

**TOWN OF WILTON  
REQUEST FOR QUALIFICATIONS (RFQ)  
ENVIRONMENTAL CONSULTANTING SERVICES  
SOURCE WATER PROTECTION WORK IN THE VARNUM POND WATERSHED**

The Town of Wilton is requesting Statements of Qualifications from interested and qualified Consultants for Environmental Consulting Services in order to assist with administration of a Maine Drinking Water Program, Source Water Protection Grant to begin implementing the Varnum Pond Watershed-Based Protection Plan (WBPP).

Varnum Pond is the drinking water supply for the Town of Wilton and North Jay, and the back-up water supply for the Town of Farmington. Varnum Pond is listed on Maine DEP's 2016 Nonpoint Source Priority Watershed List. The WBPP was completed in April 2018, and identified the need for immediate and long-term in-lake monitoring in order to establish a reliable baseline for tracking changes in water quality over time, and ongoing remediation of high priority sites identified during the 2016 watershed survey. (A copy of the WBPP may be requested by emailing: [wasw@wiltonmaine.org](mailto:wasw@wiltonmaine.org).)

**PURPOSE AND SCOPE OF WORK**

The purpose of the project is to begin implementing Source Water Protection strategies outlined in the 2018 Varnum Pond WBPP. The scope of work includes:

- Installation of Source Water Protection signage at prominent locations in the watershed;
- Develop a 2-sided informational insert for the Town water/sewer bill describing source water protection strategies for Varnum Pond and an update on watershed protection projects;
- Assist with purchasing and set up of new lake monitoring equipment;
- Collect monthly in-lake water chemistry samples and develop an annual monitoring summary report;
- Conduct a plankton analysis to contribute to baseline information over a 5-month period;
- Provide technical oversight of an erosion control project in coordination with project partners at the local boat access site- includes meeting with stakeholders, assisting with permitting and overseeing work;
- Provide input on a source water protection ordinance;
- Assist the Town with budget tracking and reporting and submission of final paperwork to the Maine Drinking Water Program in 2020.

**RFQ FORMAT**

To facilitate review, submissions should conform to the following format:

1. **Experience of the Firm:** Provide a description of your firm's prior experience and qualifications in implementing source water or watershed-based management plans, water quality monitoring, design and oversight of erosion control projects, and grant administration.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Provide an itemized rate per hour for identified team. Provide a brief resume for each person outlining their credential and experience. Describe your team's experience working in the Varnum Pond watershed.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your team of similar nature as contained in the above Scope of Work.

4. **Project Understanding:** 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, and a proposed schedule of work.

#### **CRITERIA FOR REVIEW OF STATEMENT OF QUALIFICATIONS**

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Qualifications of the Firm (40 points):** Preference shall be given to those firms with experience in implementing watershed management plans, source water protection strategies, water quality monitoring and grant administration.
2. **Qualifications of the Project Team (Key Staff) (30 points):** Preference shall be given to those with key staff experience in items listed in the above scope of services and familiarity with the watershed.
3. **Project Understanding (30 points):** Preference shall be given to those firms which have a comprehensive understanding of the project requirements and environment.

#### **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.

#### **SUBMISSION OF QUALIFICATIONS STATEMENT AND CONTACT PERSON**

An electronic copy of the Qualifications Statement must be submitted no later than 4 p.m. on May 20, 2019 to:

**Heinz Gossman**  
Wilton Water & Sewer  
158 Weld Rd.  
Wilton, ME 04294  
[wasw@wiltonmaine.org](mailto:wasw@wiltonmaine.org)