



Long Creek Watershed Management District
Water Quality Monitoring Services
Request for Proposals dated November 3, 2020
ADDENDUM TO THE REQUEST FOR PROPOSALS – ISSUED NOVEMBER 19, 2020

Responses to questions received concerning the Request for Proposals (“RFP”):

1. **Question:** Does LCWMD have an estimate of time required for a successful transition meeting? Is it safe to anticipate this would include site visits, data and software reviews, etc., that would require a full day?

Answer: One full day would be adequate to review and provide monitoring equipment, conduct visits to monitoring locations, and review the monitoring plan and QAPP. An additional several hours may be necessary for the consultant to review data upload procedures with LCWMD’s monitoring database consultant.

2. **Question:** Is it accurate to assume three additional, formal annual meetings (annual monitoring season kickoff meetings; mid-season check-ins; and end-of-year wrap-up meetings) will be held?

Answer: Yes, the monitoring season kickoff meeting, mid-season check-in, and end-of-year wrap-up meeting would be in addition to the initial transition meeting in the first year. The monitoring season kickoff meeting, mid-season check-in, and end-of-year wrap-up meeting would be conducted in each subsequent year, but there would not be an initial transition meeting in subsequent years. The monitoring season kickoff meetings, mid-season check-ins, and end-of-year wrap-up meetings generally take no longer than two hours each.

3. **Question:** Will LCWMD be available for troubleshooting/site questions if they should arise as the project unfolds?

Answer: Yes, LCWMD staff should be available at any time for consultation should issues arise.

4. **Question:** Is it correct to assume that only the tasks identified in the RFP are to be conducted by the hired consultant; there are additional tasks identified in the *Long Creek Monitoring Plan* that are not specifically addressed in the RFP (toxicity testing; sediment sampling) and they will not be required by the hired consultant?

Answer: Yes, proposals should be based on only those tasks that are identified to be performed in the RFP. Aspects of the *Long Creek Monitoring Plan* that are not identified in

the RFP (*e.g.* toxicity testing; sediment sampling) are outside the scope of work and are not part of the RFP.

5. **Question:** Can LCWMD give any insight into the amount of time it takes to travel to all monitoring locations to perform the sampling/monitoring required for baseflow conditions?

Answer: No, travel times have not been tracked by LCWMD. Although the watershed is small at 3.5 square miles, please consider that driving to the various monitoring locations may require travel through heavy traffic depending on the time of day. Vehicles can be parked close to most monitoring locations.

6. **Question:** Can one assume that the analytical sampling schedule for 2021-2024 is the same as in 2020 (Table 4)? The last two subsets of data in Table 4 for 2019 and 2020 indicate “Subtotal 2016” and “Subtotal 2017”, respectively; is this just a typo or is it indicative of something not inherently obvious?

Answer: The analytical sampling schedule in Table 4 of the *Long Creek Monitoring Plan* for calendar years 2021, 2022, and 2023 will be the same as in 2020. There is an error in the last two subsets of data in Table 4 of the *Long Creek Monitoring Plan* for 2019 and 2020; which the bottom rows indicate “Subtotal 2016” and “Subtotal 2017,” respectively. The bottom rows for 2019 and 2020 should be “Subtotal 2019” and “Subtotal 2020,” respectively.

7. **Question:** Is there any assumption of future PAH sampling?

Answer: No, there are no plans to conduct PAH sampling.

8. **Question:** With respect to Task #2 for grab sampling, is there an anticipated number of targeted storm flow events that might need to be sampled?

Answer: No, LCWMD has discontinued collecting grab samples during storm flow events.

9. **Question:** Will LCWMD be transferring dataloggers and pressure transducers already in use to the chosen consultant for continued use, as well as access to associated software/hardware (download ports for the loggers), or should the chosen consultant plan on obtaining all hardware/software and other equipment associated with water quality parameter, water level, and velocity monitoring?

Question: Please explain what sampling and monitoring equipment described in Attachment B of RFP: Long Creek Monitoring Plan (*e.g.*, YSI® Pro 2030, HOBO® U20, HOBO® U24, etc.), is already owned/maintained by the LCWMD, and will be made accessible to the proposer for use under the RFP?

Answer: LCWMD will provide the data loggers and pressure transducers already in use, as well as the associated shuttles required to download data. LCWMD typically maintains one spare of each type of data logger and pressure transducer in the event a replacement is needed during the monitoring season. Failed monitoring equipment will be promptly

repaired or replaced by LCWMD during the monitoring season, as necessary. LCWMD will also provide the hand-held meter necessary for taking field parameters.

The Consultant will need to supply the equipment necessary to generate stream cross sections (*e.g.* rod and level), perform stream discharge monitoring (*e.g.* velocity meter, staff gauge), perform macroinvertebrate monitoring (*e.g.* rock baskets, sieves), and to perform fish monitoring (*e.g.* electrofishing equipment). Typically, equipment not supplied by LCWMD has been rented. When budgeting for this equipment in the proposal the estimate should be based upon the most economical means of acquiring the equipment known to the proposer at the time of submitting the proposal. The Consultant will be reimbursed for out-of-pocket expenses such as equipment rental, or purchase if equipment is otherwise unavailable.

10. Question: Are the transducers installed in permanent stilling wells? If yes, will these remain in place?

Answer: The stilling wells are not permanent. Stilling wells are placed and removed annually with equipment deployment and retrieval. Elevations of the equipment and stream (or culvert) bottom will need to be re-surveyed annually to the existing permanent benchmark at each monitoring location.

11. Question: What is the average depth of water in stream at monitoring locations?

Answer: Water depth varies widely based upon monitoring location and weather. Generally, the stream is easily traversed with standard field waders/boots at all but the highest flow conditions.

12. Question: Will all data previously collected/analyses conducted by LCWMD be available for review by the hired consultant?

Answer: All previously collected data and analyses will be available for review by the Consultant.

13. Question: Does LCWMD request just weather data compilation, or analysis of the data, as well?

Answer: LCWMD requires weather data compilation only.

14. Question: Has the fish monitoring been completed at any time? If so, by whom?

Answer: Fish monitoring was conducted in 2018 by Stantec Consulting Services, Inc.

15. Question: Can the biological monitoring efforts (both invertebrates and fish) be conducted in 2021 versus the proposed sampling in 2022 (fish) and 2023 (invertebrates)?

Answer: Because of the rotation of invertebrate monitoring, which is shared with the Maine Department of Environmental Protection (“MEDEP”), invertebrate monitoring must be

performed in 2023. Because of LCWMD’s recently completed restoration project in the Main Stem of Long Creek, LCWMD will not perform fish monitoring in 2021, however, the fish monitoring could be performed in either 2022 or 2023.

16. Question: It is our understanding that when running models to produce results of attainment, MEDEP protocol is to populate the template with data/results, then upload the file to the MEDEP. Once uploaded, the MEDEP would subsequently run the model and produce the results of attainment. Is our understanding of how results of attainment models are produced correct?

Answer: Yes, that is correct. MEDEP will provide the format for an Electronic Data Deliverable (“EDD”), which will be prepared and populated by the Consultant. The EDD will be provided to MEDEP which will subsequently run the model and produce attainment reports.

17. Question: Please confirm that the invertebrates and fish sampling efforts will each be limited to one (1) event.

Answer: Invertebrate and fish sampling efforts will each be limited to one event during the initial three-year term of an agreement. If invertebrate or fish sampling were necessary in 2024 or 2025 performance of these tasks would be subject to mutual agreement of the parties on pricing and the scope of work (**for further details on agreement extensions into 2024 and 2025 please see the amendment to the RFP at the end of this addendum**).

18. Question: Please confirm that the second bullet on Page 7 of the Water Quality Monitoring Services Proposal Form (RFP Attachment G) should read: “That proposer is prepared to begin work no later than January 1, 2021.”

Answer: The second bullet on Page 7 of the Proposal Form (Attachment G to the RFP) should read: “That proposer is prepared to begin work no later than January 1, 2021.”

19. Question: Please confirm that language in the first and second bullets on Page 8 of the Proposal Form should read: “...a sample of which is included as Attachment F to the RFP...”

Answer: The first and second bullets on Page 8 of the Proposal Form (Attachment G to the RFP) should both reference **Attachment F**, the Services Agreement.

20. Question: For LCWMD owned/maintained equipment, can you provide the software and hardware requirements so proposers can connect to/communicate with said equipment to download relevant monitoring/sampling data as part of the RFP?

Answer: Software and hardware requirements are found in the equipment-specific appendices of the *Long Creek Quality Assurance Project Plan*.

21. Question: Should the required Health and Safety Plan (HASP) be formatted specifically to the tasks outlined in this RFP, or could the HASP be a copy of one previously prepared by the proposer for another project?

Answer: The HASP can be a copy of one previously prepared by the proposer for another project as long as it covers the circumstances that may be encountered while performing the Monitoring Services.

22. Question: If the proposer plans to team with other consultants/subcontractors to complete Monitoring Services under this RFP, is it the expectation that each company provide HASPs for the Monitoring Services they plan to complete?

Answer: A team of consultants may provide a single HASP or separate HASPs for each company provided the HASPs collectively or individually cover the Monitoring Services they each plan to complete.

23. Question: For field instruments that do not generate electronic files (*i.e.*, handheld water quality meters), can the proposer collect/capture field data using electronic field data collection methods versus field data sheets if the electronic data collection platform can produce electronic data records/sheets in a format that can be maintained in the project file?

Answer: Yes, field data may be collected using electronic collection methods, provided the data can be exported in an acceptable format for inclusion in the project files. In addition, the data must be able to be printed in paper form.

24. Question: How will the LCWMD navigate completion of the RFP tasks if State or Federally-issued stay-at-home orders issued to combat the COVID-19 pandemic restrict travel and limit/prevent the proposer from completing the RFP tasks based on the current schedule?

Answer: Any state or federal orders concerning COVID-19 that preclude the Consultant from performing the Monitoring Services will be considered a *Force Majeure* event under Section 21 of the Water Quality Monitoring Services Agreement.

Amendment to the Request for Proposals:

LCWMD has refined the process by which extension of the Water Quality Monitoring Services Agreement may be offered for calendar years 2024 and 2025 as discussed in Section 3(E) of the RFP; Section 7.1 of the Water Quality Monitoring Services Agreement is replaced as follows:

7.1 Term. This Agreement shall commence as of the Effective Date and shall continue thereafter until December 31, 2023 unless sooner terminated pursuant to Section 7.3, provided, however, that this Agreement may be extended for up to two additional one-year terms — calendar years 2024 and 2025 — subject to the mutual agreement of the parties on pricing and the scope of work for each extension year (together, the “Term”). At least 90 days before the start of the 2024 calendar year, LCWMD will send the Service Provider a letter of intent informing the Service Provider

of LCWMD's desire to extend the Agreement, or not. If LCWMD desires to extend the Agreement, the parties will then have 30 days from the date of LCWMD's letter of intent to negotiate the terms of the extension for calendar year 2024. If an agreement is not reached after the 30-day negotiations period, the term of this Agreement will be through December 31, 2023. If the Agreement is extended for the 2024 calendar year, LCWMD will send a similar letter of intent to the Service Provider at least 90 days prior to the start of the 2025 calendar year, and if LCWMD desires to extend the Agreement, the parties will then have 30 days from the date of LCWMD's letter of intent to negotiate the terms of the extension for calendar year 2025; if an agreement is not reached after the 30-day negotiations period, the term of this Agreement will be through December 31, 2024.