

Crescent Lake Grant Administrator Request for Qualifications (RFQ) January 2014

The Town of Raymond is inviting responses from private sector consultants interested in entering into an agreement to administer projects related to grant funding issued by the State of Maine Department of Environmental Protection titled "2014 Grants for Nonpoint Source Pollution Control Projects, Watershed-based Plan Implementation."

A. Background Information:

The Crescent Lake watershed is located in the Towns of Raymond (74%), Casco (23%) and Poland (3%) in central Cumberland County, Maine. Crescent Lake is 703 acres with a total volume of 12996 acre-feet, maximum depth of 54 feet, mean depth of 17 feet, and a flushing rate of 1.2 flushes/year. The Maine Department of Environmental Protection (MDEP) has listed all of Raymond's and Casco's lakes and ponds on their list of "Lakes Most at Risk from Development" under the Maine Stormwater Law as well as the State's "Nonpoint Source Priority Watersheds" list. Crescent Lake's immediate watershed is 6.1 square miles. The Lake flows into Panther Pond, which, in turn, empties into Sebago Lake. This larger watershed covers 25 square miles and contributes about 18% of the flow to Sebago Lake, which is listed as one of the top 41 watersheds on the Priority List due to its importance as a regional drinking water source for over 200,000 households in Southern Maine.

Crescent Lake has 8.9 miles of shoreline, most of which is privately owned. The Lake's shoreline is developed with over 290 seasonal and year-round homes, a large commercial campground, several private youth camps, two small public beaches, one public boat access ramp and an extensive network of unpaved camp roads. Crescent Lake water quality is threatened by rising development pressures and year-round home conversions. The Towns of Raymond and Casco are both experiencing rapid growth (29.8% and 14.9%, respectively, since 1990) and there continues to be new development throughout the watershed. Both towns have comprehensive plans approved by the State Planning Office.

The Maine Department of Inland Fisheries and Wildlife manages Crescent Lake for both cold and warm water fisheries. The Lake is known for its excellent bass fishing and several fishing tournaments are held on the lake each year. Crescent Lake is home to nesting loons –11 adults and 1 chick were documented in 2008. Since 2002, Raymond Waterways Protective Association (RWPA) has completed a Level III Plant Survey (entire shoreline area and littoral zones) on Crescent Lake each summer. There are no known invasive plant infestations. In addition, RWPA employs courtesy boat inspectors to inspect boats entering and leaving the lake to educate boaters and prevent the introduction of invasive plants.

The watershed community has demonstrated a strong commitment to watershed protection. The Raymond Conservation Commission organized the Crescent Lake Watershed Survey (2000) in which volunteers identified 139 erosion sites. The 2001-2004 Raymond Pond and Crescent Lake

Demonstration Project, sponsored by the Cumberland County SWCD, stabilized 13 identified sites and provided technical assistance to 12 landowners in the Crescent Lake Watershed (additional sites were fixed on Raymond Pond). In the fall of 2009 RWPA staff and Crescent Lake residents field surveyed sites identified in the 2000 survey report to determine which sites continue to impact the lake. In addition, a shoreline survey was completed to evaluate shorefront buffers and paths. Awarded in 2011, the Crescent Lake NPS Watershed Protection Project completed 13 residential sites, 7 road sites and provided technical assistance to more than 40 landowners. The Town of Raymond has provided over \$43,000 in-kind match to support conservation projects that reduced erosion on Panther and Raymond Pond, by improving four town roads, assisting with improvements at 13 private roads sites, delivering materials to all residential sites and providing tools/equipment for workshops.

The Crescent Lake Watershed Association (CLWA) has effectively partnered with RWPA to protect and improve the quality of Crescent Lake. In their first year of existence the CLWA worked with RWPA to update the 2000 Watershed Survey, complete a shoreline survey and successfully ran the Maine DEP LakeSmart program. Through LakeSmart, eighteen properties were evaluated and eleven LakeSmart Awards presented. In addition, CLWA has developed an effective communication network with landowners and the six road associations on the lake; established a website and newsletter; and ~100 people attended their first annual meeting in 2009.

B. Project Duration and Plan:

- The *Crescent Lake Watershed Protection Project Phase II* will be sponsored by the Town of Raymond with coordination by the Raymond Waterways Protective Association (RWPA) and Cumberland County Soil & Water Conservation District (CCSWCD) guided by a project steering committee. Local project partners include RWPA, Town of Raymond, Town of Casco, Crescent Lake Watershed Association (CLWA) and Portland Water District (PWD).
- Through this project, the project staff and local volunteers will coordinate and install conservation practices at 27 sites identified as high (4) and medium (23) impact in the 2000 Crescent Lake Watershed Survey and the 2009 and 2011 follow-up field visits. Through a small matching grants program, technical assistance and grants will be available to carry out 12 buffer plantings or conservation practice installations (water diverters, drywells, roofline drip trenches). In addition, six sites will be addressed at the Youth Camps. Two hands-on conservation practice workshops will be held to increase project awareness and highlight the value of vegetated buffers and conservation practices. The hands-on workshops will also provide education to campers and camp directors, grounds maintenance crews on the use and installation of dry wells, water diverters, and other conservation practices. The NPS Site Tracker tool will be used to guide the action plan in order to set the stage for RWPA and CLWA to work with watershed residents to address the remaining survey sites.
- Project activities will be showcased in presentations at the RWPA, CLWA and road association annual meetings which will include before and after photos of project sites. The Project Coordinator(s) will develop a project fact sheet and press releases to advertise the availability of technical assistance and other project events. Information and updates will be posted on the RWPA and CLWA websites; public access channels; the association newsletters and local papers. A final project brochure will be produced that will include before and after pictures of the installed conservation practices. The RWPA and CLWA will distribute this brochure to continue to educate watershed residents and local leaders about how to protect Crescent Lake's water quality and encourage application of demonstrated measures.

- NPS Program grant funds will not be used to undertake, complete or maintain erosion or storm water control work required under a MS4 permit or plans required by existing permits, consent decrees or orders. When selecting sites for priority repair using NPS grant funds cost/benefit will be considered. Grantee will ensure that permits required for construction are secured by the landowner prior to construction and BMPs are constructed in an acceptable manner, before reimbursing landowners according to applicable Cost Sharing Agreements.
- All press releases, outreach materials, project signs, and plans will acknowledge that the project is funded in part by the United States Environmental Protection Agency under Section 319 of the Clean Water Act. EPA's logo will not be included on materials unless the Grantee receives prior instruction and approval from EPA. Refer to the Grant Agreement, Rider A. Section III. F. Acknowledgement.

C. Tasks, Schedules and Estimated Costs:

Task 1 – Project Management

The Town of Raymond and MDEP will sign a grant agreement outlining project roles, responsibilities and funding arrangements. Any sub-agreements will first be provided for DEP review. Consulting services paid for with grant funds will be arranged and carried out using procurement procedures as described under Section 4 of DEP's Nonpoint Source Grant Administrative Guidelines. The Town and project contractor will track project progress, expenses and local match and complete semi-annual progress reports (PRs) and one final project report (FPR). The CCSWCD will be responsible for implementing Task 4 and associated reporting requirements; two presentations; Steering Committee participation and engineering assistance. Project Coordinator/Contractor will use and also train CLWA representatives to use the NPS Site Tracker to track the status of NPS sites in the watershed, including work done through this project and discovery of new sites. In addition, the Town will provide the Pollutants Control Report (PCR) to MDEP by December 31st each year for all BMP sites completed that year. (3/14 to 3/16)

1 st Yr. Output Goals: 1 Progress Report, 1 PCR				
Cost: 319 Funds - \$5,400	Local Match - \$1,800	Total - \$7,200		
Task 2 – Steering Committee				
A steering committee will guide project activities and meet at least six times during the grant period.				
This committee will include representatives from the Town of Raymond and Casco, RWPA, CLWA,				
PWD, MDEP and interested Crescen	t Lake residents. (3/14 to 3/16)			

1 st Yr. O	output Goals: 3 SC meetings.		
Cost:	319 Grant - \$ <u>2,787</u>	Local Match - \$ <u>2,899</u>	Total - \$ <u>5,686</u>

Task 3 – NPS Abatement Projects

The project will provide the towns, private road associations and landowners with technical assistance and 50% cost sharing to address 9 erosion and runoff problems for 4 high (4 private roads) and 5 medium (1 town road, 1 private road, 3 driveways) priority sites identified in the 2011 watershed survey. The town, road association members and watershed landowners will receive technical assistance at no charge and up to 50% cost sharing for construction costs. Cost share recipients must provide a 50% match through cash, material or labor contributions and agree to maintain the project as directed. The grantee and the cost share recipient will complete a Town of Raymond cost share agreement prior to construction. The DEP NPS Site Report form, including before and after photographs, will be prepared for each completed site.

Sites were selected based on the following criteria: identified high and medium impact sites in the 2011 ground-truthed watershed survey, public visibility and the probability of landowner cooperation. Final site selection is subject to change, pending satisfactory completion of landowner agreements, estimated pollutant load calculations, engineering design and permit approval. The candidate sites are outlined, in detail, in Attachment A. MDEP guidelines "Using Project Funds for Construction of BMPs at Road-related Sites" will be used to evaluate road-related NPS sites and determine if NPS project funds can be used to help a landowner pay for construction of road-related BMPs. (3/14 to 3/16)

1st Yr. Output Goals:5 cost-share grants w/ landowners, w/ corresponding NPSSite ReportsCost:Grant-\$38,481Match-\$42,560Total-\$81,041

Task 4 – Residential Conservation Practice Installations

Residential shorefronts and driveways accounted for 60% of the documented survey sites; therefore a residential matching grants program will be established to address these relatively lower impact sites with inexpensive fixes. <u>A total of 12 conservation grants</u> will be awarded up to \$350 toward the purchase of native plants and/or materials or labor for the installation of conservation practices such as runoff diverters, infiltration steps and trenches, drywells and buffers. <u>Free technical assistance and a brief report summarizing site conditions, recommendations and design</u> will be provided with each of these grants. The project contractor, RWPA and MDEP staff, and possibly other project partners, will respond to additional landowner requests for free technical assistance. A preference for all 12 matching grants will be based on priority ranking and on landowner participation in a workshop. Each grant recipient will sign a <u>cost share agreement</u> prior to construction outlining the <u>50% match requirement</u> and that verification of proper installation will occur to complete the agreement. One report will list descriptive information for all sites receiving the Conservation Practice Matching Grants. (4/14 to 3/16)

1st Yr. Output Goals: Written tech assistance plan, cost-share agreement and fieldwork for 6 sites.Cost:Grant-\$13,030Match-\$5,278Total-\$18,308

Task 5 – Education and Outreach

Workshops: <u>Two workshops</u> will be held <u>to demonstrate conservation landscaping</u>. The project contractor will facilitate the workshops, which will cover the sizing and placement of roof dripline trenches, drywells, and water diverters; preferred materials (i.e., stone size, etc.); determining when to use which water diverter (i.e., open top culverts, rubber razor blades, waterbars) as well as DEP Permit By Rule Process, and shoreland zoning. Workshop participation will be recommended for landowners taking advantage of the matching grants program and the watershed community will be encouraged to attend.

Publicity: Project staff will develop a <u>fact sheet</u> to introduce grant activities and provide tips for lakefriendly living. <u>Press releases and informational flyers</u> will be developed to advertise workshops and project work parties. Yearly project updates will be placed in the annual RWPA and annual CLWA newsletter and on the associations' websites; local newspapers and cable access channel; and the CLWA e-mail list. In addition, a <u>final project brochure</u> will be produced that will include before and after pictures of project sites to be distributed to watershed residents and town selectmen. The final brochure will be used for future outreach efforts, highlighting to Crescent Lake residents what their neighbors have accomplished to protect their lake and what they can do on their own properties. <u>Four presentations</u> will be provided by project staff at the <u>annual meetings (2014 and 2015) of the RWPA</u> <u>and CLWA</u>. The <u>CLWA board will provide updates for the road association meetings</u>. The presentations will emphasize the impact of declining water quality on property values, benefits of buffers and erosion control measures, and technical assistance. (3/14 to 3/16) 1st Yr. Output Goals: one workshop; two presentations; 50% of the planned project updatesCost:Grant-\$5,572Match-\$9,481Total-\$15,053

Task 6 – Summer Youth Camp Conservation Practices

Eleven erosion sites were identified at the lake's four Youth Summer Camps. Of these, four sites were rated as having a high impact; four were medium impact and three low impacts. The project will provide the <u>camp owners, program directors and/or grounds keeping crews with free technical</u> <u>assistance and 50% cost sharing to address 3 high and 3 medium impact sites</u>. Cost share recipients must provide a 50% match through cash, material or labor contributions and agree to maintain the project as directed. The grantee and the cost share recipient will complete a Town of Raymond cost share agreement prior to construction. A DEP <u>NPS Site Report form</u>, including before and after photos, will be prepared for each completed site.

Sites were selected based on the following criteria: identified high and medium impact sites in the watershed survey report, 2009 and the 2011 "ground truth" of 2000 survey, public visibility and the probability of landowner cooperation. Final site selection is subject to change, pending satisfactory completion of landowner agreements, estimated pollutant load calculations, engineering design and permit approval. (4/14 to 3/16)

1st Yr. Output Goals: Written tech assistance plan, cost-share agreement and fieldwork for 3 sitesCost: Grant - \$14,981Local Match - \$14,501Total - \$29,482

Task 7 – Pollutant Reduction Estimates

The project contractor will prepare a report documenting the estimated nonpoint source pollutant load reduction (sediment and phosphorus) that is achieved due to the implementation of the conservation practices at NPS sites in the watershed. <u>Pollutant load reduction estimates</u> will be developed and reported as follows: During design or installation of BMPs at NPS sites, appropriate field measurements will be recorded to prepare written estimates of pollutant load reduction. Estimates will be prepared for all NPS sites, including the NPS Abatement Projects and Summer Youth Camp Practices. If no estimation method fits for a site, an explanation will be provided on the form. The methods to be used are the EPA Region 5 Load Estimation Model (see website http://it.tetratechffx.com/-step1/) and/or the U.S. Forest Service WEPP Road Model (http://it.tetratechffx.com/-step1/) and/or the U.S. Forest Service WEPP Road Model (http://it.tetratechffx.com/-step1/) and/or the U.S. Forest Service WEPP Road Model (http://it.tetratechffx.com/-step1/) and/or the U.S. Forest Service WEPP Road Model (http://it.tetratechffx.com/-step1/) and/or the U.S. Forest Service WEPP Road Model (http://it.tetratechffx.com/-step1/) and/or the U.S. Forest Service WEPP Road Model (http://it.tetratechffx.com/-step1/) and/or the U.S. Forest Service WEPP Road Model (http://it.tetratechffx.com/-step1/). Estimates will be checked for proper application of the method(s) and the results will be summarized on a standard form provided by DEP titled "Pollutants Controlled Report" (PCR). The <u>PCR, including calculations, will be submitted</u> to the DEP Agreement Administrator

1 st Yr. Output Goal: 1 PCR Report		
Cost: Grant - \$ <u>1,798</u>	Match - \$ <u>0</u>	Total - \$ <u>1,798</u>

D. Deliverables:

Three (3) copies of each Deliverable will be provided to the DEP Agreement Administrator. The DEP AA will forward a copy of all deliverables to EPA. Grantee will label each deliverable according to procedures described in the DEP document "Nonpoint Source Grant Administrative Guidelines" (http://www.maine.gov/dep/water/grants/319.html).

1. SubAgreements, Progress Reports and Final Project Report and NPS Site Tracker Summary (Task 1).

- 2. NPS Site Reports for each NPS Abatement site and Summer Youth Camp conservation practices, including pre and post construction photos. (Task 3 and 6).
- 3. Summary outcome of residential conservation matching grants by NPS site, landowner name, brief description of problem, BMPs recommended, and BMPs implemented (Task 4).
- 4. Copies of key education/outreach materials initial project fact sheet, press releases, newsletter articles, final project brochure (Task 5).
- 5. Pollutants Controlled Report (PCR) for each year until project completion (Task 7).

<u>E. Conditions of Award</u>

It is the intent of the Town to award the project to the most qualified and responsive firm, provided that the proposal has been submitted in accordance with the requirements of this RFQ. The committee shall be the sole judge of the firm's qualifications and whether the proposal is in the best interest of the Town.

Up to the time of the signature of the contract, the Town shall have the right in its sole discretion to *reject any and all of the bids, to request re-bids for the work and to waive any defects, time limits or deficiencies in any bid, and to terminate consideration with or without cause if deemed in the best interest of the Town to do so.*

F. Amendments to this RFQ

The Town may revise this RFP by using a written addenda. Addenda will be posted on the Town's website and emailed to all *known* bidders.

The Town may request additional information if deemed necessary. Failure to provide such information may result in proposal being considered incomplete. The Town reserves the right to be the sole judge of all such criterion.

G. Insurance Certificates

The contractor must be able to provide evidence of the following insurance coverage:

- The contractor will serve in the capacity of an independent contractor in this project and will maintain insurance at least as hereinafter set forth so as to protect it and the Town from any and all claims for personal injury and property damage, and for claims under the Workmen's Compensation Acts, including death arising out of operation of this agreement, for the entire pendency of this project.
- > A comprehensive general liability insurance policy with the following limits of coverage:
 - Bodily Injury: \$1,000,000 each occurrence
 - Property Damage: \$400,000 each occurrence
 - \$1,000,000 aggregate of all claims per occurrence
- > A comprehensive automobile insurance policy with the following limits
 - Bodily Injury: \$1,000,000
 - Property Damage: \$500,000 per each occurrence
- All of the insurance must be issued by an insurer licensed, authorized and maintaining an office to do business in Maine.

H. Confidentiality

Proposals will be kept confidential until after they have been evaluated. A log will be maintained of proposals received, but proposals will **NOT** be opened publicly.

I. Format and Requirement of responses:

- All responses must be made in writing and signed by an authorized agent or representative of the Private Consultant making such response.
- All responses must include completed and signed "Certificate of Non-collusion"
- All responses must include proof of insurance requires outlined in Section H of the RFQ.
- All responses will include the name, address, telephone number(s) and email contact information of the authorized person in connection with the response along with information on all others who are authorized to represent the individual, group, organization or entity in connection with the response.
- All responses will be accompanied by each of the following:
 - a. A statement of the past experience in working with State and EPA Regulations and 319 Project Procedures.
 - b. Identify the proposed Project Manager and key project team members and responsibilities. Provide an itemized rate per hour for identified project team. Provide a brief resume for each person outlining their credentials and experience.
 - c. Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
 - d. Provide your general understanding of the watershed, project and issues regarding the identified project(s). Identify any potential challenges or special concerns that may be encountered.
 - e. Include any other information you feel to be relevant to the selection of your firm or the makeup of the project team including sub-consultants.

All responses must be submitted on or before 2:00p.m. on January 31, 2014.

Please send responses to:

Town of Raymond ATTN: Danielle Loring 401 Webbs Mills Road Raymond, ME 04071

J. Consideration of responses:

All responses will be subject to public review and disclosure by involved Town Staff and the Board of Selectmen, including discussion at public meetings.

Request for responses will be evaluated on the following criteria:

- 1. Qualifications of the Firm (20-30%): Preference shall be given to those firms with experience in engineering, planning and watershed management planning related to the scope of services.
- 2. Qualifications of the Project Team (Key Staff) (30-40%): Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
- 3. Experience in Working with State and EPA Regulations and 319 Project Procedures (10%): Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and EPA, and possess a thorough understanding of the rules and regulations regarding watershed management planning.

After reviewing all responses, Town staff will make a recommendation to the Board of Selectmen on whether to proceed with a consultant. Said recommendation will be considered as a regular agenda item for the Board of Selectmen meeting, publicly noticed and advertised on the Raymond website (www.raymondmaine.org) and posted in the Town's public posting places.

This RFQ does not indicate a commitment by the Town of Raymond to contract for private management of Crescent Lake 319 Grant Project. The purpose of this request for responses is to allow the Town to explore the viability of private sector management. The Town reserves the right to reject any or all responses. If a response is selected for further consideration, the details of any agreement would be negotiated by the Town Manger and/or Board of Selectmen.

Questions regarding public deliberations or the bid process should be directed to Don Willard, Town Manager, at 207-655-4742 ext 131 or <u>don.willard@raymondmaine.org</u>.

Please send responses to:

Town of Raymond ATTN: Danielle Loring 401 Webbs Mills Road Raymond, ME 04071

CERTIFICATE OF NON-COLLUSION This Page Must Be Included with Response*

The undersigned certifies that under penalties of perjury that this bid or response has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Authorized Official:		Date
Company/Individualla Noma		
Company/Individual's Name		
Authorized Representative:		
Т	ïtle:	
Address:		
Phone:	Email:	
Fax:	Federal ID:	