

**Transfer Station Improvement Committee Meeting**  
**Monday, October 3, 2022**  
**Cook Memorial Library**

**Call to order:** 6:05

**Present:** Willie Farnum, Richard Doucette, Kelly Goodson, Ian Goodson, Sue Stowbridge (remote)  
Ellen Farnum (secretary)

**Discussion on submitted Request for Qualification proposals:**

Four engineering firms submitted proposals to the Tamworth Select Board on September 28<sup>th</sup>, 2022:  
CMA Engineers, Sandborn Head, Weston and Sampson and HEB.

TSIC Members followed the ranking system (see document below).

Willie F. read a recommendation from committee member Maud Anderson.

**Motion:** Richard D. made a motion to recommend CMA Engineers and Sandborn Head to the  
Tamworth Selectboard based on the ranking system. Ian H. second

**Vote:**

**Unanimous**

**Adjourn:** 6:45 pm

August 2022

REQUEST FOR QUALIFICATIONS (RFQ)  
For Consulting Engineers

Town of Tamworth, New Hampshire through its designated representative, The Selectboard, is seeking proposals for services relating to the **Transfer Station Improvement Project**. Qualifications will be taken for engineering services. Minimum requirements include previous experience in engineering design and inspection on similar projects.

All interested persons and firms should contact Keats Myer, Town Administrator between the hours of 9:30 a.m. and 4:00 p.m., Tuesday through Friday, to obtain an informational packet. (Town of Tamworth, 84 Main Street, Tamworth, NH 03886, phone 603-323-7525 ext. 14, e/mail Admin@tamworthnh.org)

Sealed Request for Qualifications (RFQ) must be received at the Office of the Selectboard, 84 Main Street, Tamworth, NH 03886 by September 29, 2022 at 4PM. The Town of Tamworth reserves the right to reject any and all responses not meeting the requirements of this Request for Qualifications for Consulting Engineers.

Request For Qualifications (RFQ) for an Engineer to work with the Selectboard to:

1. Complete construction plans and specifications for a recycling center at the Tamworth Transfer Station, 550 Ossipee Mtn. Hwy. (Rte. 25). Preliminary plans are on the town's web site  
[https://www.tamworthnh.org/sites/g/files/vyhlif3906/f/uploads/210902\\_conc\\_ept\\_dwgs.pdf](https://www.tamworthnh.org/sites/g/files/vyhlif3906/f/uploads/210902_conc_ept_dwgs.pdf)
2. Work with the USDA Rural Development state office for approval of construction plans, concurrence of bids and closing instructions.
3. Work with the USDA Office of General Counsel (OGC) to concur with legal documents and management agreements.
4. Advertise for bids / request for proposals, to be opened and reviewed and approved by the Selectboard.
5. Oversee the construction.
6. File for and receive permits for operation from New Hampshire DES and applicable agencies.
7. Handle the accounting of the moneys on the project. \*
8. Have the proper experience and insurance(s) for the project.
9. The engineer will be required to provide professional services, which will include: review of environmental assessment material, preparation of bidding and contract documents, and engineering inspection/reporting during actual construction. Final plans, specifications and bid documents will be completed within 120 days of Notice to Proceed.

## **EXHIBIT I**

### **ENGINEER'S QUALIFICATIONS**

#### **I. Consulting Engineer's Minimum Qualifications**

A. The principal responsible for project coordination must have experience with the USDA or other federal/state programs.

B. The engineering firm must have successfully provided engineering services for a minimum of three (3) similar type projects. The engineering firm will not be selected if there have been any unresolved audit exceptions relative to engineering services.

C. The engineering firm must submit references as to the firm's professional qualifications from a minimum of three (3) previous clients for which the engineering firm has performed work (include address and telephone number).

#### **II. Format for Professional Qualifications**

Technical qualifications for the consulting engineer shall as a minimum include the following:

A. The criteria and design approach to be used in the performance of required work.

B. The personnel to be assigned to the project and resumes of qualifications and experience.

C. The engineer's experience in the development, design and construction of similar projects.

#### **III. Final Selection**

Final selection of the engineer will be based upon the maximum total points scored as set forth in the "Rating System" in Exhibit II. The Town of Tamworth Selectboard reserves the right to negotiate a contract with the engineer deemed the most qualified to perform the professional services required.

## **EXHIBIT II**

### **ENGINEERING SERVICES SELECTION RATING SYSTEM**

#### **1. Project Engineer's Experience Maximum 20 Points**

A. 5 or more years experience with USDA or other federal/state programs 20 Points

B. 3 or more years experience - 15 Points

C. 1-2 years experience - 10 Points

D. No experience - 0 Points

#### **2. Firm's Project Completion Background Maximum - 20 Points**

A. Completion of 5 previous, similar type projects within proposed schedule & budget - 20 Points

B. Completion of 3 projects - 10 Points

C. No projects were completed - 0 Points

#### **3. References from Similar Projects Maximum - 20 Points**

A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service - 20 Points

B. Respondent lists 2 previous clients - 15 Points

C. Respondent lists 1 previous client - 10 Points

D. Respondent lists no previous references - 0 Points

4. Currently certified as a Disadvantaged Business Enterprise (DBE) by the New Hampshire Department of Transportation, a federally mandated program to ensure nondiscrimination in the award of Federally assisted contract. – 5 Points

([www.nh.gov/dot/org/administration/ofc/dbe.htm](http://www.nh.gov/dot/org/administration/ofc/dbe.htm) )

**MAXIMUM TOTAL POINTS 65 POINTS**

Statement of Qualifications submittals should be organized to address each evaluation criteria as listed above and provide references where appropriate. Brochures and similar generalized background materials may be included, but are not required.