019	Final selection of contractor and notification (anticipated) to all firms

VIII. DISCLAIMER

This RFP/RFQ does not commit the Lake Winnepesaukee Association (LWA) to award a contract or pay any costs incurred during the preparation of the proposal package. The LWA reserves the right to reject any or all of the proposals for completing this work for any reason allowable by law. The LWA 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.

IX. 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 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.

ATTACHMENT I - SCOPE OF WORK GUIDANCE

REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR THE HYDROLOGIC ASSESSMENT OF THE RESERVOIR BROOK CATCHMENT AND EVALUATION OF THE WETLAND FUNCTIONAL CAPACITY OF MONKEY POND.

INTRODUCTION/BACKGROUND

In 2016, the Lake Winnepesaukee Association completed a watershed restoration plan for the Lake Waukegan Watershed. The study can be found at <http://winnepesaukeegateway.org/lake-management/plan-2/plan-2-waukegan-winona-watershed-restoration-plan/>. The impetus for this study was that (1) Lake Waukegan is a public water supply for the Town of Meredith and (2) this watershed is a major contributor to Meredith Bay, Lake Winnepesaukee. The study notes: *“The Lake Waukegan and Winona Watershed Restoration Plan is part of a long-term strategy to address current impairments in both lakes by focusing on ways to reduce sediment and nutrient loading inputs to the waterbodies.”* In order to determine drainage flow and assess pollutant load, the 13 sq. mi. Waukegan watershed was delineated into 21 subwatersheds, 5 for Lake Winona, and 16 for Lake Waukegan. Of the 16 subwatersheds in the Lake Waukegan watershed, the Reservoir Brook subwatershed, located at the southern end of Lake Waukegan, is the largest of the catchments directly contributing nutrient loading to the lake. Predictive modeling shows this subwatershed contributes the second highest amount of phosphorus export (28 kg/year) to Lake Waukegan [second only to inputs from the Snake River (52.5 kg/yr), which includes the entire upstream Lake Winona watershed]. Reservoir Brook, the primary tributary in the subwatershed, drains to Monkey Pond, a 1 acre wetland located on a town owned parcel immediately adjacent to Lake Waukegan.

Urban development accounts for 57 hectares of the 278 hectare Reservoir Brook subwatershed, which is the highest of all the subwatersheds in the Waukegan watershed. There are 3 major road crossings, including NH Route 104, a commercial shopping plaza at Old Province Common, and commercial businesses located in the subwatershed. Concern for Monkey Pond’s ability to handle the nutrient and sediment loading from the Reservoir Brook subwatershed, prompted a study of the water quality throughout the catchment area. During two rain events in October 2010, Andrew Chapman, NHDES Clean Lakes Program, collected water samples from 21 locations in the Reservoir Brook subwatershed, which were analyzed for chlorides, specific conductance, turbidity, and total phosphorus. While this is a limited dataset, results indicated high levels of chlorides and specific conductance at several locations, excessive concentrations of phosphorus (P) at 15 sites, and high concentrations of P at 3 sites.

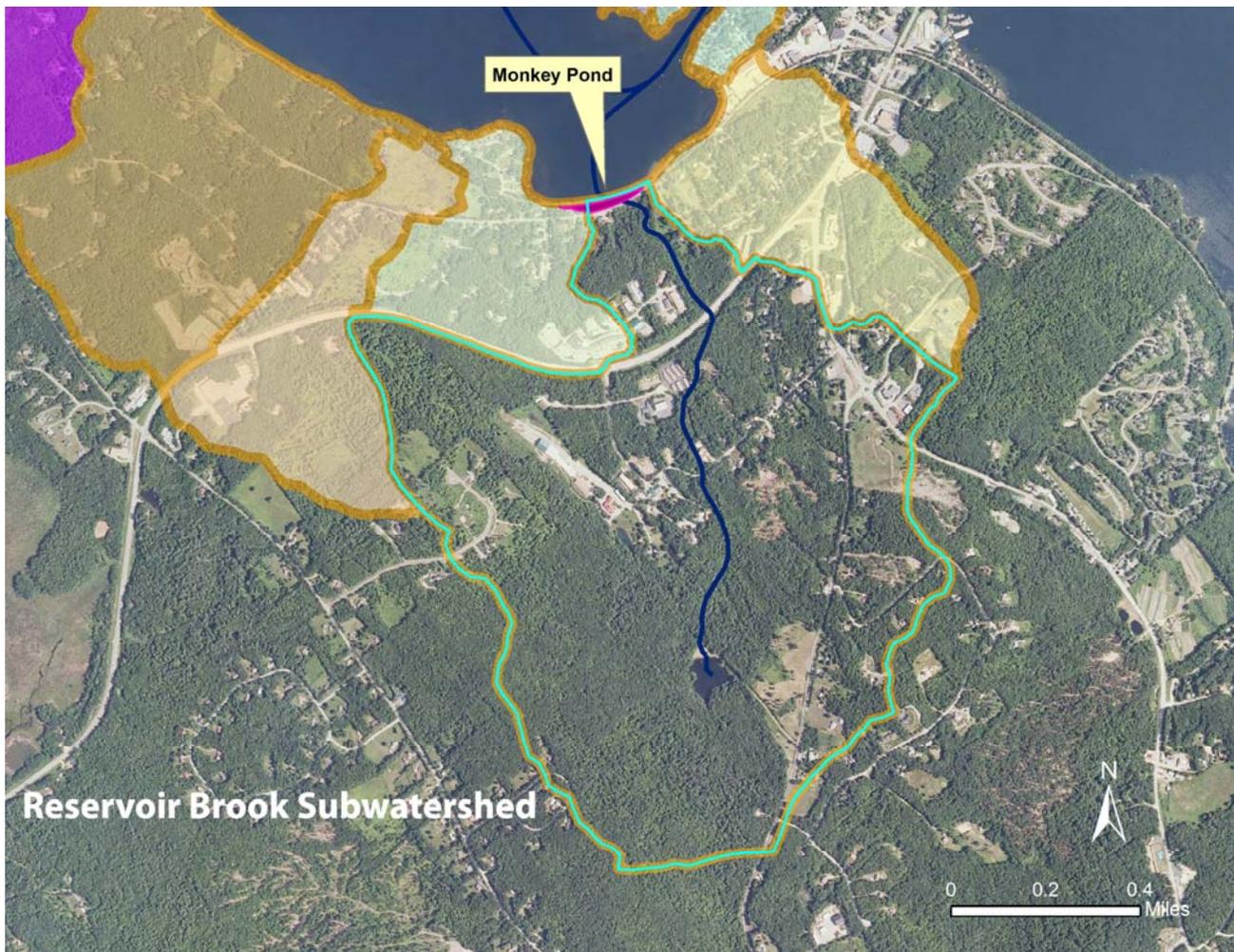


Figure 1. Aerial photo of the Reservoir Brook subwatershed study area.

OVERALL PROJECT DESCRIPTION

Monkey Pond includes three tributary inflows including that of Reservoir Brook. Additionally, there are several storm drains and one municipal parking lot that outlet directly into the pond. The pond is hydrologically connected to Lake Waukegan via two culverts beneath a rail line that separates it from the lake. The rail line has a history of flood-related failures in the immediate area. The pond has silted in overtime and has been dredged at least twice. Rather than dredge the pond again, the LWA and the Town of Meredith propose to study and evaluate the pond and Reservoir Brook catchment to determine where the sediment and nutrient loading is coming from, and determine whether the wetland could or should be enhanced to provide optimum sediment and nutrient removal.

With limited funding available, this phase of the project will evaluate the hydrologic characteristics of the catchment and conduct a functional assessment of the Monkey Pond wetland. Through this study, the Lake Winnepesaukee Association and the Town of Meredith seek to answer the following questions; 1) Where does the water come from? 2) What are the hydrological characteristics of the water entering Monkey Pond? and 3) How is Monkey Pond functioning at present? Is dredging appropriate? Is it a good candidate for wetland enhancement?

SCOPE OF SERVICES

1. Conduct a drainage analysis and hydrologic assessment of the Reservoir Brook subwatershed.

The consultant will conduct a drainage analysis and hydrologic assessment of the Reservoir Brook watershed, which will include an assessment of the hydrologic capacity of the railroad culverts connecting Monkey Pond to Lake Waukegan. A summary report detailing the hydrologic assessment and drainage analysis, including the railroad culverts, will be submitted to the LWA for review and approval by NHDES.

2. Evaluate the wetland functional capacity of Monkey Pond

A certified wetland scientist will perform a functional wetland evaluation of Monkey Pond utilizing a NHDES approved method. The wetland evaluation will address three (3) primary questions:

- How is Monkey Pond functioning with regard to water quality in Lake Waukegan?
- Is dredging an appropriate course of action?
- Is Monkey Pond a good candidate for wetland enhancement

A draft report detailing the results of the wetland evaluation will be provided to the LWA, Town of Meredith, and NHDES for review and comment. A final report detailing the findings will be submitted to the LWA.

GEOGRAPHIC SCOPE: The project area is the Reservoir Brook subwatershed (1.07 square miles), which lies within the town of Meredith, NH.

RESOURCES:

1. Winnepesaukee Gateway website: Waukegan & Winona Watershed Restoration Plan
<http://winnepesaukeegateway.org/lake-management/plan-2/plan-2-waukegan-winona-watershed-restoration-plan/>