

REQUEST FOR QUALIFICATIONS FOR TECHNICAL SERVICES
SPOFFORD LAKE MANAGEMENT PLAN
FOR SOUTHWEST REGION PLANNING COMMISSION

Contact: Lisa Murphy, (603) 357-0557, lmurphy@swrpc.org
Date of Issue: May 19, 2017
Deadline: June 9, 2017 at 5:00 p.m. (EST)

I. PROJECT DESCRIPTION

The intent of this project is to identify the contributing factors in the current water quality status of Spofford Lake located in the Town of Chesterfield, NH. The “Spofford Lake Watershed-based Management Plan, Phase I” is the start of developing an EPA nine-element (a-i) watershed-based management plan. Activities will include targeted investigations of critical priority areas to identify pollution sources, determine load estimates, and calculate reductions needed to remove the lake from the 303(d) NH List of Impaired Waters. Sub-watershed assessments will be conducted to determine sites requiring mitigation for stormwater, erosion, infiltration, culvert upgrades, etc.

The work is funded under Section 604(b) of the Federal Clean Water Act and is administered by the New Hampshire Department of Environmental Services (NHDES).

II. SCOPE OF WORK

The selected contractor will complete tasks to assist Southwest Region Planning Commission (SWRPC) in the development of a Watershed-based Management Plan for Spofford Lake. The tasks to be completed by the contractor represent a portion of the overall project. The contractor will work collaboratively with SWRPC by providing technical services to complete tasks, or portions of tasks, as described in the proposal titled Spofford Lake Watershed-based Management Plan dated September 23, 2016. Below is a description of the tasks that are to be completed by the contractor.

Please note that the Task number sequence presented below corresponds to the Grant Agreement between NHDES and SWRPC. Objectives and Tasks not included below are intentionally omitted as they will be completed by SWRPC or others.

Contractor Tasks

Objective 2: Prepare a draft and final Site Specific Project Plan (SSPP) for the Spofford Lake Watershed-based Management Plan.

Deliverable: A signed SSPP by NHDES that references the Generic Watershed Management Plan Quality Assurance Project Plan (QAPP) to address assimilative capacity, watershed load modeling, and Best Management Practice (BMP) nonpoint source pollution (NPS) pollutant load reductions.

Task 7: Prepare and submit a draft SSPP to NHDES for review.

Task 8: Edit the draft SSPP based on comments provided by NHDES and create the final document for approval by NHDES. Share the approved SSPP with the full project team.

Objective 3: Determine assimilative capacity for each water quality parameter associated with designated use attainment within Spofford Lake.

Deliverable 3: A memo describing the calculation of the assimilative capacity for Spofford Lake, and confirmation of designated use support or non-support.

Task 9: Gather existing lake and tributary data (including Volunteer Lake Assessment Program data) and determine if acceptable for use in the assimilative capacity analyses.

Task 10: Determine the historical and current median Total Phosphorus (TP), Dissolved Oxygen (DO) and Chlorophyll-a (Chlor-a) levels for Spofford Lake.

Task 11: Calculate how much assimilative capacity exists for pollutant loading into Spofford Lake before reserve capacity threshold is achieved and the State nutrient criteria for an oligotrophic lake is exceeded.

Task 12: Analyze DO data to confirm that Spofford Lake fails to support the Aquatic Life Designated Use for Class A surface waters.

Objective 4: Determine whether DO and temperature conditions are naturally occurring, and establish the water quality goal for phosphorus in Spofford Lake.

Deliverable 4: Provide model outputs and justification memo to NHDES relative to development and documentation of the process for determination of the in-lake TP goal for Spofford Lake, and discussion of the relationship between the TP goal and the lake's DO impairments.

Task 13: Establish process for determining the water quality goal (based on TP) including consideration and justification for that goal as it relates to the DO impairment.

Task 14: Hold facilitated meetings with the steering committee, other NHDES officials, and watershed stakeholders to agree upon the water quality goal for TP within Spofford Lake.

Objective 5: Identify current and future pollution sources within Spofford Lake watershed (EPA Element a).

Deliverable 5: Watershed and lake response model outputs paired with identification summaries of current and future pollution source loads by land use type and source by sub-watershed for each parameter. Refined pollution source loads for each sub-watershed based upon site specific knowledge using ground-truthing methods.

Task 18: Determine pollution sources and associated loads for each sub-watershed using the Spreadsheet Tool for Estimating Pollutant Loads (STEPL) or other approved method as detailed in the SSPP. Submit the current, annual pollution source load estimates to the steering committee for review.

Task 19: Lead teams from SWRPC and the consulting firm to complete ground-truthing surveys of the watershed to verify GIS data layers.

Task 20: Using in-lake response models in combination with empirical data, estimate in-lake TP concentration, DO concentration and saturation, and report out to the steering committee for review.

Task 21: Run additional watershed modeling scenarios including natural background, build-out under current zoning, near term, planned future development, and others to determine if water quality target can be met.

Objective 6: Estimate pollution reductions necessary to maintain the water quality goal and expected watershed conditions (EPA Element b).

Deliverable 6: Interim technical memo from the consultant with pollution load reductions presented to the steering committee.

Task 22: Determine the TP reductions needed, if any, to achieve the in-lake phosphorus goal for current and predicted watershed build-out conditions. Assess the implications that the various TP loading scenarios will have on the lake's DO impairments.

Task 23: Coordinate with SWRPC, the Town, and Spofford Lake Association representatives to conduct sub-watershed assessments to determine sites requiring mitigation for stormwater, erosion, infiltration, culvert upgrades, riparian buffer establishment, etc. Document sites with photos, site IDs, GPS coordinates, recommended BMP descriptions, design, construction, and maintenance cost estimates.

Task 24: Estimate pollutant load reduction for each site specific BMP.

Objective 7: Development of a draft Spofford Lake Watershed-based Management Plan incorporating the portion of the EPA key elements (a-i) developed under this phase of the project.

Deliverable 7: Draft Spofford Lake Watershed-based Management Plan components provided for DES comment.

Task 25: Estimate the amounts of technical and financial assistance required to implement the restoration measures outlined in Objectives 5 and 6.

Task 27: Compile the completed plan components into a draft watershed-based management plan including watershed maps; review existing town land use regulations; provide recommendations for new regulations and/or additional non-structural practices needed to attain water quality goals.

III. PROJECT SCHEDULE

Qualifications packages should include a generalized schedule for conducting and completing the activities described in the Scope of Work. It is expected that work on this project will begin during the summer of 2017.

IV. REQUIRED QUALIFICATIONS SUBMISSIONS

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, 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.

V. 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 (35%)
 - a. Overall experience directly related to the successful completion of similar watershed planning projects that include incorporation of EPA's Nine Elements ("a - i"), data analysis, monitoring, outreach, and working with diverse stakeholders to achieve project goals;
 - b. Demonstrated ability to identify structural and non-structural BMPs and generate pollutant load analyses for BMPs;
 - c. Demonstrated ability to complete work within the available budget and schedule (do NOT provide a cost estimate at this time); and
 - d. Demonstrated ability to work with NHDES to develop Quality Assurance documents.
2. Project Personnel (35%)
 - a. Principal team members' roles and participation levels, availability, qualifications and experience (see detail in Section IV, 2).
3. Project Approach (30%)
 - a. Demonstrated 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, SWRPC will request from the highest ranked consultant a task-based cost proposal. SWRPC will proceed with contract negotiations with that consultant. If the parties cannot come to terms, SWRPC will request from the second ranked consultant a task-based cost proposal and follow the same procedure, working with each of the next ranked qualified candidate(s) in order of their scores, until a contract has been successfully negotiated.

VI. REQUEST FOR QUALIFICATIONS QUESTIONS

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 Southwest Region Planning Commission 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 26, 2017. Please e-mail Lisa Murphy of SWRPC at lmurphy@swrpc.org to ask a question or to be put on the e-mail list to receive the summary digest. The summary digest will be provided via e-mail on May 31, 2017 to all consultants on the response list.

VII. TIME LINE

May 19, 2017 Request for Qualifications release
May 26, 2017 Deadline for submittal of questions on this RFQ (5:00 p.m.)
May 31, 2017 Questions and answers summary digest distributed to contractors
June 9, 2017 Deadline for receipt of qualification packages to this RFQ (5:00 p.m.)
June 30, 2017 Anticipated final selection of contractor and notification to all firms SWRPC reserves the right to conduct interviews with selected teams. The decision to conduct interviews may affect the specified time line.

Due Date: Complete submittals are required to be postmarked by 5:00 p.m. EST on **June 9, 2017** and should be sent to:

Southwest Region Planning Commission
Attn: Lisa Murphy, Senior Planner
37 Ashuelot Street
Keene, NH 03431

or may be emailed in pdf. format to Lisa Murphy, Senior Planner at lmurphy@swrpc.org

VIII. DISCLAIMER

This RFQ does not commit SWRPC to award a contract or pay any costs incurred during the preparation of any submittal. SWRPC reserves the right to reject any or all of the 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 contractor is eligible to receive Federal funding, and certifies compliance with State and Federal rules related to grant funded projects.