

Nashua Regional Planning Commission
Request For Qualifications
For Technical Services to Assist in the Development of
Water Quality Protection Plan for Robinson Pond, Hudson, NH



Figure 1. Robinson Pond, Emma Rearick, 2021

1. Project Description

Robinson Pond is an important and popular natural resource for residents of Hudson, NH. The 88-acre pond within its 1100-acre watershed is home to the Town's swimming beach, boat launch, and picnic area. An extensive trail system and wildlife sanctuary exists adjacent to the pond. Despite the best efforts of conservationists, water quality monitoring volunteers, and citizens working on behalf of the pond's health, historic trend analyses indicate that the pond is affected by constantly high and/or worsening levels of several nutrient pollution parameters, particularly phosphorus. These conditions promote algal and cyanobacteria levels that exceed water quality thresholds.

The Nashua Regional Planning Commission (NRPC) has secured a grant from the NH Department of Environmental Services to create a Water Quality Protection Plan for Robinson Pond. Relative to the benchmark of a comprehensive EPA-compliant watershed plan, this effort

is abbreviated. The analysis, primarily conducted by a qualified environmental consulting firm, will use the existing total maximum daily load (TMDL) analyses with an existing conditions assessment to inform a matrix of suggested load-reduction best management practices (BMPs). A “crosswalk” between the BMPs and Town of Hudson’s MS4 permit will promote recognition and future implementation of the recommended BMPs. There will be a significant emphasis on public outreach.

Background

Robinson Pond has historically, and is currently, listed as impaired for primary contact recreation by the State of New Hampshire because of high chlorophyll-a concentrations and cyanobacteria. The pond is also listed as impaired for aquatic life integrity because of low dissolved oxygen saturation, excessive chlorophyll-a concentration, non-native aquatic plants, and the excessive total phosphorus concentration.

According to the Town of Hudson’s Stormwater Management Plan, there are currently 19 documented outfalls in the Robinson Pond watershed that are regulated under the Town’s Municipal Separate Storm Sewer System (MS4) permit; that is, outfalls within the urbanized area and discharge either directly into the pond or into the impaired reaches that drain into the pond. As noted in the 2011 TMDL study for the pond, all 35 residences around the pond have private septic systems that, in the event of failure, would pose a significant threat. Other significant known sources of stormwater discharge include the beaches and the boat launch. Exotic nuisance plants, including milfoil and fanwort, have also been an historic problem, and waterfowl such as Canada geese and mallards are increasing in number.

Lakeside and nearby residents are engaged in monitoring the well-being of the Pond through the Volunteer Lake Assessment Program (VLAP), Lake Host Program, and beach clean-up events.

This planning project will provide a framework that can be used to guide future management decisions related to Robinson Pond. The outputs will position stakeholders to attract subsequent grant funding to implement management actions, such that water quality improvements in the pond can be realized and sustained over time while helping the Town meet MS4 permit requirements. Ultimately, the goal will be that the surface waters in the watershed meet the water quality requirements of their designated uses.

This project is funded through a federal US Environmental Protection Agency Water Quality Planning 604(b) grant administered by the NH Department of Environmental Services; the final report is due in December 2023.

2. Scope of Work

The selected consultant will assist NRPC in developing the Water Quality Protection Plan for Robinson Pond. They are also expected to work closely with Town of Hudson staff and their

MS4 consultant. The selected consultant will complete the following tasks: (Task numbers are not sequential because they follow the numbering of the grant agreement.)

Contractor Tasks

Task 2: Attend a kickoff meeting

Task 3: Attend a mid-level project update meeting

Task 4: Attend a final meeting and present draft deliverables

Task 8: Coordinate with NRPC to develop a list of existing materials for review (the TMDL, septic system information, the MS4 permit, trophic surveys, VLAP data, etc.) and determine the usefulness of that information for developing this water quality plan

Task 9: Develop a Site Specific Project Plan (SSPP) to provide quality assurance documentation for the load reduction estimation portion of the project. Obtain template and guidance from NHDES. Submit the SSPP to NRPC and NHDES for review and approval

Task 10: Complete field work, GIS investigations, consultation with local experts (e.g. DPW) and/or other activities necessary to identify locations and actions needed to reduce pollution (structural and non-structural), when the data is not already available. Provide regular updates and draft documents to NRPC and NHDES for review and approval.

Task 11: Estimate costs and required authority/permissions for implementation of the recommended BMP actions.

Task 12: Use approved load reduction models or the EPA Region 1 BMP performance curves in the 2017 NH MS4 permit to estimate load reductions following methodologies outlined in the permit (data collection or manipulation activities must be covered by the approved SSPP). Provide regular progress updates and draft documentation to NRPC and NHDES for review and approval.

Task 13: Compile the collected information to create the BMP matrix. Provide final draft BMP matrix to NRPC and NHDES for review and then incorporate comments into a final version of the BMP matrix.

Task 14: Review the existing MS4 permit and the completed BMP matrix to ensure utility of the water quality plan for MS4 compliance. If components are not met, identify and/or develop them. Crosswalk plan with TMDL and extract relevant information from TMDL to fulfill elements 'a' and 'b' as per the EPA guidance for developing nine element watershed plans.

Task 15: Compile materials produced in this project to develop a document providing context and explanation for the BMP matrix. Base the structure and content of the document up on the outcomes of outreach tasks and coordination with stakeholders including the municipality.

3. Project Schedule

Qualifications packages should include a schedule for completing the activities described in the Scope of Work. It is expected that the consultant's tasks will begin in early 2022.

4. RFQ Questions

Questions about this RFQ must be sent in writing to Emma Rearick at emmar@nashuarpc.org. A summary digest will be provided via email to everyone who submitted a question or requested to join the list. NRPC will not respond to telephone inquiries about this RFQ.

5. RFQ Timeline

November 2, 2021	Request for Qualifications release
November 9, 2021	Deadline for submittal of questions about this RFQ (5:00 p.m.)
November 16, 2021	Q&A digest distributed to Proposers and those who have requested it
December 17, 2021	Deadline for receipt of qualification packages to this RFQ (5:00 p.m.)
January 14, 2021	Anticipated final selection of consultant and notification to all firms. NRPC reserves the right to conduct interviews with selected teams. The decision to conduct interviews may affect the specified timeline.

Complete submittals are due by **5:00 p.m. EST on December 17**. Complete submittals should be sent in digital format as a single PDF attachment to Emma Rearick, Regional Planner II, at emmar@nashuarpc.org with subject line: Robinson Pond RFQ. A complete and timely submittal as described in this RFQ is required in order to be considered.

6. RFQ Submissions

Qualification package shall include the following components:

1. A cover letter expressing the firm's interest in working with NRPC.
2. The name, address, brief history, and description of the firm,
3. Identification and 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.
4. Include a description of projects this firm has done that are similar in nature to this one.
5. Provide three (3) references from customers receiving the same or similar services(s). Include name, contact information, and a brief project description for each reference.
6. 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 task and expected deliverable.

Responses should demonstrate and document that the 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.

7. Selection Process

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 water quality protection projects;
 - 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/SSPP documents.
2. Project Personnel (35%)
 - a. Principal team members' roles and participation levels, availability, qualifications and experience
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, NRPC will request from the highest-ranked firm a task-based cost proposal. NRPC will proceed with contract negotiations with that consultant. If the parties cannot come to terms, NRPC 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.

8. Disclaimer

This RFQ does not commit NRPC to award a contract or pay any costs incurred during the preparation of any submittal. NRPC reserves the right to reject any or all of the submittals while adhering to applicable laws. NRPC 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.

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.