



**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.





1<sup>st</sup> Yr. Output Goals: one workshop; two presentations; 50% of the planned project updates

**Cost:** Grant-\$5,572 Match-\$9,481 Total-\$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 camp owners, program directors and/or grounds keeping crews with free technical assistance and 50% cost sharing to address 3 high and 3 medium impact sites. 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 NPS Site Report form, 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)

**1<sup>st</sup> Yr. Output Goals:** Written tech assistance plan, cost-share agreement and fieldwork for 3 sites

**Cost:** Grant - \$14,981 Local Match - \$14,501 Total - \$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. Pollutant load reduction estimates 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.tetrachffx.com/-step1/>) and/or the U.S. Forest Service WEPP Road Model (<http://forest.moscowfs1.wsu.edu/fswepp/>). 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 PCR, including calculations, will be submitted to the DEP Agreement Administrator, by December 31 of each year, until project completion. Documentation of the estimation procedures of each NPS site will be kept in the Grantee project file and will be available for DEP/EPA review. (4/14 to 3/16)

1<sup>st</sup> Yr. Output Goal: 1 PCR Report

**Cost:** Grant - \$1,798 Match - \$0 Total - \$1,798

#### **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).

### **E. Conditions of Award**

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](http://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 [don.willard@raymondmaine.org](mailto:don.willard@raymondmaine.org) .

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/Individual's Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Fax: \_\_\_\_\_ Federal ID: \_\_\_\_\_