



TOWN OF PLAISTOW, NH

145 MAIN ST • PLAISTOW, NH • 03865 • (603) 382-5200 • FAX (603) 382-7183

www.plaistow.com

REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING SERVICES Stormwater Asset Management Program

RFQ No. TOP-CWSRF 2019-01

~~December 4, 2019~~

December 11, 2019 - Look for Important Date Changes in Red

INTRODUCTION

The Town of Plaistow is requesting consulting services for the development of an Asset Management Program (AM) for the town's stormwater system. The AM program must meet the requirements of the NH Department of Environmental Services (NHDES) Clean Water State Revolving Loan Fund (CWSRF) loan that has been approved for the town. This project has been approved for a loan with loan forgiveness for stormwater asset management. The Town approved funding for stormwater asset management at the Town Vote in March 2019.

GENERAL REQUIREMENTS

Consulting firms submitting qualifications must respond in writing to all requirements of this Request for Qualifications (RFQ). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Sealed qualification statements, plainly marked "**RFQ No. TOP-CWSRF 2019-01 - Proposal for Asset Management Program**" on the outside of the mailing envelope, addressed to:

Town of Plaistow
Mark A. Pearson
Town Manager
145 Main St
Plaistow, NH 03865

Qualification statements will be accepted until **2:00 p.m. on Thursday, December 19, 2018, extended to January 9, 2020** at the Town Manager's office. Six (6) copies of the proposal shall be submitted.

Costs incurred for the preparation of a proposal in response to this RFQ shall be the sole responsibility of the firm submitting the proposal. The Town of Plaistow reserves the right to select or reject any consulting firm that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the qualification statements.

BACKGROUND

The Town has been approved for a CWSRF loan with principal forgiveness loan from NHDES for developing an Asset Management Program for the stormwater system. The town currently lacks a basic inventory of the systems' elements and has not developed a formal asset management program that ties together all of the core components needed for a comprehensive

plan. Another critical component of the program is the identification of elements of the system that may be vulnerable to the effects of climate change.

The town does not have a current inventory the town-owned stormwater collection system (pipes, manholes, catchbasins, and other significant elements), there is some institutional knowledge of the location, material type, size, condition, and capacity for many of the components.

PROJECT SCOPE

The consultant shall provide an outline of the project tasks needed to address the 8 core components that are make up a comprehensive Asset Management Program:

1. Vision Statement
2. Asset Inventory
3. Level of Service
4. Critical Asset Identification and Prioritization
5. Life Cycle Costing
6. Long-term Funding Strategy
7. Implementation Plan
8. Communication Plan

Addressing these core components will allow the Town to better understand the condition of their assets, current and future deficiencies and needs, and the financial resources necessary to rehabilitate and replace assets when necessary.

Task 1 – Vision Statement

Define a vision that describes what the community wishes to achieve through development of an asset management program. When properly crafted, this community-specific vision statement will help communicate to stakeholders, the purpose and overarching goals of what asset management will do for the community. The vision statement should identify and define all of the stakeholders (both internal and external).

Task 2 – Asset Inventory and Condition Assessment

Develop an inventory of stormwater assets. The inventory will be in spreadsheet form and based on information provided by the town. The asset inventory will be based on information, records, and reports to be supplied by the Town.

Task 3 – Level of Service and Criticality

Using a workshop approach, assist with the development of Level of Service Statements for a stormwater system. The Level of Service Statement defines the way in which the utility owners, managers, and operators want the system to perform over the long term.

Task 4 –Prioritization of Assets

For each asset or asset block, estimate its probability of failure and the consequences. Rank assets in order of importance (priority) based on a combination of probability and consequence of failure.

Task 5 – Life Cycle Costing

Prepare an opinion of probable cost to repair or replace each asset type or block. The opinions of cost will be planning level.

Task 6 - Long-Term Funding Strategy

Develop a plan and schedule for the rehabilitation and replacement of assets including an estimate of money needed each year for 10 years into the future and in 10-year windows for the estimated life of the assets. Determine the estimated cost per year to adequately fund repair and replacement of existing assets and compare that cost to the stormwater systems' current operating budgets.

Task 7 – Implementation Plan

Develop a plan that describes how the Town will continue to maintain and use the Asset Management Program. The implementation plan should also include a description of training for town personnel.

Task 8 - Communication Plan

Develop a plan with a timeframe for completion to inform town staff, boards, committees, and customers of the asset management program. Create content to be incorporated into content on the Town's existing website.

Deliverables

1. Vision Statement
2. Asset Inventory
 - a. Spreadsheets including asset inventory, condition assessment, the probability of failure, and consequence of failure.
 - b. System map (hard copy and GIS files)
3. Asset Management Program summary report
 - a. Level of Service statements
 - b. Prioritization of assets
 - c. Long-term funding strategy
 - d. Implementation plan
 - e. Communication plan
4. Public Education
 - a. Website content (Word document)
 - b. Public presentation (PowerPoint or similar)

Meetings

NHDES shall be involved in all meetings as required by the CWSRF.

1. Kick-off and site visits

2. Level of service workshop and review draft report
3. Present AM program and provide training to Select Board
4. Staff training for the implementation plan and project wrap-up meeting (Optional)

PRE-PROPOSAL MEETING

There will be a non-mandatory pre-proposal meeting at 10:00 a.m. on ~~Friday, December 13, 2019~~, **Tuesday, January 7, 2020** at Plaistow Public Works, 144 Main St, Plaistow, New Hampshire to discuss this project and answer questions. NHDES staff will be in attendance.

TIMELINES

The Consultant Selection Schedule is as follows:

| | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------|
| Request for Qualifications | Wednesday, December 4, 2019 |
| Pre-proposal Meeting | Friday, December 13, 2019 Tuesday, January 7, 2020 |
| Consultant Qualifications Due | Thursday, December 19, 2019, Response Deadline Extended Thursday, January 9, 2020 |
| Consultant Interviews (if necessary) | Week of January 13, 2020 |
| Contract Approval | Select Board Meeting shortly thereafter |
| Project Completion | One (1) Year from Contract Effective Date |

INFORMATION AVAILABLE

- NHDES CWSRF Pre-applications – attached
- NHDES CWSRF Intended Use Plan - <https://www.des.nh.gov/organization/divisions/water/wweb/documents/r-wd-19-27.pdf>
- Town of Plaistow Website On-Line Property Viewer – Street Map <https://www.axisgis.com/PlaistowNH/>

PROPOSAL SUBMITTAL REQUIREMENTS

All submissions shall be limited to a maximum of 16 pages, including the cover letter, resumes, and schedule. The pages shall be numbered.

1. Cover letter
2. Project understanding
3. Project approach to accomplish the Work
4. Scope of Services
5. List of similar work experience.
6. Project Team Chart identifying the team

- a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
7. Project Schedule

EVALUATION CRITERIA & INTERVIEWS

The Town of Plaistow will review the qualifications on the following criteria:

1. Understanding of the project
2. Approach to accomplishing the Work
3. Similar experience of the firm
4. Schedule for completing the work
5. Quality of proposal

CONTRACT DOCUMENT

Upon selection, the successful Consultant will prepare Engineering Contracts for execution according to NHDES guidelines. Upon execution of the Contract, the Consultant will be instructed to commence providing the work outlined in the contract. All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Consultant pursuant to this proposal shall be the property of the Town of Plaistow.

TOWN ROLE

Town staff will be responsible for:

1. Providing all existing data for the stormwater system, including GIS data, existing studies, drawings and tie sheet information, and service or repair records.
2. Providing access to the system facilities
3. Administering the project and overseeing the consultant's work.
4. Representatives of the Town's Planning and Public Works Departments will review documents prepared by the consultant prior to any submittals to NHDES.

RESERVATION OF RIGHTS

The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm.

The Town reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

CONTACT INFORMATION

If you have any questions regarding the request, please contact Dee Voss, Planning Department, (603) 382-5200 X202 or dvoss@plaistow.com.



CWSRF Asset Management Loan Forgiveness Guidance Document

September 2019

The NHDES Clean Water State Revolving Fund (CWSRF) program is currently offering **up to \$30,000** per phase in loan forgiveness on loans made for the development of an asset management program for wastewater assets **AND a maximum of \$30,000** in loan forgiveness on loans made for the development of an asset management program for stormwater assets. Loan forgiveness for stormwater assets is limited to a one-time eligibility. Loan forgiveness for wastewater assets can be phased and loan recipients are eligible for up to \$30,000 for *each* approved phase.

The CWSRF program is a federal-state-local partnership that provides communities with below market financing (loans) for a wide range of water quality infrastructure projects. Once all eligible project expenses are incurred, and subsequently disbursed, the loan is finalized and loan forgiveness is then applied to the principal balance. Potential loan recipients must receive the authority to borrow the full loan amount through town warrant article or city equivalent process. The CWSRF loan amount may be greater than \$30,000 depending upon the estimated cost for the project, but a maximum of \$30,000 in loan forgiveness will be offered for stormwater assets and each approved phase for wastewater assets.

Stormwater and Wastewater Asset Management Programs:

All asset management programs, while having the same elements from one community to the next, are community-specific. For an asset management program development loan to qualify for loan forgiveness, all of the following **core** elements of asset management must be addressed and fulfilled to result in a **complete community-specific “decision making tool”**. If well developed and maintained up-to-date, these core elements are effective tools for communicating with stakeholders.

- **VISION STATEMENT**-Define a vision that describes what the community wishes to achieve through development of an asset management program. When properly crafted, this community-specific vision statement will help communicate to stakeholders, the purpose and overarching goals of what asset management will do for the community. The vision statement should identify and define all of the stakeholders (both internal and external).
- **ASSET INVENTORY**- Create an asset inventory, including a naming convention that makes sense for the specific community. The asset inventory should include each asset name, location and all pertinent information known about each asset.
- **LEVEL OF SERVICE (LOS) WORKSHOP**- Using a workshop approach, develop a defined LOS. The workshop should include input from stakeholders, such as: system operators, management, ratepayers and supporting input from the engineer (if applicable). Participation in the workshop by outside stakeholders is encouraged. Many communities have found that a balanced scorecard type matrix is helpful in developing and using LOS. LOS goals need to be specific, measurable, achievable, relevant and timely (SMART). These LOS goals should be reviewed frequently and modified accordingly.
- **PRIORITIZATION OF ASSETS**- Prioritize assets based on condition assessment and criticality. Many communities have found that a risk assessment type matrix comparing likelihood of failure vs. consequence of failure is an effective and useful tool for helping to prioritize assets and to visualize the state of the community’s assets.

- **LIFE CYCLE COST ANALYSIS (LCCA)**- Analyze life cycle costs of each asset including capital costs, operating costs (including energy costs for all vertical assets) and maintenance costs for the life of the assets.
- **FUNDING STRATEGY**- Identify a funding strategy for asset maintenance and replacement, showing the need for increased revenue or justification of adequate revenue for the long term management of the assets. This funding strategy needs to move the community toward being able to identify the actual cost to provide the service of collecting and treating wastewater and/or the cost of collecting and discharging or treating stormwater. This funding strategy should also identify the current day value of the assets (included in the asset management program) owned by the community.
- **IMPLEMENTATION PLAN**- Develop an implementation plan that explains how the community will continue to maintain and use the asset management program. The implementation plan also needs to include a description of how the community will incorporate energy and water conservation into day to day operations. For projects completed by a consultant, this implementation plan should include a description of training conducted by the consultant as part of the asset management program development to enable the system operators to successfully continue with the asset management program to manage the community's assets. This implementation plan is critical to the continuation of using and adapting the asset management program to meet the stakeholder's needs. The project schedule must allow for adequate and reasonable time for the system operators to use the asset management tool and return to the consultant, with questions, changes or clarification, if applicable.
- **COMMUNICATION PLAN**- Prepare a communication plan with time frame for completion of deliverables to inform stakeholders about the asset management program and its capabilities. This communication plan will identify the most effective methods of communicating with each stakeholder group identified during the development of the community's vision statement.

Wastewater Asset Management Phased Programs:

NHDES realizes that the wastewater infrastructure in each sewerred New Hampshire community varies greatly in size and complexity. Based on this variability, NHDES is allowing a phased approach for larger communities or communities with complex systems to develop their asset management programs for wastewater. The asset management work completed in each wastewater phase must be for a defined group of assets, such as vertical assets (all pumping stations and WWTF) or horizontal assets (all piping, manholes, vents, drains, etc.). Communities may apply for up to \$30,000 of loan forgiveness for each phase of a wastewater project. Communities may also apply for all eligible phases at one time. The number of eligible wastewater phases will be determined by NHDES staff.

Eligibility of Costs:

All loan disbursements directly related to asset management program development are eligible for loan forgiveness, subject to **prior** approval by NHDES. Expenses must meet the documentation requirements of the CWSRF program. Typical expenses that may be incurred include but are not limited to:

- Software purchases – must be selected using a qualifications-based selection (QBS) process following the current CWSRF procurement process;
- Equipment purchases/rentals such as GPS and tablets- must follow the current CWSRF procurement process;

- Consulting fees – consultants must be selected using the standard CWSRF QBS process for engineering services; and
- In-house personnel* assigned to work on asset management program elements.

* If in-house personnel time will be used, a proposal for allocation of these costs must receive approval from NHDES **prior to** the initiation of work. In-house personnel time must be documented using a NHDES-approved method. An in-house labor report template is available from NHDES, if needed.

NHDES Review and Approval:

Pre-applications, work scopes, report phase engineering contract and phasing plans need to be pre-approved by NHDES **prior to** submitting the CWSRF loan application **AND prior to** initiating work.

Deliverables and NHDES Oversight:

To maintain eligibility for CWSRF loan forgiveness, NHDES **must** attend the **kick off meeting**, the **LOS workshop** and the **wrap up meeting**. The wrap up meeting must include a final presentation of the asset management program development to the system and community management at a meeting open to the public. NHDES encourages the community staff responsible for implementing and continuing the asset management work for the community to be the presenter or co-presenter. NHDES encourages the community to use this funding to:

- focus on developing a tool that will help the community better manage its valuable water infrastructure assets; and
- better communicate with stakeholders relative to the value of the assets owned and the services provided.

The standard operating procedures needed to continue using the asset management program, as well as the key decision points made in moving the asset management program forward must be documented in a brief summary report. The summary report should include, at a minimum:

- the vision statement developed by the community and the stakeholders identified;
- summary of software selection process (what factors were included in the QBS) or a statement to why software was determined to be unnecessary;
- key notes relative to asset inventory, such as summarizing the thought process for determining the naming convention for assets, or notes relative to condition assessment;
- the LOS goals identified by the community and the review frequency for the LOS goal attainment;
- a description of the LCCA completed to date and a description of how the LCCA will be updated as additional information becomes available going forward;
- a description of the funding strategy with a description of additional data that is needed to fully understand the cost of providing the wastewater and/or stormwater services;
- description of the implementation plan, including standard operating procedures for reference, staff positions and responsibilities relative to implementing the asset management program on an ongoing basis; and
- a description of the communication plan with timelines for deliverables.

Questions/Contact Information

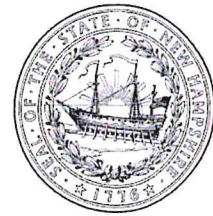
For wastewater projects/questions/approvals, contact Sharon Nall, P.E. at Sharon.Nall@des.nh.gov

For stormwater projects/questions/approvals, contact Deb Loiselle at Deborah.Loiselle@des.nh.gov

For CWSRF Loan Administration questions, contact Kathie Bourret at Kathleen.Bourret@des.nh.gov



**PRE-APPLICATION FOR THE
CLEAN WATER STATE REVOLVING FUND
FFY 2019 LOANS
Water Division
Wastewater Engineering Bureau**



RSA/Rule: RSA 486:14

Applicant: Town of Plaistow, New Hampshire

Project Name: Plaistow Asset Management Program for Stormwater Assets

Location: Town of Plaistow, New Hampshire

Proposed Project Description and Need: (use additional pages as necessary)

The development of a Plaistow Stormwater Asset Management Plan is a high priority for the Town of Plaistow as demonstrated by passage of a warrant article at the March 2019 Town Meeting to authorize the Board of Selectmen to accept and expend \$30,000 of Clean Water Act State Revolving Fund (CWSRF) funds (with principal forgiveness) from the New Hampshire Department of Environmental Services (NHDES) in anticipation of this application. Plaistow is ready to rapidly develop this plan upon receipt of a CWSRF loan.

The proposed Plaistow Stormwater Asset Management Program is needed to provide a long term framework for the operation, management and improvement of Plaistow's stormwater infrastructure and ensure compliance with United States Environmental Protection Agency (USEPA) New Hampshire Municipal Separate Storm Sewer System (MS4) Permit. The Town has worked working diligently and successfully to complete the first year requirements of the MS4 Permit and will continue to do so in future years. The Asset Management Program will complement and enhance the annual activities required by the MS4 Permit by pulling together the MS4 program components into an integrated plan and a long term "decision making tool." This will result in the development of a long term vision for infrastructure maintenance, sustainable funding, public outreach and communication for local officials to follow for successful operation and maintenance of the Town of Plaistow's stormwater assets in accordance with the USEPA MS4 permit and consistent with NHDES Asset Management Guidance as described below.

The Town of Plaistow Stormwater Asset Management Program (Plaistow AMP) will be developed in accordance with the guidance provided in the NHDES CWSRF Asset Management Principal Forgiveness Guidance Document dated September 2018. The plan will be developed by Normandeau Associates, Inc. with assistance from the Town of Plaistow staff. The final workscope for the plan will be submitted to NHDES and approval received prior to initiation of work. The Plaistow Asset Management Program will be performed as follows to develop a long term "decision making tool" for the Town of Plaistow that is completely consistent with NHDES guidance:

- 1. A kick-off meeting and wrap up meeting will be held with NHDES staff in attendance.*
- 2. A vision statement will be developed with input from Town officials and staff which describes the community purpose and overarching goals for the asset management program and what it will do for the Town of Plaistow.*
- 3. An asset inventory will be created with a Plaistow-specific naming convention.*
- 4. A level of service (LOS) workshop will be conducted, with NHDES in attendance, to define an appropriate level of service (LOS). Input will be obtained from the Town of Plaistow employees who operate and maintain the stormwater system, the Town Planner, Chief Financial Officer, Town Manager and local elected officials. A LOS score card type matrix will be developed and applied to establish goals that are specific, measurable, achievable, relevant and timely (SMART).*
- 5. With substantial input from local officials, stormwater infrastructure assets will be prioritized based on condition assessment and criticality. A matrix of likelihood of failure vs. consequence of failure*

(603) 271-3503

PO Box 95 Concord, NH 03302-0095

will be developed to prioritize assets that will then be applied by local officials.

6. Life cycle costs will be estimated including operation, maintenance and capital replacement costs for the life of the assets. Note that at the planning level these costs will be approximate.
7. A possible funding strategy or strategies will be identified for asset maintenance and replacement to provide Town officials with justification for adequate revenue for the long term management of the assets.
8. An implementation statement will be developed for how the community intends to continue to maintain and use the asset management program. The implementation plan will include a description of the training needs required to enable the system operators to successfully continue with the stormwater asset management program; and
9. A communication plan will be developed that includes time frames for completion to inform Town of Plaistow staff, community management and customers of the stormwater asset management program and its capabilities.

Please check only **one** project category:

- Wastewater
 Stormwater/Nonpoint Source
 Wastewater with Stormwater/Nonpoint Source component(s)

ESTIMATED TIMELINE AND COST INFORMATION

| | Start Date | Completion Date | Cost |
|--------------------------------------------------------------------------------|------------|-----------------|-----------------|
| 1. Authority to Borrow Funds | | March 2019 | |
| 2. Design Engineering* | | | |
| 3. Construction | | | |
| 4. 5% Construction Contingency | | | |
| 5. Construction Engineering* | | | |
| 6. Other Costs (Please Specify): Stormwater Asset Management Program | | | \$30,000 |
| Total Estimated Costs | | | \$30,000 |

Notes: * CWSRF funding for engineering services requires the use of the Qualifications Based Selection process described in Env-Wq 509.

RATIONALE FOR COST ESTIMATES

Are the cost estimates for the project supported by a document (e.g., facility plan, preliminary design report, etc.) that is signed by an engineer? If **yes**, please reference the document and identify the engineer: _____

If **no**, describe the rationale for the cost estimates (attach additional information if necessary): _____

Cost estimates by task are provided below.

| Task | | Labor | Expenses | Total |
|-------|---------------------------------------------|-----------|----------|-----------|
| 1 | Kick-off and Wrap up meetings | \$ 3,160 | \$ 130 | \$ 3,290 |
| 2 | Create vision statement | \$ 2,880 | \$ 85 | \$ 2,965 |
| 3 | Create asset inventory | \$ 3,380 | \$ 96 | \$ 3,476 |
| 4 | Conduct level of service workshop | \$ 3,560 | \$ 96 | \$ 3,656 |
| 5 | Prioritize stormwater infrastructure assets | \$ 3,340 | \$ 96 | \$ 3,436 |
| 6 | Life cycle cost analysis | \$ 4,220 | \$ 96 | \$ 4,316 |
| 7 | Possible funding strategy | \$ 2,810 | \$ 96 | \$ 2,906 |
| 8 | Implementation statement | \$ 2,880 | \$ 96 | \$ 2,976 |
| 9 | Communication plan | \$ 2,880 | \$ 96 | \$ 2,976 |
| Total | | \$ 29,110 | \$ 890 | \$ 30,000 |

TYPE OF PROJECT

Asset Management

- Check here if the project includes asset management for wastewater assets
- Check here if the project includes asset management for stormwater assets

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to asset management: 100%/\$30,000

Planning Evaluations

- Check here if the project includes a planning evaluation or evaluations

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to planning evaluation(s): _____

Septage Receiving Facilities

- Check here if the project includes construction of a new or upgraded septage receiving facility

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the septage receiving facility: _____

Brown Grease Receiving Facilities

- Check here if the project includes construction of a new or upgraded brown grease receiving facility

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the brown grease receiving facility: _____

Comprehensive Energy Audit Measure Implementation:

- Check here if the project includes the implementation of comprehensive energy audit measure(s)

Percentage or dollar value of **Total Estimated Costs** (page 1) directly related to the implementation of comprehensive energy audit measures: _____

Has a comprehensive energy audit been conducted at the facility? Yes ____ No ____ Planned ____;

If "Yes" or "Planned", when? _____.

Please indicate specific measure(s) to be implemented from the energy audit report:

Sewer Extensions

- Check here if the project includes the extension of sewers to provide service to areas without existing sewers.

Describe the goal of the project and characterize the anticipated wastewater sources in the proposed collection area, and quantify the contributions from existing and future sources. For existing sources, describe and quantify any septic system failures or issues.

PROJECT RANKING DATA

1. All Projects:

Water Quality & Public Health - Check all that project would address:

- a. Federal/State administrative order/consent decree
- b. Surface water quality impairment

If impaired indicate the following:

Waterbody affected Kelly Brook-Seaver Brook

Assessment Unit ID: NH NHRIV700061401-04

letters numbers

(use the map tool [NHDES Surface Water Quality Assessment Viewer](#) to determine Assessment Unit ID and a water quality report card to determine impairment status).

Which water quality parameters are impaired? Aquatic life integrity: benthic, dissolved oxygen and pH
How will the project address the impairment? The project will continue Plaistow's efforts to monitor water quality and prioritize the implementation of best management practices to be installed in or adjacent to stormwater infrastructure to improve water quality in the impaired water bodies.

- c. Chronic NPDES compliance issue(s): With effective implementation of the Asset Management Program, a lower mass of contaminants will be discharged from Plaistow's stormwater system components regulated by the USEPA MS4 permi tthat contribute to the impaired waters (Kelly & Seaver Brooks).

Indicate water quality parameters that are in non-compliance: Bacteria and suspended solids from stormwater discharges (most likely)

- d. Surface water quality in unimpaired waters

Describe how water quality will be improved: The implementation of a formal and effective asset management program combined with the MS4 program elements will ensure that existing stormwater infrastructure is well-maintained and new infrastructure is properly constructed in order to prevent the discharge of contaminants to surface water that could occur without this program.

- e. NPDES MS4 Compliance Issue(s)

Describe MS4 compliance issues and how they will be addressed: The project will assist Plaistow to identify and prioritize for funding the necessary BMPs to upgrade stormwater infrastructure components that discharge contaminants to Kelly and Seaver Brook, which are impaired waters.

If the project implements a plan recommendation in the [2014 New Hampshire Nonpoint Source Management Program Plan, a watershed-based plan](#), or the [2010 Piscataqua Region Comprehensive Conservation and Management Plan](#), cite the specific plan recommendation being implemented, including the page number and document referenced: _____

2. Traditional Wastewater Projects: (Stormwater/Nonpoint Source go to Section 3)

Population Served by Wastewater Treatment Facility

| Population Receiving Collection: | Resident Population | | | Non-Resident Population* | | |
|-------------------------------------------------------|---------------------|-----------|----------------|--------------------------|-----------|----------------|
| | Present | Projected | Projected Year | Present | Projected | Projected Year |
| At this facility | | | | | | |
| From system that discharges to this facility (if any) | | | | | | |

*The portion of the population that does not live within the service area, but utilizes the system infrastructure. Non-resident population includes transient, seasonal, and commuter workers and tourists.

Green Project Reserve:

Percentage or dollar value of the **Total Estimated Costs** (page 1) allocated to the following and the relevant section number(s) from 2012 CWSRF Green Project Reserve guidance:

<http://des.nh.gov/organization/divisions/water/wweb/documents/gpr-guidance.pdf>

Section Number(s) _____

Water Efficiency _____ Energy Efficiency _____

Green Infrastructure _____ Environmentally Innovative _____

Sustainability - Check all that project would address:

a. Project will address a pollutant or flow loading that exceeds 80% design capacity.

List the pollutant(s) and loading(s), as percentage of design capacity, that exceed, on an average monthly basis, 80% design loading capacity: _____

b. Project will address aging infrastructure

c. Project will implement climate change adaptation or mitigation measure(s)

Climate change adaptation or mitigation strategy outlined by USEPA's *Adaptive Response Framework for Drinking Water and Wastewater Utilities* at

<http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817f12009.pdf>.

For a list of adaptation measures, see page 17 of USEPA's *Adaptation Strategies Guide for Water Utilities* at

<http://water.epa.gov/infrastructure/watersecurity/climate/upload/epa817k13001.pdf>.

Mitigation measures will be related to energy efficiency improvements as approved by NHDES.

Yes___ No___

How will the project implement climate change adaptation or mitigation measure(s)?: _____

d. Project will address excessive infiltration and inflow.

e. Project will provide for reuse or recycling of:

stormwater_____,
wastewater_____, or
treatment products_____.

3. Stormwater and Nonpoint Source Projects:

Water Quality & Public Health - Check all that project would address:

a. NPDES MS4 Compliance Issue(s)

Describe how the project will address the permit requirement(s): *The proposed Plaistow Stormwater Asset Management Program will complement ongoing activities required by the MS4 Permit by pulling together the MS4 program components into an integrated program and provide a long term "decision making tool" as described in the Plaistow Stormwater Asset Management workscope. This program will improve the operation and maintenance of the Town of Plaistow's stormwater assets for compliance with the USEPA MS4 permit and ensure that asset replacement and investment will occur on a priority basis with a particular focus on improvements to water quality in Kelly and Seaver Brooks. Discharge of contaminants from stormwater infrastructure to impaired waters causes an NPDES MS4 compliance issue.*

b. Chronic flooding

Describe the water quality problem caused by flooding and how the project will address it:

Green Project Reserve, Green Infrastructure - Check all that project would address:

a. Disconnection of impervious cover from a stormwater drainage system

Estimate # of square feet of impervious cover disconnected: _____

b. Protection or restoration of natural hydrology, floodplains, and wetlands

Describe how the project will protect or restore natural hydrology, floodplains, and wetlands:

c. Improved stream connectivity with respect to aquatic life

Describe how project will improve stream connectivity with respect to aquatic life:

_____ d. Smart
Growth as defined in RSA 9-B:3

Describe how the project will address water quality goals through Smart Growth:

APPLICANT INFORMATION

Name: Mark A. Pearson

Signature*: _____

Title: Town Manager

Date: June 13, 2019

Email: mpearson@Plaistow.com

Phone No.: 603-382-5200 X261

*Must be signed by applicant to be included as a demonstrated need in Clean Watershed Needs Survey
<https://www.epa.gov/cwns>.

Return by June 14, 2019 to:

Kathleen.Bourret@des.nh.gov
NH Department of Environmental Services
29 Hazen Drive
PO Box 95
Concord, NH 03302-0095