

Emerald Lake Village District

# Request for Qualifications

Professional Engineering Services for Public Water Source Alternative and  
Distribution System Upgrades

Prepared by RCAP Solutions, Inc.  
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# Request for Qualifications

*Emerald Lake Village District, Hillsborough, NH, PWS# 1141020*

Emerald Lake Village District in Hillsborough, New Hampshire is seeking qualification statements from interested engineering firms to conduct a feasibility study and provide planning services for infrastructure repairs and determination of an alternative source of water. The work is anticipated to begin as soon as possible, but no later than March 2018. Qualification statements must be received by ELVD Office no later than **6:30 pm on Thursday, February 22, 2018**. Submissions shall be hand delivered or mailed to:

Office Emerald Lake Village District C/O Diane Cunningham  
**"ENGINEERING AND PLANNING QUALIFICATION STATEMENT"**  
147 W. Main Street, PO Box 2217  
Hillsborough, NH 03244

The submission shall be in a sealed envelope clearly "ENGINEERING AND PLANNING QUALIFICATION STATEMENT". No faxed, e-mailed, or electronic submissions will be accepted. Five copies of the Qualification statement shall be submitted.

The District also reserves the right to continue with the subsequent engineering phases with the selected consultant. Questions shall be directed to Diane Cunningham, District Chairperson at [diane.elvd@gmail.com](mailto:diane.elvd@gmail.com).

## General Overview

ELVD's water system consists of 13 miles of water mains and 8 active drilled wells supplying 530 homes. The original lines are 2 to 4-inch flexible tubing which is now more than 50 years old and failing. ELVD is initiating a project that will include infrastructure upgrades and potentially an interconnection of water systems between Emerald Lake Village District and the Town of Hillsborough.

## Summary of Current Situation

The failing distribution system issues are exasperated by community wells having lost significant capacity. The original yields of most of ELVD's wells have not been quantified with aquifer testing, but do have significant assigned yields. New wells would be deemed replacement wells by NHDES. Water from the wells must be treated to remove arsenic and fluoride.

Last fall, a leak of approximately 8 gallons per minute with a few smaller leaks caused the system to lose capacity to the point of needing several deliveries of bulk water. The system needs to repair distribution system leaks and increase source water availability. ELVD installed three zone meters in 2017 to conduct a water use analysis to identify leaks and is pursuing a State Revolving Loan of \$400,000 to replace the most vulnerable sections of the distribution system. Additionally, ELVD is also pursuing funds to obtain a sustainable alternate source of water from the \$280M Ground Water Fund.

Source water options evaluated should include: (1) cost of installing replacement wells; or (2) interconnection with the Town of Hillsborough's water system. Connection to the Town of Hillsborough's water is assumed feasible and sustainable alternative for source water. The timing of interconnection is optimal due to expansion of the Hillsborough Public Water System for a residential and commercial development project.

## Project Goals

Development of funding strategies and submission of SRF applications to NHDES shall be part of the work. A summary of the project goals includes, but are not limited to:

- Develop economical and sustainable solutions for an alternative water source.
- Develop preliminary engineering and basis for design for selected infrastructure upgrades.
- Guide the District to a robust final design and construction that meets NHDES requirements.

## Proposal Contents and Evaluation Criteria

Emerald Lake Village District will review the Proposals on the following criteria:

1. ~~Cost and Scope of Proposal~~ ← Exclude. Looking for qualifications first. ELVD and applicant will negotiate cost and scope of proposal once selected
2. Project Schedule
3. Relevant experience of the firm and its subcontractors
4. Experience of assigned personnel
5. NHDES funding experience
6. Quality of proposal
7. Understanding of project
8. Client References

Upon review of all responsive statements, the District may select one or more firms to interview. Upon completion of the interviews, the District will attempt to negotiate final Scope of Services and Fee with the selected firm. If the District is unable to reach agreement with the selected firm, the District reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

## Reservation of Rights

Emerald Lake Village District reserves the right to reject any or all statements, to waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interest of the District. The District reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The District 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.

## Requirements

### General Requirements

1. In the performance of the services requested, the Engineer shall be an independent contractor. The Engineer shall perform the services on behalf of the ELVD and will serve as the District's agent.
2. Monthly billing statements and all State Revolving Loan Fund submittals comply with SRF schedule and content requirements.
3. Submittals are to be provided which clearly indicate personnel and work performed, with dates and hours, categorized for each project.
4. Engineer shall provide all material prepared for each work project to the District directly. No information shall be released to any party other than the District without the approval of the District.
5. Engineer shall be a Licensed Professional Engineer, licensed in the State of New Hampshire, with a minimum of 5 years of experience. ELVD expects that all engineering design will be done by a licensed professional engineer.

### Qualification Requirements

Each statement of qualification shall include the following components:

1. Cover letter
2. Brief description of the firm
3. Project understanding
4. Typical project approach focusing on uniqueness of firm
5. Experience statement identifying work on similar projects. Experience statement shall identify the key design personnel involved in the project.
6. Summary of NHDES funding experience.
7. A list of references with contact information.
8. Project Team Chart (with resumes) identifying the team
  - a. Principal-in-Charge
  - b. Project Manager
  - c. Project Engineer(s)
  - d. Sub Consultants
9. Certificate of good standing with the Secretary of State, Corporate division, in order to perform work in the State of New Hampshire
10. Five (5) copies of the qualification statement shall be submitted at ELVD Office no later than 6:30 pm on Thursday, February 22, 2018.

**All submissions shall be limited to a maximum of 40 pages.**

## District's Role

Emerald Lake Village District's Board of Commissioners will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the District's public water system will review.

## Inquiries

No interpretation on the meaning of plans or documents will be made to any responding firm orally. All inquiries regarding this RFQ should be submitted via email to shall be directed to Diane Cunningham, District Chairperson, at [diane.elvd@gmail.com](mailto:diane.elvd@gmail.com) no later than 3:00 p.m. Friday, February 2, 2017. The District reserves the right to not respond to any or all inquiries. Responses will be provided in a written addendum with both inquiries and responses, without stating the source of the inquiry, to all firms and on the District website <http://www.elvdnh.com/> no later than Friday, February 9, 2018.

## Information Available for Review

As part of the preparation of the Statement of Qualifications, firms may schedule to review hard copies of plans and documents at Emerald Lake Village district by calling the District office (603) 464-3128. Many of the needed documents are available on the District's website at <http://www.elvdnh.com/>.