



TOWN OF SUNAPEE WATER & SEWER COMMISSION

P.O. BOX 347
Sunapee, New Hampshire 03782
Phone: (603) 763-2115 Fax: (603) 763-2271

Request for Qualifications

Watermain Replacement/Improvement Engineering Services

The Town of Sunapee; Water and Sewer Commission, is requesting Statements of Qualifications from qualified professional engineering consultants lawfully engaged in the practice of Civil/Environmental engineering in the State of New Hampshire to provide professional engineering services for watermain replacement/improvement for the Town of Sunapee Water & Sewer Commission.

The Commission must receive the Statement of Qualifications no later than 4:30 p.m. on March 31, 2022 from interested firms to be eligible for consideration. Interested firms must submit a Statement of Qualifications to the attention of: The Sunapee Water & Sewer Commission at the address above clearly marked:

Statement of Qualifications Watermain Replacement/Improvement Engineering Services

The Town of Sunapee Water and Sewer Commission reserves the right to accept or reject any or all submittals pursuant to this Request for Qualifications, to waive technical or legal deficiencies, and to accept any submittal that it may deem to be in the best interest of the Town.

Questions may be directed, in writing to David Bailey, Superintendent at the above address. Or he can be reached at (603) 763-2115.

I. Introduction

The Sunapee Water Department has approximately 24 miles of distribution piping that is mostly unlined cast iron installed between 1902 and 1960. Sunapee's watermains contain 5 crossings of Route 11 which have been identified as needing replacement as well as approximately 17,000 lineal feet of the 24 miles has been categorized in Sunapee Water Department's Asset Management Program as having 0 to 20 years useful life remaining that is scheduled for replacement. It is unknown if any lead components exist.

II. Scope of Services

In general the scope of services for the Watermain Replacement/Improvement Engineering are as follows:

- a. Five Route 11 watermain crossing replacements.
Design Engineering and permitting assistance for the five Route 11 watermain crossings.
Bidding document preparation for construction of Route 11 watermain crossings. Construction oversight administration engineering. Grant/Loan funding application assistance and project coordination and administration assistance. As built plans to be provided in printed and

electronic version to be compatible with the Town of Sunapee Water & Sewer Department's mapping.

- b. Cast iron watermain replacement of approximately 17,000 lineal feet. Design Engineering and permitting assistance for water main replacement to include possible lead service line replacement to the meter if necessary.

III. Submittal Requirements

Qualification statements from interested consultants shall include the following:

- Company Profile
- Project Team
- Project approach
- Organizational chart with names and resumes of staff that will be involved in this project. The Project Manager shall be clearly identified.
- Proposed project schedule.
- Description of related experience, including watermain replacement projects, completed by the consultant. The Project Manager proposed for this project ideally will have completed or assisted not less than three watermain replacement projects.
- At least three client references including current contact name, address and telephone number. Include a project reference for each client reference.
- The qualifications submittal package, excluding resumes, is limited to 10 double sided 8 ½ x 11 pages.
- Five copies of the Statement of Qualifications shall be submitted.
- Qualifications statements plainly marked "**Statement of Qualifications, Watermain Replacement/Improvement Project**" on the outside of the package addressed to:

Town of Sunapee Water and Sewer Commission
23 Edgemont Road
P.O. Box 347
Sunapee, NH 03782

Qualifications statements submitted after the deadline will not be considered. No facsimile machine or email submittals will be accepted.

All costs incurred by the consultant for preparing a qualifications statement in response to the Request for Qualifications (RFQ) shall be the sole responsibility of the consultant.

Only consultants listed on the NHDES roster of pre-qualified engineering firms are eligible to respond to this RFQ.

All qualifications statements received by the Sunapee Water & Sewer Commission in response to this RFQ shall become the property of the Town of Sunapee.

The Town of Sunapee Water and Sewer Commission reserves the right to reject any and all submittals received, to negotiate with any qualified source, or to cancel in part or its entirety this RFQ as deemed to be in the best interest of the Town of Sunapee. This solicitation in no way obligates the Sunapee Water and Sewer Commission to award a contract.

IV. Evaluation Criteria

Selection of the successful consulting firm will be based on a combination of qualifications and successful track record of the project team and the merits of the proposed project approach as determined by the Commission. The selection of the successful consulting firm shall be made without regard to fees in accordance with the rules and requirements of the NHDES.

Evaluation criteria will include but are not limited to:

- Prior experience and completion of watermain replacement projects for municipalities.
- Documented areas of expertise and qualifications of the project team.
- Understanding of the work to be performed.
- Inclusion on the NHDES list of pre-qualified consultants.
- Prior experience in assisting municipalities in securing funding assistance and complying with qualification criteria for accepting federal funding for public drinking water projects.
- Written presentation.
- Availability/accessibility.
- Responsiveness.

V. Contractual Requirements

The successful consultant, and any sub-consultants, must comply with any and all applicable laws, statutes, rules, regulations, and/or requirements of federal, state and local governments and agencies thereof, which relate to or affect the performance of any contractual agreement entered into pursuant to this solicitation. The Commission will utilize the standard contract forms of the NHDES in entering into any such agreements and expects the selected consultant to be very familiar with these standard contract forms and all the rules and regulations pertaining thereto.

Any contract entered into by the Commission shall be in response to this RFQ and the determination of the successful consultant. It is the policy of the Sunapee Water and Sewer Commission that contracts are awarded only to the responsive and responsible consultants. In order to qualify as responsive and responsible, the prospective consultant must meet the following requirements as they relate to this solicitation:

- Have adequate financial resources for performance of the contract or have the ability to obtain such resources as required during performance.
- Have the necessary experience, organization, technical and professional qualifications and skills.
- Demonstrate fundamental understanding of necessary scope items and commensurate time of completion.
- Have a demonstrated successful record of performance.
- Adhere to the requirements of this RFQ.

The selected consultant shall maintain adequate insurance coverage. Proof of insurance coverage will be required prior to the formal contract being signed. Do NOT include insurance coverage in the Statement of Qualifications.

All data, documents, plans, reports, and other materials, prepared as instruments of service pursuant to any contract between the Sunapee Water and Sewer Commission and the successful consultant, consultant team, and sub-consultants or contractors not to discriminate in employment practices on the basis of race, color, national origin, religion, age, sex, or disability. Statements as to non-discrimination in employment practices may be requested from the successful consultant at the option of the Town of Sunapee Water and Sewer Commission.

The Town of Sunapee Water and Sewer Commission is an Equal Opportunity Employer.