

Province Lake Association

# REQUEST FOR QUALIFICATIONS (RFQ)

August 1, 2025

## **ENGINEERING DESIGNS FOR TRIBUTARY SEDIMENT CONTROL**

Jon Samuelson  
Province Lake Association  
PO Box 24  
[jsamuelson@provincelake.org](mailto:jsamuelson@provincelake.org)

**ENGINEERING DESIGNS FOR TRIBUTARY SEDIMENT CONTROL**  
**RFQ Release: August 1, 2025**

**INTRODUCTION**

The Province Lake Association (PLA) was awarded a **Cyanobacteria Mitigation Grant** from the New Hampshire Department of Environmental Services (NHDES).

Through this project, the PLA and its project partners seek to reduce total phosphorus (P) loading to the lake and thereby decrease the frequency of cyanobacteria blooms.

The PLA is soliciting proposals from Qualified Environmental Professionals (QEPs) with proven expertise in the implementation of reduction of phosphorus control measures to **provide technical services to complete the selected tasks detailed in *Appendix A: Scope of Work*.**

The QEP will work under the direction of PLA members and its partners **to develop up to 5 engineering designs to reduce sediment and erosion at up to 5 tributaries to Province Lake. These designs will be permit-ready to include design, plans and materials list.**

**RFQ TIMELINE:**

August 1, 2025	Request for Qualifications release
August 8, 2025	Deadline for submittal of questions (5:00 p.m.)
August 13, 2025	Summary digest of questions and answers posted on PLA's website
August 27, 2025	Deadline for receipt of qualification packages (5:00 p.m.)
September 12, 2025	Anticipated final selection of QEP and notification to all firms. The PLA reserves the right to conduct interviews with selected teams. The decision to conduct interviews may affect the specified timeline.

**QUALIFICATION CONTENT**

Requests for Qualifications (RFQs) are to be presented in a clear and concise manner. Proposers shall ensure that all information required herein be submitted with the RFQ. Additional useful information pertaining to the Scope of Work is appreciated and should be included; however, the PLA reserves the right to negotiate any portion of the RFQ determined to be unclear or to appropriately address the needs of the PLA. All RFQs shall remain firm for sixty (60) calendar days after receipt of the proposals.

## **RFQ SUBMISSION**

Qualification packages shall include the following components:

1. A cover letter expressing the QEP's interest in working with the PLA.
2. The name, address, brief history, and description of the firm,
  - a. Include identification and qualifications of members of the firm (including project manager/principal staff) and any subcontractors who will be involved.
  - b. Include a description of past projects similar in nature to this one.
  - c. Present verifiable qualifications, experience, and knowledge regarding all aspects of watershed management planning and technical services.
  - d. Provide three (3) references from current customers receiving the same or similar service(s). Include name, contact information, and a brief project description for each reference.
3. Description of the firm's approach to performing the tasks detailed in the Scope of Work, including a timeline and discussion of the relative effort anticipated to be expended on each task and expected deliverable.
4. A list of any additional services, tools, or resources not included in this RFQ that you recommend the selection committee consider.
5. Do NOT provide a cost estimate, fee schedule, or any type of price proposal at this time.

Submissions are due by **5:00 pm, August 27, 2025**. Submittals shall be sent by email to **JON SAMUELSON AT [jsamuelson@provincelake.org](mailto:jsamuelson@provincelake.org)** with subject line: Province Lake Association RFQ. Digital submittals shall not exceed a file size of 20MB. Submittals between 15-20 pages are preferred (past projects or additional information can be placed in an Appendix). A complete and timely submittal as described in this RFQ is required to be considered.

## **SELECTION PROCESS**

PLA representatives shall serve as the selection committee and will be responsible for screening proposals, conducting interviews with selected firms, and recommending a QEP to hire.

## SELECTION CRITERIA

A QEP selection will be based on an assessment of the qualifications package to meet the following criteria.

- Specialized Experience of the Project Team (35%)
  - Overall experience directly related to engineering, design, cost estimates, construction oversight, operation and maintenance agreements, and documenting pollutant load reductions for BMP projects.
  - Knowledge of NH shoreland and wetland regulations and obtaining state and local permits
  - Experience with natural shoreland restoration for lakes employing native materials and plants
  - Knowledge and experience with soils and hydrogeology
  - Ability to complete the work within the required schedule
- Project Personnel (30%)
  - 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.
- Project Approach (35%)
  - Demonstration of a strong understanding of the scope of work, project schedule, and expected deliverables outlined in the RFQ.

After the qualifications-based ranking and selection process is complete, the PLA will proceed with contract negotiations with that QEP. If the parties cannot come to terms, the PLA will undertake negotiations with the second-ranked QEP and follow the same procedure, working with each of the next-ranked qualified candidates in order of their scores, until a contract has been successfully negotiated.

## CONTACT FOR FURTHER INFORMATION

Any questions about this RFQ raised by an individual/firm will be answered in a summary digest. The summary digest will be posted publicly on the PLA's website. The cut-off date for questions is **5:00pm AUGUST 8, 2025**.

Please email **JON SAMUELSON AT [jsamuelson@provincelake.org](mailto:jsamuelson@provincelake.org)** to ask a question. A question and answer summary digest will be posted to the PLA's website on **AUGUST 13, 2025**.

**DISCLAIMER**

No contract will be awarded except to a responsible Proposer capable of performing the work presented in the workplan. Proposers must comply with all state, federal, and local (municipal) laws. Prior to the award of any contract, the Proposer may be required to demonstrate that they have the required experience, ability, resources, and facilities to perform the work outlined within the workplan.

This RFQ does not commit the PLA to award a contract or pay any costs incurred during the preparation of any submittal. The PLA reserves the right to reject any or all submittals while adhering to applicable laws. To participate in the project and receive payment, the selected firm will be required to enter into a contract which stipulates that the QEP is eligible to receive funding and certifies compliance with State and rules related to grant-funded projects.

**REJECTION**

The PLA reserves the right to reject any and all proposals received and to waive any informality, technical defect, or clerical error in any proposal as the interest of the PLA may require. Rejection of any proposal shall be construed as meaning simply that the PLA does not deem the proposal acceptable or that another proposal is deemed to be more advantageous to the PLA for the particular services proposed.

**EQUAL OPPORTUNITY**

Equal opportunity consideration will be taken throughout the QEP selection process without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical or mental disability, genetic information, marital status, amnesty, status as a covered veteran, or any other classification protected by applicable federal, state, and local laws. The PLA, as a grant recipient through NHDES will exercise appropriate measures to ensure good faith efforts are made during QEP selection.

## **APPENDIX A: SCOPE OF WORK AND PROJECT SCHEDULE**

### ***Project Plan:***

1. Meet with project team (3 meetings to be held as follows):
  - a) Kick off meeting (on-site)
  - b) Present alternatives review
  - c) Final meeting to review designs
2. Assess existing site conditions at all 5 major tributaries
3. Perform hydrologic and hydraulic analyses for all 5 tributaries
4. Evaluate alternatives and feasibility of each; develop alternatives and feasibility summary document for all 5 tributaries.
5. Develop 1 design for each tributary and cost estimates (labor and materials) for preferred alternative (include one round of edits from project team)

### ***Anticipated Deliverables:***

- Three project meetings
- Alternatives review summary document
- 5 Permit-ready designs (1 for each tributary) and cost estimates for preferred alternatives

### ***Project Schedule:***

- This project must be completed by January 31, 2025

## APPENDIX B: MAP OF PROPOSED PROJECT

**RED DOTS** ON THE MAP ARE THE MAJOR TRIBUTARY LOCATIONS:

