

**Town of Lisbon, New Hampshire Request for Qualifications (RFQ) for
Engineering Consulting Services for Wastewater/Stormwater Asset
Management Programs**

February 24, 2022

The Town of Lisbon, New Hampshire (Town) issues this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to establish a Wastewater/Stormwater Asset Management Program.

Qualifications Statements shall be submitted by qualified firms that are capable and demonstrable background in the aspects of work described in the Scope of Services of this RFQ. Firms submitting Qualifications Statements must be licensed to practice engineering in the State of New Hampshire.

Any questions regarding this RFQ may be addressed to Krystle Dow, Administrative Assistant, adminassistant@lisbonnh.org, with "RFQ Question - Wastewater/Stormwater Asset Management" in the subject line. All questions received and their corresponding responses will be issued as an addendum to this RFQ on the Town's website. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFQ.

Qualification Statements are due at the Town of Lisbon, NH Town Hall located at 46 School Street, Lisbon, NH 03585 no later than Friday March 18, 2022. Two (2) hard copies and one (1) electronic copy in .pdf format are required. Submissions will not be accepted via fax. Submissions received at the above address after this time will not be considered.

The submittal shall be entitled:

REQUEST FOR QUALIFICATIONS –ENGINEERING CONSULTING

**SERVICES Wastewater/Stormwater Asset Management Program -Town
of Lisbon, New Hampshire**

A.PROJECT BACKGROUND/PURPOSE

The Town of Lisbon, NH owns, operates, and maintains approximately 35,872 linear feet of wastewater collection systems. The Town is looking for CCTV inspections of portions or whole of its system and found sections that need repair and sections that are old and beyond their useful life. It has also been determined that portions of the collection system needs upgraded pumps. The Town needs a wastewater asset management program to help the community address and plan for its infrastructure. Lisbon also has approx 443 drainage structures. 320 on town roads and 123 on state roads. These need inspections and to see where water infiltration is occurring in closed systems.

Lisbon applied to the NH Department of Environmental Services (NH DES) for funding from the Clean Water State Revolving Fund loan to develop a Wastewater/Stormwater Asset Management Program. The Town's pre-application has been approved by the NHDES and it is anticipated that the Town will receive funding in the form of a grant. \$30,000.00 for wastewater and \$30,000.00 for stormwater.

B.SCOPE OF SERVICES

Lisbon seeks engineering consulting services to lead the Town in developing a Wastewater/Stormwater Asset Management Program. Specific tasks are:

1. Assist with finalizing an application to NH DES for funding to develop a Wastewater/Stormwater Asset Management Program including assisting with approval from NH DES for the work scope;
2. After award of funding from NH DES:

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- a. Refine the existing system of wastewater/stormwater asset inventory and condition assessment data;
- b. Assess criticality of wastewater/stormwater assets;
- c. Develop life cycle cost analysis;
- d. Create a financial implementation plan for identified maintenance and replacement needs;
- e. Create an implementation plan (including training) for asset management program
- f. Develop a communication plan for Lisbon Wastewater/Stormwater Asset Management Program

All aspects shall be conducted in accordance with NHDES requirements including their ARPA Asset Management Grant Guidance Document (November 2021) and their Asset Management Handbook & Toolkit (November 2021).

The proposed draft project timeline is as follows:

MILESTONES	Expected Date:
Select engineer	March 2022
Develop engineering contract	March 2022
Submit application for funding to NHDES	March 2022
Kick off meeting	June 2022
Develop Wastewater Asset Management Program (including items outlined above)	July 2022-July 2023
Implementation and training	August 2023 – April 2024
Finalize all aspects of the Wastewater Asset Management Program	April 2024
Project Completion	May 2024

C. QUALIFICATIONS STATEMENT

Prospective consultants shall submit a Qualifications Statement in response to the RFQ. The Qualifications Statement shall be limited to 10 pages and shall include the following (page covers, tabs/dividers, the cover letter, and resumes are not included within the page count):

1. Cover Letter: Signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. Firm Profile: Provide a general outline of the firm, including brief history, areas of practice/service, places (s) of business of the firm, and the office from which the services of this RFQ will be provided. IF the firm is proposing the use of subconsultants to perform any aspects of the defined base services, similar information on each additional firm shall be included.
3. Project Team: Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager and other key personnel who would be charged with providing services to the Town. The Project Team Manager must be a registered professional engineer in the State of New Hampshire. Provide individual resumes of no more than two pages each describing the background and experience of each key

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- employee. If the firm is proposing the use of subconsultants to perform any aspects of the defined services, resumes for subconsultant personnel should be included as well.
4. Firm's Related Experience: Provide a description of the experience of the firm and project team, including specific examples of similar asset management work. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm. *General promotional materials are not needed or wanted.*
 5. Project Schedule: Provide a detailed schedule of the project and the firm's capacity for maintaining the schedule.
 6. References: Provide three (3) references for relevant projects completed over the past five (5) years. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.
 7. Firm Performance: Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project.

D. CONSULTANT SELECTION

The selection process will be a Qualifications Based Selection (QBS). It is the Town's intent to select a consultant based on the merits of the firm's Qualification Statement and price. Qualification packages will be opened on March 14, 2022. Qualification packages will be scored and ranked by a Selection Committee consisting of officials from the Town Board of Selectman. The top firms may be interviewed. Firms will be evaluated on the following criteria:

- Responsiveness to submission requirements (5 points).
- Qualifications of firm and project team members (25 points). Particular attention will be given to the experience and demonstrated ability of the project manager to develop program efficiencies and proactively complete all project tasks and the project team's past experience working together.
- Previous related work, with particular preference given toward similar asset management projects types (40 points).
- Understanding of required project work and approach (30 points).

The firm that is ranked the highest will be notified and the Town will meet with the selected firm to negotiate hourly fees for engineering services, terms, and conditions of the contract and applicable insurance coverage. If the Town is unable to reach agreement with the highest-ranking firm, the Town will entertain entering into negotiations from the second-rated consulting firm and so on, until an agreement is reached. The Town reserves the right to discontinue the selection process at any time prior to awarding the contract.

E. OTHER

This RFQ does not commit the Town of Lisbon to pay any costs incurred by engineering firms in the preparation, submission, or presentation of a qualifications package. By submitting to this RFQ, the firm is authorizing the Town to request any relevant information or ask any questions in order to make an informed decision. The firm further agrees to release the Town from any liability in the

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review of the firm's Qualifications Statement and references.

If the Town of Lisbon feels, at any time, that a firm's Qualification Statement contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status of the phase of the selection process.