



Request for Statements of Qualifications and Fee Proposals from Consultants to Evaluate Sites for Green Stormwater Infrastructure

The Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) requests Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees from professional engineering, landscape architects, and environmental consulting firms to evaluate sites for Green Stormwater Infrastructure (GSI).

The program is to build a pipeline of GSI storm water projects in urban, suburban, and rural areas of the greater Upper Valley region of New Hampshire (NH) and Vermont (VT) (see full program narrative in Attachment). A minimum of 10 sites, mostly in NH, will receive design, engineering, and permitting assistance to implement shovel-ready strategies with Nitrogen loading reduction and prevention outcomes into the Connecticut River. The program tasks include 1) develop a Quality Assurance Project Plan (QAPP) for site evaluation and design; 2) identify at least 100 municipal stormwater infrastructure improvement sites (Sites) and evaluate for GSI potential using a rapid assessment; 3) develop shovel ready landscape design, engineering, and permitting guidance for a minimum of ten Sites; 4) Review and Advise on local regulatory approaches to advance GSI and especially Low Impact Development (LID) practices; 5) organize a Community of Practice (CoP) among Highway staff and municipal officials to grapple with complex and changing technical questions, build awareness of GSI techniques, provide professional resources and trainings, and facilitate leadership opportunity; and 6) develop a stormwater action plan for bi-state collaboration and to further stormwater goals with alignment to Nitrogen loading reductions or preventions.

The program is implemented and administered by UVLSRPC staff and the Greater Upper Valley Partners for GSI Committee comprised of regional stakeholders, state stormwater program representatives, and UVLSRPC Commissioners. The Partners Committee assists UVLSRPC staff in project oversight and technical review of final deliverables. The scope of work for which Consultant services are sought generally includes the following:

- Provide technical support to UVLSRPC staff and the Partners Committee in all aspects of GSI assessment, implementation, maintenance, and development planning;
- Design rapid evaluation, including GIS assessment, for Sites on GSI feasibility and cost, to be conducted by UVLSRPC staff and planning partners. Targeted GSI strategies include the following: rain garden or bioretention basin; bioswale; constructed or gravel wetland; permeable surfaces; riparian and phyto buffers; infiltration chambers or basin; filter strip; perforated pipe; wet pond; slope stabilization; tree filter pit; and enhanced trench;
- Develop methods for the grouping of Sites for cost of design efficiencies and multi-town cooperation;
- Prepare a minimum of ten shovel ready designs for selected sites, including site visits with local staff and maintenance expectation plan;
- Assist in QAPP development for items described above; and
- Attend a minimum of two CoP events, including presentation of a relevant topic of GSI.



Timeline and Budget

The program's 2-year period began January 1, 2024 and extends through December 31, 2025. The consultant work outlined in this request will begin on May 1, 2024.

A total of \$275,000 is available in the scope outlined in this request.

Proposal Requirements

The successful candidate(s) will clearly present verifiable qualifications, experience, and knowledge regarding all aspects of GSI and LID, including but not limited to relevant Federal, New Hampshire, and Vermont law, policies, and guidelines and U.S. EPA standards and practices, including U.S. EPA Quality Assurance Project Plan (QAPP) requirements.

To be considered, the Statement of Qualifications shall demonstrate the ability to perform multi-task projects and meet required milestones and deadlines. Consultants must be licensed to provide services in the States of New Hampshire and Vermont and possess proven landscape, engineering and maintenance, and geological capabilities to perform all activities relevant to GSI assessment, design, and maintenance in rural communities. Availability to attend site visits is a priority, and consultants showing their ability to be present in person may be given preference. If applicable, a list of projects currently underway in NH or VT and past projects in NH or VT successfully completed by the applicant in the past five (5) years should be included. Statements of Qualifications must specifically indicate and provide professional qualifications for those members of the firm who will provide project management and those who will be working directly with UVLSRPC. Statements of Qualifications must clearly indicate those personnel who will be serving as project management and/or working directly with UVLSRPC and include three to five professional references qualified to comment directly on the performance of the firm. Although not a requirement, we ask that submitted materials not exceed thirty pages to expedite UVLSRPC's review process.

Based on UVLSRPC's review of Statements of Qualifications and Proposed Professional Cost Rates and Fees, UVLSRPC may invite candidate firms for an interview to investigate further qualifications and compatibility relative to the needs of the Upper Valley Lake Sunapee Region GSI Program.

It is the intent of UVLSRPC to establish a list of one or more pre-qualified consultants from which to select firms based on stated qualifications, expertise, and associated fees to provide site-specific services for individual eligible properties identified by UVLSRPC staff and the Partners Committee.



UPPER VALLEY LAKE SUNAPEE
REGIONAL PLANNING COMMISSION

Selection Process

1. Candidates must provide an electronic copy of their Expressions of Interest, Statements of Qualifications, and Proposed Professional Cost Rates and Fees as well as two paper copies delivered to UVLSRPC at 10 Water Street, Suite 225, Lebanon, NH 03766 or to info@uvlsrpc.org no later than 5:00 p.m., **Friday, March 15, 2024**.
2. It is the intent that UVLSRPC will notify selected firms by Monday, April 1, 2024, and interview them in April to **begin work on May 1, 2024**.

For further information, contact Olivia Uyizeye, UVLSRPC Planner and Project Lead,

(603) 448-1680 or ouyizeye@uvlsrpc.org.