

TECHNICAL REQUIREMENTS

Background

The Lowell Regional Water Utility (LRWU) works to ensure the highest water quality and purify some 4.2 billion gallons of water to over 135,000 customers while meeting all state and federal water quality compliances. The LRWU repair and maintain 215 miles of water mains, 2400 fire hydrants and approximately 26,000 water service connections. There are five water storage tanks (Wedge Street, Tenth Street, Two on Christian Hill and the Clearwell). The LRWU is in the installation phase of approximately 23,000 residential water meters, to provide automatic meter readings.

Scope of Services

The engineering services include master planning of LRWU's transport and treatment facilities, as well as design services and construction oversight of the repair, replacement, installation or retrofitting of piping systems, building structures, process machinery, mechanical and electrical equipment, and instrumentation.

Because of the complexity of the unit processes and systems within LRWU's facilities, it may be necessary to expand the initial scope of improvements as work progresses. The sought-after engineering services are bundled into the following work tasks:

- **Master Planning** – Evaluation and refinement of LRWU's existing master plans: a Long-Term Control Plan and a Capital Improvements Plan (CIP) for upgrades to LRWU's facilities and infrastructure. Services will include prioritization of projects, value engineering for other project designs, funding strategies, interaction with local stakeholders and decision-makers, and negotiations with state and federal agencies.
 - Duration - November 1, 2016 to October 31, 2019
- **Humphrey Street** –Evaluate and oversee the Humphrey Street Water Main Replacement program. Services will include all documents as outlined in IFB# 17-01, review forms and submittals for payment by the City of Lowell, oversight on construction of the water main replacement and work with local officials and state officials.
 - Duration - November 1, 2016 to July 1, 2017
- **Residential Meter Replacement Project**– Evaluate and oversee the Residential Meter Replacement program. Services will include all documents as outlined in IFB# 14-37, review forms, submittals, and reimbursements for payment by the City of Lowell and MASS DEP, oversight on the water meter installation, and work with local officials and state officials.
 - Duration – November 1, 2016 to December 30, 2017

Submittal of Qualifications Statement

Submittals must be concise, complete and accurate, without unnecessary elaboration. Supplying information not directly pertaining to the required qualifications response will be viewed unfavorably. The Qualifications Statement should include the following sections with the maximum number of pages as indicated.

- Executive Summary (two pages) – cover letter with summary of qualifications.
- Engineer's Project-Related Experience (ten pages) – experience within the past ten years related to capital planning, construction oversight, and funding administration.
- Project Team Qualifications (three pages, excluding resumes) – information describing the roles and qualifications of project team members, including the proposed project manager. Include any teaming arrangements or anticipated utilization of sub-consultants.
- Client References (two pages) – strong and credible client references with contact information, for work relevant to the above projects.

The City of Lowell may disqualify any Engineer it determines to be non-responsive for reasons including, but not limited to:

- Non-responsive to any material requirement of this Request for Qualifications.
- Fails to meet the Minimum Requirements listed in this Request for Qualifications.
- Qualification Statements that misrepresent goods or services or provide demonstrably false information.

RESPONSE REQUIREMENTS

Qualifications Statement Requirements

To be considered for the work, the prospective engineer must submit a Statement of Qualifications containing the following information:

- a) Engineer's demonstrated ability in preparing construction contract documents and providing construction services for municipal waste system projects in Massachusetts.
- b) Engineer's demonstrated ability in providing engineering services to Massachusetts cities similar to Lowell.
- c) Engineer's demonstrated ability to assist municipalities similar in size to Lowell and providing operational support.
- d) The Engineer shall have a minimum of ten (10) years' experience with design and construction services of water treatment plants and distribution systems in Massachusetts.
- e) The Engineer must commit an individual project manager with at least five (5) years of project management experience with water system improvements.
- f) The Engineer must maintain an office within 100 miles of Lowell City Hall (located at 375 Merrimack Street, Lowell MA).

COMPARATIVE CRITERIA

MASTER PLANNING

	Highly Advantageous	Advantageous	Not Advantageous
I. General Qualifications A proven track record with similar-sized New England water utilities	Has outstanding experience, with a proven track record, delivering engineering services to NE water utilities of similar size	Has adequate experience, with a proven track record, delivering engineering services to NE water utilities of similar size	Has limited experience, with a proven track record, delivering engineering services to NE water utilities of similar size
II. Presentation, Communication & Vision A superior vision for providing valuable engineering services	Has communicated, through the submittal process, a superior vision for providing engineering services valuable to the project	Has communicated, through the submittal process, an adequate vision for providing engineering services valuable to the project	Has communicated, through the submittal process, a limited vision for providing engineering services valuable to the project
III. Project Team An experienced and capable project team and project manager	Has a superior project team and an experienced project manager, both with significant expertise relevant to the project	Has a project team and an experienced project manager, one of which has limited expertise relevant to the project	Has a project team and an experienced project manager, both with limited expertise relevant to the project
IV. CIP/LTCP Planning The ability to successfully develop Capital Improvements Plans (CIP) and Long-term Control Plan (LTCP)	Has experience/resources that indicate a strong likelihood of successfully developing LRWU's CIP & LTCP	Has experience/resources that indicate a moderate chance of successfully developing LRWU's CIP & LTCP	Has experience/resources that indicate the potential of successfully developing LRWU's CIP & LTCP
V. Construction Oversight The ability to successfully oversee a variety of construction projects performing OPM duties	Has experience/resources that indicate a strong likelihood of successfully overseeing construction for the owner	Has experience/resources that indicate a moderate chance of successfully overseeing construction for the owner	Has experience/resources that indicate the potential of successfully overseeing construction for the owner
VI. References Strength and credibility of client references	The proposal indicates ten or more strong and credible client references with contact information	The proposal indicates five – nine strong and credible client references with contact information	The proposal indicates less than five strong and credible client references with contact information

HUMPHREY STREET

	Highly Advantageous	Advantageous	Not Advantageous
I. General Qualifications A proven track record with similar-sized New England water utilities construction oversight	Has outstanding experience, with a proven track record, delivering engineering services to NE water utilities of similar size	Has adequate experience, with a proven track record, delivering engineering services to NE water utilities of similar size	Has limited experience, with a proven track record, delivering engineering services to NE water utilities of similar size
II. Presentation, Communication & Oversight A superior vision for providing valuable engineering services	Has communicated, through the submittal process, a superior vision for providing engineering services valuable to the project	Has communicated, through the submittal process, an adequate vision for providing engineering services valuable to the project	Has communicated, through the submittal process, a limited vision for providing engineering services valuable to the project
III. Project Team An experienced and capable project team and project manager	Has a superior project team and an experienced project manager, both with significant expertise relevant to the project	Has a project team and an experienced project manager, one of which has limited expertise relevant to the project	Has a project team and an experienced project manager, both with limited expertise relevant to the project
IV. Water Main Replacement The ability to successfully oversee construction of a water main replacement project of a similar size	Has experience/resources that indicate a strong likelihood of successfully overseeing and completing construction of a water main replacement project on time and within budget	Has experience/resources that indicate a moderate chance of successfully overseeing and completing construction of a water main replacement project on time and within budget	Has experience/resources that indicate the potential of successfully overseeing and completing construction of a water main replacement project on time and within budget
V. Forms and Submittal Oversight The ability to successfully review and submit all project forms and submittals on time and as outlined in the bidding documents	Has experience/resources that indicate a strong likelihood of successfully reviewing and submitting all project forms on time and as outlined in the bidding documents	Has experience/resources that indicate a moderate chance of successfully reviewing and submitting all project forms on time and as outlined in the bidding documents	Has experience/resources that indicate the potential of successfully reviewing and submitting all project forms on time and as outlined in the bidding documents
VI. References. Strength and credibility of client references	The proposal indicates ten or more strong and credible client references with contact information	The proposal indicates five– nine strong and credible client references with contact information	The proposal indicates less than five strong and credible client references with contact information

Residential Meter Replacement

	Highly Advantageous	Advantageous	Not Advantageous
I. General Qualifications A proven track record with similar-sized residential meter replacement programs	Has outstanding experience, with a proven track record, delivering engineering services to NE water utilities of similar size	Has adequate experience, with a proven track record, delivering engineering services to NE water utilities of similar size	Has limited experience, with a proven track record, delivering engineering services to NE water utilities of similar size
II. Presentation, Communication & Oversight A superior vision for providing valuable engineering services	Has communicated, through the submittal process, a superior vision for providing engineering services valuable to the project	Has communicated, through the submittal process, an adequate vision for providing engineering services valuable to the project	Has communicated, through the submittal process, a limited vision for providing engineering services valuable to the project
III. Project Team An experienced and capable project team and project manager	Has a superior project team and an experienced project manager, both with significant expertise relevant to the project	Has a project team and an experienced project manager, one of which has limited expertise relevant to the project	Has a project team and an experienced project manager, both with limited expertise relevant to the project
IV. Residential Meter Replacement Firm demonstrates the ability to successfully oversee construction administration and develop funding reimbursement request for submittal to MassDEP	Has experience/resources that indicate a strong likelihood of successfully overseeing construction administration and developing funding reimbursement request for submittal to MassDEP	Has experience/resources that indicate a moderate chance of successfully overseeing construction administration and developing funding reimbursement request for submittal to MassDEP	Has experience/resources that indicate the potential of successfully overseeing construction administration and developing funding reimbursement request for submittal to MassDEP
V. Forms and Submittal Oversight The ability to successfully review and submit all project forms and submittals on time and as outlined in the current residential meter replacement project	Has experience/resources that indicate a strong likelihood of successfully reviewing and submitting all project forms on time and as outlined in the current residential meter replacement project	Has experience/resources that indicate a moderate chance of successfully reviewing and submitting all project forms on time and as outlined in the current residential meter replacement project	Has experience/resources that indicate the potential of successfully reviewing and submitting all project forms on time and as outlined in the current residential meter replacement project
VI. References. Strength and credibility of client references	The proposal indicates ten or more strong and credible client references with contact information	The proposal indicates five– nine strong and credible client references with contact information	The proposal indicates less than five strong and credible client references with contact information

Clarification of Qualifications

The Project Selection Committee will make its determination of qualifications solely upon clear and unambiguous qualifications submittals.

Return of Qualifications Statement

The City of Lowell shall retain for its records any and all materials submitted by prospective engineers in response to this RFP.

Interviews

The City of Lowell reserves the right to conduct or waive interviews, and to select finalists from the pool of applicants based upon the qualifications of each engineer. If interviews are required, evaluation of the prospective engineers will be based upon the content and quality of the engineer's presentation. LRWU may ask questions at the end of the engineer's presentation. The parties who make presentations must be the same as those named as assigned to the project in the proposal. Prospective engineers will be given ample notification to adequately prepare for a presentation and interview.

- The Project Selection Committee can request interviews for any or all of the three projects, but only to the firms that meet the qualifications.

Selection Recommendation

The Project Selection Committee will select an engineer for each of the five projects described within. The selection will be based on the qualifications outlined above. The Project Selection Committee shall determine the most advantageous proposal from a responsible and responsive engineer, taking into consideration only the qualifications and the evaluation criteria set forth in this RFP.

- The Project Selection Committee can recommend awards for any of the five projects to one engineering firm or any combination of qualified engineering firms.

Schedule

August 29, 2016	RFP issued
September 20, 2016	Proposals Due
Sept 22 – Sept 27	Project Selection Committee reviews proposals
Sept 29, 2016	Potential Interviews
October 4, 2016	City of Lowell selects an engineering firm for each of the three (3) projects