

**TOWN OF WESTFORD, MASSACHUSETTS
REQUEST FOR PROPOSALS
FOR PROFESSIONAL CONSULTING SERVICES**

**LAKES AND PONDS MANAGEMENT/PRESERVATION PROGRAM
PLAN**

PROJECT OVERVIEW & OBJECTIVE

The Town of Westford, through its Health Department, is seeking proposals from qualified professional consulting firms to develop a Lakes and Ponds Management/Preservation Program Plan for the town.

The goal is, by performing new studies on certain ponds and by analysis of studies and management programs already performed on certain lakes and ponds, to develop a master plan for the ongoing assessment of the health of the lakes and ponds and their ability to provide important natural resource values, to identify any threats or problems which may be compromising the short or long term health of the lakes and ponds and their ability to provide these values, and to develop recommendations for management strategies and/or further studies that will assure the future preservation and/or enhancement of lake and pond health.

BACKGROUND

Westford, incorporated in 1729, is located in northern Middlesex County approximately 25 miles northwest of Boston. The town is approximately 31 square miles in size and has a residential population of roughly 22,000. The majority of the town is residentially zoned with most business and commercial type properties located along the Route 110 corridor. There are nine lakes and ponds in town which have varying kinds of public access and use. Four of these, Nabnasset Lake, Long Sought for Pond, Forge Pond and Heart Pond, through the efforts of private associations, have had past and ongoing studies, and all, except Forge Pond, have had active nuisance aquatic vegetation management activities in place for a varying number of years. Five ponds, including Burge's Pond, Kennedy Pond, Keyes Pond, Grassy Pond, and Old Mill Pond/Graniteville Pond have had no studies or management activities conducted on them to date. GIS Maps showing the location of these ponds are attached.

AVAILABLE INFORMATION

The Town of Westford's Health Department has made available for review various pertinent documents and background information it has collected to date regarding previously conducted lake and pond studies and management programs at:

http://www.westfordma.gov/Pages/Government/TownDepartments/WestfordMA_MapsGIS/maps/Lakes%20and%20Ponds%20Data/

Westford's Geographic Information System (GIS) online viewer is another resource that may provide additional information useful in the preparation of proposals. The viewer provides access to various GIS layers that include: planimetric data, parcel information, topography, conservation related information and aerial photos. The online viewer can be accessed through the town's website at www.westfordma.gov/GIS.

PROJECT SCOPE

1) TASK #1 - Review of previously unstudied ponds

For the five ponds for which no previous studies have been conducted (Burge's Pond, Kennedy Pond, Keyes Pond, Grassy Pond, Old Mill Pond/Graniteville Pond) the scope of work requested is as follows:

For each pond:

Water Quality Sampling

Commencing in the spring of 2014, water quality sampling shall be conducted at a minimum at the deep hole location and one other location in the pond and at the mouth of any perennially flowing tributary, once in early-mid spring (early May) and once in midsummer (late July, early August). The parameters to be measured include: Secchi depth, conductivity, pH, temperature, dissolved oxygen, ammonia nitrogen, nitrate, total phosphorous, Chlorophyll A (in lake deep hole only).

Aquatic Vegetation Surveys

Commencing in 2014, conduct aquatic vegetation surveys of each of the ponds listed, in the time frame of late July, early August. The vegetation survey will place special emphasis on documenting the distribution and abundance of any invasive, non-native aquatic species that are observed and sufficient sampling locations shall be established to develop a meaningful picture of the aquatic plant community

Plant species will be identified by visual inspection and an aquatic vegetation grappling hook used to sample submerged vegetation. All plant species identified will be recorded in tabular form on a tally sheet that will be provided as part of the project report. The position of each sampling location is to be recorded with a Global Positioning System (GPS) device. A running documentation of dominant plant(s) in representative areas throughout the ponds will also be recorded and this information will be mapped with a GPS unit. Position data will be downloaded to a geographic information system (GIS) for production of an aquatic vegetation survey map. For each vegetation sampling location, the following data will be collected and recorded, consistent with the Massachusetts DEP protocol for aquatic vegetation survey: Macrophyte community composition, including species identification and assessment of dominant species at each sampling station; Vegetative cover (estimate of the percent aerial coverage of the pond bottom); Vegetation biomass based on growth density and height in the water column.

2) TASK #2 - Review of previously studied/managed ponds

For the four ponds for which previous studies have been conducted (Nabnasset Lake, Long Sought for Pond, Forge Pond and Heart Pond) the scope of work requested is as follows:

Review existing data contained in previously conducted studies and reports regarding water quality and vegetation and nuisance vegetation control activities conducted to date in order to determine whether the water quality testing and vegetation studies meet or exceed the scope as outlined above for the previously unstudied ponds and are appropriate in terms of ongoing management issues.

3) TASK #3 - Plan Preparation

Preparation of the Lakes and Ponds Management/Preservation Program Plan which shall include the following:

- 1.) A report regarding studies conducted on the previously unstudied ponds summarizing the findings of the vegetation and water quality studies, including vegetation maps, and providing an analysis and evaluation of the health of the pond. The report shall include recommendations for each pond for future management to address problems, or to protect and enhance ponds that are in current good health, including recommendations for any additional future studies that might be needed to better develop management strategies. The report shall include GPS data regarding the water quality sampling locations for use with the town's GIS system.
- 2.) A summary of the review of the existing data contained in previously conducted studies and reports regarding water quality and vegetation and nuisance vegetation control activities conducted to date to identify additional water quality testing or vegetation studies that may be necessary to meet the testing criteria established in the scope for previously unstudied ponds and in order to make recommendations for future studies and testing, both in terms of parameters and locations as well as for management activities, for each pond.
- 3.) A recommendation for a standard process for study and analysis for the ongoing assessment of the health of the lakes and ponds and development and implementation of management strategies and further studies that will assure the future preservation and/or enhancement of lake and pond health.
- 4.) Provision of an estimate of the approximate order of magnitude of the costs for any future studies and management activities recommended in the report.
- 5.) Conduct a meeting to present the findings of the study and the recommendations to town staff and the public.

FORMAT AND CONTENT REQUIREMENTS FOR PROPOSALS

Consultant shall provide the following in the proposal in as concise a manner as possible:

1. A narrative including a statement of project understanding, goals and objectives,
2. A statement of clearly defined tasks and scope for managing and performing the required services.
3. Project Manager and qualifications.
4. Key personnel to be assigned to the project and their qualifications. This shall include sub-consultants as well.
5. Proposed schedules.
6. Experience with similar types of projects.
7. Office location(s) where services are to be performed.
8. Financial stability.
9. Ability to meet Town of Westford insurance requirements as outlined in the Standard General Contract for Professional Services. Standard contract form is available for viewing at:
http://www.westfordma.gov/Pages/Government/TownDepartments/WestfordMA_MapsGIS/maps/Lakes%20and%20Ponds%20Data/
10. References, including description and dates of referenced project(s).
11. Identify items that the consultant assumes the town will pay for.

COMPARATIVE EVALUATION CRITERIA

The final selection of the consultant will be based on the comparative evaluation criteria provided below. Each criterion will be deemed either “highly advantageous”, “advantageous” or “not advantageous”.

1. Firm’s ability to clearly define, within their written proposal, the tasks and scope required to complete the project in a timely and cost-effective way.
2. Firm’s history and resource capability to perform required services.
3. Related experience.
4. Project Manager’s experience.
5. Qualifications of assigned personnel and subconsultants.
6. Demonstrated ability to have defined and met schedules on similar type projects.
7. Reference checks.
8. Price proposal.

METHOD OF SELECTION

Complete proposals submitted prior to the deadline will be reviewed and evaluated by a selection committee appointed by the Town Manager. Each member of the selection committee will review and rank all proposals received based on the Comparative Evaluation Criteria. A composite ranking of individual rankings will be summarized. Following the ranking the cost proposal will be opened. The Committee shall make a recommendation of award to the Town Manager, who is the town’s Chief Procurement Officer, who will work to execute a contract with

the recommended consultant and bring it to the Westford Board of Selectmen for approval. The Westford Board of Selectmen is the awarding authority.

The contract shall be awarded, if at all, to the proposal deemed the most advantageous, taking into consideration the recommendations of the Committee and the proposed price in the proposal.

It is anticipated that a contract will be executed with a consultant within fourteen (14) days of the deadline for proposals, and that work will begin within seven days thereafter.

PROPOSAL PROCEDURE

Seven (7) bound copies and one (1) electronic version of the proposal must be submitted in a sealed envelope clearly labeled **“Lakes and Ponds Management/Preservation Program Plan”** to the Westford Board Of Health located at 55 Main Street, Westford, MA 01886 on or before 1:30 PM on Thursday April 10, 2014. Proposals may be hand delivered or mailed to the Westford Health Department located at 55 Main Street, Westford, MA 01886 with attention to the Director of Environmental Services.

One (1) copy of a cost summary by task, including proposed hours and expenses for each, shall be provided in a separate sealed envelope clearly labeled **“Lakes and Ponds Management/Preservation Program Plan - Fee”**

No proposal received after the time established for receiving said proposals will be considered regardless of the cause for delay in the receipt of any such proposal(s).

Questions pertaining to this RFP must be submitted in writing and sent to Darren MacCaughey Director of Environmental Services. Questions may be hand-delivered, mailed, emailed (dmaccaughey@westfordma.gov) or faxed (978-399-2558) by the close of business on Thursday, April 3, 2014. Written responses will be emailed or faxed to all proposers on record by close of business on Tuesday, April 8, 2014. Only answers provided by the town in writing may be relied upon by the proposers.

The Town of Westford is an Equal Opportunity Employer and encourages submittals from registered MBEs and WBEs.

TERMS & CONDITIONS

The Town of Westford reserves the right to accept or reject any or all proposals and parts of any and all proposals for any reason, and to waive any or all conditions, terms or requirements of this Request for Proposals, if deemed in the best interests of the town.

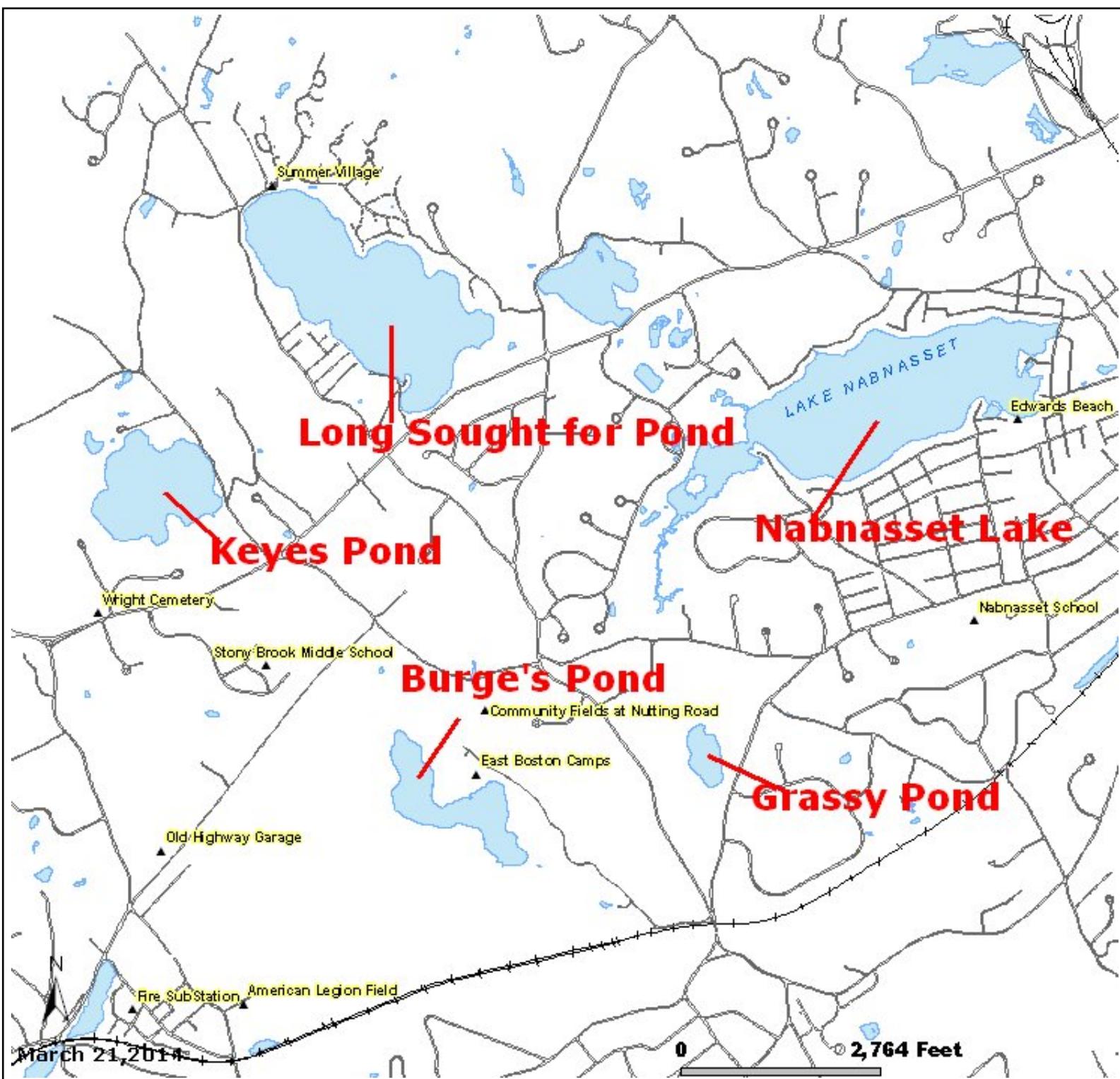


Town of Westford, MA

GIS Map Print

Locus: Keyes Pond, Long Sought for Pond, Nabnasset Lake, Grassy Pond and Burge's Pond, Westford, MA

Overview Map



Disclaimer

Town of Westford, MA makes no warranty or representation as to the accuracy, timeliness or completeness of any of the data. The Town of Westford, MA, shall have no liability for the data or lack thereof, or any decision made or action taken or not

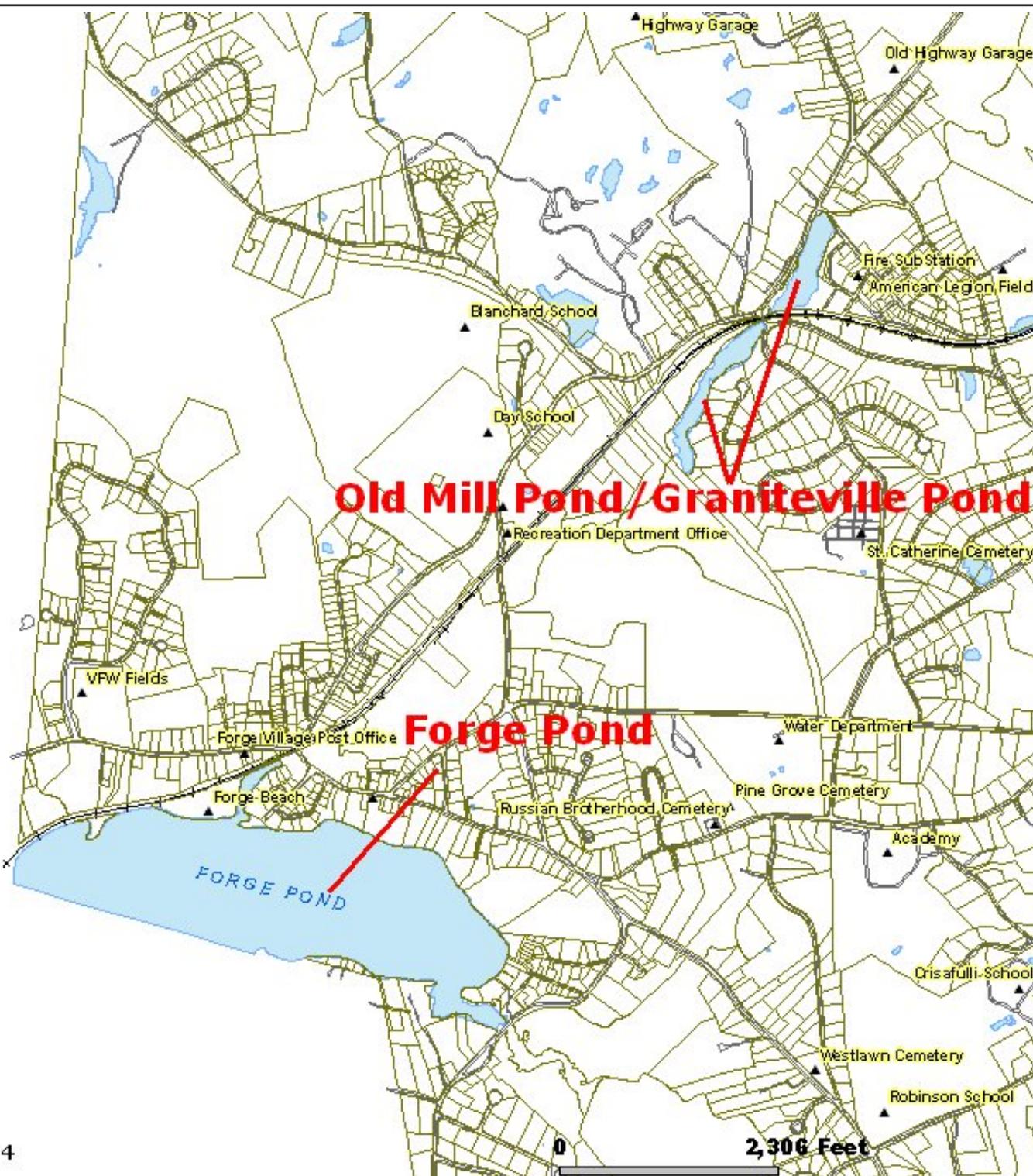


Town of Westford, MA

GIS Map Print

Locus: Forge Pond, Old Mill Pond/
Graniteville Pond

Overview Map



March 21, 2014

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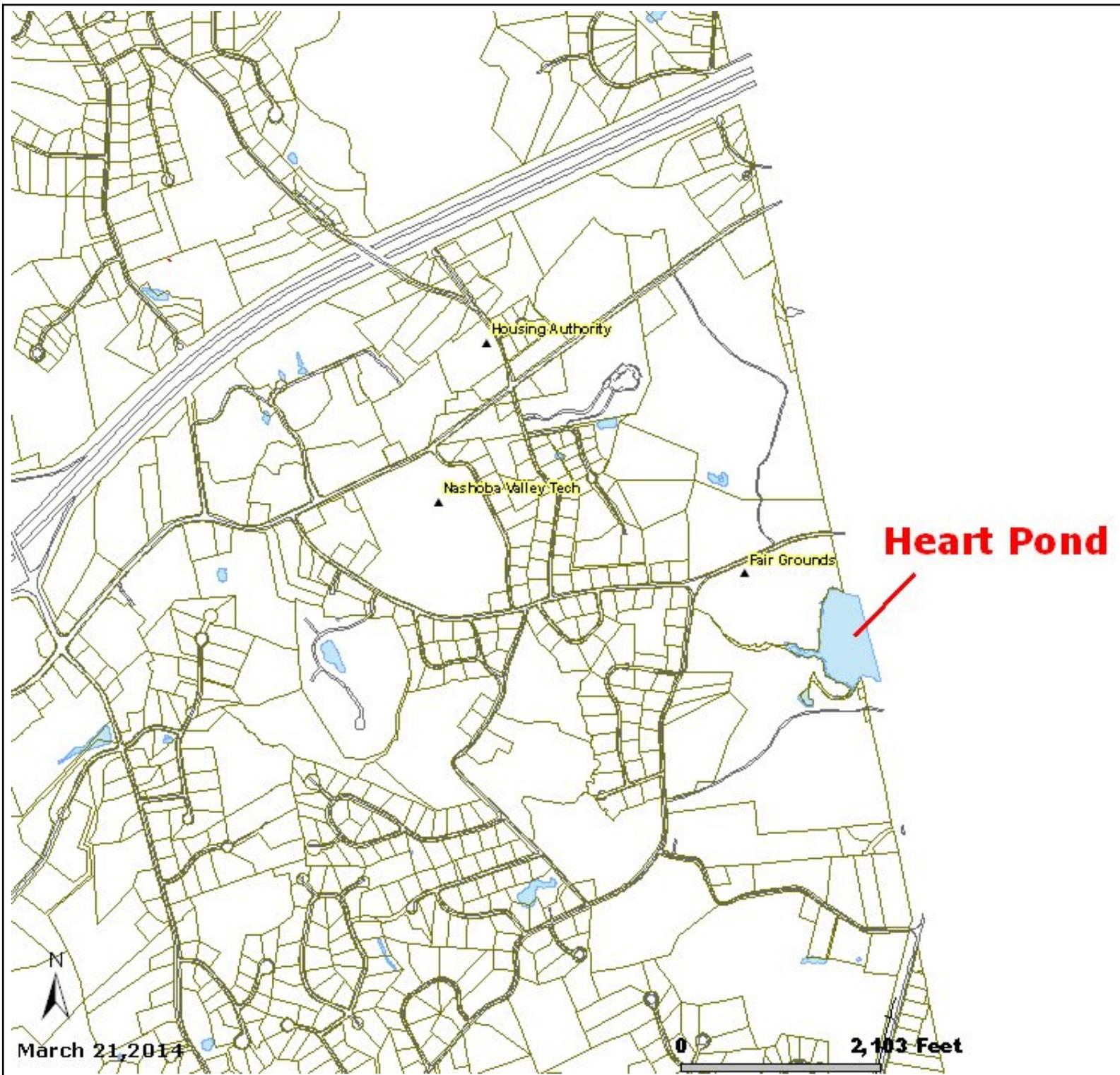


Town of Westford, MA

GIS Map Print

Locus, Heart Pond, Westford, MA

Overview Map



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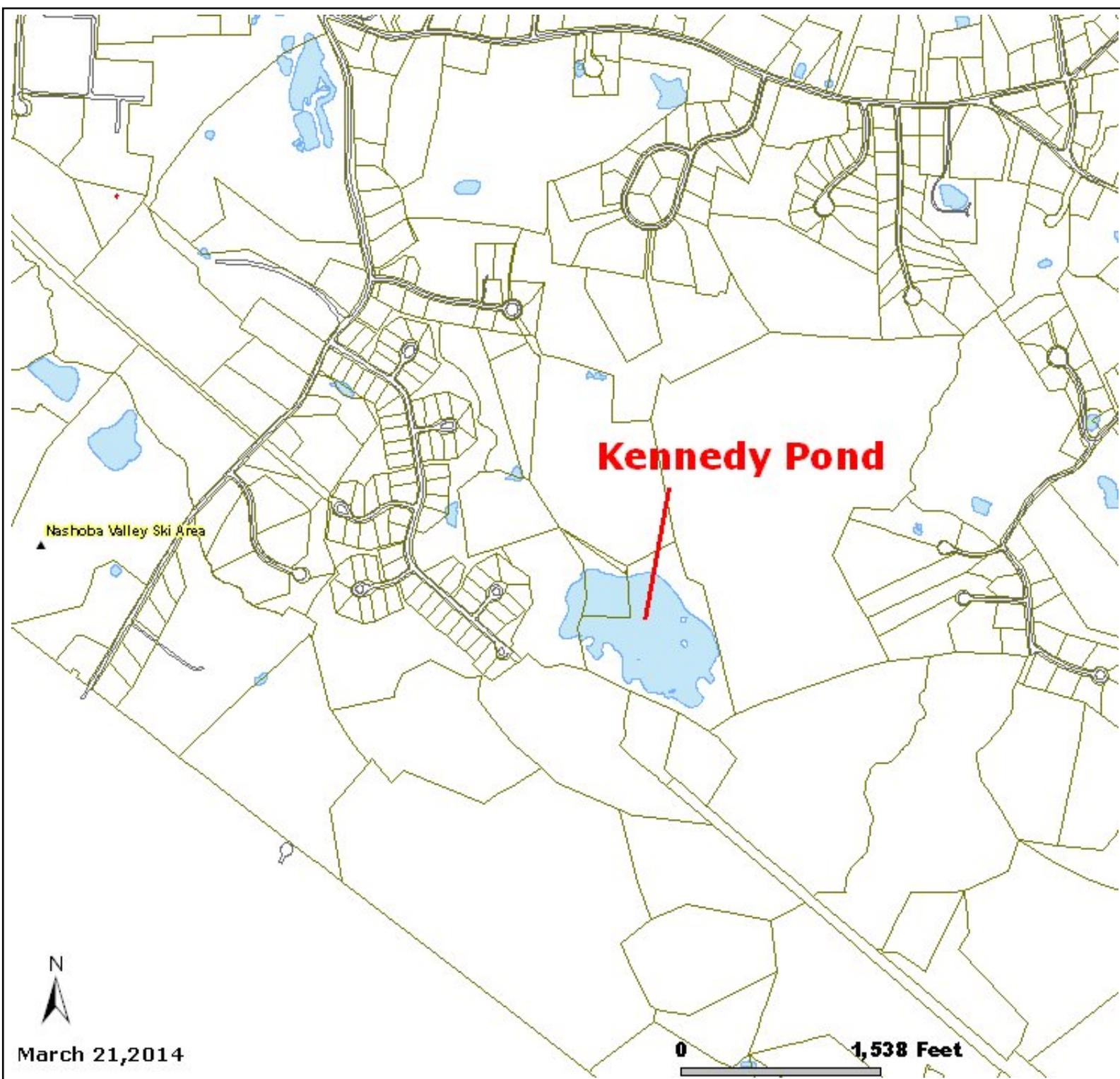


Town of Westford, MA

GIS Map Print

Locus: Kennedy Pond, Westford, MA

Overview Map



March 21, 2014

0 1,538 Feet

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