

# REQUEST FOR QUALIFICATIONS

Winnicut River Watershed Restoration and Management Plan:  
Greenland Central School multidisciplinary implementation  
(phase I)



Michele L. Tremblay, President, Board of Directors  
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## Introduction

The New Hampshire Rivers Council (NHRC) has prepared this Request for Qualifications (RFQ) in cooperation with the New Hampshire Department of Environmental Services (NHDES) to solicit submittals from qualified engineering contractors to provide the deliverables requested in the subject Scope of Work.

## Project Description

This project addresses stormwater runoff and nutrient loading at a site within the Winnicut River watershed. The goal of implementing the proposed BMP is to reduce phosphorus and nitrogen loading to the Winnicut River, thereby helping to prevent water quality degradation. The project site is described below.

### Greenland Central School Raingarden Project

Stormwater flowing over impervious cover at the project site transports nutrients to the Winnicut River. The NHRC in partnership with the Greenland Central School proposes installation of a raingarden at the project location to reduce the volume of stormwater and nutrient loading from reaching the Winnicut River. For more details, please click on the following web link to view the Winnicut River Watershed Restoration and Management Plan:

<https://nhrivers.org/wp-content/uploads/2019/10/WinnicutRiverWRMP.pdf>

- Anticipated completion for site designs and costs is early spring, 2023
- Construction is expected to occur in summer 2023; actual schedule to be determined

## Submission Procedure and Selection Criteria

### Required Qualifications Submissions

Applicants are required to submit one (1) electronic copy as a PDF and one hard copy of their qualifications package. Please email a single PDF [president@nhrivers.org](mailto:president@nhrivers.org) . For files over ten megabytes please contact 603.796.2615 to make alternative arrangements.

### Please send the hard copy submittal to:

Michele L. Tremblay, President, Board of Directors  
New Hampshire Rivers Council  
54 Portsmouth Street  
Concord, NH 03301

Submissions, including all listed components below, shall be no longer than five 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 Anticipated Scope of Work;
  - c. Experience developing BMP pollutant load reduction estimates for BMPs and development of Operation and Management Plans for BMPs;
  - d. Familiarity and/or experience with the Winnicut River watershed;
  - e. Demonstrated ability to complete work within available budget and schedule;
  - f. Demonstrated experience working with interdisciplinary project teams on similar efforts.
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.

The NHRC reserves the right to request interviews with any or all 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 [President@NHRivers.org](mailto:President@NHRivers.org) by August 8, 2022 at 4:00 PM. The NHRC will not respond to telephone inquiries about the RFQ. Any questions about this RFQ raised by an individual/firm will be answered in a summary digest. To receive the

summary digest, please contact NHRC before 4:00 PM on August 8. The summary digest will be provided via email on **August 10<sup>th</sup>** to those on the receipt list.

### **Anticipated Timeline DRAFT**

- August 1, 2022 Release of Request for Qualifications
- August 8, 2022 Deadline for submittal of questions about this RFQ (4:00 p.m.)
- August 10, 2022 Q&A summary digest distributed to those who have requested it
- August 17, 2022 Deadline for receipt of qualification packages to this RFQ (4:00 p.m.)
- September 9, 2022 Anticipated final selection of contractor and notification to all firms

### **Disclaimer**

The NHRC reserves the right to reject and or all submittals. This RFQ does not commit NHRC to award a contract or pay any costs incurred during the preparation of any submittal. The NHRC 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.

The selected firm shall 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 law and rules.

## **Anticipated Scope of Work**

### **Deliverable 1: Develop BMP design plans and cost estimates for the project**

**Tasks:** Coordinate with the NHRC and its project partners to perform site survey work and develop design plans for the BMP. Final design plans for the BMP will take into consideration the pollution reduction goals and the operational needs of project partners. Cost estimates and BMP designs for project construction to be developed by the consultant for NHRC's review and approval.

### **Deliverable 2: Procure construction contractor, conduct contract management for selected construction contractor, and provide construction oversight for BMP construction**

**Tasks:** Work with NHRC to procure a contractor for project construction. Provide oversight for the construction contract and for BMP construction to ensure the BMP is constructed according to the BMP designs, project and cost schedules, and project goals.

### **Deliverable 3: Provide NHRC with pictures of BMP sites before, during, and after BMP construction.**

**Tasks:** Coordinate with NHRC and its partners to document installation of the BMP.

### **Deliverable 4: Develop pollutant load reduction estimates for BMPs**

**Tasks:** Coordinate with NHRC and its project partners to develop pollutant load estimates for the BMP.

### **Deliverable 5: Provide copies of Operation and Management (O&M) Plan**

**Tasks:** Working in cooperation with NHRC and its project partners, complete an O&M plan for the project BMP that includes the type and frequency of maintenance required and describes who will be responsible for the long-term operation of the BMPs.