

**RFQ No. BOS-2023-01**  
**Request for Qualifications (RFQ)**  
**Town of Litchfield, New Hampshire**  
**Engineering Services for Asset Management**

The Town of Litchfield, New Hampshire issues this Request for Qualifications (RFQ) for engineering consulting services (Engineer) to establish a stormwater collection 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 Kim Kleiner, Town Administrator, [kkleiner@litchfieldnh.gov](mailto:kkleiner@litchfieldnh.gov), with "RFQ Question – Stormwater Asset Management" in the subject line. All questions shall be received by 5:00 pm on January 25, 2023, 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. Addenda to this RFP, if any, including written answers to questions, will be posted on the Town of Litchfield purchasing website. Addenda and updates will NOT be sent directly to proposers, written acknowledgment of the receipt of all addenda must be included in the cover letter of each proposer.

Qualification Statements are due at the Town of Litchfield, NH Town Hall located at 2 Liberty Way, Litchfield NH 03052 no later than 4:00 pm on February 2, 2023. Three (3) hard copies and one (1) electronic copy (in .pdf format on USB thumb drive) are required. Submissions will not be accepted via fax or email. Submissions received at the above address after this time will not be considered.

The submittal shall be entitled:

**REQUEST FOR QUALIFICATIONS –ENGINEERING SERVICES FOR ASSET MANAGEMENT**

**A. PROJECT BACKGROUND/PURPOSE**

This asset management program will address the Town of Litchfield's Stormwater Collection System. This asset management program will help the community address and plan for its infrastructure and plan for capital improvement funding. These assets are generally described below.

**Stormwater Collection System:**

The Town of Litchfield, NH owns, operates, and maintains approximately 3,769.71 acres of MS4 permitted area with 91 active outfalls, and 566 catch basins. The Town has performed contracted inspections of portions 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 stormwater collection system need additional inspections.

Litchfield applied to the NH Department of Environmental Services (NHDES) for funding from the Clean Water State Revolving Fund loan to develop a stormwater collection system asset management program. The Town's pre-application has been approved by the NHDES.

## B. SCOPE OF SERVICES

Litchfield seeks engineering consulting services to lead the Town in developing an Asset Management Program as described. Specific tasks are:

1. Assist with finalizing an application to NHDES for funding to develop a Stormwater Asset Management Program including assisting with approval from NHDES for the work scope;
2. After award of funding from NHDES:
  - a. Refine the existing system of asset inventory and condition assessment data;
  - b. Develop a Level of Service plan;
  - c. Assess criticality of assets;
  - d. Develop life cycle cost analysis;
  - e. Create a financial implementation plan for identified maintenance and replacement needs;
  - f. Create an implementation plan (including training) for asset management program maintenance; and
  - g. Develop a communication plan for the Asset Management Program.

All aspects shall be conducted in accordance with NHDES requirements including their ARPA/ARPA/CWSRF Asset Management Grant Guidance Document (Oct. 2022)

The proposed project timeline is as follows:

Milestones: Expected Date: Select engineer February 6, 2023

Develop engineering contract February 11, 2022

Submit application for funding to NHDES by March 1, 2023

Kick off meeting May 2023

Develop Asset Management Program (including items outlined

above) August 2023

Finalize all aspects of the Asset Management Program April 2023

Project Completion	June 2024
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## C. QUALIFICATIONS STATEMENT

Prospective consultants shall submit a Qualifications Statement in response to this 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, place(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 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 capability 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. Identify the team members proposed for this project that participated in the reference projects and in particular where proposed team members performed as a team in the reference projects.
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 February 3, 2023 at 9:00 am in the Town Hall Conference Room. Qualification packages will be scored and ranked by a Selection Committee consisting of officials from the Town and other qualified representatives. The top firms may be interviewed. Firms will be evaluated on the following criteria:

- Responsiveness to submission requirements (10 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 (25 points).
- Understanding of required project work and approach (40 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 Litchfield 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 review of the firm's Qualifications Statement and references.

The Town of Litchfield reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the Town. The Town also reserves the right to negotiate directly with the selected firm for additional project work including but not limited to studies, design, and other consulting services.

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 firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.