



WHITE RIVER NATURAL RESOURCES  
CONSERVATION DISTRICT  
28 Farmvu Dr, White River Junction, VT 05001  
whiterivernrcd@gmail.com ~ 802-369-3167

## Request for Bid (RFB)

**Project Title: Lake Watershed Action Plan for Lake Fairlee**

**Contact Information:** Lisa Niccolai, White River Natural Resources Conservation District (WRNRCD), Conservation Specialist, [Lisa.WRNRCD@gmail.com](mailto:Lisa.WRNRCD@gmail.com) – 802-222-1293

### Project Schedule:

September 10, 2021	RFB mailed/e-mailed
September 24, 2021	Receive Bid from Contractor
October 1, 2021	Contractor Notification
October 15, 2021	Review work plan and develop schedule
October 22, 2021	Hold “Kick off Meeting”
May 15 2023	Completed Lake Watershed Action Plan

### Requirements for Submission

Submit one copy of a bid estimate. Please include the qualifications of your firm to complete the work including staff expertise and a description of familiarity with the region around Lake Fairlee. Please describe an example schedule and the capacity of your firm to complete the work according to the rough schedule laid out in the table below. For example, Task 2 The Digital Library may be completed in the winter but Task 3 LakeWise Assessments must be completed during the summer months when residents are at the lake. If possible, also include an example of any similar type project completed by your firm.

Please e-mail a PDF file of bid to: [Lisa.WRNRCD@gmail.com](mailto:Lisa.WRNRCD@gmail.com) or mail to:

White River Natural Resources Conservation District  
attn.: Lisa Niccolai  
28 Farmvu Drive  
White River Junction, VT 05001

### Project Description

WRNRCD is requesting a bid, to contract to complete a Lake Watershed Action Plan for Lake Fairlee. Vermont Lake and Watershed Action Plans combine a lake’s condition of shoreland, tributaries, and hydrologically connected roads in an individual planning guide that prioritizes restoration and protection actions for that specific lake. A detailed description of these comprehensive lake protection plans, including methods, assessment, process, and reporting are provided in the [Vermont Technical Guidance for Conducting a Lake and Watershed Action Plan](#). The grantee is expected to follow the methods and processes detailed in this Technical Guidance document.

Long-term monitoring data on several of Vermont’s larger lakes show alarming nutrient enrichment trends, including on Lake Fairlee in the Towns of Fairlee, West Fairlee and Thetford. Lake and Watershed Action Plans are needed to help identify the greatest threats to water quality, wildlife habitat, and overall lake ecosystem health. The



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Plans will include a priority list of the greatest threats to the lake and concept designs for solving these issues which will be shared with the local lake communities.

The Lake Fairlee community has several active lake organizations that want to direct their limited time and resources to practices that best protect the lake. The intent of the LWAP is to guide local efforts towards actions that have been identified under the Plan’s strategy for halting and/or reversing the nutrient loading and improving shoreland and lake ecosystem functions for the lake.

**Project Partners**

The Lake Watershed Action Plan will be created in collaboration with the WRNRCD, DEC (Lakes and Ponds and the Watershed Coordinator), and the other key players identified for the kick off meeting. The WRNRCD will administer this project.

**Deliverables and Outcomes**

Work Task	Deliverable	Anticipated Due Date
TASK 1 – Initiate Project: <ul style="list-style-type: none"> <li>• RFP issued and sub-contractor(s) selected;</li> <li>• Meet with subcontractor and Project Manager to review and/or revise work plan and schedule.</li> <li>• Develop Team(s) for LWAP support. Teams should include Town reps, lake associations, lake users, water resource professionals, and others essential to the success of this plan.</li> <li>• Hold “Kick Off” Meeting w/ stakeholders to Review Work Plan(s).</li> </ul>	<ul style="list-style-type: none"> <li>• Signed sub-contract, and statement of reasoning for contractor selection (if applicable)</li> <li>• Work Plans w/ timeline.</li> <li>• LWAP Team Meeting minutes w/ date and number of participants</li> </ul>	November 2021
TASK 2 - Create a digital library or reference section listing info sources such as: <ul style="list-style-type: none"> <li>• shoreland parcels</li> <li>• lidar topography,</li> <li>• land use mapping</li> <li>• water quality data</li> <li>• relevant GIS layers</li> <li>• town infrastructure info</li> </ul>	<ul style="list-style-type: none"> <li>• Watershed Data Library / Reference Section</li> <li>• GIS with map of field assessment site locations, boundaries for evaluation (includes segmented road network and GIS-determined hydrologically connected road segments if applicable)</li> <li>• ANR Atlas Locator Map of Watershed.</li> </ul>	April 2022
TASK 3- Complete Lake Shoreland and Lake Wise Assessments (in partnership with WRNRCD)	<ul style="list-style-type: none"> <li>• Locator maps with site photo(s) of identified problems</li> <li>• Project summaries that identify site/design considerations, permitting needs, cost estimates, restoration/water quality improvement objectives and goals, and level of landowner commitment</li> </ul>	October 2022
Task 4 – LWAP Roadway Assessments	<ul style="list-style-type: none"> <li>• Description of the approach used for the roadway assessment section of the LWAP, which could draw from one of the following suggested approaches:               <ul style="list-style-type: none"> <li>○ Use Municipal Roads General Permit (MRGP) road erosion inventory methodology for municipal roads and</li> <li>○ Adapt/adopt MRGP inventory with DEC approval for non-municipal road networks</li> </ul> </li> </ul>	November 2022



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	<ul style="list-style-type: none"> <li>• Field inventory of hydrologically connected road segments determining segments that do not, partially, and fully meet standards</li> <li>• Locator maps with site photo(s) of hydrologically connected road segments that do not or only partially meet standards</li> <li>• Project summaries that identify site/design considerations, permitting needs, and best management practices necessary to bring road segments into fully meeting standards, associated cost estimates, and level of landowner commitment</li> </ul>	
TASK 5 – Stream Geomorphic Assessment (SGA) Lite (VT DEC Phase 2 – Rapid Stream Assessment Protocol) or Stream Wise Assessments complete (if applicable)	<ul style="list-style-type: none"> <li>• Report on reach prioritization method and landowner contact</li> <li>• Completed SGA Lite Assessment (Phase 2 – Rapid Stream Assessment) if applicable</li> <li>• Stream Wise assessment sheets <i>if applicable</i></li> <li>• Locator maps with site photo(s) of identified problems</li> <li>• Project summaries that identify site/design considerations, permitting needs, cost estimates, restoration/water quality improvement objectives and goals, and level of landowner commitment</li> </ul>	November 2022
TASK 6 - Project Scoping: <ul style="list-style-type: none"> <li>• Develop project prioritization criteria and then priorities for all three LWAP core field assessment areas.</li> <li>• Hold meeting(s) with stakeholders to review project prioritization</li> </ul>	<ul style="list-style-type: none"> <li>• Graphs and pie charts showing greatest threats to lake by sector</li> <li>• List of criteria used for prioritization</li> <li>• Complete Project Prioritization Table (list of Problem Areas) that shows benefits for lake water quality</li> <li>• Meeting minutes including date and number in attendance</li> </ul>	Winter 2022-2023
TASK 7 - Best Management Practices and concept designs developed for high priority sites. Regulatory reviews.	<ul style="list-style-type: none"> <li>• Restoration plans of prioritized projects including synthesis of prior completed project deliverables, 30% conceptual designs, written landowner commitment to next project step, and refined permitting requirements and cost-estimates for ten projects</li> </ul>	Winter 2022-2023
TASK 8 – Final LWAP Report Completed and Presented to Stakeholders / Public	<ul style="list-style-type: none"> <li>• Draft &amp; Share LWAP Final Report with Team for review and round of edits</li> <li>• One (1) Lake Watershed Action Plan Final Report, including synthesis from prior completed project deliverables, <b>Batch Import File</b>, and locator maps of projects identified</li> <li>• Public Presentation, posted on DEC or Lake Association Website</li> <li>• Any Match/Volunteer/In-Kind</li> <li>• Appendix E Completed for Lake Fairlee LWAP</li> <li>• Press Release</li> </ul>	May 31 2023



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**Project Budget**

The budget for completion of this work not to exceed \$21,000

**Contractor Selection**

The Contractor selection will be made by the WRNRCD. The District will review and evaluate all bids. The Contractor will be selected primarily based upon the low bid, however the other factors listed below may be used to evaluate the likelihood of a successful project:

- Qualifications of the Contractor
- Experience with three core areas of road, stream and lakeshore assessments. Attention will be given to experience in agricultural and forested watersheds similar to the Lake Fairlee Watershed.
- Proven record of successful completion of similar multi-year projects.

**Contractor Provisions**

All contractors must comply with any and all applicable laws, statutes, ordinances, rules, regulations, and/or requirements of federals, state, and local governments and agencies thereof which relate to, or in any manner affect the performance of this agreement. Those requirements imposed upon the WRNRCD, as recipients of these funds are thereby passed along to the contractor. All contractors must comply with all pertinent federal, state, and local laws and must carry adequate insurance coverage.

**The White River Natural Resources Conservation District is an Equal Opportunity Employer**



Essex County Natural Resources  
Conservation District

**Request for Bid (RFB)**

**Project Title:** Lake Watershed Action Plan for Maidstone Lake

**Contact Information:** Heather Johnson, Essex County Natural Resources Conservation District (ECNRCD), Manager, [essexnrcd@gmail.com](mailto:essexnrcd@gmail.com) – 802-424-5353

**Project Schedule:**

September 10, 2021	RFB mailed/e-mailed
September 24, 2021	Receive Bid from Consultant
October 1, 2021	Consultant Notification
October 15, 2021	Review work plan and develop schedule
October 22, 2021	Hold “Kick off Meeting”

**Requirements for Submission**

Submit one copy of bid estimate. Please include the qualifications of your firm to complete the work including staff expertise and a description of familiarity with the region around Maidstone Lake. Please describe an example schedule and the capacity of your firm to complete the work according to the rough schedule laid out in the table below. For example, Task 2 The Digital Library may be completed in the winter, but Task 3 LakeWise Assessments must be completed during the summer months when residents are at the lake. If possible, also include an example of any similar type project completed by your firm.

Please e-mail a PDF file of bid to: Heather Johnson - [essexnrcd@gmail.com](mailto:essexnrcd@gmail.com)

**Project Description**

ECNRCD is requesting a bid, to contract to complete a Lake Watershed Action Plan for Maidstone Lake. Vermont Lake and Watershed Action Plans combine a lake’s condition of shoreland, tributaries, and hydrologically connected roads in an individual planning guide that prioritizes restoration and protection actions for that specific lake. A detailed description of these comprehensive lake protection plans, including methods, assessment, process, and reporting are provided in the [Vermont Technical Guidance for Conducting a Lake and Watershed Action Plan](#). The grantee is expected to follow the methods and processes detailed in this Technical Guidance document.

The intent of the LWAP is to guide local efforts towards actions that have been identified under the Plan’s strategy for halting and/or reversing the nutrient loading and improving shoreland and lake ecosystem functions for the lake.



## Essex County Natural Resources Conservation District

ECNRCD will each assemble a Project Team and collaborate with their selected LWAP consultant to produce a Lake Watershed Action Plan incorporating three Core Field Assessments; the roadway, shoreline, and stream sources to determine their contribution to sedimentation and nutrient loading to the lake. Each LWAP consultant will gather data and prepare a Digital Watershed Data Library to focus all pertinent information for the Action Plans. The consultant will prepare a list of stressors or problem areas for the lake and watershed that will be ranked by significance. From this list, high priority potential projects will be reviewed and selected by the Project Team based on priority and feasibility.

The Conservation District's role will be integral to the process by coordinating and conducting outreach to shoreline landowners to discuss priorities, review potential projects, assess feasibility, secure landowner commitments, coordinate match, and finalize scopes of work. Outreach will need to be done with many more landowners to achieve landowner commitments for 10 selected projects. Selected projects will be agreed upon by respective Project Teams. Selected projects will include a 30% concept design with a permit summary and cost estimates.

Essex County NRCD (ECNRCD) has extensive partnerships within the Maidstone Lake Community that will be central to developing the LWAP. ECNRCD has direct contact with many of the lakeshore owners through five years of developing the Lake Wise Program on the lake. The ECNRCD has completed over 30 Lake Wise Evaluations and implemented more than 18 Best Management Practices with support from the Maidstone Lake Association, the willing lakeshore owners, and partners. ECNRCD held a training two-day information session, coordinated a kayak paddle, hosted a Septic Social and attended the annual Maidstone Lake Association meeting to showcase the Lake Wise Program. ECNRCD is a trusted partner of the lake community and committed to making the LWAP a success in the community. ECNRCD also has an established relationship with the Town of Maidstone and completed their Road Erosion Inventory in 2019 that helped identify significant erosion, culvert, and water quality issues on roads around the lake.

### **Project Partners**

The proposed project is a collaboration among ECNRCD, DEC (the Watershed Coordinator), Lakes and Ponds Division, Maidstone Lake Association, the Vermont Forest Parks and Recreation State Park and the Town of Maidstone. The ECNRCD will administer this coordination of the project.



## Essex County Natural Resources Conservation District

### Deliverables and Outcomes

Work Task	Deliverable	Anticipated Due Date
<p>TASK 1 – Initiate Project:</p> <ul style="list-style-type: none"> <li>• RFP issued and sub-contractor(s) selected;</li> <li>• Meet with subcontractor and Project Manager to review and/or revise work plan and schedule.</li> <li>• Develop Team(s) for LWAP support. Teams should include Town reps, lake associations, lake users, water resource professionals, and others essential to the success of this plan.</li> <li>• Hold “Kick Off” Meeting w/ stakeholders to Review Work Plan(s).</li> </ul>	<ul style="list-style-type: none"> <li>• Signed sub-contract, and statement of reasoning for contractor selection (if applicable)</li> <li>• Work Plans w/ timeline.</li> <li>• LWAP Team Meeting minutes w/ date and number of participants</li> </ul>	November 2021
<p>TASK 2 - Create a digital library or reference section listing info sources such as:</p> <ul style="list-style-type: none"> <li>• shoreland parcels</li> <li>• lidar topography,</li> <li>• land use mapping</li> <li>• water quality data</li> <li>• relevant GIS layers</li> <li>• town infrastructure info</li> </ul>	<ul style="list-style-type: none"> <li>• Watershed Data Library / Reference Section</li> <li>• GIS with map of field assessment site locations, boundaries for evaluation (includes segmented road network and GIS-determined hydrologically connected road segments if applicable)</li> <li>• ANR Atlas Locator Map of Watershed.</li> </ul>	April 2022
<p>TASK 3- Complete Lake Shoreland and Lake Wise Assessments (in partnership with WRNRCD)</p>	<ul style="list-style-type: none"> <li>• Locator maps with site photo(s) of identified problems</li> <li>• Project summaries that identify site/design considerations, permitting needs, cost estimates, restoration/water quality improvement objectives and goals, and level of landowner commitment</li> </ul>	May-Oct-2022
<p>Task 4 – LWAP Roadway Assessments</p>	<ul style="list-style-type: none"> <li>• Description of the approach used for the roadway assessment section of the LWAP, which could draw from one of the following suggested approaches:               <ul style="list-style-type: none"> <li>○ Use Municipal Roads General Permit (MRGP) road erosion inventory methodology for municipal roads and</li> <li>○ Adapt/adopt MRGP inventory with DEC approval for non-municipal road networks</li> </ul> </li> <li>• Field inventory of hydrologically connected road segments determining segments that do not, partially, and fully meet standards</li> <li>• Locator maps with site photo(s) of hydrologically connected road segments that do not or only partially meet standards</li> <li>• Project summaries that identify site/design considerations, permitting needs, and best management practices necessary to bring road segments into fully meeting standards, associated cost estimates, and level of landowner commitment</li> </ul>	October-November 2022



## Essex County Natural Resources Conservation District

<p>TASK 5 – Stream Geomorphic Assessment (SGA) Lite (VT DEC Phase 2 – Rapid Stream Assessment Protocol) or Stream Wise Assessments complete (if applicable)</p>	<ul style="list-style-type: none"> <li>• Report on reach prioritization method and landowner contact</li> <li>• Completed SGA Lite Assessment (Phase 2 – Rapid Stream Assessment) if applicable</li> <li>• Stream Wise assessment sheets <i>if applicable</i></li> <li>• Locator maps with site photo(s) of identified problems</li> <li>• Project summaries that identify site/design considerations, permitting needs, cost estimates, restoration/water quality improvement objectives and goals, and level of landowner commitment</li> </ul>	<p>November 2022</p>
<p>TASK 6 - Project Scoping:</p> <ul style="list-style-type: none"> <li>• Develop project prioritization criteria and then priorities for all three LWAP core field assessment areas.</li> <li>• Hold meeting(s) with stakeholders to review project prioritization</li> </ul>	<ul style="list-style-type: none"> <li>• Graphs and pie charts showing greatest threats to lake by sector</li> <li>• List of criteria used for prioritization</li> <li>• Complete Project Prioritization Table (list of Problem Areas) that shows benefits for lake water quality</li> <li>• Meeting minutes including date and number in attendance</li> </ul>	<p>Winter 2022-2023</p>
<p>TASK 7 - Best Management Practices and concept designs developed for high priority sites. Regulatory reviews.</p>	<ul style="list-style-type: none"> <li>• Restoration plans of prioritized projects including synthesis of prior completed project deliverables, 30% conceptual designs, written landowner commitment to next project step, and refined permitting requirements and cost-estimates for ten projects</li> </ul>	<p>Winter 2022-2023</p>
<p>TASK 8 – Final LWAP Report Completed and Presented to Stakeholders / Public</p>	<ul style="list-style-type: none"> <li>• Draft &amp; Share LWAP Final Report with Team for review and round of edits</li> <li>• One (1) Lake Watershed Action Plan Final Report, including synthesis from prior completed project deliverables, <b>Batch Import File</b>, and locator maps of projects identified</li> <li>• Public Presentation, posted on DEC or Lake Association Website</li> <li>• Any Match/Volunteer/In-Kind</li> <li>• Appendix E Completed for Maidstone LWAP</li> <li>• Press Release</li> </ul>	<p>May 31 2023</p>

### Project Budget

The results of this bid estimate will be based on the information provided.





## Essex County Natural Resources Conservation District

### **Contractor Selection**

The Contractor selection will be made by the ECNRCD. The district will review and evaluate all bids. The Contractor will be selected primarily based upon factors listed below which may be used to evaluate the likelihood of a successful project:

- Qualifications of the Contractor
- Experience with three core areas of road, stream, and lakeshore assessments. Attention will be given to experience in stream, road, and forested watersheds similar to the Maidstone Watershed.
- Proven record of successful completion of similar multi-year projects.

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**The Essex County Natural Resources Conservation District is an Equal Opportunity Employer**