

TOWN OF COLUMBIA
REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR ANNUAL LIMNOLOGICAL DATA
GATHERING, ANALYSIS AND RELATED CONSULTATION REGARDING COLUMBIA LAKE
WATERSHED

EFFECTIVE START DATE: SPRING, 2022
PROPOSAL DUE DATE: NOVEMBER 15, 2021

I. Introduction

The Town of Columbia is requesting proposals from qualified firms or individuals for services to monitor the quality of water for Columbia Lake and the surrounding wetlands area on an annual basis. This proposal pertains to services requested for fiscal year 2022/2023; (7/1/22-6/30/23).

II. Background

Columbia Lake was created as a reservoir for a Willimantic textile mill in 1865 and was purchased by the Town in 1932. The Town maintains the lake for its scenic, environmental, and recreational values. The lakeshore is almost completely developed with dense housing. A church camp owns a significant portion of the undeveloped shoreline. A town-owned beach and boat launch are important lakeshore features.

An informational file regarding certain illustrative past study project and data collection activities is posted on the Town's website. The file does not represent a comprehensive compilation of activities and information. Preparing such a compilation is one of the tasks requested in this RFP.

Because the lake is a highly valued resource, the Town formed the Columbia Lake Management Advisory Committee (LMAC) to monitor the quality of the water. In 1998, a comprehensive Columbia Lake Management Plan was developed (see ColumbiaCT.org). In 2003, the Planning and Zoning Commission created Columbia Watershed Protection Overlay Zones to prevent degradation of water quality with a goal to limit the phosphorus runoff to a level that Columbia Lake can support. The Overlay Zones consist of three individual areas that together comprise the lake watershed. As part of any application for a land use activity within these Overlay Zones, the phosphorus runoff must be calculated; if it exceeds the maximum allowed, Best Management Practices for storm water treatment will need to be implemented.

In the 2016 Columbia CT Conservation and Development Plan lists Columbia Lake as strength of the town. Overall, the goal is to protect the quality of Columbia's wetlands, surface waters and ground waters for future generations, especially Columbia Lake. The strategies to be implemented include:

- Continue to enforce the Columbia Lake Watershed Management Plan.
- Actively pursue acquisition, easements, and regulation revisions to limit future development.
- Enact appropriate protection measures for priority wetlands through regulations and open space acquisition.
- Institute storm water management practices that will minimize water pollution and sedimentation and maximize infiltration and ground water recharge.
- Proactively work to control invasive species.

III. Scope of Work & Task Description

The following tasks summarize the scope of work to be completed by contractor annually:

1. Recommend Columbia Lake watershed conditions to be monitored, tests to be performed, observations to be made, and data to be collected, etc. (and as to each: the reasons to do so, the watershed sites to be monitored, associated service fee and the frequency, i.e., every x year's, annually, seasonally, monthly, weekly, or other relevant time frames for each) in order to study and evaluate various biologic, chemical, physical, and other relevant limnological conditions.
2. Propose how local volunteer may be able to assist with task 1 to reduce cost and provide reasonable guidance and training for such volunteers.
3. Consulting time for analyzing, preparing, and providing monthly reports to include cumulative data of all pertinent results in excel or a similar format and written updates for monthly LMAC meetings and/or other Town of Columbia meetings as requested as well as an annual report. Please include in the proposal a sample of the monthly and annual report formats containing, with respect to the monthly report, the ability to add to data for succeeding monthly reporting periods in the year and having the capacity to insert ad hoc sampling and containing a legend of acceptable ranges for all readings and the basis, therefore.
4. Administrative time to review and assess historic data previously gathered for or on behalf of the Town and prepare a comprehensive report, using to the extent possible, the reporting formats submitted in response to task 3.
5. Associated lab usage for identifying and analyzing lake samples anticipated. Lab fees are to be invoiced directly to the Town by Lab.
6. Additional ad hoc consulting hourly rate(s) to assist in analysis, interpretation of limnological data gathered per the foregoing or per samples taken as a result of special developments and advice regarding proactive application of limnological knowledge gained to enhance the balance of the use and protection of the lake as a natural resource of the Town. Examples could include:
 - a. Enhancing storm water management practices to reduce sedimentation and pollution
 - b. Reducing the risks of introduction of invasive species and eliminating any invasions.
 - c. SCUBA survey(s) to examine for benthic limnological conditions
 - d. Guidance on dealing with any pervasive and continuing cyanobacteria conditions.
 - e. Guidance with respect to other non-ordinary biological, chemical, or physical conditions (such as fish kills, pollutant spills, and storm damage).
7. Identify any and all presently identifiable relevant certification, licensing and permit requirements needed by the Town and obtain the same for the Town.
8. Communications is a critical component of this project. Please specify the number of hours included in the proposal fees for explanatory presentations and other communications with Town agencies and provide any hourly rate(s) for additional communications. The main points of contact with the Town for these purposes will be the first Selectman, the Town Administrator, a designated LMAC member and appearance at Board of Selectmen and LMAC meetings when requested.

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Summary Scope of Tasks and Proposed Costs		
Task 1	Conducting recommended watershed limnological procedures	\$
Task 2	Instruction and guidance fees	\$
Task 3	Consulting time for analyzing & preparing reports	\$
Task 4	Reporting of historic data	\$
Task 5	Associated lab fees for identifying & analyzing samples	\$
Task 6	Ad hoc consulting (hourly rate)	\$
Task 7	Certification, licensing & permit requirements (Please state hourly rate for pursuit and identify by footnote any known associated governmental fees.)	\$
Task 8	Communication (please state hours included and hourly rate(s) if additional time is required)	Hours @ \$ _____
	Total Proposed Costs	\$

IV. Qualifications, Certifications, Licensing and Permits

Qualification, Certification and Licensing

Please provide information regarding qualifications to perform services, including education and experience of proposed team members. Submit proof of certification and licenses by appropriate agencies as the CT Department of Energy and Environmental Protection to conduct the work as described in this Request for Proposal.

Permitting and Regulations

The selected contractor shall follow all permit requirements for any part of the project needing them.

V. Contractor Selection and Project Implementation

Proposals submitted will be subject to review and comment from Inland Wetlands and Watercourses Commission, LMAC and the Board of Selectmen. The Board of Selectmen will make the final selection.

The Town will notify any winning contractor that their proposal is accepted including any Town proposed adjustment to the proposed contract submitted.

The Contractor will notify the Town when they will be on Town premises for contracted work.

The Contractor will submit a report to the Town describing the date(s) and actions taken on Columbia Lake or the wetlands areas within seven (7) days of completion.

V. Contractor Selection and Project Implementation (continued)

Data gathering and reporting requirements must be routinely met and shall be tied to payments. Reports will be submitted monthly by the close of the first business day following the 1st day of the month or the first business day following the 15th of the month so updates can be reviewed at monthly LMAC meetings, and the BOS as needed.

Invoices may be submitted for review with the same frequency and payment will be made within 30 days of approval of invoice. Contractor will be responsible for all record keeping and activity reporting for contracted efforts following a pre-approved format. Contractor will be required to submit data in digital format for dissemination by Town staff.

VI. Format for Submitting Statements of Qualification

Please provide twelve (12) copies of the response to the above and of the following items not later than the date and time specified in this Request. **Accompanying Background Materials:** Please provide information concerning the background, experience, and reputation of the Contractor.

Ability to Perform: Please provide examples of previous work on similar projects to demonstrate the Contractor's understanding and familiarity with projects of this type.

Personnel to be Assigned: Please provide names, education, experience, certification/licensing, and tenure with Contractor for all personnel to be assigned to this project, including information regarding the qualifications of any proposed subcontractors.

Project Fee: A proposed fee schedule is to be submitted for each of the tasks.

References: Submit a minimum of three references. (Please include: nature of services, contracting entity, contact person and contact information).

Insurances: Please submit a copy of current worker's compensation, professional and general liability, and automobile insurance certificates as well as a current copy of all relevant certifications and licenses (Note: if awarded contract, contractor must name Town of Columbia as an additional insured on its general liability coverage.)

Contract: Please submit a copy of a written agreement between the Town and yourself that reflects the requirements of this request for proposal.

VII. Bid Submission

Sealed Bids are due not later than **4:00 PM on November 15, 2021, at Town Administrator's Office, Columbia Town Hall, 323 Route 87, Columbia CT 06237, unless the Town advises otherwise on its website.** Once submitted a response may not be withdrawn or amended unless the Town in its sole discretion consents.

Proposals will be accepted in-person, USPS, or other secure courier service. The Town will not accept any incomplete bids or bids received after the due date, which may be extended by the Town, if in the interests of the Town to do so. Clarification questions may be submitted by email to TownAdministrator@ColumbiaCT.gov; all questions and their responses will be posted on the Town's website at www.columbiact.org.

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VIII. Evaluation of Bids

Town of Columbia reserves the right to accept or reject in full or in part any or all-responsive proposals received. The Town reserves the right to interview one or more bidders before making any award.

This Request for Proposals does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all statements received as a result of this request. The Town reserves the right to amend, extend or cancel in part or in its entirety the Request for Proposal, if it is in the best interest of the Town to do so.

Nondiscrimination. The Contractor shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color religion, age, marital status, ancestry, national origin, past history of mental disorder, mental retardation or physical disability or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Columbia.

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