

# **REQUEST FOR PROPOSALS**

**TOWN OF EXETER, NEW HAMPSHIRE**

Public Works Department

**PROFESSIONAL ENGINEERING SERVICES**

**Exeter Public Water System Asset Management Plan  
Professional Engineering Services**

**RFP No. DPW 2014-01**

**TOWN OF EXETER, NH  
DEPARTMENT OF PUBLIC WORKS**

**RFP No. DPW 2014-01  
REQUEST FOR PROPOSALS**

**PROFESSIONAL ENGINEERING SERVICES  
Exeter Public Water System Asset Management Plan**

**INTRODUCTION**

The Town of Exeter is requesting consulting services for development of an Asset Management Plan (Plan) for the town's water system. The Plan must meet the requirements of the NH Department of Environmental Services (NHDES) grant that has been awarded to the town.

**GENERAL REQUIREMENTS**

Consulting firms making proposals must respond in writing to all requirements of this Request for Proposals (RFP). 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 NHDES Water Division for work on water supply, treatment and distribution.

Sealed proposals, plainly marked "**RFP No. DPW 2014-01 - Proposal for Asset Management Plan - Engineering Services**" on the outside of the mailing envelope, addressed to:

Town of Exeter  
Public Works Department  
Public Works Director  
13 Newfields Rd  
Exeter, NH 03833

Proposals will be accepted until **2:00 p.m. on Friday, March 21, 2014** at the Public Works office. Five copies of the proposal shall be submitted. One cost proposal, in a separate sealed envelope, shall be included with the proposals.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any consultant firm that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. 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 proposals.

## **BACKGROUND**

The Town has been awarded a grant from NHDES for developing a Public Water System (PWS) Asset Management Planning program. The town currently has a basic inventory of the water system elements, but has not developed a formal asset management plan that ties together all of the core components needed for a comprehensive plan.

The town's current inventory consists of GIS locations of approximately 90% of the town-owned distribution system (pipes, valves, hydrants and other significant elements), which includes material type and size, but not the age of the components. The town also has an inventory of equipment type and age for the treatment plant and storage tanks. Additionally, there are seven (7) privately owned water systems in town that have yet to be inventoried, but will be GPS-located over the next year.

Another critical component of the plan is the identification of elements of the water system that may be vulnerable to the effects of climate change. For instance, the town is moving toward removal of the Great Dam in the Exeter River, which is one of the sources for the PWS. Removal of the dam could improve flooding issues in the area, but would also require significant modification to the PWS intakes in the river.

This project has received a matching grant of \$15,000 from NHDES, to be used by May 31, 2016. The town has the necessary funds to match the full grant amount.

## **PROJECT TASKS**

Refer to the grant application (Appendix A) and the grant award (Appendix B) for the required scope of services. In addition to those tasks described in the appendices, the consultant will be responsible for administering the NHDES grant to fund this project.

## **PRE-PROPOSAL MEETING**

There will be a non-mandatory pre-proposal meeting at 10:00 a.m. on Thursday, March 6, 2014 at Exeter Public Works, 13 Newfields Road, Exeter, New Hampshire to discuss this project and answer questions.

## **TIMELINES**

The work is to be completed as expeditiously as possible. The NHDES grant agreement requires that all work be completed by May 31, 2015.

The Consultant Selection Schedule is as follows:

Request for Proposals	Monday, February 24, 2014
Pre-proposal Meeting	Thursday, March 6, 2014
Consultant Proposals Due	Friday, March 21, 2014
Consultant Interviews (if necessary)	Tuesday, April 1, 2014
Contract Approval	Selectmen Meeting shortly thereafter

### **INFORMATION AVAILABLE**

- NHDES Grant Application – attached
- NHDES Grant Award - attached
- Exeter MapsOnline – GIS information  
<http://mapsonline.net/exeternh/>

### **PROPOSAL SUBMITTAL REQUIREMENTS**

1. Cover letter
2. Project understanding
3. Project approach to accomplish the Work
4. Scope of Services – Highlight major tasks that were not specifically called out in the Project Tasks.
5. List of similar work experience.
6. Project Team Chart identifying the team
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Project Engineer(s)
  - d. Sub Consultants
7. Project Schedule in Gantt format
8. Project cost proposal and breakdown by major tasks. The cost proposal shall be in a separate sealed envelope.
9. Five (5) copies of the proposal

**All submissions shall be limited to a maximum of 16 pages including the cover letter, schedules and resumes.**

## **EVALUATION CRITERIA & INTERVIEWS**

The Town of Exeter will review the proposals 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

## **CONTRACT DOCUMENT**

Upon selection, the successful Consultant will prepare Engineering Contracts for execution according to NHDES guidelines. Upon execution of the Contract the Consultant will be instructed to commence providing the work outlined in the contract. 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.

## **TOWN ROLE**

Town staff will be responsible for

1. Providing all existing data for the water system, including GIS data.
2. Providing access to water system facilities
3. Administering the project and overseeing the consultant's work.
4. Representatives of the Town's Public Works Department will review plans and other documents prepared by the consultant prior to any submittals to NHDES.

## **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 design, construction administration services, and/or additional project engineering and design services.

## **CONTACT INFORMATION**

If you have any questions regarding the request, please contact Michael Jeffers, Water and Sewer Managing Engineer, (603) 773-6157 or Matt Berube, Water and Sewer Engineering Technician, (603) 773-6167.