

# Town of Barrington, New Hampshire

## Request for Qualifications

For

### Asset Management and Additional Engineering Services



**Due: Wednesday, May 6, 2020**

No later than 12:00 PM

Deliver by USPS to:

Town of Barrington

RFQ: Asset Management and Additional  
Engineering Services

PO Box 660

Barrington, NH 03825

Deliver by UPS/FedEx/Other to:

Town of Barrington

RFQ: Asset Management and Additional  
Engineering Services

333 Calef Highway

Barrington, NH 03825

Questions to Conner MacIver, Town Administrator

(603) 664-7395

[cmaciver@barrington.nh.gov](mailto:cmaciver@barrington.nh.gov)

[www.barrington.nh.gov](http://www.barrington.nh.gov)



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications: Asset Management and Additional Engineering Services- 2020

---

### REQUEST FOR QUALIFICATIONS (RFQ)

#### Asset Management and Additional Engineering Services

##### **Introduction:**

The Barrington Select Board is requesting submittals of a Statement of Qualifications from qualified engineering consulting firms for Asset Management services for the CWSRF Asset Management Loan Forgiveness Program. The Town of Barrington will provide staff for assistance in the asset development as well as for implementation training of the Asset Management program and other related services. The Town of Barrington will also consider the selected firm for additional 'on-call' municipal engineering services for the Town's varied projects. This RFQ is a qualifications based selection and you should not include cost in this submission. Submissions shall be due to the Barrington Town Hall, P.O. Box 660, 333 Calef highway, Barrington, NH 03825, in a sealed envelope clearly labeled "**RFQ: Asset Management and Additional Engineering Services**", on or before 12:00 PM, Wednesday, May 6, 2020.

Copies of the request for qualifications may be obtained, without charge, from the Barrington Town Offices at 333 Calef Highway, Barrington, NH 03825, telephone number (603) 664-9007, or on the Town's website using the following link: <https://www.barrington.nh.gov/bids>. If you wish to receive automatic notification regarding additional information or amendments to the RFQ, please submit your contact information at the web address.

The Town of Barrington reserves the right to negotiate a final fee and scope of services with any of the firms or individuals that submit a proposal. This solicitation is not a low bid process. The Barrington Select Board shall ultimately select an individual or firm that best meets the funding criteria and the needs of the Town based upon qualifications, references, scope of services offered, and quality of submittal.

The Town of Barrington reserves the right to develop a short-list of firms who will then be given an opportunity to provide additional information and/or clarify aspects of their submittal as part of the selection process.

After the most qualified consulting firm or individual has been identified, the Town of Barrington and the consulting firm will negotiate a fair and reasonable price for the services provided. If an agreement cannot be reached, the Town of Barrington will move to the next most qualified consulting firm(s) until an agreement can be reached.

The Town of Barrington will expect the firm to work with other Town of Barrington consultants relative to the Asset Management services as directed by the Town and staff as necessary. All engineering deliverables under this selection shall be completed by a Professional Engineer registered in the State of New Hampshire. Submitting firms shall be on the NH DES Roster of Prequalified Consulting Engineers.



## TOWN OF BARRINGTON NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications: Asset Management and Additional Engineering Services- 2020

---

### **Barrington Information:**

The Town of Barrington is a community of approximately 9,000 residents located in Strafford county with a total assessed value of \$1,000,000,000. The Town is a SB-2 form of Town Meeting which is governed by a five-member Select Board. The Town has an annual operating budget of \$7,300,847 not counting capital expenditures. Municipal functions include: Police, Fire, Highway, Transfer Station, Recreation, Library, Planning, Building Inspection/Code Enforcement, Tax, Town Clerk, Finance, and Administration.

### **Project Information:**

In 2020, The Select Board presented to voters an opportunity to acquire funding from the State of New Hampshire to improve the Town's asset management program. Voters supported the warrant article to pursue this grant opportunity. This evaluation process will be used to contract with a qualified engineering consultant to support those needs and other on-call engineering services as necessary.

### **Scope of Work - Stormwater and Wastewater Asset Management Programs:**

Submitting firms must demonstrate their qualifications and experience with successful completion of CWSRF funded asset management programs for other New Hampshire communities. For the Town of Barrington to qualify for loan forgiveness, the following **core** elements of asset management listed below must be addressed and fulfilled to result in a **complete community-specific "decision making tool"**. When these core elements are developed and well maintained, they will provide effective tools for the Town of Barrington to communicate with its stakeholders. A more complete description of the core elements and full scope of work is provided in Attachment A.

- Vision Statement
- Asset Inventory
- Level of Service (LOS) Workshop
- Prioritization of Assets
- Life Cycle Cost Analysis (LCCA)
- Funding Strategy
- Implementation Plan
- Communication Plan



## TOWN OF BARRINGTON NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications: Asset Management and Additional Engineering Services- 2020

---

### **Additional Engineering Services:**

The Town reserves the right to engage the selected firm to provide professional engineering services for other municipal projects for which the selected firm may be qualified including, but not limited to, the following:

- Drinking Water, Wastewater & Stormwater Design
- Civil/Site Evaluation & Design
- Bridge Evaluation & Design
- Stormwater Management
- Roadway, Sidewalk, Trail, Path & Streetscape Evaluation, Permitting & Design (NHDOT LPA Certification required for projects utilizing this funding program)
- Planning Board Assistance or Peer Review.

Firms interested in being considered for one or more of the Additional Engineering Services (listed above) shall provide a statement of qualifications (maximum 2 pages) in an appendix attached to this submission, indicating their firm's capabilities.

### **Review Process:**

It is the intention of the Town of Barrington to award the contract to the most qualified firm that best meets the needs and interests of the Town of Barrington. The selection criteria to be used in awarding a contract for the services described herein shall include the following:

- Firm's history and resource capability to perform required asset management services
- Qualifications of the project team members
- Experience with similar communities on asset management projects implemented by the team
- List of project experience demonstrating state and federal agency processes and funding programs
- Quality of five references.

Evaluation of proposals shall be made by the Town Administrator and the Select Board. The Town reserves the right to direct select or interview one or more responding firms, reject any and all submittals, to re-advertise, or to otherwise proceed in the best interest of the Town. The Town will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to this solicitation. This RFQ does not commit the Town to award a contract. All responses will be treated as confidential unless otherwise required by law.



## TOWN OF BARRINGTON NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications: Asset Management and Additional Engineering Services- 2020

---

### **Submission Limitations and Deadline:**

Submissions shall be limited to 12 pages (plus up to two additional pages for consideration of additional services) and must be received by 12:00 pm on Wednesday, May 6, 2020. All responses will be opened publicly in the Town Administrator's office at that time and taken under advisement. Responses received after the time stipulated will not be accepted. Submissions must be in a sealed envelope clearly marked "RFQ: Asset Management and Additional Engineering Services."

Please send or hand deliver six (6) copies to:

**Town of Barrington**  
**RFQ: Asset Management and Additional Engineering Services**  
**PO Box 660 or 333 Calef Highway**  
**Barrington, NH 03825**

Questions concerning this request may be submitted to Conner MacIver, Town Administrator at:

**(603) 664-7395 or**  
[cmaciver@barrington.nh.gov](mailto:cmaciver@barrington.nh.gov)

[10 days before the solicitation due date].

### **General Information:**

The Town reserves the right to reject any or all proposals in the best interest of the Town. Any person or firm who provides a submittal shall assume all costs and expenses associated with the preparation and submission of that submittal. The Town of Barrington shall not be liable for any costs associated with the submission of a qualifications statement.

### **Additional Information/Addendums:**

All additional information and addendums will be posted on the Town of Barrington's website at [www.barrington.nh.gov/bids](http://www.barrington.nh.gov/bids). Within the RFQ: Asset Management and Additional Engineering Services request for Qualifications, a firm can subscribe to updates in order to be notified regarding any additional information or addendums.



# TOWN OF BARRINGTON

## NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications: Asset Management and Additional Engineering Services- 2020

---

### **ATTACHMENT A:**

#### ***Stormwater and Wastewater Asset Management Programs Scope of Work***

The Town of Barrington is requesting qualifications for Asset Management services for CWSRF Asset Management Loan Forgiveness Program. The Town will provide staff for assistants and for training in the implementation of the Asset Management program and other related services. Demonstrated experience working with municipalities on asset management projects meeting the criteria outlined below is required, along with the ability to accommodate a flexible and scalable working relationship with the Town. The Town will accept qualifications from firms, qualified individuals, and teams of qualified individuals. However, the Town's preference is to establish a relationship with a single firm.

All asset management programs, while having the same elements from one community to the next, are community-specific. For an asset management program development loan to qualify for loan forgiveness, all of the following **core** elements of asset management must be addressed and fulfilled to result in a **complete community-specific "decision making tool"**. If well developed and maintained up-to-date, these core elements are effective tools for communicating with stakeholders.

- **VISION STATEMENT** - Define a vision that describes what the community wishes to achieve through development of an asset management program. When properly crafted, this community-specific vision statement will help communicate to stakeholders, the purpose and overarching goals of what asset management will do for the community. The vision statement should identify and define all of the stakeholders (both internal and external).
- **ASSET INVENTORY** - Create an asset inventory, including a naming convention that makes sense for the specific community. The asset inventory should include each asset name, location and all pertinent information known about each asset.
- **LEVEL OF SERVICE (LOS) WORKSHOP** - Using a workshop approach, develop a defined LOS. The workshop should include input from stakeholders, such as: system operators, management, ratepayers and supporting input from the engineer (if applicable). Participation in the workshop by outside stakeholders is encouraged. Many communities have found that a balanced scorecard type matrix is helpful in developing and using LOS. LOS goals need to be specific, measurable, achievable, relevant and timely (SMART). These LOS goals should be reviewed frequently and modified accordingly.
- **PRIORITIZATION OF ASSETS** - Prioritize assets based on condition assessment and criticality. Many communities have found that a risk assessment type matrix comparing likelihood of failure vs. consequence of failure is an effective and useful tool for helping to prioritize assets and to visualize the state of the community's assets.
- **LIFE CYCLE COST ANALYSIS (LCCA)** - Analyze life cycle costs of each asset including capital costs, operating costs (including energy costs for all vertical assets) and maintenance costs for the life of the assets.
- **FUNDING STRATEGY** - Identify a funding strategy for asset maintenance and replacement, showing the need for increased revenue or justification of adequate revenue for the long-term management of the



## TOWN OF BARRINGTON NEW HAMPSHIRE

Office of the Select Board

Request for Qualifications: Asset Management and Additional Engineering Services- 2020

---

assets. This funding strategy needs to move the community toward being able to identify the actual cost to provide the service of collecting and treating wastewater and/or the cost of collecting and discharging or treating stormwater. This funding strategy should also identify the current day value of the assets (included in the asset management program) owned by the community.

- **IMPLEMENTATION PLAN** - Develop an implementation plan that explains how the community will continue to maintain and use the asset management program. The implementation plan also needs to include a description of how the community will incorporate energy and water conservation into day-to-day operations. For projects completed by a consultant, this implementation plan should include a description of training conducted by the consultant as part of the asset management program development. This training should enable the system operators to successfully continue with the use and implementation of the asset management program to manage the community's assets. This implementation plan is critical to the continuation of using and adapting the asset management program to meet the stakeholders' needs. The project schedule must allow for adequate and reasonable time for the system operators to use the asset management tool and return to the consultant, with questions, changes or clarification, if applicable.
- **COMMUNICATION PLAN** - Prepare a communication plan with time frame for completion of deliverables to inform stakeholders about the asset management program and its capabilities. This communication plan will identify the most effective methods of communicating with each stakeholder group identified during the development of the community's vision statement.