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REQUEST FOR QUALIFICATIONS

Issued by the Lake Winnepesaukee Alliance
for

Stormwater Management and Control Designs for Lake Kanasatka

April 4, 2025

TABLE OF CONTENTS

TABLE OF CONTENTS 2

I. REQUIRED QUALIFICATIONS SUBMISSIONS 3

II. PROJECT TEAM AND LEVEL OF PARTICIPATION 4

III. PROJECT APPROACH/SCOPE OF WORK 4

IV. PROJECT SCHEDULE 4

V. SELECTION CRITERIA 4

VI. REQUEST FOR QUALIFICATIONS (RFQ) INQUIRIES 4

VII. TIME LINE 5

VIII. DISCLAIMER 5

ATTACHMENT I - SCOPE OF WORK GUIDANCE

 INTRODUCTION AND BACKGROUND 6

 SCOPE OF SERVICES 8

 RESOURCES 9

 PHOTOS 10

REQUEST FOR QUALIFICATIONS

Stormwater Management and Control Designs for Lake Kanasatka, Moultonborough, NH

April 4, 2025

The Lake Winnepesaukee Alliance is seeking proposals from qualified engineering firms to provide design services for stormwater management and erosion control measures at up to three sites in Moultonborough; Sandy Cove Road, Deer Crossing Road, and Sibley Road to reduce polluted stormwater runoff and nutrient loading to Lake Kanasatka.

I. REQUIRED QUALIFICATIONS SUBMISSIONS

Each engineering firm will submit a qualifications package to the Lake Winnepesaukee Alliance (LWA) 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., Professional Engineer, Certified Wetland Scientist, etc.).
- Description of the firm and qualifications, and 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.
- The project team, including project team organization, team member qualifications and the anticipated level of involvement of key team members.
- A technical proposal that describes the firm's scope of work, estimated costs and proposed schedule.
- A mandatory Pre-Bid site meeting will be held at Sandy Cove Road, Moultonborough, NH on April 14th at 10am to view the issues along Sandy Cove Road. The meeting location will be at the intersection of Glidden Road with Sandy Cove Road.

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

Each firm will submit the qualifications package as a PDF via email to Pat Tarpey at ptarpey@winnepesaukee.org by close of business on **April 30, 2025**.

Representatives from Lake Kanasatka Watershed Association and the Lake Winnepesaukee Alliance (LWA) will review the submitted qualification packages. After the qualifications-based ranking is complete, the top two to three ranked engineering firms may be invited for an interview if desired by the review committee. After the interview process, the LWA and Lake Kanasatka Watershed Association will select the engineering firm, and the LWA will proceed with drafting a contract with the firm.

II. PROJECT TEAM AND LEVEL OF PARTICIPATION

The qualifications package will identify the individuals responsible for managing the project and conducting specific project tasks. The qualifications package will also include an estimate for the expected level of participation in the project tasks and in the overall project.

III. PROJECT APPROACH/SCOPE OF WORK

Attachment I provides Scope of Work Guidance to assist in the development of the scope of work, and demonstration of qualifications.

IV. PROJECT SCHEDULE

The respondent will provide a schedule to complete the work. The schedule will include project tasks as identified in the Scope of Work. It is expected that this project will be completed by October 1, 2025.

V. SELECTION CRITERIA

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

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

- (a) overall experience directly related to the successful implementation of similar projects that include planning, drainage analysis, engineering, and working with diverse stakeholders to achieve project goals
- (b) demonstrated ability to work with municipal government (town boards, public works officials, etc.), state government (NHDES, etc.), local residents, nonprofit groups, universities, and other stakeholders in New Hampshire
- (c) experience and willingness to work with existing data, such as municipal GIS layers, LIDAR, etc.
- (d) demonstrated ability to complete the work within the required schedule
- (e) demonstrated ability to effectively solicit, assess, and use comments and suggestions from stakeholders during project development
- (f) experience designing structural stormwater BMPs

2. *Project Personnel (25 Percent)*

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

- Project Manager 15 Percent
- Task Managers 10 Percent

3. *Project Approach (25 Percent)*

The respondent will be rated on the approach to the project scope outlined in this RFQ, the understanding of the project scope and schedule of work and the interfacing of tasks.

VI. REQUEST FOR QUALIFICATIONS (RFQ) INQUIRIES

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

Questions must be submitted by 5:00pm ET April 18, 2025, and must have the Subject Line: "Lake Kanasatka Stormwater Control Measures 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 Pat Tarpey, ptarpey@winnepesaukee.org (Subject: "Lake Kanasatka Stormwater Control Measures RFQ Digest Request"). The LWA shall distribute the Q&A Digest by April 22, 2025.

Upon completion of ranking qualifications packages, the LWA, in consultation with the project team 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.

VII. TIME LINE

April 4, 2025	RFQ Release
April 14, 2025	Pre-Bid site meeting held at Sandy Cove Road, Moultonborough, 10am.
April 18, 2025	Deadline for submittal of questions on RFQ (5:00pm ET)
April 22, 2025	Q&A Digest emailed to those requesting a copy
April 30, 2025	Deadline for receipt of proposals to RFQ (5:00pm ET)
May 12, 2025	Final selection of engineering firm and notification (anticipated) to all firms

VIII. DISCLAIMER

This Request for Qualifications does not commit the Lake Winnepesaukee Alliance (LWA) to award a contract or pay any costs incurred during the preparation of the qualifications package. The LWA and Lake Kanasatka Watershed Association (LKWA) reserve the right to reject any or all of the proposals for completing this work for any reason allowable by law. The LWA and LKWA also reserve 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.

To participate in the project and receive payment, the selected firm will be required to enter into a contract which stipulates that the contractor is eligible to receive federal funding, and certifies compliance with State and Federal rules related to grant funded projects.

ATTACHMENT I - SCOPE OF WORK GUIDANCE

Lake Kanasatka Stormwater Management and Control Designs

April 4, 2025

INTRODUCTION AND BACKGROUND

Lake Kanasatka, an oligotrophic lake located in Moultonborough, NH, is an important natural and economic resource to the Town contributing ~\$800,000 annually in tax revenue. Lake Kanasatka has experienced generally good water quality through the years up until recent cyanobacteria blooms, beginning in 2020, which have resulted in the New Hampshire Department of Environmental Services (NHDES) posting two cyanobacteria advisories each year. The blooms have lasted on average 2-3 weeks, and contain a diverse mix of potentially toxic types. In October 2023, a bloom in Lake Kanasatka spread downstream to Lake Winnepesaukee, as Kanasatka discharges to Lake Winnepesaukee via an uncontrolled spillway with a maximum discharge of 703 cfs.

Sources of pollution in the watershed impacting the lake's water quality include stormwater runoff from developed areas, shoreline erosion, gravel roads, improperly functioning septic systems, and more. The Lake Kanasatka Watershed Association (LKWA) completed a watershed-based plan in 2022 to begin addressing the cyanobacteria impairment of their lake. The LKWA has been awarded some funding through the NHDES Watershed Assistance 319 Program to address three sites identified in the watershed-based plan. However, as limited funding is available through the State Program, and as the majority of the roads in the watershed are private, the LKWA needs additional funding to mitigate the sites identified in the plan. The lake association has installed many best practices at a smaller scale, but they do not have the technical nor financial resources to address the large stormwater control measures needed.

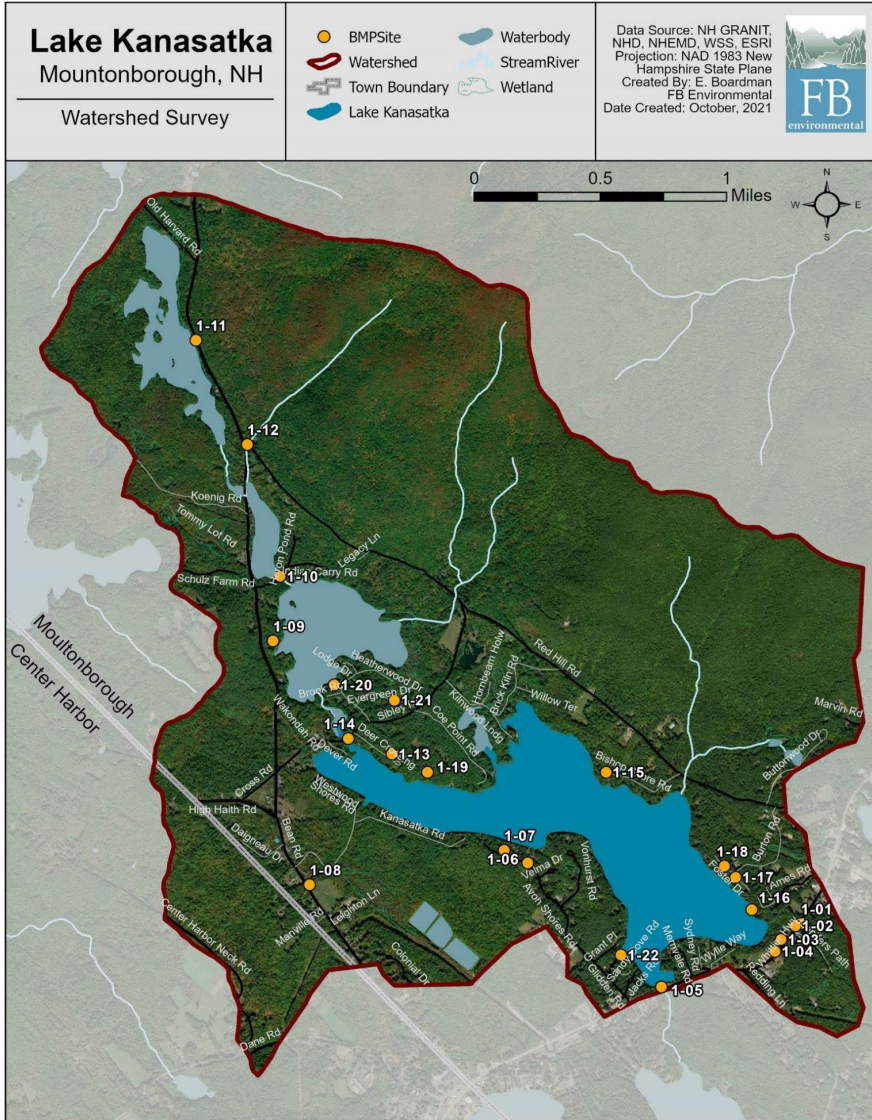


Figure 1. Identified nonpoint source sites in the Lake Kanasatka watershed.

SCOPE OF SERVICES

The anticipated scope of work will include development of designs and final bid packages for stormwater control measures on Sandy Cove Road. Dependent on cost, two additional sites will also have conceptual designs and final bid packages developed. Conceptual designs are reviewed with the LKWA and LWA before final designs and bid packages are developed. Final bid documents will include plans, specifications, and construction cost estimates needed in order for the LWA to bid the projects.

Description of the 3 sites:

- **Site 1-22: Sandy Cove Road, Moultonborough – High Impact**

Problem: This is a steep private road leading down to a common beach area. Landowners installed water diversions to the left side of the road facing the lake; however, the water travels over grassed lawns with minimal treatment until it ultimately flows into the lake. At the top of the road runoff is diverted to a culvert on the left that diverts water under the road to the right, flows through the woods, and is sent through an underground pipe that discharges at the edge of one property's lawn just before the beach.

Recommendation: Halt beach sand replenishment and leaf raking; add retaining wall with pervious sediment forebay to define parking/beach boundary and collect any surface material runoff; regrade road to divert water into woods (right side of road if facing lake); assess condition of flow channel in the woods for any further modification or water treatment; stabilize underground pipe outlet with possible rock lined plunge pool.

- **Site 1-13: Culverts under Deer Crossing Road, Moultonborough – Medium Impact**

Problem: Small culverts along the road have significant standing water on inlet and outlet side with some erosion.

Recommendation: Stabilize the inlet with vegetative swale. Infiltrate and slow water at the outlet with check dams or bioretention.

- **Site 1-14: Sibley Road bridge, Moultonborough – Low Impact**

Problem: The headwall of the outlet is unstable and eroding into the stream. The crossing has been blocked with woody debris, possibly due to beaver activity. This site is related to Site 1-13 as Deer Crossing Road comes out to Sibley Road. Stormwater runoff coming from both roads makes its way directly into a stream that flows into Lake Kanasatka.

Recommendation: Clean out culvert. Stabilize inlet and/or outlet. Redirect flow along Sibley Rd.

Task 1: A licensed land surveyor will perform a topographic survey and furnish a base plan of existing conditions for Sandy Cove Road, and possibly for the other two areas.

Task 2: The engineering firm will analyze the overall drainage system along Sandy Cove Road, Deer Crossing Road, and Sibley Road bridge site and provide a report to LWA and the LKWA.

Task 3: The engineering firm will prepare documentation required for Shoreland Permitting and Wetlands Permitting with NHDES as part of any set of bid documents.

Task 4: The engineering firm will draft conceptual designs for stormwater control measures on Sandy Cove Road incorporating information gathered from the survey, site walk, and abutter information. Conceptual designs are reviewed by LWA and LKWA. The process may also involve holding a neighborhood meeting to solicit feedback from residents and abutters.

Task 5: The engineering firm will develop final designs based on input and feedback from the LWA and LKWA. Final designs will include a basic set of bid documents (plans, specifications, and construction cost estimates). Final design bid packages are submitted to USEPA for approval.

RESOURCES:

1. Lake Winnepesaukee Alliance website: <https://www.winnepesaukee.org/how-we-protect-winnepesaukee/lakemanagement/>
2. Lake Kanasatka Watershed Management Plan: <https://kanasatka.org/watershed-based-management-plan/>

Photos

Site 1-22: Sandy Cove Road, Moultonborough



Caption: Looking down Sandy Cove Rd. toward Lake Kanasatka



Caption: Makeshift infiltration trench on Sandy Cove Rd.



Caption: Runoff entering the lake.

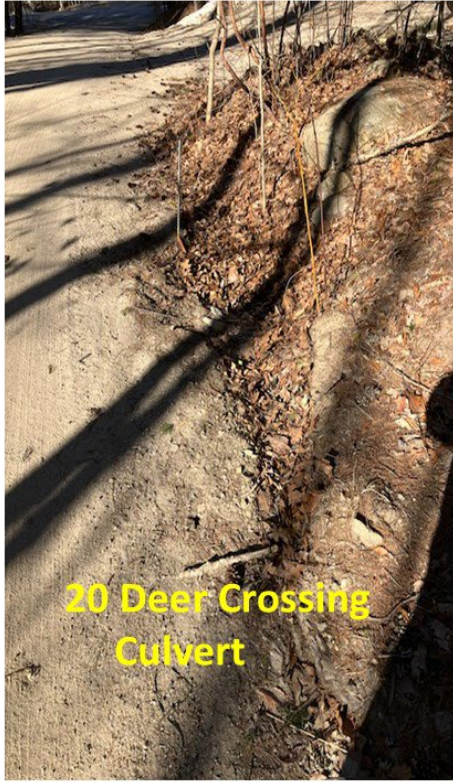
Site 1-13: Deer Crossing Road, Moultonborough



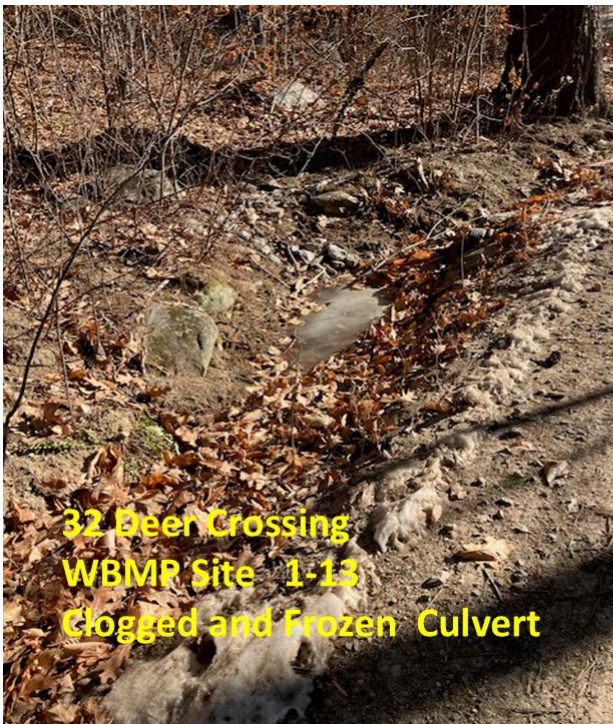
Undersized culvert at 42 Deer Crossing Road, Moultonborough



Caption: Clogged culvert at 12 Deer Crossing Rd.



Caption: Culvert at 20 Deer Crossing Road, Moultonborough



Caption: Clogged culvert at 32 Deer Crossing Road.

Site 1-14 Sibley Road, Moultonborough



Intersection of Sibley Road and Deer Crossing Road.



Runoff from roadway behind street sign flowing toward stream.



Stream at Sibley Road where Wakondah Pond flows into Lake Kanasatka.