



The State of New Hampshire
Department of Environmental Services

Thomas S. Burack, Commissioner



April 6, 2015

Her Excellency, Governor Margaret Wood Hassan
 and The Honorable Council
 State House
 Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Environmental Services to enter into an agreement with the Town of Wolfeboro, NH, (VC # 177500) in the amount of \$25,000 to complete the *Rust Pond Watershed Plan Implementation Phase 2: Sites 1, 3, and 4 Stormwater Best Management Practices* project, effective upon Governor and Council approval through December 31, 2017. 100% Federal Funds.

Funding is available in the accounts as follows:

	<u>FY 2015</u>
03-44-44-442010-2035-072-500574	\$25,000
Dept. Environmental Services, NPS Restoration Program, Grants-Federal	

EXPLANATION

The Department of Environmental Services (DES) issued a Request For Proposals (RFP) for the 2015 Watershed Assistance Grants program. Twenty proposals were received. The proposals were ranked based on the criteria included in the RFP: water quality improvement or protection; cost/benefit ratio; local capacity to complete the project; relative value or significance of the water body; and, general quality and thoroughness of the proposal. Based on results of the selection process and available federal grant funding levels, the fourteen highest ranked projects were selected to receive funding. Please see Attachment B for a list of project rankings and review team members.

The Watershed Assistance Grants focus on the reduction of nonpoint source (NPS) pollution. NPS pollution occurs when rainfall, snowmelt, or irrigation water runs over land or through the ground, transporting materials which are then deposited into rivers, lakes, and coastal waters, or introduced into the groundwater. Pollutants can include chemicals, sediments, nutrients, and toxics. These materials can have harmful effects on drinking water supplies, recreation, fisheries, and wildlife. Land development or changes in land use can also cause NPS pollution by disrupting the natural hydrology of a water body, increasing impervious surfaces, and contributing to the loss of aquatic habitat. Watershed Assistance programs address NPS pollution by promoting good land use practices on a watershed scale.

Rust Pond is a 210-acre waterbody located in Wolfeboro, NH. The pond's 1651-acre watershed lies mostly within Wolfeboro, but extends to New Durham. The Rust Pond Association has long been concerned with the North Inlet portion of the watershed, particularly with decreased ability to use docks

along the shoreline for boating due to sediment deposition. In 2008, DES listed Rust Pond as impaired for secondary contact recreation due to the sedimentation. The sources of the impairment were identified as channel erosion and incision from upstream hydromodifications and streambank modifications that lead to destabilization at the North Inlet. In addition to the North Inlet, the Route 28 boat launch was also identified as a high priority stormwater management project. In response to these findings, the Town of Wolfeboro and Rust Pond Association applied for and received Section 319 funding to complete a subwatershed restoration plan for the north subwatershed area of Rust Pond. In 2012, the *Rust Pond North Inlet and Route 28 Boat Launch Subwatershed Plan* was completed.

The purpose of this project will be to continue implementing corrective actions as identified in that plan, with the goal of achieving its sediment and nutrient pollutant load reduction goals. Stormwater pollutant load reduction practices for Sites 1 (Abenaukee Drive), Site 3 (north side of Route 28 at Cross Road), and Site 4 (the boat launch) will be constructed under this phase of implementation. Success will be measured by post-construction verification memos, photo documentation, and through ongoing sediment removal tracking by the Town of Wolfeboro Department of Public Works.

The total project costs are budgeted at \$41,675. DES will provide \$25,000 (60%) of the project costs through a federal grant and the Town of Wolfeboro will provide the remaining costs through cash and in-kind services. A budget breakdown is provided in Attachment A. In the event that Federal Funds become no longer available, General Funds will not be requested to support this program. The agreement has been approved by the Office of the Attorney General as to form, execution, and content.

We respectfully request your approval.


Thomas S. Burack, Commissioner

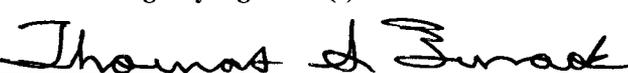
GRANT AGREEMENT

Subject: Rust Pond, Wolfeboro - Watershed Restoration Plan Implementation Phase 2: Sites 1, 3, and 4, Storm water BMPs

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATIONS AND DEFINITIONS

1.1 State Agency Name Department of Environmental Services		1.2 State Agency Address 29 Hazen Drive Concord, NH 03301	
1.3 Grantee Name Town of Wolfeboro		1.4 Grantee Address P.O. Box 629, South Main Street Wolfeboro, NH 03894	
1.5 Effective Date Upon G&C approval	1.6 Completion Date December 31, 2017	1.7 Audit Date N/A	1.8 Grant Limitation \$25,000
1.9 Grant Officer for State Agency Eric Williams, Watershed Assistance Section Supervisor		1.10 State Agency Telephone Number 603-271-2358	
1.11 Grantee Signature 		1.12 Name & Title of Grantee Signor DAVID W. COWEN, TOWN MANAGER	
1.13 Acknowledgment: State of New Hampshire, County of <u>CARROLL</u> On <u>3/11/2015</u> , before the undersigned officer, personally appeared the person identified in block 1.12., or satisfactorily proven to be the person whose name is signed in block 1.11., and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace (Seal) 			
1.13.2 Name & Title of Notary Public or Justice of the Peace ANNE C. MARBLE Notary Public - New Hampshire My Commission Expires December 8, 2015			
1.14 State Agency Signature(s) 		1.15 Name/Title of State Agency Signor(s) Thomas S. Burack, Commissioner	
1.16 Approval by Attorney General's Office (Form, Substance and Execution) By:  Attorney, On: <u>4/20/15</u>			
1.17 Approval by the Governor and Council By: _____ On: <u> / /</u>			

2. **SCOPE OF WORK.** In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-O, the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the state of New Hampshire.

4. **EFFECTIVE DATE; COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire whichever is later (hereinafter referred to as "the Effective Date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT; LIMITATION ON AMOUNT; VOUCHERS; PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete, compensation to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.**

In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records or personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions.

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform such Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA; RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OF AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1 failure to perform the Project satisfactorily or on schedule; or

11.1.2 failure to submit any report required hereunder; or

11.1.3 failure to maintain, or permit access to, the records required hereunder; or

11.1.4 failure to perform any of the other covenants and conditions of this Agreement.

11.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1 give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2 give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement

and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and 11.2.3 set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4 treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1 In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3 In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. **CONFLICT OF INTEREST.** No officer, member or employee of the Grantee and no representative, officer of employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interests or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, worker's compensation or emoluments provided by the State to its employees.

15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee of Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND.

17.1 The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the

benefit of the State, the following insurance:

17.1.1 statutory worker's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice has been received by the State.

18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. **AMENDMENT.** This agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

Exhibit A

Scope of Services

The Town of Wolfeboro shall perform the following tasks as described in the detailed proposal titled Rust Pond, Wolfeboro - Watershed Restoration Plan Implementation Phase 2: Sites 1, 3, and 4, Storm water BMPs Project, submitted by the Town of Wolfeboro, dated November 14, 2014:

Objective 1: The Town of Wolfeboro has entered into a contract with a consulting firm for design, engineering, and permitting of Best Management Practices (BMPs) to be installed in the Rust Pond watershed.

Measures of Success: The Town of Wolfeboro has entered into a contract with an engineering design firm.

Deliverable 1: Executed contract between design engineering firm and the Town of Wolfeboro.

Task 1: Develop and issue a Request for Qualifications (RFQ) for a consulting firm to review the BMP concepts for Sites 1, 3, and 4 and generate detailed design plans, calculations, and projected costs.

Provide draft RFQ and solicitation documents to DES for review and approval prior to publication.

Task 2: Coordinate with the project team to review and rank RFQ packages submitted by consulting firms, and conduct interviews as necessary.

Task 3: Invite the top ranked firm to submit their scope of work and fee budget to the project team. If acceptable to project team, draft contract between winning firm and Town of Wolfeboro for scope of work outlined in the RFQ.

Task 4: Send draft contract to DES for review and approval prior to executing the contract.

Task 5: Execute contract between consulting firm and Town of Wolfeboro for services to accomplish the scope of work outlined in the RFQ. Provide a copy of the executed contract to DES.

Objective 2: A Site Specific Project Plan (SSPP) is developed and approved by the New Hampshire Department of Environmental Services (DES).

Measures of Success: The Town of Wolfeboro and the consulting firm receive an approved SSPP from DES. The SSPP covers any environmental data collection and pollutant load reduction modeling for installed BMPs

Deliverable 2: Provide a final signed/ approved SSPP to DES. .

Task 6: Coordinate with the consultant, and follow DES guidance to develop a draft SSPP and submit it to DES for initial review and comment.

Task 7: Review and incorporate edits received, produce a final SSPP, and submit the final signed SSPP to DES for approval.

Objective 3: Detailed designs are completed for Site 1 - Abenaukee Drive at Route 28 Best Management Practices by the consultant.

Measures of Success: BMP designs for Site 1 are reviewed and approved by the Town of Wolfeboro, Rust Pond Association (RPA), and DES.

Deliverable 3: Copies of the approved BMP designs for Site 1 delivered to DES.

Task 8: Coordinate with the consulting firm to review proposed initial design concepts for BMP improvements presented as Site 1 - Abenaukee Drive at Route 28 in the Rust Pond Watershed Implementation Plan/Final Report.

Task 9: Coordinate with the consulting firm to finalize the conceptual designs for BMPs at Site 1 and present them to the Town, RPA, and DES for final review and approval.

Task 10: Coordinate with the consulting firm to generate initial detailed BMP design and installation plan sheets based upon the conceptual designs, calculate pollutants controlled, projected construction and maintenance costs, and submit them to the Town, RPA, and DES for approval.

Task 11: Coordinate with the consulting firm to make any modifications to the initial detailed design and installation plans for Site 1 BMPs as requested by the Town, RPA, and DES, and then resubmit the final detailed plans to the project team.

Objective 4: All necessary permits and surveys to generate construction-ready plans and Operations and Maintenance Plan (O&M) for the Site 1 BMP have been secured and/or completed and on file with the Town of Wolfeboro, RPA, and DES.

Measures of Success: All required Town and State permits secured, O&M Plan developed and on file with project partners.

Deliverable 4: Copies of all approved permits submitted to DES.

Task 12: Identify all required Town and State permits for construction to occur at BMP Site 1, draft application document(s) and submit them to the appropriate permitting entity or entities.

Task 13: Coordinate the project team to work with the consultant to respond to all requirements from the State and Town in order to obtain the necessary permits.

Task 14: Coordinate with the consultant to complete required final site surveys and develop plans required for the bidding process and construction.

Task 15: Collaborate with the consultant to develop an O&M Plan for Site 1 that documents a description of O&M activities to be performed on the installed BMP(s), schedule of activities to be performed, responsible parties, record keeping and retention, and other pertinent elements.

Objective 5: Construction phase at Site 1 BMP - Abenaukee Drive at Route 28.

Measures of Success: Construction firm selected, construction contract between Town of Wolfeboro and selected firm executed, and construction completed at Site 1 - Abenaukee Drive.

Deliverable 5: Construction close-out memo and Pollutants Controlled Report submitted to DES.

Task 16: Coordinate with RPA and DES to work together to develop and advertise bid documents for the work proposed at Abenaukee Drive (BMP Site 1). DES must review and approve the documents before publication.

Task 17: Schedule and host a pre-bid site walk for interested firms and then review the bid package submittals to identify selected firm.

Task 18: Work with the RPA to draft a construction contract between the Town and the selected construction firm and submit it to DES for approval. Once approved by DES, execute the contract.

Task 19: Coordinate with the consultant and construction firm to prepare a construction close-out memo and Pollutants Controlled Report, and then submit them both to DES and the RPA.

Objective 6: Detailed designs are completed for Site 3 - North Side of Route 28 and Cross Road Best Management Practices by the consultant.

Measures of Success: BMP designs for Site 3 are reviewed and approved by the Town of Wolfeboro, Rust Pond Association (RPA), and DES.

Deliverable 6: Copies of the approved BMP designs for Site 3 delivered to DES.

Task 20: Coordinate with the consulting firm to review proposed initial design concepts for BMP improvements presented as Site 3 - North Side of Route 28 and Cross Road in the Rust Pond Watershed Implementation Plan/Final Report.

Task 21: Coordinate with the consulting firm to finalize the conceptual designs for BMPs at Site 3 and present them to the Town, RPA, and DES for final review and approval.

Task 22: Coordinate with the consulting firm to generate initial detailed BMP design and installation plan sheets for Site 3 based upon the conceptual designs, calculate pollutants controlled, projected construction and maintenance costs, and submit them to the Town, RPA, and DES for approval.

Task 23: Coordinate with the consulting firm to make any modifications to the initial detailed design and installation plans for Site 3 BMPs as requested by RPA and DES, and then resubmit the final detailed plans to the project team.

Objective 7: All necessary permits and surveys to generate construction-ready plans and O&M Plan for the Site 3 BMP have been secured and/or completed and on file with the Town of Wolfeboro, RPA, and DES.

Measures of Success: All required Town and State permits secured, O&M Plan developed and on file with project partners.

Deliverable 7: Copies of all approved permits submitted to DES.

Task 24: Identify all required Town and State permits for construction to occur at BMP Site 3, draft application document(s) and submit them to the appropriate permitting entity or entities.

Task 25: Coordinate the project team to work with the consultant to respond to all requirements from the State and Town in order to obtain the necessary permits.

Task 26: Coordinate with the consultant to complete required final site surveys and develop plans required for the bidding process and construction.

Task 27: Collaborate with the consultant to develop an O&M Plan for Site 3 that documents a description of O&M activities to be performed on the installed BMP(s), schedule of activities to be performed, responsible parties, record keeping and retention, and other pertinent elements.

Objective 8: Construction phase at Site 3 BMP - North Side of Route 28 and Cross Road.

Measures of Success: Construction firm selected, construction contract between Town of Wolfeboro and selected firm executed, and construction completed at Site 3 - North Side of Route 28 and Cross Road.

Deliverable 8: Construction close-out memo and Pollutants Controlled Report submitted to DES.

Task 28: Coordinate with RPA and DES to work together to develop and advertise bid documents for the work proposed at North Side of Route 28 and Cross Road. DES must review and approve the documents before publication.

Task 29: Schedule and host a pre-bid site walk for interested firms and then review the bid package submittals to identify selected firm.

Task 30: Work with the RPA to draft a construction contract between the Town and the selected construction firm and submit it to DES for approval. Once approved by DES, execute the contract.

Task 31: Coordinate with the consultant and construction firm to prepare a construction close-out memo and Pollutants Controlled Report, and then submit them both to DES and the RPA.

Objective 9: Detailed designs are completed for Site 4 - Rust Pond Boat Launch Best Management Practices by the consultant.

Measures of Success: BMP designs for Site 4 are reviewed and approved by the Town of Wolfboro, Rust Pond Association (RPA), and DES.

Deliverable 9: Copies of the approved BMP designs for Site 4 delivered to DES.

Task 32: Review initial design concepts. Coordinate with the consulting firm to review proposed BMP improvements presented as Site 4 - Rust Pond Boat Launch in the Rust Pond Watershed Implementation Plan/Final Report.

Task 33: Finalize conceptual designs for Site 4 BMP. Coordinate with the consulting firm to finalize the conceptual designs for BMPs at Site 4 and present them to the Town, RPA, and DES for final review and approval.

Task 34: Create initial, detailed design plans for Site 4 BMPs. Coordinate with the consulting firm to generate detailed BMP design and installation plan sheets based upon the conceptual designs, calculate pollutants controlled, projected construction and maintenance costs, and submit them to the Town, RPA, and DES for approval.

Task 35: Create final detailed design and installation plans for Site 4 BMPs. Coordinate with the consulting firm to make any modifications to the detailed designs and installation plans for the Site 4 BMPs requested by the Town, RPA, and DES, and resubmit the final detailed plans to the project team.

Objective 10: All necessary permits and surveys to generate construction-ready plans and O&M Plan for the Site 4 BMP have been secured and/or completed and on file with the Town of Wolfboro, RPA, and DES.

Measures of Success: All required Town and State permits secured, O&M Plan developed and on file with project partners.

Deliverable 10: Copies of all approved permits submitted to DES.

Task 36: Draft and submit permit applications to appropriate agencies. Identify all required Town and State permits for construction to occur at BMP Site 4, draft application document(s) and submit to permitting entity.

Task 37: Support the permitting process. Work with the consultant to respond to all requirements from the State and Town in order to obtain the necessary permits.

Task 38: Complete final site surveys and develop construction bid package. Coordinate with the consultant to complete required surveys and develop plans required for the bidding process and construction.

Task 39: Collaborate with the consultant to develop an O&M Plan for Site 4 that documents a description of O&M activities to be performed on the installed BMP(s), schedule of activities to be performed, responsible parties, record keeping and retention, and other pertinent elements.

Objective 11: Construction phase at Site 4 BMP - Rust Pond Boat Launch.

Measures of Success: Construction firm selected, construction contract between Town of Wolfboro and selected firm executed, and construction completed at Site 4 - Rust Pond Boat Launch.

Deliverable 11: Construction close-out memo and Pollutants Controlled Report submitted to DES.

Task 40: Develop and advertise bid for Site 4 BMP construction. Coordinate with the RPA and DES to develop and advertise bid documents for the work proposed at the Rust Pond Boat Launch (BMP Site 4).

Task 41: Host pre-bid site walk and review bid submittals. Schedule a pre-bid site walk for interested firms and then review bid package submittals to identify the selected firm.

Task 42: Select construction firm and execute construction contract. Work with the RPA to draft a construction contract between the Town and the selected firm and submit to DES for approval. Once approved, execute the contract.

Task 43: Prepare construction close-out memo and Pollutants Controlled Report. Coordinate with the consultant and the construction firm to prepare a construction close-out memo and Pollutants Controlled Report and submit them both to DES and the RPA.

Objective 12: The Town of Wolfeboro prepares semi-annual progress reports, pollutants controlled reports for each BMP installed, and a final report to DES.

Measures of Success: Timely semi-annual progress reports, pollutants controlled reports, and the final report submitted to DES approved.

Deliverable 12: Semi-annual progress reports, pollutants controlled reports, and final report submitted to DES.

Task 44: Prepare and submit electronic semi-annual reports documenting all work performed during the project periods as follows:

- Work completed April 1 – September 30, report is due by October 31
- Work completed October 1 – March 30, report is due by April 30

The semi-annual reports must include a Pollutants Controlled Report when structural BMPs have been implemented during the reporting period.

Task 45: Submit Final Report. Submit a comprehensive final report in both electronic and hard copy to DES on or before the project completion date. The final report shall include pollutant load reduction estimates, photo documentation of installed BMP system components, and comply with the DES and EPA requirements found in the final report guidance document on the DES Watershed Assistance Section webpage.

Additional Requirements of the Agreement

Quality Assurance

All project activities which are to be guided by a Quality Assurance document such as a Quality Assurance Project Plan (QAPP) or Site Specific Project Plan (SSPP) must **not** begin prior to DES/EPA approval of that QA document. In the event that sampling, modeling, or other such activities precede QA document approval, the data will not be considered valid, and the grantee will forfeit the ability to receive payment for those activities.

Outreach Materials

All materials produced for public distribution shall be reviewed and approved by DES prior to distribution and shall include the DES logo and the following citation: "Funding for this project was provided in part by a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency".

Operations and Maintenance

Management practices implemented as agreed upon in the scope of services of this grant agreement and with grant funds or matching funds under a Section 319 Watershed Grant, shall be properly operated and maintained for the intended purposes during the life span of the project. The life span of a project shall be determined by the Grantee, tailored to the types of practices expected to be funded in this project, and agreed upon by DES. The Grantee shall provide DES with an engineering estimate of the design life of the best management practice(s) (BMPs), or in the case of small-scale BMPs which do not have a design life estimation completed by an engineer, the design life of that practice shall be estimated to be ten years.

Operation includes the administration, management, and performance of non-maintenance actions needed to keep the completed practice safe and functioning as intended. Maintenance includes work to prevent deterioration of the practice, repairing damage, or replacement of the practice to its original condition if one or more components fail. The Grantee shall assure that any sub-award of Section 319 funds similarly include the same condition in the sub-award. Additionally, both EPA and DES reserve the right to periodically inspect a practice during the life span of the project to ensure that operation and maintenance are occurring. If it is determined that the participants are not operating and maintaining these practices in an appropriate manner, DES may request a refund for that practice supported by the grant.

Exhibit B
Contract Price and Method of Payment

All services shall be performed to the satisfaction of DES before payment is made. All payments shall be made upon receipt and approval of stated outputs and upon receipt of an associated invoice. In the event that the grantee has not completed a timely submittal of reports as specified in Exhibit A, all payments will be suspended until those reports are submitted, and approved by DES. Documentation of match costs (including the value of volunteer labor) shall be provided with each payment request. The final invoice shall include total match cost documentation of \$16,675. Payment shall be made in accordance with the following schedule based upon completion of specific tasks described in Exhibit A:

Upon completion and DES approval of Tasks 1 through 5	\$1,000
Upon completion and DES approval of Tasks 6 and 7	\$1,000
Upon completion and DES approval of Tasks 8 and 9	\$500
Upon completion and DES approval of Task 10	\$1,000
Upon completion and DES approval of Task 11	\$1,000
Upon completion and DES approval of Tasks 12 and 13	\$1,000
Upon completion and DES approval of Task 14 and 15	\$400
Upon completion and DES approval of Tasks 16 through 19	\$11,000
Upon completion and DES approval of Tasks 20 and 21	\$500
Upon completion and DES approval of Task 22	\$500
Upon completion and DES approval of Task 23	\$500
Upon completion and DES approval of Tasks 24 through 27	\$500
Upon completion and DES approval of Tasks 28 through 31	\$3,000
Upon completion and DES approval of Tasks 32 and 33	\$200
Upon completion and DES approval of Task 34	\$200
Upon completion and DES approval of Task 35	\$400
Upon completion and DES approval of Tasks 36 through 39	\$200
Upon completion and DES approval of Tasks 40 through 43	\$1,500
Upon completion and DES approval of Tasks 44 and 45	<u>\$600</u>
Total	\$25,000

Funding is provided through a Watershed Assistance Grant from the NH Department of Environmental Services with Clean Water Act Section 319 funds from the U.S. Environmental Protection Agency.

Exhibit C Special Provisions

Subparagraph 1.7 of the General Provisions shall not apply to this Agreement.

Federal Funds paid under this agreement are from a Grant Agreement to the State from the US Environmental Protection Agency, NPS Implementation Grant under CFDA # 66.460. All applicable requirements, regulations, provisions, terms and conditions of this Federal Grant Agreement are hereby adopted in full force and effect to the relationship between this Department and the grantee. Additionally, the Grantee shall comply with the terms of the Federal Funding Accountability and Transparency Act (FFATA) by providing DES with their Data Universal Numbering System (DUNS) number.

In addition to the General Provisions of Paragraph 1 through 23, the following provisions as required by federal regulations apply to this Agreement:

I) **Nondiscrimination.** The Grantee shall comply with 40 CFR part 7 which prohibits discrimination under any program or activity receiving EPA assistance on the basis of race, color, national origin, or gender, and 40 CFR part 12 which prohibits discrimination based on handicap.

II) **Financial management.** The Grantee shall comply with 40 CFR 31.20 and the specific standards regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management outlined therein.

III) **Allowable costs.** All costs charged to this Agreement shall be eligible, necessary, and reasonable for performing the tasks outlined in the approved project scope of services. The costs, including match, shall be incurred during the period of performance of the project, and shall be allowable, meaning that the costs must conform to specific federal requirements detailed in 40 CFR part 31.22; and OMB Circular A-87.

IV) **Matching funds.** All matching funds contributed by the Grantee shall conform to the same laws, regulations, and grant conditions as the federal funds in the Agreement and referenced in 40 CFR 31.24 and OMB Circular A-87.

V) **Property Management.** The Grantee shall comply with the property management and procedures detailed in 40 CFR 31.32 and 40 CFR 31.33.

VI) **Debarment and Suspension.** The grantee shall comply with 40 CFR part 31.35. By signing and submitting the Agreement, the Grantee certifies that they have not been debarred or suspended by a government agency. The Grantee will not make any award or permit any award (subgrant or subcontract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

VII) **Procurement.** When purchasing goods or services with grant or match funds, the Grantee shall comply with procurement regulations as detailed in 40 CFR 31.36 which include procurement standards, competition, methods of procurement, contract cost and price, agency review, bonding requirements, and contract provisions.

a. Assignment of Subcontracts. The Contractor shall not assign, or otherwise transfer any interest in this contract without the prior written consent of the Contract Owner and the State.

b. Subcontracts. The Contractor shall:

- i. Ensure that every subcontract includes provisions for compliance with Federal and State standards applicable to the contract;
- ii. Ensure that every subcontract includes any clauses required by Federal statute and executive orders and their implementing regulations; and

iii. Ensure that subcontractors are aware of requirements imposed upon them by State and Federal statutes and regulations.

VIII) **Participation by Disadvantaged Business Enterprises.** The Grantee shall comply with the terms of 40 CFR Part 33 Subpart C, which requires that organizations conduct a competitive procurement process making a good faith effort to utilize goods and services provided by disadvantaged businesses.

IX) **New Restrictions on Lobbying: Interim Final Rule.** The Grantee shall comply with the terms of 40 CFR part 34 and OMB Circular A-87 which prohibit the use of federal grant funds to influence (or attempt to influence) a federal employee, and requires the submission of Standard Form LLL ("Disclosure of Lobbying Activities") if *nonfederal* funds have been used to influence (or attempt to influence) a federal employee.

X) **Drug-Free Workplace.** The Grantee shall comply with the terms of 40 CFR Part 36 which require that as a condition of the Agreement, certification that they maintain a drug-free workplace. By signing and submitting the Agreement, the Grantee certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity associated with the Agreement.

XI) **Bonding requirements.** For construction or facility improvement contracts or subcontracts exceeding the simplified acquisition threshold (currently \$100,000), the minimum requirements shall be as follows:

- a. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
- b. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- c. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

XII) **Federal Funding Accountability and Transparency Act (FFATA).** The Grantee shall comply with the terms of the FFATA by providing DES with their Data Universal Numbering System (DUNS) number, and all applicable Executive Compensation Data information as required under the FFATA. The Grantee's DUNS number is 040249997.

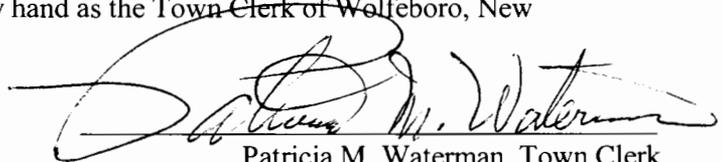
CERTIFICATE OF AUTHORITY

I, Patricia Waterman, Town Clerk of Wolfeboro New Hampshire do hereby certify that:

- (1) At the Town Meeting held 8th, March, 1994 the Town voted to authorize the Town to apply for, accept and expend money from state, federal, or other governmental unit or a private source which becomes available during the year in accordance with the procedures set forth in New Hampshire law;
- (2) At the regular meeting on 10th, May, 2010 the Board of Selectmen voted to accept federal Clean Water Act funds and enter into a contract with the New Hampshire Department of Environmental Services. The Board of Selectmen further authorized the Town Manager to execute any documents which may be necessary to effectuate this contract;
- (3) The Town of Wolfeboro warrants that this authorization has not been revoked, annulled, or amended in any manner whatsoever, and remain in full force and effect as of the date hereof; and
- (4) The following person has been appointed to and now occupies the office indicated under item (2) above:

David W. Owen

IN WITNESS WHEREOF, I have hereunto set my hand as the Town Clerk of Wolfeboro, New Hampshire this 11th day of March, 2015.



Patricia M. Waterman, Town Clerk

My Commission expires:

State of New Hampshire
County of ~~ENTER COUNTY~~ CARROLL COUNTY

On this the 11th day of March, 2015, before me Anne C. Marble, the undersigned officer, personally appeared Praticia M. Waterman who acknowledged herself/himself to be the Town Clerk of Wolfeboro, New Hampshire, and that she/he as such Town Clerk, being authorized to do so, executed the foregoing instrument for the purpose therein contained.

In witness whereof I hereunto set my hand and official seal.



Justice of the Peace/Notary Public
Commission Expiration Date:

(Seal)

ANNE C. MARBLE
Notary Public - New Hampshire
My Commission Expires December 8, 2015



CERTIFICATE OF COVERAGE

The New Hampshire Public Risk Management Exchange (Primex³) is organized under the New Hampshire Revised Statutes Annotated, Chapter 5-B, Pooled Risk Management Programs. In accordance with those statutes, its Trust Agreement and bylaws, Primex³ is authorized to provide pooled risk management programs established for the benefit of political subdivisions in the State of New Hampshire.

Each member of Primex³ is entitled to the categories of coverage set forth below. In addition, Primex³ may extend the same coverage to non-members. However, any coverage extended to a non-member is subject to all of the terms, conditions, exclusions, amendments, rules, policies and procedures that are applicable to the members of Primex³, including but not limited to the final and binding resolution of all claims and coverage disputes before the Primex³ Board of Trustees. The Additional Covered Party's per occurrence limit shall be deemed included in the Member's per occurrence limit, and therefore shall reduce the Member's limit of liability as set forth by the Coverage Documents and Declarations. The limit shown may have been reduced by claims paid on behalf of the member. General Liability coverage is limited to Coverage A (Personal Injury Liability) and Coverage B (Property Damage Liability) only, Coverage's C (Public Officials Errors and Omissions), D (Unfair Employment Practices), E (Employee Benefit Liability) and F (Educator's Legal Liability Claims-Made Coverage) are excluded from this provision of coverage.

The below named entity is a member in good standing of the New Hampshire Public Risk Management Exchange. The coverage provided may, however, be revised at any time by the actions of Primex³. As of the date this certificate is issued, the information set out below accurately reflects the categories of coverage established for the current coverage year.

This Certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the coverage categories listed below.

Participating Member: Town of Wolfeboro 84 South Main Street PO Box 629 Wolfeboro, NH 03894	Member Number: 331	Company Affording Coverage: NH Public Risk Management Exchange - Primex ³ Bow Brook Place 46 Donovan Street Concord, NH 03301-2624
--	------------------------------	--

	Type of Coverage	Effective Date (mm/dd/yyyy)	Expiration Date (mm/dd/yyyy)	Limits - NH Statutory Limits May Apply, if Not:	
<input checked="" type="checkbox"/>	General Liability (Occurrence Form) Professional Liability (describe) <input type="checkbox"/> Claims Made <input type="checkbox"/> Occurrence	7/1/2014	7/1/2015	Each Occurrence	\$ 5,000,000
				General Aggregate	\$ 5,000,000
				Fire Damage (Any one fire)	
				Med Exp (Any one person)	
	Automobile Liability Deductible Comp and Coll: <input type="checkbox"/> Any auto			Combined Single Limit (Each Accident)	
				Aggregate	
<input checked="" type="checkbox"/>	Workers' Compensation & Employers' Liability	1/1/2015	1/1/2016	<input checked="" type="checkbox"/> Statutory	
				Each Accident	\$2,000,000
				Disease – Each Employee	\$2,000,000
				Disease – Policy Limit	
	Property (Special Risk includes Fire and Theft)			Blanket Limit, Replacement Cost (unless otherwise stated)	

Description: Proof of Primex Member coverage only.

CERTIFICATE HOLDER:	Additional Covered Party	Loss Payee	Primex³ – NH Public Risk Management Exchange
NH Department of Environmental Services 29 Hazen Drive PO Box 95 Concord, NH 03302-0095			By: <i>Tammy Denver</i>
			Date: 4/2/2015 tdenver@nhprimex.org
			Please direct inquires to: Primex³ Claims/Coverage Services 603-225-2841 phone 603-228-3833 fax

**Attachment A
Budget Estimate**

Budget Item	s319 Grant Funding	Non-Federal Matching Funds
Salaries & Wages	\$0.00	\$12,912.00
Indirect Cost	\$0.00	\$500.00
Travel and Training	\$0.00	\$0.00
Contractual	\$7,980.00	\$2,000.00
Misc. (postage, printing)	\$0.00	\$175.00
Construction	\$17,020.00	\$1,088.00
Total Project Cost	\$25,000.00	\$16,675.00

Attachment B: 2015 Watershed Assistance and Restoration Grant Ranking

Organization	Project Name	Reviewer 'A'	Reviewer 'B'	Reviewer 'C'	Reviewer 'D'	Reviewer 'E'	Reviewer 'F'	Average Score	Rank
Town of Exeter	Exeter River Restoration Implementation of the Great Dam Removal Project	130	123	116	134	134	131	128.00	1
Town of Rye	Implementation of Parsons Creek Watershed Restoration Plan - Phase 2	127	130	119	129	120	88	118.83	2
Town of Wolfeboro	Rust Pond Watershed Restoration Plan Implementation Phase 2: Sites 1, 3, and 4 Stormwater BMPs	123	126	99	109	128	121	117.67	3
City of Laconia	Meredith Paugus and Saunders Bay Implementation Project - Phase 1: Wiers Beach	114	123	106	117	125	120	117.50	4
Babooic Lake Association	Babooic Lake Watershed Management Plan Implementation Phase 3: Stormwater Improvements at Site #14, Carter Road	121	126	108	117	96	123	115.17	5
UNH	Great Bay Nitrogen NPS Study Implementation Phase 1 Sagamore-Hampton Golf Club BMPs	113	125	110	123	85	110	111.00	6
UNH Stormwater Center	Great Bay Estuary Municipal Bioretention Education, Resource Development and Implementation Phase II	115	108	106	117	133	85	110.67	7
Green Mountain Conservation Group	Ossipee Lake Watershed Management Plan Phase 2: A Watershed Plan for the Ossipee Lake Shoreline and Lovell River Watersheds	112	113	116	103	105	100	108.17	8
Action Wakefield Watersheds Alliance	Province Lake Watershed Management Plan Implementation Phase 1: Addressing High Priority Actions and Building Local Capacity	119	122	119	121	115	107	117.17	9
Cobbetts Pond Improvement Association	Cobbetts Pond Restoration Plan Implementation III - Summer Street Area	102	123	118	112	117	117	114.83	10
New Hampshire Rivers Council	McQuesten Brook Geomorphic and Watershed Restoration Plan Phase 4 Stream Crossing Removal and Replacement and Construction	111	112	112	121	n/a	117	114.60	11
City of Rochester	Stormwater Management and Assessment Opportunities for the Willow Brook Watershed Implementation - Stormwater Improvements for the Western/Adams Neighborhood	96	112	91	112	118	94	103.83	12
Southwest Regional Planning Commission	Lake Warren Watershed Management Plan Development and Implementation Phase 1	88	100	98	90	64	101	90.17	13
Messer Pond Protective Association	Messer Pond Watershed-based Implementation Plan	66	84	91	72	77	69	76.50	14
Town of Northumberland	Northumberland Cemetery Connecticut River Bank Stabilization	77	84	87	63	63	75	74.83	Not selected
Town of Hampton	Nilus Brook and Meadow Pond Restoration Project Phase II - Final Design and Permitting	87	67	80	46	82	54	69.33	Not selected
Enfield Conservation Commission	Crystal Lake Watershed Management Plan Development	24	38	30	51	19	52	35.67	Not selected
Laconia Conservation Commission	Black Brook Water Quality Improvements at Paugus Bay	35	35	48	32	10	38	33.00	Not selected
Geosyntec Consultants Et al	Watershed Integration for the Squamscott-Exeter (WISE) Implementation Phase I: Design, Feasibility and Outreach in the Watershed	112	107	114	109	121	101	110.67	Ineligible for funding under s319
UNH Stormwater Center	Great Bay Waterbody/Watershed Nitrogen NPS Study Implementation Phase 2 UNH BMPs to Reduce Nitrogen	121	112	104	113	131	103	114.00	Withdrawn by applicant

Review Team Members

Name	Qualifications
Steve Landry	16 years experience, Merrimack Watershed Coordinator, aquatic biologist, project management, Merrimack watershed expertise
Jeff Marcoux	11 years experience, Watershed Assistance Specialist, grant and contract expertise
Barbara McMillan	12 years Watershed Assistance Outreach Coordinator, outreach and education expertise.
Sally Soule	13 years experience, Coastal Watershed Coordinator, project management, Coastal watershed expertise
Wendy Waskin	20+ years experience, Watershed Coordinator, budgeting, planning expertise
Eric Williams	23 years experience, Watershed Assistance Section Supervisor, environmental planner, general project management expertise, WAS, section and 319 program supervisor.