

**Town of West Tisbury**

**Request for Proposals**

**Engineering and Environmental Studies for the Mill Brook Watershed**

**I. General Information**

- 1) Proposals will be accepted at the **West Tisbury Town Hall, Office of the Town Administrator, 1059 State Road, P.O. Box 278, West Tisbury, MA 02575**, until **2:00 PM, Thursday, November 13, 2014**. Applicants must submit an original application and six copies in a sealed envelope marked "MILL BROOK WATERSHED STUDY". Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. If, at the time of the scheduled response opening, Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the response opening will be postponed until 2:00 PM on the next normal business day. Submittals will be accepted until that date and time.
- 2) Award will be made within sixty (60) days after response opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
- 3) If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed, mailed or faxed to all companies and individuals on record as having requested the RFP.
- 4) All respondents should submit a Letter of Intent to Bid to the address above or via email to [townadmin@westtisbury-ma.gov](mailto:townadmin@westtisbury-ma.gov) by noon, Thursday, October 23, 2014.
- 5) Respondents are strongly encouraged to attend a Pre-Bid Project Question and Answer session with the committee, to be held on Monday, October 27, 2014 at 2:30 PM. If attendance is not possible, respondents may participate by conference call to 605-562-0020; enter meeting ID # 815-452-525; then hit # and enter the pin number 5264. Written questions may be submitted to the town as stated in paragraph 6 by noon, Wednesday, October 29, 2014. Questions and responses will be distributed to all bidders by Tuesday, November 4, 2014.
- 6) **All inquiries or questions regarding this RFP should be submitted in writing no later than noon, Wednesday, October 29, 2014 to the Mill Brook Watershed Management Planning Committee c/o Board of Selectmen, Attention: Jennifer Rand, Town Administrator, PO Box 278, West Tisbury, MA, 02575 or [townadmin@westtisbury-ma.gov](mailto:townadmin@westtisbury-ma.gov)**. Written responses will be mailed, faxed or emailed to all companies and individuals on record as having requested the RFP.
- 7) Responses may be modified, corrected or withdrawn only by written notice received by the Town of West Tisbury prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. \_\_\_" and must reference the original RFP response.
- 8) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified. Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.

- 9) Proposals which are incomplete, conditional or obscure will be rejected. No award will be made to any proposer who cannot satisfy the Awarding Authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive and binding.
- 10) The Town of West Tisbury reserves the right to reject any and all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interest.
- 11) The Town of West Tisbury may cancel this RFP, in whole or in part, or may reject all Proposals, or may procure only some goods and/or services outlined in this RFP whenever such action is determined to be fiscally advantageous, or if it is otherwise in the best interest of the Town of West Tisbury.
- 12) The Town of West Tisbury may request that supplementary information be furnished to assure the Town of West Tisbury that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.
- 13) The Town of West Tisbury will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town of West Tisbury. All deliverables, reports, maps and other documents resulting from this contract shall become the property of the Town of West Tisbury.
- 14) The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B. The selected proposer shall be expected to comply with all applicable state and federal laws in performance of service.
- 15) Response to this RFP acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the RFP will be incorporated within the contract. If the proposer's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must then be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.
- 16) The Town of West Tisbury makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements and/or future addendums, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.
- 17) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the authorized individual(s).

## **II. Request for Proposals**

### **Project Description**

The Town of West Tisbury, acting through the Board of Selectmen and the Mill Brook Watershed Study Planning Committee (“the Town”), is seeking consulting services to prepare and deliver a study of the watershed of Mill Brook. The primary goal of this study is to collect data. The analysis of the data to be collected and recommendations based on that analysis may be done under a future scope of work/ request for proposal.

The anticipated start date is no later than the week of January 5, 2015. The anticipated end date of this project would be January 31, 2016.

### **III. Background**

The Mill Brook drains the precipitation from approximately 3400 acres of land (3000 in West Tisbury, 400 in Chilmark) passing through five ponds of two acres or more before entering Tisbury Great Pond at Town Cove. The brook and ponds are a major part of the agricultural and recreational activities of the Town, and the townspeople wish to assess their ecological functions and values.

Water diversions may direct surface water outside of the watershed, or otherwise reduce surface water discharges in Mill Brook, thereby altering the relationship between the watershed area and discharge. A primary flow diversion occurs just south of Scotchman’s Bridge Lane where a man-made canal directs waters southwest to Parsonage Pond. Several other small surface diversions to ponds and wetland areas to the east of Mill Brook are also present in this section south of Scotchman’s Bridge Lane. Of the flow that reaches Mill Pond, some is diverted away from Mill Brook into a second outlet at the southwest end of Mill Pond. This water flows into Factory Brook and Maley’s Pond, rejoining Mill Brook before Town Cove.

The Mill Brook watershed is a sub-watershed of the Tisbury Great Pond watershed and is delineated on a map entitled; Mill Brook Watershed Map compiled by MVC, CI Seidel, 09/14(“Seidel Map”).

In 2005, the Town hired Aquatic Control Technology, Inc. (ACT) to perform a baseline assessment of Mill Pond. ACT recommended that the Mill Brook watershed be studied. Ensuing Town actions over the next several years resulted in a vote at the April 2014 Annual Town Meeting to fund the study via this Request for Proposal.

At the request of the Town, Bill Wilcox, former water quality planner for the Martha’s Vineyard Commission (MVC) undertook preliminary water quality sampling in Mill Brook, the results of which are found in his reports listed in Appendix A (Mill Brook Stormwater Runoff Assessment 2/12/09). Wilcox identified 15 tasks (Wilcox, 2/12/09 Pages 23-24) that should be considered for completion in order to have a better understanding of the watershed.

## **IV. SCOPE OF SERVICES**

Under the auspices of the Town, and in conformity with all applicable laws and professional standards, the Consultant shall provide the following services. Proposals must be broken down by individual task listed below. Include a cost for each task.

### **A. Existing Conditions**

1. Review and summarize available information, including existing GIS mapping, water quality (including water temperature) and flow data, ecological studies, bathymetric reports, topography and atmospheric data.

### **B. Tasks**

1. Review and summarize existing data including water quality (including water temperature) data, flow data, ecological studies, bathymetric reports, topography and atmospheric data and identify data gaps remaining (per Wilcox's reports and list of outstanding tasks – see Appendix A Wilcox 2/12/09 and 2/13/09) or data quality issues in the existing studies/reports.
2. Develop and implement an in-stream flow measuring protocol. Conduct water quality sampling including base-flow sampling and storm-flow sampling and submit results based on the following protocol in order to characterize the water quality and volume of stream flow under both base and storm flow.
3. Due to the time sensitivity for proper sample collection, it will be the responsibility of the Consultant to sub-contract as necessary with a qualified on-island person or organization to collect samples. Sample collection equipment and packaging/shipping materials will be provided by the Consultant.
4. All sample testing is to be performed by a Commonwealth of Massachusetts certified laboratory.

#### **A. Base-Flow Sampling Scope**

- i. Six (6) sampling rounds (May, June, July, August, October and winter season).
- ii. A single sample will be collected from six (6) separate collection stations established along the Mill Brook watercourse as follows, and a blind duplicate sample (total of seven (7) samples per round).
- iii. Each sample will be analyzed for the following parameters; pH, total alkalinity, nitrate-nitrite, total nitrogen, ammonium, orthophosphate, organophosphate, and total phosphorous. Base flow Total Solids, including Total Suspended Solids will be measured on a scheduled basis to be determined with a non-precipitation sample run at all seven (7) stations.
- iv. In-field measurements of specific conductivity and dissolved oxygen will be collected during each sample round using a calibrated meter at each sampling station. All samples will be collected from flowing conditions, but with no significant precipitation 48 hours prior to sample collection.
- v. Note that water temperature data is being compiled by the Sea Run Brook Trout Coalition at stations as shown on the Seidel Map and will be made available as it is collected.
- vi. Any of the sampling stations located on private property will require obtaining permission for access by the Town.

## B. Base Flow Sampling Stations

- i. Headwaters at Roth Woodland Sanctuary off of Old Farm Road
- ii. Outlet from Crocker Pond
- iii. Outlet of un-named tributary at North Road/Seven Gates
- iv. State Road crossing in North Tisbury
- v. Scotchman's Bridge Lane crossing
- vi. Mill Pond Outlet
- vii. Blind duplicate sample station to be determined by Consultant.
- viii. Any additional Sampling Stations as recommended by Consultant.

## C. Storm-Flow Sampling Scope

- i. The highly impounded nature of the Mill Brook reduces the need for extensive stormwater sample collection; therefore, due to the time sensitivity for proper stormwater sample collection, these collections will be made by a qualified on-island person or organization sub-contracted by the Consultant. Sample collection equipment and packaging/shipping materials will be provided by the Consultant.
- ii. A single storm event is to be sampled during the course of the summer sample collection period (May, June, July and August).
- iii. Storm-flow samples will be collected from station numbers iii, iv, v, and vi above for the purpose of documenting potential road runoff.
- iv. Samples representative of the first flush will be collected either manually or through the use of passive stormwater samplers.
- v. A second sample collection will be made after a suitable time period (approximately 30 minutes depending on storm intensity and duration) following the first sample collection.
- vi. All samples will be analyzed for all parameters identified in Task 3A above (Base Flow Sampling Scope), plus Total Solids.

4. Continuously measure the amount of rainfall during storm events of more than ½" of rainfall and also measure the chemical characteristics (pH and NO<sub>3</sub>) of the precipitation in or proximal to the watershed.

5. Quantify amounts of water being diverted or withdrawn from the Mill Brook. This would include, but not be limited to, the irrigation withdrawal done at the Greene Hickie Farm fields.

6. Provide a narrative that characterizes the watershed, including land use and land cover, demographics, natural resources, infrastructures.

7. Conduct morphometric investigation of the Mill Brook. This will include a reconnaissance of the watershed area to confirm the watershed boundaries shown on the Seidel map. In addition to the field review of the watershed, vegetation identification, and plant distribution in and around Fisher, Crocker, Priestler's and Albert's Ponds located upstream of Mill Pond shall be done. This data will result in a written report of the morphometric features, as well as vegetation distribution.

8. Identify "high risk" land uses negatively impacting the water quality of the Mill Brook and document potential sources of nutrient and pollutant (including thermal pollution) inputs.

9. Perform baseline assessments of other impoundments within the Mill Brook where the Town can obtain permission from property owners. This will include at a minimum: area, bathymetry, depth of unconsolidated bottom sediment, and sub-emergent and emergent vegetation. If a nearby vertical datum is not available, survey data points will be tied in to a clearly marked temporary benchmark to allow later conversion to NGVD.

10. Identify the particular problems affecting this watershed.

## **VI. Proposal Submission Requirements**

1. Narrative Description of the Project, including Project Schedule, and Cost Proposal. In addition to Total Cost, please prioritize each task and provide us with the cost of each. The Town may choose to proceed with one or more of the tasks and postpone action on other tasks depending on the cost.

2. Narrative Description of Research Team, its Outside Consultants, and Qualifications for both.

3. Applicant shall submit three (3) Project Reports from past projects which will be used to evaluate the Consultant's proposal for this watershed study.

4. A minimum of three (3) Client References for related work shall be provided, including complete addresses and recently verified telephone number, including name and title of individual familiar with Consultant's performance on the project.

5. Selected applicants may present their proposals to and be interviewed by the Selection Committee.

## **VII. Evaluation Criteria for Selection of Consultant with Most Advantageous Proposal**

The selection process will include an evaluation procedure based on the criteria identified below.

1. **Technical Approach** The Consultant understands of the Scope of Services, thoroughness of the proposed work, innovative solutions, and clarity of the work program. Proposal addresses all of the deliverables.
2. **Overall cost and cost per task.**
3. **Professional Qualifications** Professional qualifications of the respondent (training/educational background appropriate for the project described herein) and all project personnel.
4. **Demonstrated Experience** Demonstrated experience in assessment of freshwater aquatic systems and conducting watershed assessments including hydrology and biology, within the Commonwealth of Massachusetts. Consultant must have experience with municipalities, and must have successfully completed a project of similar scope for a Massachusetts municipality within the past five (5) years.
5. **Strength and Credibility of Client References** Reference checks may be done to evaluate the special skills and abilities needed by the Consultant for this activity, including timeliness of performance.

A minimum of three (3) references for related work shall be provided and include references with complete addresses and recently verified telephone number, including name and title of individual who is familiar with the firm's performance on the project. Provide examples and/or samples of the firm's work relating to such activities.

### **VIII. Deliverables**

1. Quarterly progress Reports (Ten (10) copies plus electronic version) during the data collection period regarding the status of the project.
2. The Final Report (Ten (10) copies plus electronic version) shall include an Excel spreadsheet showing the sampling data.
3. Auto Cad or similar digital copies of Surveying Plans if applicable.

### **Meeting Attendance**

Consultant shall attend 3 meetings on-Island. Parameters include two meetings during the data collection process with the Committee, one or both of which may include a Public Forum, and one upon completion of the Report for Public Forum Presentation.

### **Selection Process**

All packages submitted by the deadline will be opened in public on November 6, 2014 and logged in. All information contained in the proposals is public. The Town will review and evaluate the proposals that have been submitted by the submission deadline. Evaluation of the proposals will be based on the information provided in the applicant's submission in accordance with the selection criteria outlined in this RFP and any interviews, references, and additional information requested by the Town. The Town will notify all applicants in writing of its decision, within 60 days.

## APPENDIX A

2006. Survey report Mill Pond baseline assessment and management plan – West Tisbury, MA.  
Prepared by Aquatic Control Technology, Inc., Sutton, MA, for Town of West Tisbury

Wilcox, William A., Mill Brook Stormwater Runoff Assessment Draft 2/12/09

Wilcox, William A. Draft Completion and Cost Estimates for Tasks 2/13/09

Wilcox, William A. Mill Brook Water Quality Assessment 01/11

Healy, Kent A., Sc.D. PE, Mill Brook – West Tisbury, MA (Flow and Elevation Map) 3/2010

“ “ Mill Pond Dam, Phase I Inspection Evaluation Report, Oct. 2006

“ “ Fisher Pond Dam Phase I Inspection/Evaluation Report July 31,  
2009

“ “ Crocker Pond Dam, Phase I Inspection/Evaluation Report May 22,  
2009

“ “ The Hydrology of Tisbury Great Pond, Martha’s Vineyard Aug 2013

Saunders Associates, Road Runoff Sampling Tisbury Great Pond Tributaries June 29, 1990

ESS Group, Final Engineering and Environmental Studies for the Mill Pond January 16, 2012

Polly Hill Arboretum Botanical Survey of Mill Pond and upstream ponds of the Mill Brook Watershed.  
March 1, 2011

The Nature Conservancy ARC-GIS Vegetation Classification Maps

University of Massachusetts Dartmouth School of Marine Science and Technology and Massachusetts  
Department of Environmental Protection Massachusetts Estuaries Project Linked watershed-Embayment  
Model to Determine Critical Nitrogen Loading Threshold for the Tisbury Great Pond/Black Point Pond  
System Towns of Chilmark and West Tisbury, MA Final Report – May 2013

Massachusetts Division of Ecological Restoration, Department of Fish and Game, Aquatic Habitat  
Connectivity Survey Mill Brook, West Tisbury and Chilmark, Massachusetts – August 2012

Division of Marine Fisheries, Chase, Brad, Memorandum on Diadromous Fish Restoration in Tisbury  
Great Pond to Town of West Tisbury, November 28, 2012

Stantec Consulting Services, Inc., Site Reconnaissance, Preliminary Evaluation and Option of Probably  
Cost for Dam Removal Old Mill Pond Dam West Tisbury, Massachusetts, Prepared for Massachusetts  
Division of Ecological Restoration – June 2011

Massachusetts Division of Wildlife and Fisheries, Steve Hurley Southeast District Fisheries Manager  
Sampling Report Mill Brook and Tributaries-West Tisbury Basin: Martha’s Vineyard (97) SARIS Code:  
6325 Draft Report Date: October 9, 2012, updated January 11, 2013

SeaRun Brook Trout Coalition – Water temperature study of Mill Brook, pending – 2013

Belding, D. L. 1921. A report upon the alewife fisheries of Massachusetts. Mass. Div. of Fish. And Game, Dept. of Natural Resources, 135 pp.

Chase, B.C. 2010. Quality Assurance Program Plan for Water Quality Measurements Conducted for Diadromous Fish Monitoring. Version 1.0, 2008-2012. Mass. Division of Marine Fisheries, Technical Report, TR-42.

Reback, K. E. and J. S. DiCarlo. 1972. Completion report on the anadromous fish project. Mass. Div. Mar. Fish., Publication No. 6496, 113 pp.

Reback, K.E., P.D. Brady, K.D. McLaughlin, and C.G. Milliken. 2005. A survey of anadromous fish passage in coastal Massachusetts: Part 4. Boston and North Coastal. Mass. Div. of Mar. Fish, Tech. Report No. TR-18.

MASS. NHESP, Priority Habitats-Rare Species and Estimated Habitats-Rare Wildlife. Oct 1, 2008

Tisbury Great Pond Watershed Watershed Boundaries, Massachusetts Estuaries Project” compiled by MVC, CI Seidel 6/8/2012

Mill Brook Watershed Map, compiled by MVC, CI Seidel 09/14

**WORKING TIMELINE FOR MILL BROOK WATERSHED MANAGEMENT PLANNING  
COMMITTEE**

2014

Start Date	October 15, 2014
Thursday, October 23	Letter of Intent to Bid due from Respondents
Monday, October 27 @ 2:30 PM	Q&A with prospective bidders
Wednesday, October 29	Noon deadline for written questions or inquiries
Tuesday, November 4	Response date to Written Questions – emailed to all prospective bidders
Thursday, November 13	4PM Bid due date
Friday, November 14	Review bids
Monday, November 17	Committee to review references and select bidder
Tuesday November 18	Send recommendation to Selectmen
Wednesday, November 19	Selectmen award job
Wednesday, December 3	Sign contract

2015

Week of Jan 5, 2015	Begin project
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