

LONG CREEK WATERSHED MANAGEMENT DISTRICT

Request for Qualifications – Third Party Inspection Services

INTRODUCTION

The Long Creek Watershed Management District (LCWMD) is seeking qualifications from consultants to conduct third party inspections of Best Management Practices (BMPs) within the Long Creek Watershed. Qualified consultants will be included on the Qualified Third Party Inspection List maintained by LCWMD for use by its participating landowners in contracting for their own BMP inspections. The LCWMD is a quasi-municipal, special purpose district established as a separate legal entity and instrumentality and as a body corporate and politic under the laws of the State of Maine. The LCWMD was formed to provide the structure for the cooperative implementation of the *Long Creek Watershed Management Plan*. The *Management Plan* includes the *Long Creek BMP Operation and Maintenance Plan* and site-specific *Operation and Maintenance Plans* that specify inspection of BMPs by a Qualified Third Party Inspector. The Management Plan Operation and Maintenance program will be overseen by LCWMD in cooperation with Cumberland County Soil and Water Conservation District (CCSWCD) and the Maine Department of Environmental Protection (DEP).

Interested parties may request a Request for Qualifications (RFQ) from LCWMD c/o CCSWCD at 35 Main Street, Suite 3, Windham, ME; at the website: www.restorelongcreek.org; or by e-mail from kmcdonald@cumberlandswcd.org.

The LCWMD reserves the right to accept or reject any or all Statement of Qualification (SOQ) submittals.

The LCWMD Governing Board will base its approval on its evaluation of SOQ submittals on consultant qualifications and experience and on client references.

SOQ submittals must be received by the LCWMD c/o CCSWCD at 35 Main Street, Suite 3, Windham, ME on or before **2:00 PM, April 15, 2011** in order for the consultant to be considered for the 2011 inspection season. Submittals received after April 15 will be evaluated on a bimonthly basis until September 2011 and semiannually thereafter. SOQ submittals must be sealed and clearly marked: “Third Party Inspections for the Long Creek Watershed Management District”. Respondents must submit **an original and two (2) copies.**

Miscellaneous Requirements: The LCWMD will not be responsible for any expenses incurred in preparing, submitting or presenting SOQ submittals. Emphasis should be on completeness and clarity of content.

THE SOQ SUBMITTAL REQUIREMENTS

Qualifications and Experience of Applicant

The SOQ submittal must identify who will be providing third party BMP inspections and must demonstrate the qualifications, competence and capacity of the consultant to carry out the services as specified. To be considered for inclusion on the List of Qualified Third Party Inspectors, the consultant must meet the following minimum requirements:

- Have a college degree in environmental science or civil engineering, or have comparable expertise;
- Have a practical knowledge of stormwater hydrology and stormwater management techniques, including maintenance of required BMPs;
- Have the ability to determine if BMPs are performing as intended; and,
- Have obtained (prior to site inspection) certification in the maintenance and inspection of Stormwater Best Management Practices from DEP.

Client references

Provide list of references with addresses and phone numbers who may be contacted by the LCWMD in connection with the proposal.

Contract for Services

Any contracts for inspection services will be signed by individual participating landowners. Inclusion in the List of Qualified Third Party Inspector list maintained by LCWMD does not guarantee that any participating landowner will enter into a contract for third party inspection services with the consultant.

Selection Process

SOQ submittals shall be reviewed by the LCWMD Executive Director and select members of the LCWMD Board on an on-going basis. SOQ submittals received by April 15, 2011 will be evaluated for the 2011 field season. Thereafter the list will be updated a minimum of every two months as SOQ submittals are received. The Executive Director shall make a recommendation to the LCWMD Board, who shall make a final determination.