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## **Request for Qualifications**

Issued by the Lake Winnepesaukee Association  
for

### **Winter Harbor BMP Designs**

**April 25, 2023**

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# Request For Qualifications

## BMP Designs for Whitegate Road neighborhood, Wolfeboro, NH

**April 25, 2023**

The Lake Winnepesaukee Association is seeking proposals from qualified engineering firms to provide design services for best management practices in the Whitegate Road neighborhood, Wolfeboro, NH.

### **I. Required Qualifications Submissions**

Each engineering firm will submit a qualifications package to the Lake Winnepesaukee Association (LWA) that will include the following components as described in detail below:

- Cover letter indicating a primary contact for the 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 firm and qualifications, 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, including project team organization, team member qualifications and the anticipated level of involvement of key team members.
- A technical proposal that describes the firm's scope of work, estimated costs and proposed schedule.
- A mandatory Pre-Bid site meeting will be held at Whitegate Road, Wolfeboro, NH on May 8<sup>th</sup> at 10am to view the issues along Whitegate Road. The meeting location will be at the entrance to Whitegate Road off of Forest Road.

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

Each firm will submit the qualifications package via Dropbox  
<https://www.dropbox.com/request/NysbnhNyhpSla0d9StBD> by close of business on **May 30, 2023**.

Representatives from the Town of Wolfeboro, the Lake Winnepesaukee Association (LWA), and the New Hampshire Department of Environmental Services (NHDES) will review qualification packages. After the qualifications-based ranking is complete, the top two to three ranked engineering firms may be invited for an interview if desired by the review committee. After the interview process, the LWA and Town of Wolfeboro will select the engineering firm, and the LWA will proceed with drafting a contract with the firm.

## II. Project Team and Level of Participation

The qualifications package will identify the individuals responsible for managing the project and conducting specific project tasks. The 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 scope of work, and demonstration of qualifications.

## IV. Project Schedule

The respondent will provide a schedule to complete the work. The schedule will include project tasks as identified in the Scope of Work. It is expected that this project will be completed by October 31, 2023.

## V. Selection Criteria

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

### 1. *Specialized Experience of the Project Team (50 Percent)*

The respondent will be rated on:

- (a) overall experience directly related to the successful implementation of similar projects that include planning, drainage analysis, engineering, and working with diverse stakeholders to achieve project goals
- (b) demonstrated ability to work with municipal government (town boards, public works officials, etc.), state government (NHDES, etc.), local residents, nonprofit groups, universities, and other stakeholders in New Hampshire
- (c) experience and willingness to work with existing data, such as from municipal GIS layers, LIDAR, etc.
- (d) demonstrated ability to complete the work within the required schedule
- (e) demonstrated ability to effectively solicit, assess, and use comments and suggestions from stakeholders during project development
- (f) experience designing structural stormwater BMPs

### 2. *Project Personnel (30 Percent)*

The respondent will be rated on the principal team member's role and participation level, project management effectiveness, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.

- Project Manager 20 Percent
- Task Managers 10 Percent

### 3. **Project Approach**

**(20 Percent)**

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

## VI. **Request for Qualifications (RFQ) Inquiries**

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

Questions must be submitted by 5:00pm ET May 12, 2023, and must have the Subject Line: "Whitegate Road BMPs 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](mailto:ptarpey@winnipesaukee.org) (Subject: "Whitegate Road BMPs RFQ Digest Request"). The LWA shall distribute the Q&A Digest by May 19, 2023.

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**

April 25, 2023	RFQ Release
May 8, 2023	Pre-Bid site meeting held at Whitegate Road, Wolfeboro, 10am.
May 12, 2023	Deadline for submittal of questions on RFQ (5:00pm ET)
May 19, 2023	Q&A Digest emailed to those requesting a copy
May 30, 2023	Deadline for receipt of proposals to RFQ (5:00pm ET)
June 9, 2023	Final selection of engineering firm and notification (anticipated) to all firms

## VIII. **Disclaimer**

This Request for Qualifications does not commit the Lake Winnepesaukee Association (LWA) or the Town of Wolfeboro to award a contract or pay any costs incurred during the preparation of the qualifications package. The LWA and the Town of Wolfeboro reserve the right to reject any or all of the proposals for completing this work for any reason allowable by law. The LWA and the Town of Wolfeboro also reserve 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.

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.

# Attachment I – Scope of Work Guidance

## Whitegate Road BMP Designs April 25, 2023

### Introduction and Background

Polluted stormwater runoff and nutrient overloading are the major threats to Winnepesaukee, with phosphorus the main nutrient of concern. A watershed-based plan completed for Winter Harbor, Lake Winnepesaukee, in 2020 identified numerous sites in the Winter Harbor watershed contributing excessive nutrient loading.

In the Winter Harbor subwatershed, a significant area of the Whitegate neighborhood in Wolfeboro was developed and subdivided in the 1970s. Runoff from the Whitegate catchment enters Winter Harbor in the area known as Carry Bay. Natural runoff paths in wooded areas which convey stormwater from residential areas and into Carry Bay are unstable and have become incised (or scoured) by erosion and increasing runoff volume from development. Sediment is being transported by stormwater to Carry Bay and contributes to phosphorus loading in Winter Harbor. The Whitegate catchment is estimated to contribute 24.7 lb./yr. total phosphorus (TP) to Winter Harbor. A total phosphorus loading rate from sediment transportation due to bank erosion was calculated at 8.9 lb. TP/year from drainage channels in Whitegate. This is approximately 36% of the total 24.7 lb. TP/year load generated in Whitegate.

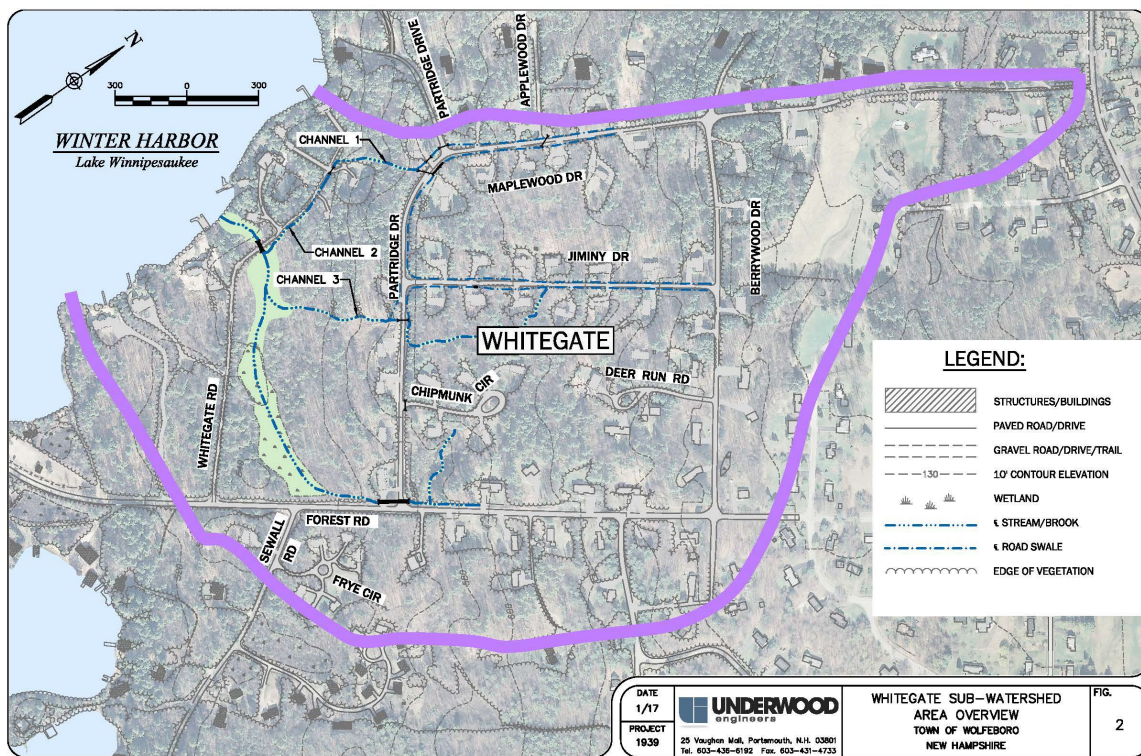


Figure 1. Whitegate Subwatershed Area Overview.

## Scope of Services

The anticipated scope of work will include development of conceptual designs and final bid packages for best management practices along Whitegate Road and the permanent stabilization of three existing drainage channels. Conceptual designs are reviewed with the Town of Wolfeboro, NHDES, and LWA before final designs and bid packages are developed. Final bid documents will include plans, specifications, and construction cost estimates needed in order for the town to bid the project.

Task 1: A licensed land surveyor will perform a topographic survey and furnish a base plan of existing conditions for the Whitegate catchment area.

Task 2: The engineering firm will analyze the overall drainage system and outfalls along Whitegate Road, and provide a report to LWA and the Town of Wolfeboro.

Task 3: The engineering firm will prepare documentation required for Shoreland Permitting and Wetlands Permitting with NHDES as part of any set of bid documents.

Task 4: In partnership with LWA and the Town of Wolfeboro, the engineering firm will organize a neighborhood meeting to provide project information and solicit feedback from residents and abutters.

Task 5: The engineering firm will draft conceptual designs for BMPs on Whitegate Road incorporating information gathered from the survey, site walk, and abutter information. The contractor will also utilize the Town's existing features, structures, and standards as a model when providing a design for the proposed BMPs. Conceptual designs are reviewed by NHDES and the Town of Wolfeboro.

Task 6: The engineering firm will develop final designs based on input and feedback from the Town of Wolfeboro. Final designs will include a basic set of bid documents (plans, specifications, and construction cost estimates). Final design bid packages are submitted to NHDES and the Town of Wolfeboro for approval.

## Resources

1. Lake Winnepesaukee Association website: <https://www.winnepesaukee.org/lakemanagement/>
2. Moultonborough Bay & Winter harbor Watershed Management Plan: [https://winnepesaukeegateway.org/wp-content/uploads/2020/10/MBWH\\_WMP\\_FINAL\\_compressed.pdf](https://winnepesaukeegateway.org/wp-content/uploads/2020/10/MBWH_WMP_FINAL_compressed.pdf)