

REQUEST FOR PROPOSALS & QUALIFICATIONS

**For Services Associated with Stormwater Management,
Water Quality Protection, and Septic System Improvements**

Parsons Creek Watershed, Rye, NH

August 28, 2012



Parsons Creek, Rye

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REQUEST FOR PROPOSALS & QUALIFICATIONS

For Services Associated with Stormwater Management, Water Quality Protection, and Septic System Improvements

Parsons Creek Watershed, Rye, NH

I. REQUIRED PROPOSAL & QUALIFICATIONS SUBMISSIONS

Each consultant will submit a proposal package to the Town of Rye that includes 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).
- A Cost Proposal for completing 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. (The Town 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 is satisfactory.)

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

Each consultant will submit proposals by 2:00 PM on Monday, September 17, 2012 to:

Kimberly Reed
Planning & Zoning Administrator
Town of Rye
10 Central Road
Rye, NH 03870

The Final Proposal and related deliverables for review shall be submitted to the Town of Rye as three (3) paper copies and one on CD as a Word or Adobe pdf files.

Representatives from the Town of Rye and the New Hampshire Department of Environmental Services (DES) 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 and the same information will be provided to all firms who have contacted the Town indicating that they would like to receive a summary of all questions & responses. The cut-off date for questions and to be put on an e-mail list to receive responses is **Friday, September 7, 2012 at 2:00 PM**. Please contact Sally Soule, NH DES -- Watershed Assistance Section at (603) 559-0032 or Sally.Soule@des.nh.gov to ask a question and to be put on the e-mail list to receive responses. **Responses to all questions will be provided via e-mail to the response list by 4:00 on Monday, September 10, 2012. (Note: Corrections in red.)**

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 **November 6, 2013. (Correction, please note the project will be completed November 6, 2013).**

V. SELECTION CRITERIA

Consultants will be assessed based on the following criteria.

1. Specialized Experience of the Project Team (30 Percent)

The Consultant will be rated on:

- (a) overall experience directly relating to the successful implementation of similar projects that include planning, engineering, outreach, monitoring, and working with diverse stakeholders to achieve project goals
- (b) experience with implementing the nine key elements (a-i) required by EPA watershed restoration plans, and specifically, knowledge of the Parsons Creek Watershed Based Plan
- (c) demonstrated ability to work with citizen groups, local communities, and stakeholders
- (d) demonstrated experience in working with DES 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 water quality and environmental monitoring design and data interpretation
- (i) demonstrated ability to generate pollutant load analyses for BMPs
- (j) experience designing and providing construction oversight for stormwater BMPs as described in the Parsons Creek Watershed Management Plan
- (k) Experience working with municipal officials and stakeholders on policy review and recommendations

2. *Project Approach* (35 Percent)

The Consultant 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* (20 percent)

The consultant will be rated on their qualifications and experience regarding ability to provide engineering services to design and provide construction oversight for stormwater BMPs as described in Tasks 3 & 9 as shown in Attachment I – Scope of Work Guidance.

4. *Cost Proposal* (15 percent)

The consultant will be rated on their cost estimate for completion of planning, outreach, and monitoring tasks as follows: Tasks 1 & 2 and Tasks 10 – 19 as described in Attachment I – Scope of Work Guidance. (Cost estimates for all other tasks are not required elements of the proposal.)

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 - 4, specific engineering qualifications as described in Section V -3, 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

Upon completion of the review process, the Town of Rye 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 Town may choose to interview a short list of consultants prior to negotiating a final contract.

VI. DISCLAIMER

This RFP/RFQ does not commit the Town of Rye to award a contract or pay any costs incurred during the preparation of the proposal. The Town of Rye and DES reserves the right to reject any or all of the proposals for completing this work. The Town of Rye and DES also reserve 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.

ATTACHMENT I - SCOPE OF WORK GUIDANCE

REQUEST FOR PROPOSALS & QUALIFICATIONS For Services Associated with Stormwater Management, Water Quality Protection, Septic System Improvements

Parsons Creek Watershed, Rye, NH

INTRODUCTION

The Town of Rye has been awarded a Section 319 Watershed Restoration Grant through the DES Watershed Assistance Section and is providing a matching contribution for this project. The Town 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 provide for enhanced stormwater protection measures and provide for improved septic treatment systems adjacent to Parsons Creek. The Town has been working with DES and private landowners on the implementation of these efforts for several years. It is anticipated that the project will begin in the **fall of 2012 and will be completed by November 2013.** (Note: Date corrections.)

BACKGROUND

The issue of water quality in Parsons Creek has been a concern for many years. The Town, along with local and state partners, worked to develop and implement strategies to monitor, clean up, and protect the Creek. The 2011 Parsons Creek Watershed Plan, developed by the Town of Rye in cooperation with the DES Beach Program, provides specific recommendations for practices that will reduce bacteria loads to the Creek. The Plan can be viewed here:

http://www.des.state.nh.us/organization/divisions/water/wmb/beaches/beach_reports/documents/2011-parsons-creek-wbp.pdf

High levels of bacteria have been identified in the Parsons Creek watershed, which drains to the popular coastal beaches at Wallis Sands in Rye. The impaired water quality affects the health of the creek, and represents a health and safety risk to recreational users of Parsons Creek and the beaches. The Parsons Creek Watershed Based Plan documents that these elevated levels are primarily due to stormwater runoff from developed areas and low or malfunctioning septic systems. Small-scale agricultural runoff has been identified as a minor additional source.

Sources of stormwater runoff contributing to the elevated bacteria levels include diffuse urban and suburban sources. These sources are increased when polluted runoff is routed directly overland or through pipes into the creek and tributaries. The Parsons Creek Watershed Based Plan identifies several areas within the watershed where impervious surfaces from densely developed neighborhoods drain straight to Parsons Creek, where vegetated buffers between developed areas and streams are missing, and where pets waste is abandoned in the environment near surface waters. Best management practices

(BMPs) which address both structural needs and non-structural needs such as outreach and education are urgently needed in these areas to protect water quality.

Malfunctioning septic systems can be a significant source of bacterial pollution. The Town of Rye recognizes that currently onsite wastewater systems receive a high level of oversight in design and installation by the DES Subsurface Bureau. However, Rye has many neighborhoods that were developed before the modern septic system permitting program was in place. Aging systems remain largely undocumented and of unknown design and condition. The fact that the Parsons Creek watershed, according to USDA soil surveys, has numerous and extensive soil limitations for septic systems means that as outdated or poorly maintained systems malfunction, natural soil and landscape conditions alone cannot be expected to protect surface water quality. A survey of septic systems, a program of homeowner education, and a stakeholder involvement process that evaluates ordinance revisions are needed as first steps toward reducing bacteria loading from septic systems.

OVERALL PROJECT DESCRIPTION

The goals of this grant-funded project are to provide for enhanced stormwater protection measures and provide for improved septic treatment systems adjacent to Parsons Creek.

Anticipated Scope of Services

Objective 1: Create a Site Specific Project Plan (SSPP)

Deliverable: Final version of SSPP provided to DES for approval.

Task 1: Draft the Site Specific Project Plan, and coordinate guidance and review by DES.

Task 2: Make necessary revisions based on DES review, develop final SSPP document, and submit final document to DES.

Objective 2: Implement Demonstration Best Management Practices (BMPs) to Improve Water Quality

Deliverable: Provide documentation of BMP installations: designs, photographs, descriptions, signed operation and maintenance agreements, and pollutant load reductions for three to five demonstration stormwater BMPs installed in Parsons Creek watershed.

Task 3: Coordinate with the town to review the proposed BMP candidate site list in the Parsons Creek Watershed Based Plan, and confirm feasibility of installations (including identification of any landowner agreements that may be needed).

Task 4: With participation of project partners prioritize and select 3 to 5 BMP installation sites based on achieving the maximum water quality benefit with the available budget.

Task 5: Develop a draft plan for each BMP candidate site, and estimate cost of implementation and pollutant load reductions that would be achieved. Share plans with DES for review and comment.

Task 6: Complete final construction designs and plans for the selected BMP sites. Provide final plans to DES for review.

Task 7: Procure materials and install 3 to 5 selected BMPs as per the design plans.

Task 8: Upon completion of BMP installation, complete calculation and documentation of pollution load reduction. All modeling or calculations will follow DES approved methodology, and quality assurance procedures as outlined in the SSPP.

Task 9: Document BMP locations, designs, and as-built features. Draft an Operation and Maintenance (O&M) plan for each BMP, and place on file with town, and submit copies to DES.

Objective 3: Septic System Outreach and Recommendations

Deliverable: Provide a public workshop and proposed recommendations and policies related to septic system maintenance.

Task 10: Research ordinance and administrative options used in other municipalities to improve onsite wastewater performance.

Task 11: Coordinate with DES Subsurface on update of septic records. Review subsurface system records which could not be matched to map/lot to determine if addresses or other methods allow for identification of systems. Identify ways to better enable to municipalities to track septic systems.

Task 12: Coordinate with the town and project partners to investigate existing portable toilet locations, and determine need for more permanent facility and/or relocation.

Task 13: Using information collected in Tasks 10 -12 and Task 15, Present septic recommendations to planning board and citizens at a public workshop. Provide overview of septic system policies, including maintenance/inspection for systems which pre-date modern era, and discuss pros and cons of municipal options to address septic system issues.

Objective 4: Stormwater Education and Outreach Program

Deliverable: Provide a summary of survey results; impervious cover workshop; web page on stormwater; identification of pet waste areas of concern.

Task 14 Identify and meet with volunteers to assist with outreach activities. Volunteers will be sought through community leaders and public postings to assist with outreach, including the water quality and septic surveys.

Task 15: Coordinate community volunteers to conduct door-to-door stormwater, pet-waste, and septic outreach survey/inventory regarding public opinion on water quality, and to assess septic systems (age, function, pump out frequency) and stormwater infrastructure (type of infrastructure, age, and places where improvements might help) in the Parsons Creek watershed. Provide a draft of the survey to DES for review prior to implementation.

Task 16: Host a residential stormwater BMP workshop focusing on homeowner-scale improvements to properties that can contribute to reducing and treating runoff. The DES "Homeowner's Guide to Stormwater Management Do-It-Yourself Stormwater Solutions for Your Home" will be featured.

Task 17: Develop town webpage focusing on stormwater BMPs using NH and ME stormwater manuals as a guide. With the website, direct readers to existing stormwater retrofits appropriate to homes and small businesses.

Task 18 Conduct on-the-ground reconnaissance for pet waste to identify hot-spot locations where pet waste is an issue, and integrate questions regarding pet waste into stormwater & septic system survey activities.

Objective 5: Monitoring bacterial water quality in Parsons Creek watershed

Deliverable: Provide bacteria monitoring results showing bacteria levels in Parsons Creek watershed.

Task 19: Conduct targeted follow-up bacteria monitoring at watershed locations in spring and fall (extending the NH Beach Program season). Coordinate with the DES Beach Program to sample additional watershed locations as need and budget support.

Approximate Major Milestones and Estimated Proportion of Contract Effort

	Task	Estimated	
		Effort %	Cumulative %
I.	Prepare SSPP	5	5
II.	Design and implement BMPs	40	45
III.	Septic System Outreach	20	65
IV.	Stormwater Outreach	20	85
V.	Water Quality Monitoring	15	100

GEOGRAPHIC SCOPE

The project area includes the Parsons Creek watershed (approximately 2.3 square miles), which is entirely within the Town of Rye, NH.

RESOURCES

I. Resources on the Internet

1. Parsons Creek Watershed Based Plan (includes project history, maps, water quality information, and recommendations):
http://www.des.state.nh.us/organization/divisions/water/wmb/beaches/beach_reports/documents/2011-parsons-creek-wbp.pdf
2. The Town of Rye web site: <http://www.town.rye.nh.us/pages/index>
3. DES Beach Inspection Program web site:
<http://des.nh.gov/organization/divisions/water/wmb/beaches/index.htm>
4. DES Watershed Assistance Section web site:
<http://des.nh.gov/organization/divisions/water/wmb/was/index.htm>