



REQUEST FOR QUALIFICATIONS FOR CLEAN WATER PROJECT VERIFIERS & MAINTAINERS

*IN THE OTTER CREEK, LEWIS CREEK, AND LITTLE
OTTER CREEK BASINS*

1. Introduction

The Addison County Regional Planning Commission (ACRPC), in its role as the Clean Water Service Program (CWSP) Provider for Basin 3, the Otter Creek, Lewis Creek, and Little Otter Creek watersheds, is issuing a request for proposals for qualified parties to serve as clean water project verifiers and maintainers. Applicants must meet the necessary requirements to be [certified](#) by DEC and must perform duties in accordance with [DEC Guidance](#).

Regular Operation and Maintenance or O&M, helps to keep clean water projects in working condition. Maintenance can involve a variety of tasks to upkeep the project such as removing sediment build-up, removing trash or natural debris from the practice, replanting dead vegetation as applicable, or mowing around the practice to maintain function and access. Part of O&M is visiting projects to ensure they continue to function as intended. DEC refers to these visits as Clean Water Project Verification.

The purpose of Clean Water Project Verification is to ensure that water quality improvement projects implemented with state funds are properly maintained and functioning as intended throughout their design lives. Verification involves regularly visiting clean water project sites and using visual indicators to determine the status and condition of a clean water project. Verification findings are documented on standardized checklists for each project type which are accessed digitally via ESRI Survey123.

2. Scope of Work

In general, awardees will become pre-qualified as maintainers/verifiers for projects inside Basin 3 and ACRPC will retain a list of qualified entities to consider for project Verification and O&M. Role specifications and scope of services for contracted activities are described in the following sections.

[Project Verifier](#)



The verifier is responsible for routine, and as needed, project visits to assess condition and function. The verifier shall be trained and certified in DEC verification methods. Depending on the project, the verifier may also be the project implementer, maintainer, or another contracted entity.

Verifiers will:

- Attend DEC verification trainings as they become available (see [Training section](#)).
- Stay up to date with future DEC training and program updates.
- Coordinate site visits to assigned project sites on a general schedule determined by the CWSP.
- Obtain and review project designs and O&M plans.
- Contact the landowner liaison to alert landowner of upcoming site visit. Landowner should be given at least 48-hours in advance notice.

The Maintainer

The maintainer is responsible for conducting maintenance tasks described in the O&M plan, or maintenance tasks as needed if identified by DEC staff, CWSP, or verifiers. Depending on the project and varied needs for maintenance expertise, multiple entities could conduct maintenance responsibilities on a single site.

Maintainers will:

- Complete routine maintenance on a schedule that is determined and defined in the O&M plan within the site access agreement.
- Complete maintenance tasks that are identified following a verification visit to keep the project in functional condition.
- Report completed maintenance including labor, materials, and equipment costs to CWSP.
- Acquire and maintain appropriate maintenance tools and equipment as needed to adequately perform required maintenance duties.
- Attend DEC led trainings, as available.

3. Eligible Entities

Depending on the project, Verifiers and Maintainers may also be the project implementer, maintainer, or another contracted entity.

Verifiers must attend DEC-led/required trainings, use their professional experience, and be unbiased in their assessments of the clean water project. A Verification Standard Operating Procedure (SOP) and training materials are provided by DEC to standardize expectations and give certified verifiers full authority to determine a clean water project's condition and ultimate verification "score."

4. Required Application Materials

To apply, please submit a single pdf containing the elements below by email to the Contact below:



1. **Identity and qualifications of person(s) who will be available for work under this contract.** For each member of project team, please enter the following information:
 - a. Name and Title
 - b. Project Team Role
2. **Water Quality (or relevant) Project Experience.** For each member of the project team, share information about water quality projects participated in and roles performed within the last 3 years.
3. **Project Type Expertise.** Identify which types of CWSP funded projects for which the team is willing to provide services. The project team may work on all types of projects or only a subset. Project types include:
 - a. Developed Land Stormwater Treatment,
 - b. Lake Shoreline Stabilization,
 - c. Riparian Buffer Planting,
 - d. Floodplain and Stream Restoration,
 - e. Gully or Outlet Stabilization,
 - f. Forest Road Erosion Control, and
 - g. Private Road Erosion Remediation
4. **Billing Rates for Verification/Maintenance Services.** Provide hourly billing rates for the following activities:
 - a. Site visits for routine verification/maintenance
 - b. Reporting to CWSP on accomplished tasks and costs
5. **Geographic Availability.** All projects that will need verification or maintenance fall within the Otter Creek Basin (Basin 3). Indicate any geographic limitations on availability; i.e. will availability to provide O&M services for individual projects be limited by distance from home, office, or base of operations?
6. **Available Time:** Identify how much time the project team can commit to CWSP funded work and any seasonal limitations.

5. Evaluation Process

Applicants will be evaluated and informed if their qualifications have been accepted within 14 days of receipt of a complete application package. ACRPC will retain a list of qualified entities that it will share with project implementers. ACRPC will also reach out to entities on an as needed basis for O&M or verification on projects. Submissions will be considered on an ongoing basis.

6. Contact

For additional information, to submit an application, or if you have any questions, please contact

Deron Rixon

drixon@acrpc.org

802-388-3141