



# TOWN OF **NEWMARKET** NEW HAMPSHIRE

## **TOWN OF NEWMARKET, NEW HAMPSHIRE** DEPARTMENT of PUBLIC WORKS

### **REQUEST FOR QUALIFICATIONS (RFQ) – RFQ#2024-004**

#### **GENERAL ENGINEERING SERVICES – WATER RESOURCES**

The Town of Newmarket, NH (the Town) is inviting qualified and experienced engineering and environmental firms (Consultants) to submit qualifications to provide general engineering services related to the protection, conservation, and management of water resources. Projects / scopes of work will vary and range from fulfilling municipal needs to supporting municipal programs.

#### **Background:**

The Town of Newmarket is located within the western reaches of the New Hampshire seacoast with a population over 9,500. The Town, over the past 25-years, has invested significant resources into infrastructure and facility improvements to meet regulatory changes and support redevelopment and sustainable development opportunities. Further, the Town has balanced these activities with conservation efforts that have preserved areas of environmental significance that will help the Town adapt to a changing climate. In order to maintain the quality of life enjoyed by the resident of Newmarket and keep essential services functioning, the Town requires occasional assistance from qualified professional engineering firms to provide on-call engineering support services as needed. These services range across a multitude of disciplines to support and maintain the Town's infrastructure and facilities.

The Departments of Public Works and Environmental Services are responsible for maintenance and/or oversight of the following Town assets (quantities are approximate):

- |                           |                                    |                          |
|---------------------------|------------------------------------|--------------------------|
| • 50 miles of roads       | • Stormwater BMPs                  | • 2,000 water meters     |
| • 10 miles of sidewalks   | • 22 miles of sewer main           | • 4 water supply wells   |
| • 4 municipal bridges     | • 6 sewer pump stations            | • Water Treatment Plant  |
| • 10 miles of storm drain | • 630 sewer manholes               | • 1 Water Tower          |
| • 300 catch basins        | • 0.85 MGD permitted capacity WWTF | • 12.5 sq. miles of land |
| • 50 drain manholes       | • 28 miles of water main           | • 25 Town buildings      |
| • 37 MS4 outfalls         | • 225 hydrants                     | • 1 transfer station     |
| • 2 dams                  |                                    |                          |

The Town issued a request for qualification (RFQ) for General Engineering Services in 2019.



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Through that qualifications-based selection process, the Town selected two Consultants to provide the desired services and entered into an on-call services agreement with each. Those agreements are still in effect and the Town will continue to partner with the Consultants selected through the 2019 RFQ process. With the addition of a Town Engineer to town staff, the Town is developing and implementing projects requiring support from Consultants specializing in surface water quality, watershed management, and mitigation of non-point source pollution to meet state and federal regulations. The Town is now looking to expand the pool of on-call Consultants providing general engineering services to the Town of Newmarket.

It is the intent of this RFQ to select up to two qualified Consultants with expertise in water resources management as listed below in the Scope of Services. The Town does not require prospective Consultants to perform all aspects of those services themselves, but does require the selected Consultants to have the ability to secure assistance from qualified subconsultants with the specialized skills for those tasks that the prime Consultant cannot perform. Prospective Consultants should be clear in their statement of qualifications as to those tasks which will be performed by a subconsultant, and provide information regarding qualifications of those firms. This Consultant selection shall be valid for up to 3 years from the date on which independent contracts can be negotiated and executed. This Consultant selection shall be subject to an annual performance review, at which point the Town may, at its sole option and discretion, elect to terminate the Consultant selection, or extend the contract for an additional year.

## **Scope of Services**

The scope of services associated with this RFQ includes development and implementation of studies/evaluations/plans focused on improving water quality and/or reducing non-point source pollution; all aspects of project development for the upgrade, maintenance, and/or replacement of municipally-owned infrastructure; and the review and inspection of private development projects. This work includes, but is not limited to: engineering study and design services; permitting assistance; bid document preparation; construction oversight/administration; cost estimating; plan review and construction oversight of private site development and public infrastructure projects; grant/loan funding application support; assistance with project coordination and administration; and other general engineering tasks as they arise.

Project tasks may vary greatly depending on available funding, the urgency of the requested service, and the nature of the proposed work. Consultant selection does not guarantee the award of any particular scope of work. In addition to having sufficient resources to complete requested tasks, the selected Consultant must have the ability to complete those tasks within the time frames established by the Town. These time frames may be of a short duration or for emergency situations.

The general description of services to be provided by the Consultant follows. This list is not all-encompassing, but does include base services that can be expected to be provided during



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the course of the subject contract for General Engineering Services – Water Resources.

1. Water Resources Engineering Services
  - a. Surface water quality evaluation/engineering
  - b. Watershed Management Plan development/implementation
  - c. Non-Point Source Pollution mitigation
  - d. Shoreline stabilization
2. Stormwater Engineering Services
  - a. Stormwater system evaluation/design
  - b. MS4 General Permit compliance assistance
  - c. IDDE Program implementation including, but not limited to, catchment investigation and structural BMP design to target pollutants of concern
  - d. Climate resiliency evaluation/assistance
3. Peer Review of Private Site Development and/or Subdivisions
4. Construction Inspection/ Administration
5. Permitting Assistance
6. Grant/Loan Application and Administration Assistance

## **Qualifications and Experience:**

Prospective consultants shall submit a Statement of Qualifications (SOQ) in response to this RFQ. The SOQ shall be limited to 20 double-sided pages and shall include the following (cover page and tabs/dividers are not included in the page count).

1. **Cover Letter:** Signed by a representative of the Consultant firm authorized to enter into contracts/agreements and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. **Company Profile:**
  - a. Outline the firm's history, mission, and values.
  - b. Provide details on the firm's structure. (i.e. years in business, financials, size, locations, litigation)
  - c. Strength and stability of business. (i.e. core areas of expertise/service and diversity of project experience)
  - d. 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. **Service and Team:**
  - a. Provide a description of the project team proposed to provide the services identified in this RFQ. Identify the Project Team Manager/Main Client Contact and other key personnel who would be charged with providing services to the Town. The Project Team Manager shall be a registered professional engineer in the State of New Hampshire.
  - b. Provide individual biographies or resumes of no more than two pages each describing the background and experience of each key member of the project team.
  - c. Provide the location of the project team members.



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#### 4. Relevant Experience and References:

- a. Provide a description of the firm's and project team's experience, including specific examples of similar work and their relationship to the services included in this RFQ.
- b. Provide references from at least 1 and up to 3 previous clients for which the firm has completed projects with similar work to the services included in this RFQ. Include names of contact persons with email addresses and telephone numbers to facilitate contacting them.

#### 5. Firm Performance

- a. Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and successful project outcomes for the proposed General Engineering Services.
- b. Firms should indicate if they have had any claims and/or lawsuits filed against their professional liability insurance within the past 5 years. A brief description shall be included for each occurrence.

#### 6. Sustainability Commitment:

- a. Demonstrate the company's commitment to sustainability and environmental responsibility.
- b. Provide information on any green certifications or awards received.
- c. Provide any sustainable aspects of projects you'd like to share.

#### 7. Billing Rate Structure:

- a. Provide an hourly rate schedule for the proposed project team and identify specific mark-ups for subconsultant billing if utilized. Because these General Engineering Services are intended to be implemented for up to a 3-year duration, the Consultant shall also identify any anticipated rate increases for this 3-year duration.
- b. This billing rate schedule shall be provided in a separate envelope with the submission. Billing rate schedule will not count toward the SOQ page-limit and will not be opened until all SOQ submittals have been evaluated.

#### 8. Conflicts of Interest:

Provide a Conflict of Interest statement which describes any and all current or potential conflicts of interest related to the performance of work for the Town of Newmarket under this solicitation and how such conflicts will be avoided and/or mitigated.

It is unnecessary to meet all requirements, as different Consultants will likely support the Town's needs. Town staff will evaluate all SOQ submittals and, if desired, schedule a meeting to review your SOQ and discuss questions and next steps.

Any questions regarding this RFQ may be addressed in writing to Lyndsay Butler, PE, Town Engineer, at [lbutler@newmarketnh.gov](mailto:lbutler@newmarketnh.gov). 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.

Responses are due at the Town of Newmarket, Department of Public Works, 4 Young Lane,



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Newmarket, NH 03857, no later than **2:00 p.m., on May 16, 2024**. One (1) hard copy and one (1) electronic copy (in pdf format on USB thumb drive) are required. Faxed or email submissions will not be accepted. Submissions received at the above address after this time will not be considered. The submittal shall be entitled:

**REQUEST FOR QUALIFICATIONS – RFQ#2024-004**  
**GENERAL ENGINEERING SERVICES – WATER RESOURCES**

Town of Newmarket, New Hampshire

Copies of the RFQ can be obtained from the Town's website at (<https://www.newmarketnh.gov/procurement/pages/list-of-bids-and-requests-for-proposals>)

### **Review of Qualifications:**

It is anticipated that after reviewing and evaluating the SOQ submittals received in response to this RFQ, the Town of Newmarket's Selection Committee will establish a short-list of up to 3 Consultants. If the Town chooses to conduct interviews, these Consultants will be invited to participate in an interview with the Selection Committee. The Town may request additional information from those firms that are short-listed. The Town of Newmarket reserves the right to short-list those firms that, in the Town's judgement, may potentially best serve the interests of the Town.

Generally, each SOQ submittal received will be evaluated and ranked according to the following decision criteria.

- Consultant's experience in completing projects and providing services of a similar nature as described in the Scope of Services.
- Project team members' qualifications and experience on projects of a similar nature as described in the Scope of Services.
- Regional experience, generally considered within Southern New Hampshire.
- Consultant's office location and ability to promptly respond to the Town's needs.
- Familiarity with the Town of Newmarket and its infrastructure and water resources.
- Quality of responses from client reference contacted by the Town.
- Innovation: relates to opportunities to maximize production, cost-effective alternatives, peak mitigation and sustainable solutions.
- Degree of compliance and responsiveness of SOQ submittal to this RFQ.

### **Anticipated Schedule**

The following schedule is planned for retaining general engineering services for implementation of the General Engineering Services – Water Resources contract.

- Issue RFQ – May 2, 2024
- Question Deadline – May 8, 2024
- Response to Questions, Addendum Issued – May 9, 2024
- SOQ Submittal Deadline – May 16, 2024
- Short-list Consultants; Request for Interviews (if the Town chooses) – May 23, 2024
- Interviews (if the Town chooses) – Within 1 weeks of Request for Interviews





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- Consultant Selection Complete – May 31, 2024
- Award General Engineering Services Contract(s) – June 7, 2024

## **Reservation of Rights**

This RFQ does not commit the Town of Newmarket to pay any costs incurred by Consultants in the preparation, submission, or presentation of SOQ. By submitting to this RFQ, the Consultant is authorizing the Town to request any relevant information or ask any questions in order to make an informed decision. The Consultant further agrees to release the Town from any liability in the review of the Consultant's SOQ submittal and client references.

The Town of Newmarket reserves the right to undertake such investigations as it deems necessary to evaluate the qualifications of the Consultant and the individual project team members. Consultants may be requested to execute releases of information. Failure to provide a release upon request will result in disqualification.

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

The Town of Newmarket reserves the right to negotiate additional work not specifically detailed in this RFQ with the selected Consultant(s).