



TOWN OF CONWAY

23 MAIN STREET+ P.O. Box 2680 + CONWAY, NEW HAMPSHIRE 03818

(603) 447-3811
WWW.CONWAYNH.ORG

Request for Qualifications Stormwater Asset Management

Due: Friday, March 21, 2025
No later than 12:00 PM

Deliver by USPS/UPS/FedEx/Other to:

Town of Conway
RFQ: Asset Management Services
PO Box 2680
Conway, NH 03818

Questions:
Ryan O'Connor
Planning Director
(603) 447-3811
roconnor@conwaynh.gov

Introduction:

Conway New Hampshire is requesting submittals of a Statement of Qualifications from engineering consulting firms for Stormwater Asset Management services as part of a CWSRF Asset Management Program. The Town of Conway will provide staff for assistance in the program development as well as for implementation training and other related services. This RFQ is a qualifications-based selection and you should not include cost estimates. Submissions shall be due to the Conway Town Hall, PO Box 2680 Conway, NH 03818 in a sealed envelope clearly labeled “**RFQ: Asset Management Services**”, on or before 12:00 AM, Friday, March 21, 2025.

The Town of Conway 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 Conway 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 Conway 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 Conway and the consulting firm will negotiate a fair and reasonable price for the services provided. If an agreement cannot be reached, the Town of Conway will move to the next most qualified consulting firm(s).

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

Conway Information:

The Town of Conway is a community of approximately 9,822 residents located in Carroll County with a significant level of commercial development. The Town uses Town Meeting(s) which are governed by a five-member Select Board and an annual operating budget of approximately \$14,000,000 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.

As the Town grows and implements update stormwater and groundwater standards, Conway seeks to develop the Town’s asset management program. With the increase of stormwater assets and the importance of maintenance to ensure systems function as designed, the establishment of such a program is vital to their long-term success.

Scope of Work - Stormwater Asset Management Program:

Submitting firms must demonstrate their qualifications and experience with successful completion of CWSRF funded asset management programs for other New Hampshire communities. 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 Conway to communicate with its the community and developers.

The items below outline a summary of the intended purpose of the Stormwater Asset Management plan. A 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

Review Process:

It is the intention of the Town of Conway to award the contract to the most qualified firm. 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
- Applicable references or history working with the Town of Conway.

Evaluation of proposals shall be made by the Town Planning Director 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. Conway 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.

Submission Limitations and Deadline:

Submissions shall be limited to 12 pages and must be received by 12:00 pm on Friday, March 21, 2025. All responses will be opened publicly in the Selectboards meeting room, located on the second floor of Town Hall, 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 Services.”

Please send six (6) copies to:

Town of Conway
RFQ: Asset Management Services
PO Box 2680
Conway, NH 03818

Or hand deliver six (6) copies to:

Town of Conway
RFQ: Asset Management Services
23 Main Street
Conway, NH 03818

Questions concerning this request may be submitted to Ryan O’Connor, Planning Director at:

(603) 447-3811 or

roconnor@conwaynh.gov

[10 days before the solicitation due date].

General Information:

The Town reserves the right to reject any or all proposals not serving the communities best interest. 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 Conway shall not be liable for any costs associated with the submission of a qualifications statement.

Additional Information/Attachment:

See attached NHDES CWSRF Asset Management Guidance Document. Please note that all of the requirements need to be fulfilled in order for the Town to receive funding from NHDES.

ATTACHMENT A:
Stormwater Asset Management Programs Scope of Work

The Town of Conway 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 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.