

REQUEST FOR QUALIFICATIONS

Issued by the Lake Winnepesaukee Watershed Association

**For Evaluation of Septic System Risk to
Lake Waukewan, NH**

July 19, 2013



Lake Waukewan

Photo courtesy: Waukewan Watershed Advisory Committee

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
I. REQUIRED QUALIFICATIONS SUBMISSIONS.....	3
II. PROJECT TEAM AND LEVEL OF PARTICIPATION.....	3
III. SCOPE OF WORK.....	4
IV. PROJECT SCHEDULE.....	4
V. SELECTION CRITERIA	4
VI. REQUEST FOR QUALIFICATIONS (RFQ) QUESTIONS.....	4
VII. TIME LINE.....	5
VIII. DISCLAIMER.....	5
ATTACHMENT I - SCOPE OF WORK GUIDANCE.....	6
INTRODUCTION AND BACKGROUND	6
SCOPE OF SERVICES.....	7
GEOGRAPHIC SCOPE	7
SEPTIC SYSTEM EVALUATION AND CERTIFICATION FORM	8

REQUEST FOR QUALIFICATIONS

Evaluation of Septic System Risk to Lake Waukewan

July 19, 2013

I. REQUIRED QUALIFICATIONS SUBMISSIONS

Each consultant will submit a qualifications package to the **Lake Winnepesaukee Watershed Association (LWWA)** that will include the following components as described in detail below:

- Cover letter indicating a primary contact for the qualifications package and that person's title, address, phone number, and email address. The cover letter should include relevant professional certifications (e.g., NHDES permitted Septic System Designer, GSDI-certified Septic System Evaluator, etc.)
- A summary of directly-relevant work experience of the respondent. Responses must address how the respondent meets the desired qualifications; please consult Section V - SELECTION CRITERIA (below) for additional guidance.
- List of references including names, titles, contact information. These will preferably be clients for whom similar work has been performed within the past five (5) years.
- A proposed project schedule within the timeframe noted in Section IV.

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

Each consultant will submit the qualifications package via dropbox using the link below by close of business on August 12, 2013 at 5:00 PM to: <https://secure.jotform.us/form/31996008950158>

The form can also be found on LWWA's website at <http://www.winnepesaukee.org/whats-new.htm>

Representatives from the LWWA, Waukewan Watershed Advisory Committee, and the New Hampshire Department of Environmental Services (NHDES) will review qualification packages. After the quality-based ranking is complete, the first ranked consultant will be asked to provide a cost proposal, and the LWWA will proceed with contract negotiations with that consultant. If these negotiations are not successful, the LWWA will negotiate with the second ranked consultant, etc. until a contract has been successfully negotiated with a qualified consultant or may reject all proposals as noted under Section IX.

II. PROJECT TEAM AND LEVEL OF PARTICIPATION

The qualifications package will identify the individual (s) responsible for managing the project and conducting specific project tasks. The qualifications package will also estimate the expected level of participation by qualified individual(s) in the project tasks and in the overall project. If applicable, an organization chart showing lines of communication and decision-making hierarchy will be included in the qualifications package.

III. SCOPE OF WORK

Attachment I provides the anticipated Scope of Work along with the ‘Septic System Evaluation and Certification Form.’

IV. PROJECT SCHEDULE

The respondents will provide a schedule to conduct and complete the project. The schedule will include project tasks as identified in the Scope of Work. It is expected that this project will be completed no later than December 31, 2014; however, it is preferable to complete the evaluations by June 30, 2014.

V. SELECTION CRITERIA

Selection will be based on the qualifications package scoring. Respondents will be assessed based on the following criteria.

1. *Specialized Experience of the Project Team* (50 Percent)

The respondent will be rated on:

- (a) overall experience directly related to septic system design and evaluation.
- (b) demonstrated ability to complete the work within the required schedule
- (c) proven ability to evaluate and propose solutions to address pollution from septic systems
- (d) knowledge and experience with soils and hydrogeology

2. *Project Personnel* (50 Percent)

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

VI. REQUEST FOR QUALIFICATIONS (RFQ) QUESTIONS

The LWWA will not respond to telephone questions about the RFQ. Questions concerning this RFQ must be submitted via email to LWWA at: ptarpey@winnepesaukee.org (Pat Tarpey).

Questions must be submitted by 5:00pm EST on July 29, 2013, and must have the Subject Line: "Evaluation of Septic System Risk RFQ Question." If you have a question, please follow this procedure so as to ensure consistency of answers. Any information obtained by speaking one-on-one with a project partner is not considered an official response for the purposes of this process.

A digest version of all questions and answers will be emailed to everyone that submits a question. Additional persons wishing to receive the digest version of all questions and answers should request a copy via email by contacting ptarpey@winnepesaukee.org (Subject: "Waukevan Septic System Risk RFQ Digest Request"). The LWWA shall distribute the Q&A Digest by August 2, 2013.

Upon completion of ranking qualifications packages, the LWWA, in consultation with the Waukegan Watershed Advisory Committee, and NHDES, will negotiate with the top-ranked firm for contract scope and price. The negotiated contract will be based on fair and reasonable compensation for the services required.

VIII. TIME LINE

July 19, 2013	RFQ Release
July 29, 2013	Deadline for submittal of questions on RFQ (5:00pm ET)
August 2, 2013	Q&A Digest emailed to those requesting a copy
August 12, 2013	Deadline for receipt of qualifications to RFQ (5:00pm ET)
August 26, 2013	Final selection of contractor and notification (anticipated) to all firms

IX. DISCLAIMER

This Request for Qualifications does not commit the Lake Winnepesaukee Watershed Association (LWWA) to award a contract or pay any costs incurred during the preparation of the qualifications package. The LWWA reserves the right to reject any or all of the proposals for completing this work. The LWWA also reserves the right to eliminate the need for the selected firm to complete one or more tasks, pending the outcome of preceding related tasks or issues.

ATTACHMENT I - SCOPE OF WORK GUIDANCE

Evaluation of Septic System Risk to Lake Waukewan

July 19, 2013

INTRODUCTION AND BACKGROUND

This project is part of a larger strategy to address nutrient loading to Lake Waukewan, the public drinking water supply for the town of Meredith. In 2005, a management plan was completed for the Lake Waukewan watershed which identified numerous nonpoint sources of pollution to the lake and developed strategies and recommendations to reduce or limit those sources. Potential threats to the water quality and public drinking water supply include development pressure, recreation, septic systems, erosion, and land use practices.

Since 2005 the Waukewan Watershed Advisory Committee (WWAC), a volunteer committee appointed by the town of Meredith, has worked to facilitate the implementation of the management plan. One of the WWAC's recent key activities is development of a comprehensive strategy to address nutrient loading from failing septic systems. Components of the strategy include research and monitoring, outreach and education, and adoption of new regulations. In January 2013 the town of Meredith adopted a health regulation to address subsurface wastewater disposal systems located wholly or in part within 250' of the shoreline of Lake Waukewan. The general purpose and intent of the regulation to address subsurface wastewater disposal systems in the Lake Waukewan watershed is to:

- Protect the quality of the surface water in Lake Waukewan which is the drinking water supply for the Town of Meredith; and
- Protect the quality of groundwater which is the drinking water supply for private wells; and
- Protect public health through the prevention of human contact with sewage and related pathogens; and
- Prevent nuisances such as cyanobacteria blooms relating to public health; and
- Provide a proactive approach towards septic systems posing higher risk and significance of failure; and
- Ensure the safety and adequacy of sanitary disposal systems.

Section 5 of the health regulation requires property owners without a valid subsurface system design approval on file with the NH Department of Environmental Services to certify to the Health Officer of the Town of Meredith that the existing on-site wastewater disposal system is not in failure as defined by NH RSA 485-A: 2 IV. The basis of the certification shall be a current, complete, written evaluation of the on-site disposal system or systems performed by a NH certified or licensed septic system evaluator.

To assist property owners in meeting the requirements of Section 5, the Lake Winnepesaukee Watershed Association has been awarded a NHDES Source Water Protection Grant which will provide cost sharing incentives to property owners in Meredith, New Hampton, and Center Harbor located within 250 ft. of Lake Waukewan to have evaluations and certifications of onsite subsurface wastewater disposal systems completed. Although this is a separate and stand alone effort, it will complement and support the implementation of the Septic System Health Regulation adopted by the town of Meredith.

To ensure that all properties are evaluated equally, LWWA is soliciting RFQs from NH licensed/certified septic system evaluators, and will contract with one licensed/certified evaluator to perform the evaluations and certifications. The cost sharing grant program will be offered to all property owners located within 250 ft. of Lake Waukewan, thereby expanding the opportunity to people outside the town of Meredith. The proposed Septic System Evaluation Program will reimburse the property owner up 50% of the cost of the evaluation.

It is anticipated that the project will begin in late summer of 2013.

SCOPE OF SERVICES

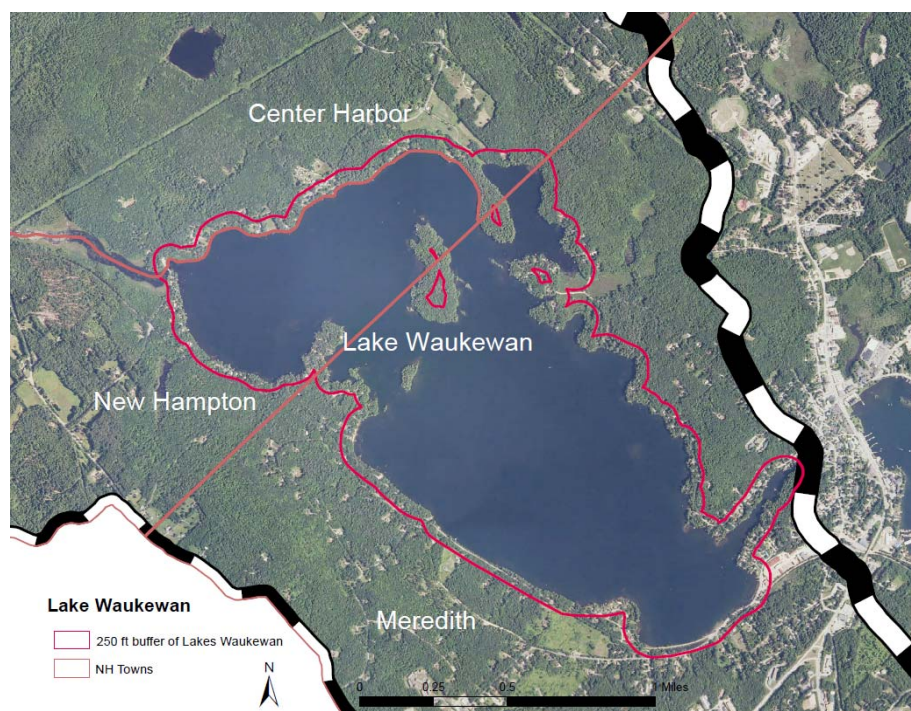
The consultant shall perform the following tasks as described below.

SW4. Septic System Evaluations

Contractor will coordinate with the Lake Winnepesaukee Watershed Association to conduct up to 31 septic system evaluations on properties located within 250 ft. of Lake Waukewan. Evaluations shall be completed in accordance with the attached Septic System Evaluation and Certification form approved by NHDES and based upon the *Town of Meredith, NH Regulations Pertaining to Certain Subsurface Wastewater Disposal Systems in the Lake Waukewan Watershed*.

Property owners will pay the contractor 50% toward the cost of the evaluation at the time of the site visit. Upon receipt of the completed evaluations, the LWWA will reimburse the contractor for the remaining fifty (50) percent of the cost of each evaluation.

GEOGRAPHIC SCOPE: The project area includes the three towns of Meredith, Center Harbor, and New Hampton.



SEPTIC SYSTEM EVALUATION AND CERTIFICATION FORM

(July, 2013)

This form shall be completed in its entirety by a New Hampshire certified or licensed septic system evaluator. This form shall be signed by both the septic system evaluator and the property owner.

PART 1. PROPERTY INFORMATION

A. Tax Map Number _____ Lot Number _____

B. Street address _____

C. Owner's name _____

D. Owner's mailing address _____

E. Number of years the property has been owned by the current owner? _____

F. Approximate year the home was built _____

G. Year round or seasonal use (check one)

H. Total number of bedrooms _____

I. Total number of bathrooms _____

J. Laundry facilities on site? YES NO

K. Dishwasher on site? YES NO

L. Garbage disposal? YES NO

M. Source of water supply? dug well drilled well lake
 shared/community well bottled water

N. Greywater (i.e. laundry, dish, and bathwater) system on site? YES NO
*Illegal unless designed/sized in full accordance with rules or installed prior to 1967

O. Outdoor Shower on site? YES NO
*Must be plumbed to an Individual Sewage Disposal System (ISDS)

PART 2. SYSTEM EVALUATION

A. Evaluator _____

B. Evaluator address _____

C. Evaluator Telephone _____

D. Certification and/or license information _____

E. Date of the on-site evaluation _____

F. Type (s) of Effluent Disposal Systems (EDS) on site (check all that apply):

Leach bed trenches drywell cesspool other

G. Age of Effluent Disposal Systems _____

H. Is greywater (i.e. residential wastewater other than from a urinal or toilet) disposed on-site? YES NO

I. Age of tank: _____

J. Capacity of tank: _____

K. Type of tank: _____

L. Are the tank and clean-outs accessible? YES NO

M. When was the tank last pumped? _____

N. Recent repairs or upgrades to the tank? YES NO If so, what and when?

O. Conduct a visual inspection of the tank. Based on the visual inspection:

1. Does the combined thickness of the sludge and surface scum equal 1/3 or more of the tank depth? YES NO

2. Are inlet and outlet baffles structurally sound? YES NO

3. Inlet and outlet baffle material? PVC Concrete

4. Does tank need to be pumped? YES NO
5. Are there any cracks, leaks, or other defects? YES * NO
*If yes, please describe:
6. Is there any seepage visible? YES * NO
*If yes, please describe:
7. Are any muddy areas visible? YES * NO
*If yes, please describe:
8. Is there any lush vegetation? YES * NO
*If yes, please describe:

P. **NOTE:** The Seasonal High Water Table (SHWT) in the area of the effluent disposal system shall be determined in the field and in accordance with NH Code of Administrative Rules Env-Wq 1006.05 Test Pit Soil Description. A test pit shall be dug (by machine or manually) adjacent to the EDS to a depth sufficient to determine/ estimate the distance from the bottom of the EDS to the seasonal high water table. Care should be taken not to cause harm to the EDS during soil testing. (Once the SHWT is determined, subsequent re-certifications will not require soil testing to be repeated for this purpose.)

Q. Seasonal High Water Table in the area adjacent to the effluent disposal system: _____ inches. Attach test pit log.

R. Estimate the bottom elevation of the EDS. Is the bottom of the EDS located in the seasonal high groundwater table? YES NO
If not, please indicate separation distance: _____

S. Conduct a complete walk over of the EDS and any greywater disposal facilities. Based on the walk over:

1. Were any unpleasant odors observed? YES * NO
*If yes, please describe:

2. Is there any evidence that EDS area has been traveled or parked upon or physically disturbed? YES * NO
*If yes, please describe:

3. Is the disposal area free of encroachments such as decks, trees, driveways, accessory buildings and landscaping that may disrupt the system?
 YES NO*
*If no, please describe:

4. Does the grading near and around the disposal area promote runoff of rainwater away from the system and prevent pooling? YES NO*
*If no, please describe:

5. Is drainage from roofs, footing drains and ditches and swales diverted away from the system? YES NO*
*If no, please describe:

6. Is there evidence of soil erosion (gullies, scour, missing vegetation, sediment plumes/deltas) on or near the EDS? YES* NO
*If yes, please describe:

7. Is there any seepage visible? YES* NO
*If yes, please describe:

8. Are any muddy areas visible? YES* NO
*If yes, please describe:

9. Is there any lush vegetation? YES* NO
*If yes, please describe:

10. Are there other signs of EDS stress or failure? YES* NO

*If yes, please describe:

11. Is there any evidence or reported history of the system backing up into the home?

YES* NO

*If yes, please describe:

12. Are there acceptable/approvable, alternative locations for an EDS on the property?

YES* NO

*If yes, please provide the following:

- A. Plot plan with alternative location(s) clearly identified relative to existing structures, etc.
- B. Distance to surface water and wetlands
- C. Test pit data demonstrating suitable soils separation to SHWT

PART 3. PLOT PLAN

A Plot Plan shall accompany this evaluation. The Plot Plan does not need to be prepared by a surveyor, however the plot plan shall be drawn to scale and all required dimensions need to be field verified and labeled accurately. The Plot Plan shall be a minimum 8 ½ inch by 11 inch in size and shall include the following minimum information:

1. Owners name and address
2. Tax Map and Lot No. information
3. Date of Plot Plan
4. Scale
5. Preparer's name and his/her NHDES Designer's Permit No.
6. Location of all buildings
7. Location of well/water supply
8. Location of surface waters (including lakes, ponds, perennial and seasonal streams)
9. Location of wetlands
10. Location of septic system features (tank, pumps, effluent disposal system)
11. Location of any greywater disposal facilities
12. Indicate distances from buildings to surface water and wetlands
13. Indicate distances from EDS to surface waters and wetlands
14. Indicate distance from EDS to water supply
15. Location of all test pits relied upon in determining the SHWT in relation to the bottom of the effluent disposal system (include the test pit log with SHWT indicated either on the plot plan or as a separate attachment)

PART 4. EVALUATOR’S COMMENTS AND RECOMMENDATIONS

PART 5. CERTIFICATIONS

I _____, a New Hampshire certified or licensed septic system evaluator in good standing, have conducted an on-site evaluation of the premises indicated in Part 1. I do hereby certify: (1) that the information contained in this Evaluation is accurate to the best of my knowledge, and (2) to the best of my knowledge and professional judgment, the effluent disposal system supporting the above referenced property is:

NOT IN FAILURE

IN FAILURE

as defined in RSA 485-A: 2 IV as of the date of the on-site evaluation noted above, and (3) I have provided a copy of this report to the property owner identified in Part 1.

Evaluator’s Signature

Date

Name _____

I _____, being the owner of the property identified in Part 1 do hereby certify that I have received a copy of this evaluation.

Owners Signature

Date

Name _____