



DRINKING WATER ASSET MANAGEMENT PLAN

UNITY COMPLEX
5 NURSING HOME DRIVE
UNITY, NH 03743

REQUEST FOR PROPOSAL

DRINKING WATER ASSET MANAGEMENT PLAN FOR SULLIVAN COUNTY

ISSUE DATE: MAY 30, 2018

PROPOSALS WILL BE RECEIVED UNTIL
JUNE 27, 2018 at 2:00 P.M.

**DEPARTMENT OF FACILITIES AND OPERATIONS
5 NURSING HOME DRIVE
UNITY, NH 03743**

ATTN: MARY BOURQUE, DIRECTOR OF FACILITIES AND OPERATIONS

Project Description:

Sullivan County is requesting consulting services for development of a Drinking Water Asset Management Plan (Plan) for the Sullivan County Complex (PSW 2384010) located in Unity, New Hampshire. The Plan must meet the requirements of the NH Department of Environmental Services (NHDES) grant that has been awarded to the County. Scope of Work and Proposal Requirements are detailed in Attachment A of this RFP.

Pre-Proposal Meeting:

There will be a non-mandatory pre-proposal meeting at 1:00 p.m. on Tuesday, June 12, 2018 at Sullivan County Facilities Department at 5 Nursing Home Drive in Unity, NH to discuss this project and answer questions.

Proposal Instructions:

Two (2) copies of the Proposal must be submitted in a sealed envelope clearly labeled "DRINKING WATER ASSET MANAGEMENT PLAN" to the address above by the date and time indicated to be considered. Faxed or emailed submissions will not be accepted.

Addenda:

Addenda to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at the City's web site at <http://www.sullivancountynh.gov> under the RFP tab and project heading. Addenda and updates will NOT be sent directly. Firms submitting proposals should check the web site for addenda and updates prior to submitting a proposal. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

Proposal Opening:

The deadline to submit a proposal is 2:00 p.m. on June 27, 2018 at which time all submissions will be opened in the Facilities & Operations Director's Office. The public is welcome to attend, although a contract will not be awarded on that date.

Proposal Award:

It is anticipated that the Board of Commissioners will award this project during a regular public business meeting scheduled for July 16, 2018 or a subsequent public meeting. Funding for this project only becomes available with Delegation approval of the County's budget effective on July 1, 2018.

Proposal Prices:

Proposal prices are to remain in effect for a period of ninety (90) days from opening date of the proposals and are to remain firm once proposal is awarded to the successful proposer(s).

Contractual Obligations:

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 Sullivan County. Failure to execute a contract within 30 days of written notification from the County may constitute cause for cancellation of the proposal acceptance and award.

Indemnification:

To the fullest extent permitted by law, the Consultant shall protect, indemnify, save, defend and hold harmless the Owner and its officials, agents, volunteers and employees from and against any and all liabilities, obligations, claims, demands, damages, penalties, causes of action, loss of services, compensation, costs and expenses, including but not limited to reasonable attorney and paralegal fees, which the Owner and its officials, agents, volunteers and employees may become obligated by reason of any accident, bodily injury, death of a person or loss of or damage to tangible property, which may in any way arise directly or indirectly in connection with or out of the services performed by Consultant or anyone directly or indirectly employed by Consultant or any other person or company retained in any way to carry on all or any portion of the services necessary to abide by the terms of the Agreement, including but not limited to any negligent, intentional, or wrongful act or omission by the Consultant or its officers, employees, or agents.

Insurance Requirements:

Prior to commencing work, the Consultant shall demonstrate that

Comprehensive General and Professional Liability Insurance: Consultant carries a general liability and professional liability policy with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, as well as completed operations coverage applicable to the work performed under this Contract. The general liability policy must also contain contractual liability coverage applicable to the contractual indemnification obligation set forth in the contract agreement.

Motor Vehicle Insurance: Consultant carries automobile insurance coverage in the amount of \$1,000,000.

Workers Compensation Insurance: Consultant shall provide proof of workers' compensation insurance that meets State of New Hampshire required limits. The Consultant's workers' compensation coverage must waive subrogation against the County and its officials, agents, volunteers and employees.

The Consultant will furnish to the County a Certificate of Insurance *and an endorsement* prior to executing the Contract or commencing work, demonstrating that the County and its officials, agents, volunteers and employees are named as an additional insured on the general liability and automobile liability insurance

coverage. The County shall not be required to insure the Consultant, any subconsultant, subcontractor, or any other professional service provider.

Special Considerations:

- Sullivan County reserves the right to make an award in whole, or in part, and to accept or reject any and all proposals or parts thereof, which they deem to be in the best interest of the County and to waive any bid formality.
- The Proposer shall sign the proposal correctly and proposals may be rejected if they show omission, alterations of form, additions not called for, conditional proposals or any irregularities of any kind.
- Proposers are expected to be thoroughly familiar and comply with applicable laws, rules and regulations pertaining to the work required as part of this project, including but not limited to federal and state laws regarding worker safety, building codes, and licensing requirements.
- Proposers shall assume all costs and expenses associated with the preparation and submission of a proposal.
- No Contractor of services under this RFP shall discriminate against any employee, applicant for employment, or recipient of services on the basis of veteran status, race, religion, color, sex, sexual orientation, age, disability, or national origin.
- The following factors will be considered as the basis for award of the proposal, with priority to be determined solely by the County:
 1. Consultant Qualifications, Experience, Reputation and References
 2. Compliance with Proposal Requirements
 3. Ability to Meet Service Requirements
 4. Contract Cost
 5. Exclusions and Limitations
 6. Warranty
 7. Location of Business

Sullivan County is aware of the time and effort required to prepare proposals and invites Proposers to let us know of any proposal requirements that are unclear and/or create difficulty in responding. If you have any questions regarding this RFP, please contact me at 603-542-9511, extension 273, or via email at mbourque@sullivancountynh.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Bourque', is written over a light blue rectangular background.

Mary Bourque, Director of Facilities and Operations
Sullivan County

Enclosed:

Attachment A: Scope of Services and Proposal Requirements

Attachment B: NHDES Grant Approval

ATTACHMENT A
SCOPE OF SERVICES AND PROPOSAL REQUIREMENTS

A. SCOPE OF WORK

The Consultant will provide the following professional engineering services related to the development of an asset management plan for drinking water system at the Sullivan County Complex.

Task 1 – Asset Inventory, Condition and Criticality Assessment

Develop an inventory of water assets based on documentation provided by Sullivan County with additional assets added as needed during documentation review and onsite assessment. Inventory will be in electronic spreadsheet form.

Conduct a physical inventory of the water system assets. The following asset types are anticipated:

- Supplies
- Tanks
- Treatment facilities
- Transmission mains
- Distribution mains
- Unique components

Evaluate the condition of each block of assets based on physical inventory and evaluation of available information such as: installation documentation, tests, operator input, and maintenance records.

Estimate remaining service life for each block of assets based on manufacturer's published literature (where available), industry standards and reference material, engineering judgment, operator input and experience with the system, and service history.

The condition assessment inventory will include:

- Type of asset
- Age
- Location
- Condition
- Criticality
- Probability of failure
- Consequence of failure
- Service history
- Estimated remaining useful life.

For each asset or asset block, estimate its probability of failure. Develop a scoring system (matrix) to rank assets based on their probability of failure. Consider material, age, condition, climate change vulnerability, and other factors as appropriate.

For each asset or asset block, estimate its consequence of failure. Develop a scoring system (matrix) to rank assets based on the impact their failure would have on the system's ability to meet the desired level of service. Consider remaining useful life, protection of public health and welfare, importance of the asset to operation of the system, and redundancy or lack thereof.

Rank assets in order of importance (priority) based on a combination of probability and consequence of failure.

Create a Water Distribution System mapping system in AutoCAD or other digital format approved by the County and NHDES.

Task 2 – Level of Service Statement

Develop a Level of Service Statement defining the way in which the water system owners, managers, and operators want the system to perform over the long term.

Conduct a management workshop with The Board of Commissioners, County Manager, and County Staff to discuss Level of Service Statement. Employees and the public are invited to participate in Board Meetings, as well as review minutes, handouts, and video recordings of meetings published on the County's website.

Respond to comments from the Board of Commissioners, employees, or the public to finalize the Level of Service Statement.

Task 3 – Financial Strategy and Capital Improvements

Describe scope and cost of future capital improvement or renewal projects.

Develop a plan and schedule for the rehabilitation and replacement of assets including an estimate of money needed each year for 10 years into the future as well as in 10-year windows for the estimated life of the assets.

Determine the estimated cost per year to adequately fund repair and replacement of existing assets and compare that cost to the water system's current operating budget.

Task 4 – Operation, Maintenance, Compliance, and Preparedness

Review current operation and maintenance activities through document reviews and staff interviews including:

- Standard operating procedures
- Alternate operating procedures
- Emergency operating procedures
- Routine maintenance
- Preventative maintenance
- Emergency/reactive maintenance
- Deferred maintenance

Review current activities to ensure compliance with state and federal regulations including compliance history and plans for meeting compliance requirements.

Review measures that the system will take to ensure that assets are sustained including security measures and emergency planning and preparedness.

Provide asset data, preventive maintenance procedures and frequencies, and other pertinent information for each asset for input into Sullivan County's CMMS. Sullivan County will be procuring a new CMMS, with monies from this grant, however purchase and implementation of the CMMS is not included in this scope of work.

Task 5 – Asset Management Plan Presentation, Implementation, Communication and Training

Prepare a written Asset Management Plan presenting the results of the above tasks. Submit a draft for review and discussion at a public Board of Commissioners meeting and provide training in asset management principles.

The Asset Management Plan will include recommendations for implementation and communication to customers.

Conduct a workshop with the Board of Commissioners, County Manager, and County Staff to review Asset Management Plan. Employees and the public are invited to participate in Board Meetings, as well as review minutes, handouts, and video recording of meetings published on the County's website.

Develop "Fact Sheet" about the Asset Management Plan for communication and public education. Incorporate and distribute with annual Drinking Water Consumer Confidence Report.

B. COUNTY ROLE

Mary Bourque, Director of Facilities and Operations, will be the prime contact and will be responsible for administering the project. Representatives from Sullivan County will provide input and assistance with any necessary field work and review all deliverables from the effort.

C. SPECIAL CONSIDERATIONS

NHDES grant agreement requires that all work be completed by May 31, 2019.

D. PROPOSAL REQUIREMENTS

Proposers are expected to familiarize themselves with scope before submitting a proposal. The submission of a proposal shall be deemed to represent that a Consultant has reviewed and is satisfied with the conditions to be encountered in performing the work.

Proposals must include the following information:

1. Cover letter
2. Project understanding
3. Project approach to accomplish the Work
4. Highlight major tasks, presentations, and meetings that were not specifically called out in the Scope of Work.
5. List of similar work experience.

6. Project Team identifying
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants
7. Project Schedule
8. Project cost proposal and cost breakdown by major tasks.