

Acton Wakefield Watersheds Alliance

# REQUEST FOR QUALIFICATIONS (RFQ)

Kozy Korner Culvert Redesign - Route 109 on Lovell Lake



Structural Best Management Practices (BMPs) to Reduce  
Nutrient Loading to Lovell Lake

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## Structural Best Management Practices (BMPs) to Reduce Nutrient Loading to Lovell Lake

June 17, 2025

### INTRODUCTION

The Acton Wakefield Watersheds Alliance (AWWA) was awarded a Watershed Assistance Grant from the New Hampshire Department of Environmental Services (NHDES) during their FY2024 competition. The Grant Agreement between AWWA and NHDES for this project was approved by the New Hampshire Governor and Council on October 16<sup>th</sup>, 2024, item 82.

AWWA and its project partners including the Lovell Lake Association, and Kozy Korner, LLC are seeking to reduce total phosphorus (P) loading to decrease the frequency of cyanobacteria blooms and meet water quality standards as referenced in the [Salmon Falls Watershed Management Plan \(2010\)](#).

AWWA is soliciting proposals from Qualified Environmental Professionals (QEPs) with proven expertise in the implementation of watershed management plans to **provide technical services to complete the selected tasks detailed in Appendix A: Scope of Work.**

The QEP will work under the direction of AWWA staff and its partners to develop designs, cost-estimates, and operation and maintenance plans for structure BMPs; obtain state permits and an approved NHDES site specific project plan; provide construction oversight; document pollutant load reduction estimates; and participate in project team meetings.

### RFQ TIMELINE

June 30, 2025	Request for Qualifications release
July 11, 2025	Deadline for submittal of questions (5:00 p.m.)
July 18, 2025	Summary digest of questions and answers posted online
August 8, 2025	Deadline for receipt of qualification packages (5:00 p.m.)
August 22, 2025	Anticipated final selection of QEP and notification to all firms. AWWA reserves the right to conduct interviews with selected teams. The decision to conduct interviews may affect the specified timeline.

### QUALIFICATION CONTENT

Requests for Qualifications (RFQs) are to be presented in a clear and concise manner. Proposers shall ensure that all information required herein be submitted with the RFQ. Additional useful information pertaining to the Scope of Work is

appreciated and should be included; however, AWWA reserves the right to negotiate any portion of the RFQ determined to be unclear or to appropriately address the needs of AWWA. All RFQs shall remain firm for sixty (60) calendar days after receipt of the proposals.

## **RFQ SUBMISSION**

Qualification packages shall include the following components:

1. A cover letter expressing the QEP's interest in working with AWWA, and Kozy Korner.
2. The name, address, brief history, and description of the firm,
  - a. Include identification and qualifications of members of the firm (including project manager/principal staff) and any subcontractors who will be involved.
  - b. Include a description of past projects similar in nature to this one.
  - c. Present verifiable qualifications, experience, and knowledge regarding all aspects of watershed management planning and technical services.
  - d. Provide three (3) references from current customers receiving the same or similar service(s). Include name, contact information, and a brief project description for each reference.
3. 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.
4. A list of any additional services, tools, or resources not included in this RFQ that you recommend the selection committee consider.
5. Do NOT provide a cost estimate, fee schedule, or any type of price proposal at this time.

Submissions are due by 5:00 PM, August 8, 2025. Submittals shall be sent by email to Jon Balanoff at [jbalanoff@awwatersheds.org](mailto:jbalanoff@awwatersheds.org) with subject line: Kozy Korner RFQ. Digital submittals shall not exceed a file size of 20MB. Submittals between 15-20 pages are preferred (past projects or additional information can be placed in an Appendix). A complete and timely submittal as described in this RFQ is required to be considered.

## **SELECTION PROCESS**

AWWA and NHDES staff, as well as a subset of the Lovell Lake Watershed Advisory Committee, shall serve as the selection committee and will be responsible for screening proposals, conducting interviews with selected firms, and recommending a QEP for hire to AWWA's Executive Director. The Executive Director will make the final decision regarding selection of a QEP.

## **SELECTION CRITERIA**

A QEP selection will be based on an assessment of the qualifications package to meet the following criteria.

- Specialized Experience of the Project Team (35%)
  - Overall experience directly related to engineering, design, cost estimates, construction oversight, operation and maintenance agreements, and documenting pollutant load reductions for BMP projects.
  - Knowledge of NH shoreland and wetland regulations and obtaining state and local permits
  - Experience with natural shoreland restoration for lakes employing native materials and plants
  - Knowledge and experience with soils and hydrogeology
  - Ability to complete the work within the required schedule
- Project Personnel (30%)
  - The respondent will be rated on the principal team members' role and participation level, project management effectiveness, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.
- Project Approach (35%)
  - Demonstration of a 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, AWWA will proceed with contract negotiations with that QEP. If the parties cannot come to terms, AWWA will undertake negotiations with the second-ranked QEP and follow the same procedure, working with each of the next-ranked qualified candidates in order of their scores, until a contract has been successfully negotiated.

## **CONTACT FOR FURTHER INFORMATION**

Any questions about this RFQ raised by an individual/firm will be answered in a summary digest. The summary digest will be posted publicly on AWWA's website. The cut-off date for questions and requests to be posted is July 11, 2025.

Please email Jon Balanoff at [jbalanoff@awwatersheds.org](mailto:jbalanoff@awwatersheds.org) to ask a question. The summary digest will be posted to AWWA's website on July 18<sup>th</sup>, 2025, to all parties on the response list.

## **DISCLAIMER**

No contract will be awarded except to a responsible Proposer capable of performing the work presented in the workplan. Proposers must comply with all state, federal, and local (municipal) laws. Prior to the award of any contract, the Proposer may be required to demonstrate that they have the required experience, ability, resources, and facilities to perform the work outlined within the workplan.

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

## **REJECTION**

Acton Wakefield Watersheds Alliance reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the Commission may require. Rejection of any proposal shall be construed as meaning simply that the Commission does not deem the proposal acceptable or that another proposal is deemed to be more advantageous to the Commission for the particular services proposed.

## **EQUAL OPPORTUNITY**

Equal opportunity consideration will be taken throughout the QEP selection process without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, marital status, amnesty, status as a covered veteran, or any other classification protected by applicable federal, state, and local laws. Acton Wakefield Watersheds Alliance, as a grant recipient through NHDES and EPA, will exercise appropriate measures to ensure good faith efforts are made during QEP selection.

## **APPENDIX A: SCOPE OF WORK**

### *Project Plan:*

1. Meet with project team
  - a) Kick off meeting (on-site)
  - b) Present alternatives review
  - c) Final meeting to review design
2. Assess existing site conditions
3. Perform hydrologic and hydraulic analyses
4. Evaluate alternatives and feasibility of each; develop alternatives and feasibility summary document.
5. Develop designs and cost estimate (labor and materials) for preferred alternative (include one round of edits from project team)

### *Anticipated Deliverables:*

- Three project meetings
- Alternatives review
- Design and cost estimate for preferred alternative



## APPENDIX B: MAP OF PROPOSED STRUCTURAL BMP PROJECT



**Lovell Lake  
Wakefield, NH**





**1.** View From Route 109 Looking up Driveway



**2.** View looking down the driveway towards Lovell Lake. Red Line indicates approximate undersized culvert location.



**3.** View from undersized culvert outflow looking towards adjacent culvert under Route 109.