

TOWN OF MILFORD, NEW HAMPSHIRE – OFFICE OF COMMUNITY DEVELOPMENT

**REQUEST FOR QUALIFICATION STATEMENTS FOR GIS INFRASTRUCTURE SYSTEM  
MAPPING PROJECT**

The Town of Milford, NH, Office of Community Development, acting through the Town Administrator, is seeking qualification statements for **Stormwater, Sewer and Water System GIS Mapping Project**, as outlined in the Specifications.

Separately sealed qualification statements shall be received by the Office of Community Development, Milford Town Hall, 1 Union Square, Milford, NH 03055 until **4:00 PM, Friday, September 16, 2011.**

Copies of the Specifications and other informational documents may be obtained from the Office of Community Development Monday through Friday between the hours of 8:00 AM to 4:30 PM. Inquiries may be directed to Sarah Marchant, Town Planner/GIS Coordinator at (603) 249-0620 or Fred Elkind, Stormwater Coordinator at (603) 249-0628.

Qualification packages must present evidence of qualifications and experience with projects of similar scope and requirements as described in the specifications. The Qualifications Statement Package Instructions and Specifications detail submittal requirements and evaluation criteria.

The Town of Milford reserves the right to waive any minor informality, to accept or reject, in whole or in part, any or all submissions or take whatever action may be deemed to be in the best interest of the Town of Milford.

The Town of Milford is an equal opportunity employer.

**REQUEST FOR QUALIFICATION STATEMENTS FOR GIS INFRASTRUCTURE SYSTEM  
MAPPING PROJECT**

**PROPOSAL OBJECTIVE**

The Town of Milford is requesting statements of qualifications from consultants to provide professional services for the development of a three part, multi-year project to complete electronic infrastructure mapping and database development for the following systems in Milford:

- Stormwater System in compliance with the NPDES MS4 General Permit
- Sewer System, and
- Water System, and
- Such other Municipal systems as may be required for the Town's purposes.

The consultant shall develop an electronic map and database of all Stormwater, Sewer and Water conveyances, structures and components to be incorporated into the Town's existing Geographic Information System (GIS). All data developed shall be in NAD 83 New Hampshire State Plane Feet Horizontal Datum. The mapping shall be developed from existing Town records and limited field investigations. Field investigations may also be supplemented by Town Staff on an as needed basis.

**GENERAL INFORMATION**

**Milford Statistics:**

Milford is located approximately 11 miles west of Nashua, along the intersection of Route 101 and Route 13. It has a land area of 25.86 square miles with a population of 15,611 and is serviced by a roadway network of approximately 120 miles as follows:

Total Roadways - 120 miles (not including Route 101)  
State owned roadways - 23 miles  
Public roadways - 84 miles  
Private roadways -10 miles  
Class VI - 3 miles

**Available Town Information:**

- Town's GIS data: maps, planimetrics, 2' topography, database, infrared & orthophotos - created April 2010
- Town plans – Various subdivision plans, drainage studies, As-Builts, Town projects, (various dates & scales)
- Sewer As-Builts – Separation Sewer Maps, 40 scale, plans indicate plan view of drainage systems with pencil updates, all plans are a result of field surveys, circa 1978
- Water System – Binders with tie-cards and gate cards, 1,218 gates + tie-card for approximately 2,733 customers.

- Field verified plainimetrics for drainage, sewer and water structures

### **Infrastructure Information**

The following information is an estimation of the Town's stormwater, sewer and water infrastructure:

#### **Stormwater**

- Drain Manholes - 700
- Catch Basins - 1300
- Detention Basins (above ground) - 30
- Outfalls - 150
- Stormwater system miles - 40

#### **Sewer**

- Sewer Manholes – 1140 + 16 force main
- Sewer line miles – 43

#### **Water**

- Hydrants – 481
- Water Gates – 823 Town, 395 Private
- Water Towers - 4
- Water line miles – 56

### **MINIMUM SCOPE OF SERVICES**

The following is the expected minimum scope of services to be provided by the contracted Consultant under the services contract.

#### **Task 1 – Stormwater System Mapping**

##### **General**

The extent of consulting services to be provided under the services contract is the level of effort required to develop a complete electronic stormwater system map and accompanying database of the Town's stormwater infrastructure system. The mapping shall be developed utilizing existing Town records, Town CAD and GIS field data, 2010 plainimetric data and specific field data, as needed. All stormwater system mapping shall be incorporated into the Town's existing GIS data.

It is anticipated that any additional field survey required under this task will be limited to those areas where all other resources have been first exhausted. Field survey work may be supplemented by Town Staff from the Department of Public Works, Water Utilities Department or Community Development where possible.

##### **Scope of Services (Minimum Requirements)**

- Map and Data Inventory: The Consultant shall inventory, catalog, and report all existing information and data resources relevant to the Town's stormwater system. The inventory shall detail the format of this data, their accuracy, and its integrity.
- GIS Workshop Meeting: The Consultant shall demonstrate a detailed overview of methods by which data produced under this scope of services will be integrated into the Town's GIS.

- **System Mapping:** The Consultant shall locate stormwater drain manholes, catch basins, drain outfalls, stormwater management systems and devices from existing planimetrics, paper plans and as-built plans, and the Town's verified field data to the greatest extent possible. Information collected shall consist of horizontal coordinate location values, vertical elevations (when available), structure type, device type, pipe material, pipe elevations, connectivity, flow direction, other available feature attributes of the stormwater system's component and other features required under the MS4 permit program. No interior structural integrity investigations are intended to be required under the initial system mapping Task. Consultant shall record location, connectivity, flow direction, vertical elevations and feature attributes of stormwater conduits from existing source materials or field data to be provided by the Town. Outfalls investigated by the consultant under this task shall include vertical information. Horizontal location information shall be accurate to sub-foot.
- **Outfall Condition Assessment:** The Town has located and obtained record information for approximately 100 outfalls. The Consultant, in conjunction with Town Staff shall provide sufficient services to locate, observe, photograph and record condition information for the remainder of the Town's outfalls estimated to be approximately 50+/- additional outfalls. Collected data for outfalls and their components shall include the following minimum information; type, structural condition, photographs and water quality information. All outfalls data and photographs shall be catalogued and produced as tabular data and linked to system mapping points.
- **Data Delivery & Integration:** System mapping, tabular data and photographs shall be delivered in digital format to the Town. All data delivered should be in ESRI File or Personal Geodatabase d on DVD(s). The Consultant must included provisions for integrating delivered data in the Town's GIS as outlined in GIS Workshop of this scope of services.

## **Task 2 – Sewer System Mapping**

### **General**

The extent of consulting services to be provided under this task is the level of effort required to develop a complete electronic sewer system map and accompanying database of the Town's sewer infrastructure system. The mapping shall be developed utilizing existing Town records, Town CAD, and GIS field data. All sewer system mapping shall be incorporated into the Town's existing GIS data.

It is anticipated that any mapping field survey required under this proposal will be limited to those area where all other resources have been first exhausted. Field survey work may be supplemented by Town Staff from the Water Utilities Department or Community Development where possible.

### **Scope of Services (Minimum Requirements)**

- **Map and Data Inventory:** The Consultant shall inventory, catalog, and report all existing information and data resources relevant to the Town's sewer system. The inventory shall detail the format of this data, their accuracy, and its integrity.
- **GIS Workshop Meeting:** The Consultant must demonstrate a detailed overview of methods by which data produced under this task will be integrated into the Town's GIS.
  - **System Mapping:** The Consultant shall locate sewer manholes, sewers, and other appurtenances from existing planimetrics, paper plans and as-built plans, and the Town's verified field data to

the greatest extent possible. Information collected shall consist of horizontal coordinate location values, vertical elevations (when available), structure type, device type, pipe material, pipe elevations, connectivity, flow direction, other available feature attributes of the sewer systems component. No interior structure investigations are intended to be required under the initial system mapping Task. Consultant shall record location, connectivity, flow direction, vertical elevations and feature attributes of sewer conduits from existing source materials or field data to be provided by the Town.

- Data Delivery & Integration: System mapping and , tabular data and photographs shall be delivered on DVD(s).in digital format to the Town. All data delivered should be in ESRI File or Personal Geodatabase format. The Consultant must included provisions for integrating delivered data in the Town’s GIS as outlined in GIS Workshop.

### **Task 3 – Water System Mapping**

#### **General**

The extent of consulting services to be provided under this task is the level of effort required to develop a complete electronic water system map and accompanying database of the Town’s water infrastructure system. The mapping shall be developed utilizing existing Town records (tie-cards and gate cards), Town CAD, and GIS field data. All water system mapping shall be incorporated into the Town’s existing GIS data.

It is anticipated that any mapping field survey required under this proposal will be limited to those area where all other resources have been first exhausted. Field survey work may be supplemented by Town Staff from the Water Utilities Department or Community Development where possible.

#### **Scope of Services (Minimum Requirements)**

- Map and Data Inventory: The Consultant must inventory, catalog, and report all existing information and data resources relevant to the Town’s water system. The inventory shall detail the format of this data, their accuracy, and its integrity.
- GIS Workshop Meeting: The Consultant must demonstrate a detailed overview of methods by which data produced under this scope of services will be integrated into the Town’s GIS.
  - System Mapping: The Consultant shall locate all water system structures, including valves, hydrants, water mains, and any other applicable features determined by the Town. water manholes, valve boxes, blow off’s, and mains, and devices from existing planimetrics, paper plans and as-built plans, and the Town’s verified field data to the greatest extent possible. Information collected shall consist of horizontal coordinate location values, vertical elevations (when available), structure type, device type, pipe material, pipe elevations, connectivity, flow direction, other available feature attribute of the water systems component. . No interior structural investigations are intended to be required under the initial system mapping Task. Consultant shall record location, connectivity, flow direction, vertical elevations and feature attributes of water conduits from existing source materials or field data to be provided by the Town.
- Data Delivery & Integration: System mapping and , tabular data and photographs shall be delivered in digital format to the Town. All data delivered should be in ESRI File or Personal Geodatabase format. on DVD(s). The Consultant must included provisions for integrating delivered data in the Town’s GIS as outlined in GIS Workshop of this scope of services.

## **SUBMISSION REQUIREMENTS**

Statement of Qualifications must be in sealed envelopes and plainly marked on the outside; **“Request for Qualification Statements For GIS Infrastructure System Mapping Project”**, with the name and address of the vendor. One (1) original and five (5) copies of the Qualification Proposal and one (1) electronic copy will be required. The electronic copy shall be submitted in a thumb drive or on DVD.

Statement of Qualifications may be delivered in person or mailed to:

Sarah Marchant  
Office of Community Development  
Town Hall  
1 Union Square  
Milford, NH, 03055

Office hours are Monday through Friday between the hours of 8:00 AM to 4:30 PM. Proposals that are submitted by fax or email will not be accepted. Late submissions will not be considered.

All Statement of Qualifications will be ranked based on the scoring criteria. The Firm with the highest ranked Qualifications which have demonstrated said firm to be responsive, responsible, established, capable of performing the services contemplated, and meeting the minimum criteria as set forth in the Specifications will be awarded the Contract provided contractual agreement is reached through negotiation.

The Town of Milford reserves the right to waive any minor informality, to accept or reject, in whole or in part, any or all proposals or take whatever action may be deemed to be in the best interest of the Town of Milford.

## **MINIMUM QUALIFICATION STATEMENT REQUIREMENTS**

**Format** Firms shall submit; One (1) original and five (5) copies of the Qualification Proposal. One electronic version of the statement of qualifications must also be furnished.

### **Content of Qualification Statement**

Firms interested in responding to this RFQ must submit the following information, in the order specified: (All phases of the Scope of Work summarized above should be addressed).

#### **Introduction and Executive Summary (up to 2 pages)**

Submit a letter of introduction and executive summary of the statement of qualifications. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments outlined above. Submission of the letter will constitute a representation by your firm that your firm is willing and able complete the required tasks.

#### **Statement of Qualifications (up to ten (10) pages)**

This section should address the firm’s (or team’s if a joint venture) qualifications with respect to:

Overall development of GIS systems;  
Development of stormwater, sewer and water system GIS;  
Understanding of stormwater, sewer and water system design and operation;  
Understanding of MS4 permit programs;  
General methodology by which this type of work is typically conducted; and

Ability to provide cost-effective solutions to comparably sized municipalities.

**Firm Qualifications (up to four (4) pages)**

Provide information on your firm’s background and qualifications. In your statement of qualifications address the following: Name, address, and telephone number of a contact person, a brief description of your firm, and a description of at least three but not more than five projects similar in size and scope completed by your firm including client, reference and telephone numbers, staff members who worked on each project, budget, schedule and project summary.

Descriptions should be limited to one page for each project. If joint consultants or sub consultants are proposed, provide the above information for each.

**Team Qualifications (up to six (6) pages)**

Provide a list identifying: (i) each key person on the project team, (ii) the project manager, (iii) the role each will play in the project, and (iv) a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without the Town’s prior approval. Provide a description of the experience and qualifications of the project team members, including brief resumes if necessary.

**References (up to two (2) pages)**

Provide references for the lead project manager, and all subconsultants, including the name, address and telephone number of three or more recent clients.

**PROJECT SCHEDULE**

RFQ Preconference	September 7, 2011 at 2:00 pm in Board of Selectmen’s Room
RFQ Responses Due	September 16, 2011 by 4:00 PM
RFQ Committee Evaluation	September 19-26
RFQ Consultant Selection Notification	September 30, 2011
Fee negotiations completed	October 28, 2011

**EVALUATIVE CRITERIA**

The following evaluative criteria will apply to this Request Qualification Statement:

**Unacceptable:** A Qualifications Statement will be considered unacceptable if the ENTIRE document, with all of the attached forms completed and properly signed, is not submitted in accordance with the listed specifications.

**Criteria #1, Completeness of Response to RFQ**

**Highly Advantageous:** A Qualifications Statement will be considered Highly Advantageous if there is a complete written response to all parts of the RFQ.

**Advantageous:** A Qualifications Statement will be considered Advantageous if there is a partial written response to all parts of the RFQ but no critical information is missing.

**Not Advantageous:** A Qualifications Statement will be considered Not Advantageous if a written response to any of the questions of the RFQ is absent.

### **Criteria #2, GIS Experience**

**Highly Advantageous:** A Qualifications Statement will be considered Highly Advantageous if the firm can show proof of considerable knowledge of GIS applications, proven ability to undertake an assessment of community needs and proven experience in creating and building GIS systems within New Hampshire or New England.

**Advantageous:** A Qualifications Statement will be considered Advantageous if the firm can show proof of basic knowledge of GIS applications, minimal ability to undertake an assessment of community needs and only have limited experience in creating and building GIS systems in New Hampshire or New England.

**Not Advantageous:** A Qualifications Statement will be considered Not Advantageous if the firm cannot show proof of at least basic knowledge of GIS applications and building GIS systems in New Hampshire or New England.

### **Criteria #3, NPDES MS4 Experience**

**Highly Advantageous:** A Qualifications Statement will be considered Highly Advantageous if the firm can show proof of considerable knowledge in stormwater mapping for MS4 permit programs and has performed MS4 mapping compliance services similar in scope to this RFQ for more than four (4) communities in New Hampshire or New England.

**Advantageous:** A Qualifications Statement will be considered Advantageous if the firm can show proof that the firm has basic knowledge in stormwater mapping for MS4 permit programs and has performed MS4 mapping compliance services similar in scope to this RFQ for at least two (2) communities in New Hampshire or New England.

**Not Advantageous:** A Qualifications Statement will be considered Not Advantageous if the firm cannot show proof of at least basic knowledge in stormwater mapping for MS4 permit programs and has not performed MS4 mapping compliance services similar in scope to this RFQ for at least two (2) communities in New Hampshire or New England.

### **Criteria #4, Technical Approach to Required Scope of Work**

**Highly Advantageous:** A Qualifications Statement will be considered Highly Advantageous provided the plan of services demonstrates a clear understanding of the scope of work, the ability to assess the needs of community; and that the approach will fulfill all the requirements of the RFQ

**Advantageous:** A Qualifications Statement will be considered Advantageous if the plan of services partially demonstrates a clear understanding of the scope of work or the ability to assess the needs of community, and that the approach will only partially fulfill all the requirements of the RFQ

**Not Advantageous:** A Qualifications Statement will be considered Not Advantageous if the plan of services does not demonstrated a clear understanding of the scope of work or the ability to assess the needs of community, and that the approach will not fulfill all the requirements of the RFQ

## Criteria #5, Company References

**Highly Advantageous:** A Qualifications Statement will be considered Highly Advantageous if the Qualifications Statement demonstrates proof of references that the company has performed Infrastructure System Mapping & Condition Assessment services similar in scope to this RFQ for at least four (4) communities in New Hampshire or New England.

**Advantageous:** A Qualifications Statement will be considered Advantageous if the Qualifications Statement demonstrates proof of references that the company has performed Infrastructure System Mapping & Condition Assessment services similar in scope to this RFQ for at least two (2) communities in New Hampshire or New England.

**Not Advantageous:** A Qualifications Statement will be considered Not Advantageous if the Qualifications Statement demonstrates proof that the company has performed Infrastructure System Mapping & Condition Assessment services similar in scope to this RFQ for any community in New Hampshire or New England.

## Criteria #6, Project Team References

**Highly Advantageous:** A Qualifications Statement will be considered Highly Advantageous if the Qualifications Statement demonstrates proof of references that the Project Team assigned to this project has performed Infrastructure System Mapping & Condition Assessment services similar in scope to this RFQ for at least four (4) communities in New Hampshire or New England.

**Advantageous:** A the Qualifications Statement will be considered Advantageous if the Qualifications Statement demonstrates proof of references that the Project team assigned to this project has performed Infrastructure System Mapping & Condition Assessment services similar in scope to this RFQ for at least two (2) communities in New Hampshire or New England.

**Not Advantageous:** A the Qualifications Statement will be considered Not Advantageous if the Qualifications Statement does not demonstrate proof that the project team assigned to this project has performed Infrastructure System Mapping & Condition Assessment services similar in scope to this RFQ for any community in New Hampshire or New England.

## SELECTION

It is anticipated that no interviews will be held and the rating of the Proposals will be used to determine the most advantageous Qualifications Statement. In the event that there is an equal rating among the Proposers, The Town of Milford reserves the right to conduct interviews with any or all proposals in the area of: a) Compatibility, b) Functional Capabilities, c) Support, d) Financial Stability, e) Technical Approach. If held, the Interviews will be considered as part of the criteria when making the selection for the most advantageous Qualifications Statement. Following the rating process, a contract will be negotiated with the firm presenting the highest rated Qualifications Statement. Should negotiations with firm presenting the highest rated Qualifications Statement prove unsuccessful, the process will be repeated with firms presenting the second and, if required, third highest rated Qualifications Statement.

The Town of Milford reserves the right to reject any or all proposals if it is deemed to be in the best interest of the Town of Milford. Any questions about any of these documents should be directed to:

Sarah Marchant, Town Planner/GIS Coordinator [smarchant@milford.nh.gov](mailto:smarchant@milford.nh.gov) or Fred Elkind, Stormwater Coordinator/Conservation Commission [felkind@milford.nh.gov](mailto:felkind@milford.nh.gov)

Office of Community Development, Town Hall, 1 Union Square, Milford, NH 03055.