

Abrams Pond Grant Administrator
Request for Qualifications
November 2020

The Town of Eastbrook (“the Town”) is inviting responses from interested and qualified 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 "*Abrams Pond Watershed Protection Project, Phase II.*" The Town is working closely with the Abrams Pond Association (APA), its volunteer partner in the project.

A. PURPOSE AND SCOPE OF WORK

The purpose of this project is to significantly reduce pollutant load by addressing erosion and stormwater runoff that delivers excess sediments and nutrients to the pond in an effort to improve water quality and reduce the probability of nuisance algal blooms. This will be accomplished through targeted implementation of best management practices (BMPs) at high priority non-point source pollution (NPS) sites. BMPs will be installed at a total of 14 NPS sites, including private roads, driveways, and residential sites. The project will also raise awareness about the need for lake protection and restoration by utilizing targeted outreach strategies. Items within the scope of work include (see Attachment 1):

- Track project progress, expenses, matching fund and semi-annual progress reports and final project report and other deliverables;
- Facilitate four (4) steering committee meetings;
- Update the NPS Site tracker spreadsheet throughout the project;
- Provide technical assistance for five BMP projects involving shoreline residential properties. This includes preparing site plans, landowner agreements, tracking cost-share funds, and close coordination with the Town and APA to schedule visits, and preparing reports on completed projects with before/after descriptions and photos;
- Address five high-priority private road sites and four private driveway sites, including site plans, cost-share agreements, tracking expenditures and remaining funds, and coordinating with the Town and APA and property owners;
- Distribute information about the project through press releases, presentations at APA annual meetings, outreach to property owners concerning septic system vulnerabilities and approaches to blueberry farm management to protect water quality, and inserts for town tax bill mailings to build awareness of water quality protection through use of BMPs.
- Prepare NPS site reports and PCR reports for NPS sites.

B. TENTATIVE SCHEDULE

Submission Deadline	4:00 pm, December 11, 2020
Contract Award	January 15, 2021
Project finish	December 31, 2022

C. FORMAT AND REQUIREMENT OF RESPONSES

- All responses must include proof of insurance as outlined in Section J.

- 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 others who are authorized to represent the individual, group, organization or entity in connection with the response.
- All responses will include:
 - a. A statement of experience working with State and EPA Regulations and 319 Project Procedures.
 - b. Identification of the proposed Project Manager and key project team members and responsibilities. Provide an itemized rate per hour for identified project team.
 - c. A brief resume for each person outlining their credentials and experience.
 - d. Name and contact information for at least three (3) references familiar with the quality of work by your firm or similar nature as contained in the Work Plan (Attachment 1).
 - e. Your general understanding of the watershed, project, and issues regarding the identified project. Identify any potential challenges or special concerns that may be encountered.
 - f. Any other information you feel to be relevant to the selection of your firm or the makeup of the project team including subconsultants.

D. CONSIDERATION OF RESPONSES

Responses will be evaluated based on the following Criteria:

1. *Qualifications of Firm (30%):* Preference will be given to firms with experience managing grant-funded projects and implementing watershed-based plans.
2. *Qualifications of the Project Team (Key Staff) (45%):* Preference will be given to those with key staff experience in items listed in the Work Plan (Attachment 1), and familiarity with the watershed and project partners.
3. *Experience Working with State and EPA Regulations and 319 Project Procedures (25%):* Preference will 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.

E. SELECTION OF THE CONSULTANT

It is the intent of the Town to appoint a committee to review the Statements of Qualifications submitted and rank the qualified firms. All unsuccessful firms will be notified in writing no later than 10 days after selection of the Consultant. The Town reserves the right to reject any and all submissions to this RFQ, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the project. The Town assumes no responsibility for costs incurred in responding to the RFQ.

F. SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON

Submissions must be received electronically by the Town of Eastbrook by 4:00pm, Friday, December 11, 2020 with the subject line: **"RFQ Consulting Grant Administrator for Abrams Pond Phase II Project."** Please send responses to:

Julie Curtis, Chief Selectman
Town of Eastbrook
jacurtis@myfairpoint.net

Questions about the bid process should be directed to Julie Curtis by email or phone at [\(207\) 669-5877](tel:2076695877).

G. CONDITIONS OF AWARD

Funding for this component of the project will be provided in whole or in part through a 319 Grant administered by the Maine Department of Environmental Protection (DEP). 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 submissions 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.

H. AMENDMENTS TO THE RFQ

The Town may revise this RFQ by using written addenda. Addenda will be emailed to all known bidders. The Town may also request additional information if deemed necessary. Failure to provide such information may result in a submission being considered incomplete. The Town reserves the right to be the sole judge of all such criteria.

I. CONFIDENTIALITY

Proposals will be kept confidential until after they have been evaluated.

J. INSURANCE CERTIFICATES

The contractor must be able to provide evidence of insurance coverage; The contractor 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; All insurance must be issued by an insurer licenses, authorized and maintaining an office to do business in Maine.

ATTACHMENT 1- WORK PLAN