



Request for Proposal

Kennebec Water District Watershed Stewardship Plan

Proposal Due Date: June 28, 2022

SECTION I- GENERAL INFORMATION

A. Objective

Kennebec Water District (KWD) is seeking a qualified firm to guide, facilitate, and assist in the development of a Watershed Stewardship plan. This document will be used to guide KWD activities within the China Lake watershed.

The General Manager and his designee will oversee the direction and quality of work of this consultant.

B. Questions About and Clarifications of the Request for Proposal

All questions shall be submitted via e-mail on or before June 20, 2022, at 14:00 to Robbie Bickford, Water Quality Manager, rbickford@kennebecwater.org.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum. Any addendum issued by KWD shall become part of the RFP and must be incorporated in the proposal where applicable.

C. Proposal Format

To be considered, each firm must submit a response to this RFP using the format provided in Section III. Each proposal must remain valid for at least ninety days from the due date of this RFP.

D. Selection Criteria

Responses to this RFP will be evaluated using a point system as shown in Section III. A selection committee comprised of staff from KWD will complete the evaluation.

Based upon the initial evaluation, KWD will determine which, if any, firms will be interviewed. During the interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, experience, and their fee proposal in more detail. KWD further reserves the right to interview the key personnel assigned by the selected consultant to this project.

If KWD chooses to interview any respondents, a time that works for both parties will be scheduled.

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented within the RFP or in the consultant’s response shall be documented and included as part of the final contract.

E. Proposal Submission

All proposals are due and must be submitted by e-mail to the KWD on or before June 28, 2022, at 14:00 (local time). Proposals submitted late or via oral, telephonic, telegraphic, or facsimile **will not** be considered or accepted.

Each respondent must submit:

- **One digital copy of the proposal attached to an email as one file in PDF format**

Proposals submitted must contain the subject line: **“Watershed Stewardship Plan for the Kennebec Water District”** followed by the consultant’s name.

Proposals must be sent to: rcrouse@kennebecwater.org.

All proposals received on or before the due date will be opened and recorded on the due date. No immediate decisions will be rendered.

KWD will not be liable to any consultant for any unforeseen circumstances or delivery delays. Consultants are responsible for submission of their proposal. Additional time will not be granted to a single consultant. However, additional time may be granted to all consultants at the discretion of KWD.

F. Disclosures

Under the Freedom of Access Act, KWD is obligated to permit review of its files, if requested by others. All information in a consultant’s proposal is subject to disclosure under this provision. This act also provides for a complete disclosure of contracts and attachments thereto.

G. Schedule

The proposals submitted should define an appropriate schedule in accordance with the requirements of the Proposed Work Plan in Section III. The following is the schedule for this RFP process:

Activity/Event	Anticipated Date
Written Question Deadline	June 20, 2022 @ 14:00
Proposal Due Date	June 28, 2022 @ 14:00

The above schedule is for information purposes only and is subject to change at KWD’s discretion.

H. Reservation of Rights

1. KWD reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. KWD reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by KWD to be in its best interest.

3. KWD reserves the right to request additional information from any or all consultants.
4. KWD reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested within RFP.
5. KWD reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. KWD reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP.

I. Kennebec Water District Statistics

Year of Incorporation 1899

Number of Employees 28

Annual Revenue \$5.8 million (approximate)

Annual Water Production ~1 billion gallons (approximate)

Number of Metered Service Connections: 8700 (approximate)

Website: www.kennebecwater.org

SECTION II - SCOPE OF SERVICES

A. Background

KWD has dedicated significant time and effort towards protecting and improving water quality in China Lake and its watershed going back to 1905 when China Lake became KWD's primary source of supply. Since that time, KWD has acquired most of the shoreline property around the West Basin of China Lake (location of KWD's intake pipe). Likewise, KWD advocated for the passing of two state laws that help protect the drinking water supply by restricting bodily contact in the West Basin and stopping trespassing on KWD land (see attachment #1 & #2).

KWD continues the legacy of protecting and improving water quality in China Lake by:

1. Following a Forest Management Plan (developed in 2019) to manage KWD's watershed land as a healthy forest.
2. Collecting bi-weekly water quality samples at three sample sites on the lake. The water quality data is reported to the Lake Stewards of Maine.
3. Commissioning studies to evaluate ways to decrease internal and external phosphorus loading in the lake. KWD works to implement elements of these studies where practical.
4. Providing input to the town of Vassalboro on the operation of the lake's outlet dam.
5. Participating in the development of the new China Lake Watershed Based Management Plan completed in early 2022
6. Serving on the board of directors of the China Lake Association (CLA)
7. Providing funding and support for the China Region Lakes Alliance's (CRLA) courtesy boat inspection program
8. Providing funding and support for China Lake LakeSmart program.

B. Scope of Services

KWD is seeking the assistance of a consultant to facilitate discussions, consolidate information, and develop a Watershed Stewardship Plan. This Watershed Stewardship Plan will set a community-values based vision for resource

conservation and protection using data, information, and assessments. The plan must include at a minimum the four major sections related to KWD's efforts to maintain and improve the quality of water in China Lake:

1. Engage with staff and Trustees to identify existing KWD watershed policies, efforts, goals, and challenges,
2. Engage KWD partners and other watershed stakeholders to identify common goals, efforts, and successes, as well as barriers to collaboration,
3. Summarize current conditions and develop (or modify existing) high level policies, as needed, for ongoing watershed stewardship,
4. Develop a prioritized recommended action plan for ongoing watershed stewardship activities including collaborations with partners.

The final Watershed Stewardship Plan will serve as a guiding document for both KWD staff and Trustees when making future decisions.

SECTION III - MINIMUM INFORMATION REQUIRED

A. Proposal Format

Consultants should organize proposals into the following sections:

1. Professional Qualifications – 25 points
 - a. State the full name and address of your organization and, if applicable, the branch office or other subsidiary element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation.
 - b. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify only individuals who will do the work on this project by name and title. Qualifications are required for all proposed project personnel, including all subcontractors. Qualifications and capabilities of any subcontractors must also be included.
 - c. State history of the firm, in terms of length of existence, types of services provided, etc. Identify the technical details that make the firm uniquely qualified for this work.
2. Past involvement with Similar Projects – 35 points
 - a. The written proposal must include a list of three (3) organizations of similar size for which comparable work has been performed. The organizations should demonstrate experience in the project area and indicate proven ability to implement projects. The list shall include organization name, contact name, project title, owner name, address, and phone number.
3. Proposed Work Plan and Fees – 40 points
 - a. Provide a detailed description of how the Consultant intends to provide the services requested in this RFP. This discussion shall include, but not be limited to: how the project(s) will be managed and scheduled, how and when data will be delivered to KWD, communication and coordination, the working relationship between the consultant and KWD staff, and the company's general philosophy regarding providing the requested services. Detail your initial project execution plan and major milestones to accomplish the scope of services herein.
 - b. Consultants shall be capable of justifying the details of the fee proposal relative to personnel costs, overhead, how the overhead rate is derived, material and time.

SECTION IV – PROPOSAL EVALUATION AND FINAL SCOPE

A. Proposal Evaluation

1. The selection committee will evaluate each proposal by the above-described criteria and point system (A through C) to select a short-list of firms for further consideration. KWD reserves the right to reject any proposal that it determines to be non-compliant and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The committee may contact references to verify material submitted by the consultants.

B. Final Scope of Project

1. KWD will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope.

MAINE STATE LEGISLATURE

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ACTS AND RESOLVES

AS PASSED BY THE

Eighty-fifth Legislature

OF THE

STATE OF MAINE

1931

Published by the Secretary of State, in conjunction with the Revisor of Statutes in accordance with the Resolves of the Legislature, approved June 28, 1820, March 18, 1840, March 16, 1842, and an Act of August 6, 1930.

KENNEBEC JOURNAL COMPANY
AUGUSTA, MAINE
1931

PUBLIC LAWS
OF THE
STATE OF MAINE

As Passed by the Eighty-fifth Legislature

1931

[supplied from page 1 of volume]

Chapter 67.

AN ACT to Prevent the Polluting of the Waters of the West Basin of China Lake.

Be it enacted by the People of the State of Maine, as follows:

Bathing in west basin of China Lake, prohibited. No person shall bathe in the waters of the west basin of China Lake, situated in the towns of China and Vassalboro in Kennebec county. Any person violating the provisions of this act shall be punished by a fine, payable to the state, of not more than twenty dollars for each offense.

Approved March 20, 1931.

Chapter 68.

AN ACT Closing Dry Pond to Hunting.

Be it enacted by the People of the State of Maine, as follows:

Dry Pond closed to hunting. Dry Pond, situated in the town of Gray, is hereby closed to all hunting for a period of six years from the effective date of this act.

Approved March 20, 1931.

Chapter 69.

AN ACT Relating to Dealer's Registration Under the Motor Vehicle Law.

Be it enacted by the People of the State of Maine, as follows:

R. S., c. 29, sec. 60; relating to dealer's registration, amended. Section sixty of chapter twenty-nine of the revised statutes is hereby amended by striking out the words "under oath" after the word "application" in the third line of said section, so that said section, as amended, shall read as follows:

'Sec. 60. Application upon blank provided by secretary of state. Every manufacturer or dealer in motor vehicles or trailers, may, instead of registering each vehicle owned or controlled by him, make application upon a blank provided by the secretary of state for a general distinguishing number, color, or mark. The secretary of state may, if satisfied with the facts stated in the application, grant the application and issue to the applicant a certificate of registration, containing the name, place of residence, and address of the applicant, and the general distinguishing number, color,

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ACTS AND RESOLVES

AS PASSED BY THE

One Hundred and Fourth Legislature

OF THE

STATE OF MAINE

Published by the Director of Legislative Research in accordance with the Revised Statutes of 1964, Title 3, Section 164, Subsection 6.

THE KNOWLTON AND MCLEARY COMPANY
FARMINGTON, MAINE
1969

PRIVATE AND SPECIAL LAWS

OF THE

STATE OF MAINE

As Passed by the One Hundred and Fourth Legislature

1969

“Shall the Act Relating to Powers and Duties of the Public Safety Commission of the Town of Old Orchard Beach, passed by the 104th Legislature, be accepted?”

The voters shall indicate by a cross or check mark placed against the words “Yes” or “No” their opinion of the same.

This Act shall take effect for all the purposes hereof immediately upon its acceptance by a majority of the legal voters voting at said meeting; provided the total number of votes cast for and against the acceptance of this Act at said meeting equaled or exceeded 20% of the total vote cast for all candidates for Governor in said town at the next preceding gubernatorial election.

The result of the vote shall be declared by the municipal officers of the Town of Old Orchard Beach and due certificate thereof shall be filed by the town clerk with the Secretary of State.

Effective October 1, 1969

Chapter 120

AN ACT to Prevent the Pollution of the Waters of China Lake.

Be it enacted by the People of the State of Maine, as follows:

Sec. 1. Findings and intent. The Legislature finds and declares that China Lake, in the County of Kennebec, exceeds 10 acres in area and is a great pond, the waters of which, and the lands beneath said waters, are held by the State in trust for all; that such waters have been classified by the Legislature as B-1, and are intended thereby to be maintained in such a manner as to be suitable for recreational purposes, including swimming, and for potable water supplies after adequate treatment.

The Legislature further finds that said waters constitute a valuable natural recreational resource of the State, thereby aiding the economy of the State and the spiritual well-being of the citizens of and visitors to this State who enjoy the recreation such waters provide; and that such waters constitute the sole source of public water supply to the Kennebec Water District, which district serves the 5 municipalities of Benton, Fairfield, North Vassalboro, Waterville and Winslow.

The Legislature further finds that land in the China Lake watershed is being increasingly developed for residential and recreational use; that the principal means of waste disposal employed by residents within the watershed is the septic tank; that the drainage from large numbers of septic tanks will, unless adequately controlled, permeate the soil of the watershed, enter the waters of China Lake and accelerate the eutrophication process therein, thus depreciating the value of such waters as a recreational resource and necessitating costly expenditures to treat such waters before they are fit for their present use as a public water supply.

The Legislature intends by the enactment of this legislation to regulate waste disposal within the China Lake watershed to the end that the classification of the waters of China Lake may be maintained and their use as a recreational facility and source of public water supply may be preserved.

In accordance with the intent of this legislation, to prevent the pollution of the waters of China Lake, and in the furtherance of the desire of all concerned to maintain the value of China Lake as a valuable recreational resource of the State of Maine, and in view of the fact that this legislation forbids trespass on many of the lands bordering the lake, the Kennebec Water District shall make available certain of its shore properties within easy access to Route No. 32 in East Vassalboro available to the Vassalboro Park and Conservation Commission for development as a boat landing facility and picnic area, with sufficient room for parking, picnic tables and adequate sanitary facilities. Such area is to be developed and maintained by the Vassalboro Park and Conservation Commission or the State Park and Recreation Commission and approved by the Division of Sanitary Engineering, Department of Health and Welfare.

Sec. 2. Trespass. All persons are forbidden to trespass on the lands owned by the Kennebec Water District bordering on the waters of China Lake. Notices that the lands are so taken and held shall be posted in conspicuous places on said lands and along the shore of said lake abutting thereon, and any person trespassing on said lands shall be liable to a fine, payable to the State, of not more than \$20 for each offense.

Sec. 3. Use. No person, firm, corporation or other legal entity shall use or occupy any structure upon or near the shores of China Lake or any of its direct tributaries in the County of Kennebec or upon any of the islands of said lake, for such purposes or in such manner that the sewage or drainage therefrom shall either enter the waters of said lake or any of its direct tributaries.

Sec. 4. Permits. Notwithstanding any other provision of law, or administrative regulation, including the State Plumbing Code, no person, firm, corporation or other legal entity shall install a septic tank, or a subsurface filter bed, absorption trench or leaching field intended to receive effluent from a septic tank or any other type of sewage disposal system, within 500 feet of the high water mark of the shore of China Lake without first obtaining such permits therefor as may be required by the appropriate municipal officials, and applying to the Kennebec Water District, in such form as the district may prescribe, and obtaining from the district a permit for such installation and construction; or without an order issued by the Division of Sanitary Engineering, Department of Health and Welfare, in the manner herein provided.

A. District permit; procedure. Upon receipt of an application under this section for an installation permit, the district shall examine the proposed location and conduct such tests as may in its judgment be necessary to determine the suitability of the proposed installation and location for septic tank waste disposal in a manner which will maintain the classification of the waters of China Lake and preserve their use as a recreational facility and source of public water supply. If the district finds that the proposed installation and location are so suitable, it shall issue a permit accordingly.

If the district finds that the proposed location or installation is unsuitable, it shall refuse to issue such a permit, and shall so notify the applicant in writing together with a written statement of the reasons for such refusal and the steps required to be taken before the installation or the location will qualify for issuance of a permit.

B. Division of Sanitary Engineering permit; procedure. Refusal by the municipal officials or by the district to issue a permit under this section shall oust such officials and the district of further jurisdiction with respect to issuance of a permit and the party to whom such refusal is directed shall then apply to the Division of Sanitary Engineering, Department of Health and Welfare, in such form as the division may prescribe, for a permit for such installation and location. Upon receipt of such application, the division shall examine the proposed location and conduct such tests as may in its judgment be necessary to determine the suitability of the proposed installation and location for septic tank waste disposal in a manner which will maintain the classification of the waters of China Lake and preserve their use as a recreational facility and source of public water supply. After such examination and testing, the division shall make findings of fact and issue its order denying a permit or granting a permit upon such terms and conditions as in its judgment will provide for the maintenance of the classification of the waters of China Lake and their preservation as a recreational facility and public water supply.

Sec. 5. Orders, rules and regulations. The division shall have authority to make reasonable regulations with respect to the installation of septic tanks and subsurface filter beds, absorption trenches and leaching fields intended to receive effluent from septic tanks, applicable to installations of the same within 500 feet of the high water mark of the shores of China Lake. Any such regulations shall be published at the expense of the Kennebec Water District in a daily newspaper published in the City of Waterville and a daily newspaper published in the City of Augusta and copies of said regulations shall be posted in at least 3 public and conspicuous places in each town in which said regulation is to take effect, and an affidavit of such publication and of the posting of said notice, executed by some official of the division and filed in the office of the district, shall be conclusive evidence of compliance with such requirements. Orders issued by the division under section 4 shall be sent by certified mail, return receipt requested, to the party affected or shall be served upon such party personally by a member of the division. In the event that any regulation issued by the division under this section requires a change in any method of waste disposal which was in existence on the effective date of this Act and prior to that date was in conformity to existing laws or regulations, no action shall be maintained for violation of such regulation unless and until the district shall have offered to bring, at its own expense, such method into compliance with the most recent regulation.

Sec. 6. Judicial review. Any person aggrieved by an order or regulation of the division issued under this Act may appeal therefrom to the Superior Court. Notice of the appeal shall be ordered by the court and the appeal shall be heard without a jury, with the rights provided by law in other civil actions so heard. The court shall receive in evidence a copy of the findings of fact and of the order of the division and such other evidence as it deems material. The court shall have jurisdiction to affirm or nullify the order of the division, or to remand the proceedings to the division upon such terms as justice may require.

Sec. 7. Enforcement. The Kennebec Water District or the Division of Sanitary Engineering, Department of Health and Welfare, may apply to the Superior Court for appropriate civil relief to enjoin or restrain any violation of this Act.

Effective October 1, 1969

Chapter 121

AN ACT to Appropriate Moneys for the Expenditures of State Government and for Other Purposes for the Fiscal Years Ending June 30, 1970 and June 30, 1971.

Emergency preamble. Whereas, Acts and resolves passed by the Legislature do not become effective until 90 days after adjournment unless enacted as emergencies; and

Whereas, the said 90-day period will not terminate until after the beginning of the next fiscal year; and

Whereas, certain obligations and expenses incident to the operation of departments and institutions will become due and payable on or immediately after July 1, 1969; and

Whereas, in the judgment of the Legislature, these facts create an emergency within the meaning of the Constitution of Maine and require the following legislation as immediately necessary for the preservation of the public peace, health and safety; now, therefore,

Be it enacted by the People of the State of Maine, as follows:

Appropriations for necessary expenditures of government. In order to provide for the necessary expenditures of government and for other purposes for the next two fiscal years—from July 1, 1969 to June 30, 1970 and from July 1, 1970 to June 30, 1971—the following sums or as much thereof as shall severally be found necessary, as designated in the following tabulations, are appropriated out of any moneys in the General Fund not otherwise appropriated. Upon receipt of allotments duly approved by the Governor and Council based upon work programs submitted to the State Budget Officer, the State Controller shall authorize expenditures of these appropriations and revenues accruing thereto, together with expenditures for other purposes necessary to the conduct of State Government on the basis of such allotments and not otherwise.

Allotments for personal services, capital expenditures and amounts for all other departmental expenses shall not exceed the amounts shown in the budget document or as they may be revised by the Committee on Appropriations and Financial Affairs unless recommended by the State Budget Officer and approved by the Governor and Council.