



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov

REQUEST FOR QUALIFICATIONS

PROFESSIONAL CONSULTING SERVICES FOR GROUNDWATER AND SURFACE WATER ASSESSMENT

RFQ No. DPW 2018-02

October 24, 2018

INTRODUCTION

The town of Exeter is requesting assistance with 1) the further development of groundwater sources in town and 2) an updated review of the surface water system. The town is requesting a Statement of Qualifications (SOQ) for professional consulting services which includes a project approach that identifies how the town can best develop groundwater sources and a review of the surface water system. Funding of \$600K for this project was approved by the Town voters in March 2018.

GENERAL REQUIREMENTS

Consulting firms submitting an SOQ 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. Applicants must be on the pre-qualified consultant list for the NH Department of Environmental Services Water Division in the all applicable categories.

Sealed SOQ's shall be plainly marked "RFQ No. DPW 2018-02 –Groundwater and Surface Water Assessment - Consulting Services" on the outside of the mailing envelope, addressed to the Town of Exeter Public Works Department, 13 Newfields Road, Exeter, NH 03833 will be accepted **until 2:00 p.m. on November 15, 2018** at the Public Works office. Four (4) copies of the SOQ shall be submitted.

Costs incurred for the preparation of an SOQ in response to this RFQ shall be the sole responsibility of the firm submitting the SOQ. The Town of Exeter 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 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 SOQs.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will prepare Engineering Contracts for execution. Upon execution of the Contract, the Consultant will be given the notice to proceed to perform the agreed upon services. 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 Exeter.

SCOPE OF SERVICES

The professional consulting services required by this project are as follows:

Groundwater Assessment Services

1. Collect sufficient information necessary for identifying a location for a new groundwater well in town on two properties that have been previously identified to be favorable for groundwater supply development.
2. Review land ownership status of the location(s) identified for a new well and assist the town with obtaining easements and/or land purchase as necessary.
3. Conduct field investigations once a location for a new well has been identified and agreements to access the land have been established.
4. Prepare and submit a report summarizing field investigations, hydrogeologic evaluation, and an estimate of permitted production volume of the site.
5. Prepare and submit a preliminary hydrogeologic report in accordance with Env-Dw 302.13 and conduct required public notification.
6. Prepare and submit a water conservation plan prepared in accordance with Env-Wq 2101.
7. Develop a capital improvement program that recommends a phased approach to developing a new groundwater supply for the Exeter water system.

Surface Water Assessment Services

1. Conduct a review of the existing Surface Water Treatment Plant.
2. Assess all infrastructure associated with surface water collection and treatment and provide an opinion of the condition and the remaining useful life of the assets.
3. Assess the existing treatment technology and recommend any improvements that could be made to the treatment process.
4. Provide long-term recommendations for future surface water treatment needs.
5. Develop a capital improvement program that identifies a phased approach to improving surface water treatment for the Exeter water system.

Meetings

The following are anticipated for this project:

1. Kick-off meeting and site visits
2. Review of the draft report(s) with Town staff
3. Present the final report(s) to the Select Board

PRE-PROPOSAL MEETING

There will be a non-mandatory pre-proposal meeting at 10:00 a.m. on Thursday, November 1, 2018, at Exeter Public Works, 13 Newfields Road, Exeter, New Hampshire to discuss this project and answer questions.

TIMELINES

The Consultant Selection Schedule is as follows:

Request for Proposal	October 24th
Pre-proposal Meeting	November 1 st at 10 am
Consultant Proposals Due	November 15 th at 2 pm
Consultant Selection	November 26 th
Contract Approval	Select Board Meeting scheduled December 3 rd

INFORMATION AVAILABLE

Previous studies of the water system and groundwater sources may be found at <https://www.exeternh.gov/publicworks/reports-and-studies>

SUBMISSION REQUIREMENTS

The Statement of Qualifications shall include the following elements in the order in which they are listed:

1. Project understanding and approach.
2. The project team, including qualifications and responsibilities of key personnel.
3. Technical capabilities of the project manager and years of service working with the project team.
4. Project schedule.

Submissions will be limited to 16 pages, single-sided (double-sided pages shall be accepted, but each side shall count). Resumes of key personnel shall be included as an appendix to the proposal and will not be included in the page limit. Preprinted brochures and profiles are not acceptable.

A cover letter (1-page maximum) shall be provided that clearly states the firm's willingness and ability to undertake the project and execute a contract for a project of this size. Cover letters shall not be included in the page limit.

A total of four (4) copies of the SOQ shall be submitted in a sealed envelope and addressed to the Town of Exeter Public Works Department, 13 Newfields Road, Exeter, NH 03833. The sealed envelope shall clearly identify the engineering firm submitting the Statement of Qualifications and the title of the project: "RFQ No. DPW 2018-02–Groundwater and Surface Water Assessment-Consulting Services". The Statement of Qualifications will be accepted no later than **2:00 PM on November 15th, 2018**. Statements

of Qualifications received after this time will not be considered.

EVALUATION CRITERIA & INTERVIEWS

The Town of Exeter 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

TOWN ROLE

The Town will provide access to all available plans and reports that are pertinent to this project. Town staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the Town's Public Works Department will review plans and other documents prepared by the consultant.

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 but not limited to design, construction administration services, and/or additional project engineering and design services.

CONTACT INFORMATION

If you have any questions regarding this RFQ, please contact Matthew Berube, Water & Sewer Manager at (603) 773-6167 or mberube@exeternh.gov.