

REQUEST FOR PROPOSALS & QUALIFICATIONS
Restoration Design and Permitting for the Baker River in Warren, NH



October XX, 2009

Town of Warren - Board of Selectmen
P.O. Box 40
Warren, NH 03279

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I. REQUIRED PROPOSAL & QUALIFICATIONS SUBMISSIONS

Each consultant will submit a proposal package to the Town of Warren Board of Selectmen that includes the following components as described in detail below:

- 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 that describes the team's project approach and scope of work.
- A proposed project schedule.
- A Task Table that includes the following elements:
 - Brief description of each task
 - Proposed completion dates of each task

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

Each consultant will submit three (3) hard copies of all documents and one PDF version by close of business on, **Month Day, 2009** at **X:XX p.m.** to:

Town of Warren
Attn: Board of Selectmen
P.O. Box 40
Warren, New Hampshire 03279

Interviews will be scheduled between **Date and Date**. After the quality-based ranking is complete, the first ranked consultant will provide a task based cost proposal, and the Town of Warren will proceed with contract negotiations with that consultant. If these negotiations are not successful, the Town of Warren will negotiate with the second ranked consultant, etc. until a contract has been successfully negotiated.

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.

III. PROJECT APPROACH/SCOPE OF WORK

The technical proposal must contain the elements contained in Attachment I. Attachment I contains Scope of Work Guidance to assist in the development of the project approach/scope of work. It must be clear on how all these elements will be addressed and also how public participation and interaction with the various stakeholders will occur.

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 Scope of Work. 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 in time for March Town Meeting.

V. SELECTION CRITERIA

Selection will be based on both the written proposal and an interview. Consultants will be assessed based on the following criteria.

1. *Specialized Experience of the Project Team* (40 Percent)

The Consultant will be rated on:

- (a) their specialized experience directly relating to fluvial geomorphology
- (b) development of plans and acquisition of permits necessary for construction
- (c) development of restoration designs based on natural stream channel design principles
- (d) demonstrated ability to complete the work within the required schedule and budget
- (e) demonstrated ability to effectively solicit, assess, and use comments and suggestions from stakeholders during project development.
- (f) development and implementation of fluvial geomorphology based assessments and restoration projects in New Hampshire and/or New England.

2. *Project Personnel* (40 Percent)

The Consultant will be rated on the principal team members' role and participation level, and the qualifications and experience of key personnel, their communication abilities, and availability during the project.

- Project Manager 30 Percent
- Task Managers 10 Percent

3. *Project Approach* (20 Percent)

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

Upon completion of the interviews and ranking of proposals, the Town of Warren will negotiate with the top-ranked consultant for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

VI. DISCLAIMER

This RFP/RFQ does not commit the Town of Warren to award a contract or pay any costs incurred during the preparation of the proposal. The Town of Warren reserves the right to reject any or all of the proposals for completing this work. The Town of Warren also reserves the right to eliminate the need for the selected consultant to complete one or more tasks, pending the outcome of preceding related tasks or issues.

ATTACHMENT I - SCOPE OF WORK GUIDANCE

Request for Proposals & Qualifications Restoration Design and Permitting for the Baker River in Warren, NH

INTRODUCTION

The project goal is to stabilize the Baker River in the vicinity of the Bixby Lane Bridge in a manner which alleviates risks to existing infrastructure from accelerated fluvial erosion, restores sediment transport competence, and improves aquatic and riparian habitats. The selected consultant will develop final design plans suitable for bidding and construction, prepare an estimate of construction costs, and acquire an NHDES wetland permit on behalf of the Town of Warren. The final plans and cost estimate will be presented to the Town and other project stakeholders to facilitate grant applications for project construction.

BACKGROUND

The reach of the Baker River within the broad alluvial valley extending approximately 1½ miles upstream from the Bixby Lane Bridge in Warren was channelized some time in the 1940's. The channelization involved straightening and dredging of the river and construction of dikes using the dredged material. It is thought that this work was completed in response to accelerated bank erosion following conversion of floodplain forests to agricultural land. The river has changed dramatically during the time since it was channelized as it evolves towards an equilibrium condition. These changes include extensive lateral channel migration which has threatened, and continues to threaten, several roads, bridges, homes, and other structures within and adjacent to the channelized reach. One such site is in the vicinity of Bixby Lane Bridge where the channel is eroding laterally toward Bixby Lane and NH Route 25.

Preliminary restoration plans for the entire channelized reach, including the area near Bixby Lane Bridge, were developed in 2004 under a NHDES Watershed Restoration Grant. These plans will be made available via the NHDES FTP site (see the "Resources" section).

The purpose of this project is to develop final design plans which, once implemented, will meet the project goals described under the "Introduction" section, prepare a construction cost estimate, and obtain a state wetland permit for the project on behalf of the Town. The final plans should allow for future restoration work upstream of the project area as depicted on the preliminary restoration plans unless the selected consultant determines this to be unfeasible.

The selected consultant will present the final design and cost estimate at a public meeting. The Town of Warren will prepare for and host the meeting. The consultant will be responsible for facilitating discussions and presenting the project plans and data supporting the design. The consultant shall also: (1) prepare a list of all landowners who would be directly affected by the project and all abutters as defined in Env-Wt 101.02; (2) provide this list to the Town and mail a meeting notification to all landowners on the list; and (3) request written permission for project construction from all landowners who would be directly affected by the project and all abutters whose property lies within 20 feet of the project limits.

All deliverables for review will be submitted to the Town of Warren and NHDES in hard copy and as an Adobe .pdf file. The final design plans will be submitted to the Town and NHDES in hard

copy and on CD as an Adobe .pdf file. The CD shall also include any CAD files and other relevant digital information (e.g. hydraulic model, photographs, etc.) produced under the project.

Consultants will be ranked based on qualifications, experience, proposals, and interviews as described earlier. The highest ranked consultant will then negotiate price and detailed services with the Town of Warren. Cost will not be a factor in consultant selection. The Town of Warren expects to negotiate the contract with the successful candidate who will complete the work in the task descriptions outlined below within the available budget.

OVERALL PROJECT DESCRIPTION

The project includes final design and engineering, preparation of construction plans and a cost estimate, state wetland permitting, presentation of the plans at a public meeting, and landowner coordination. The project shall be designed to: (1) restore natural channel stability in the vicinity of Bixby Lane Bridge (i.e. allow for bedload sediment transport throughout the expected range of flows without long term aggradation or degradation); (2) reduce short- and long-term risks to existing roadways and bridges within and adjacent to the project area from fluvial erosion; (3) allow for additional restoration work upstream of the project area without physical modifications to the restored channel within the project area; and (4) comply with the minimum standards of the National Flood Insurance Program (NFIP).

I. Final Design, Engineering, and Construction Cost Estimate

The consultant shall design and engineer the necessary improvements as needed to meet the project goals and design guidelines presented above, develop final design plans suitable for bidding and construction, and prepare a construction cost estimate. The cost estimate should include soft costs such as preparation of bid and contract documents, contract administration, and construction supervision.

Task 1. Collect and review existing information including the 2004 preliminary restoration plans, the effective Flood Insurance Rate Map (FIRM), Flood Boundary and Floodway Map (FBFM), Flood Insurance Study (FIS), and tax maps.

Task 2. Perform field surveys and develop a 2-foot contour interval topographic map of the project area. In addition to topography and planimetric features needed for project design, the map shall include the shoreland reference line, the limits of state and federal wetland jurisdiction as determined by a NH certified wetland scientist, and approximate property lines. One or more of the reference marks shown on the Flood Insurance Rate Map (FIRM) shall be used to establish vertical control so that elevations are relative to NGVD29.

Task 3. Collect survey information and other field data as needed for hydraulic modeling, bedload entrainment calculations, and other analyses and computations needed for project design and validation of the information presented in the preliminary plans. The consultant shall re-survey the cross-sections established in 2004 which lie within the project area (provided the cross-section monuments can be located).

Task 4. Complete analyses and calculations as needed to support project design. It is expected these will include hydraulic modeling and bedload entrainment calculations along with

evaluation of channel dimension, pattern, and profile; floodplain culverts; bank stabilization structures/techniques; and riparian revegetation methods. The hydraulic modeling should be suitable for determining compliance with minimum NFIP standards. [Note: The consultant should evaluate the flood discharges published in the FIS prior to their use in hydraulic modeling as they may be inaccurate. An alternate method for estimating flood discharges may be warranted.]

Task 5. Complete project design and develop final design plans. The project shall be designed to meet the four design guidelines presented above under “Overall Project Description”. The plans shall be of sufficient detail for bidding and construction and are expected to include:

- Existing Conditions Plan;
- Proposed Site Plan;
- Proposed Channel Profile;
- Proposed Channel and Floodplain Cross-Sections;
- Revegetation Plan;
- Construction and Revegetation Details;
- Construction Sequence, Erosion and Pollution Control Notes, and Revegetation Notes;
- Any other information required to adequately depict the design intent.

Task 6. Prepare an estimate of project construction costs. The cost estimate shall also include soft costs such as preparation of bid and contract documents and a Stormwater Pollution Prevention Plan (SWPPP), contract administration, and construction supervision.

II. Public Meeting and Landowner Coordination

The selected consultant will present the final design and cost estimate at a public meeting and coordinate with landowners directly affected by construction in an effort to gain their permission for the project. The Town of Warren will prepare for and host the meeting. The consultant will be responsible for facilitating discussions and presenting the project plans and data supporting the design.

The consultant shall also: (1) prepare a list of all landowners who would be directly affected by the project and all abutters as defined in Env-Wt 101.02; (2) provide this list to the Town and mail a meeting notification to all landowners on the list; and (3) request written permission for project construction from all landowners who would be directly affected by the project and all abutters whose property lies within 20 feet of the project limits.

Task 7. Prepare a list of all landowners who would be directly affected by project construction and all abutters as defined in Env-Wt 101.02.

Task 8. Coordinate with the Town and those landowners who would be directly affected by project construction to determine a suitable date, time, and location for a public meeting. Once the meeting date, time, and location have been selected, mail meeting notifications to all landowners on the list prepared under task 7.

Task 9. Present the final design and cost estimate at the public meeting. The Town of Warren will prepare for and host the meeting. The consultant will be responsible for facilitating discussions and presenting the project plans and data supporting the design.

Task 10. Following the public meeting, request written permission for project construction from all landowners who would be directly affected by the project and all abutters whose property lies within 20 feet of the project limits. The request shall be made in writing and mailed to these landowners and abutters along with a letter granting permission which can be signed and returned to the Warren Board of Selectmen.

III. State Wetland Permitting

The consultant shall prepare and submit an application for a standard wetland dredge and fill permit to the NHDES Wetlands Bureau.

Task 11. Prepare and submit an application for a standard wetland dredge and fill permit to the NHDES Wetlands Bureau. The consultant shall respond to requests for additional information as required to satisfy permit review requirements; however, costs for an on-site archaeological survey, if requested by the NH Division of Historic Resources (NHDHR), shall not be the consultant’s responsibility. The consultant will, however, be responsible for the wetland permit application fee.

IV. Approximate Major Milestones and Estimated Proportion of Contract Effort

		Estimated Effort	
		Individual Task %	Cumulative%
I.	Milestones		
	Final Design, Engineering, and Construction Cost Estimate	75	75
II.	Public Meeting and Landowner Coordination	10	85
III.	State Wetland Permitting	15	100

GEOGRAPHIC SCOPE

The project area is depicted in the following aerial photograph.



RESOURCES

The 2004 preliminary restoration plans are available in pdf format on the NHDES ftp site for review by consultants.

I. FTP Directions

- 1) Go to this address using a web browser: <ftp://199.192.6.23/DES/wmb/> . Please note that some may have to copy and paste this address into a browser for the link to work.
- 2) At the login window, click on the box in the lower left hand corner labeled "Login Anonymously".
- 3) The User name will then be automatically filled in with the word "Anonymous".
- 4) Type in your email address in the Email Address block.
- 5) Then click on the Log On button.

6) The Watershed Management Bureau directories should appear.

7) Select the Watershed Assistance folder and then the Baker River folder.

Note: If the site cannot be accessed, it could be due to security settings on your PC. Please check with your computer personnel to correct this issue.