

NOTICE OF REQUEST FOR STATEMENTS OF QUALIFICATIONS
FOR ENGINEERING SERVICES

The Town of Littleton, NH is in the process of soliciting Statements of Qualifications from qualified engineering firms detailing the firms' qualifications, technical expertise, management and staffing capabilities, references, and related prior experience. Required professional services will include but are not limited to preliminary engineering services, design- and construction-related services, preparation of bidding and contract documents, participation in the evaluation of bids received, and monitoring and inspection of construction activities to ensure compliance with plans and specifications associated for Littleton wastewater and stormwater collection system improvements. Projects may include improvements at the wastewater treatment plant, sewer or storm main evaluations and replacements, pump station improvements or other sewer or stormwater related projects as requested by the town.

Procurement of said services will be in accordance with elements of the procurement process in 40 U.S.C. § 1101-1104. Qualified firms/candidates interested in being considered for this project must submit 4 copies of a Statement of Qualifications (SOQ) which includes:

- (1) A letter of interest signed by a NH registered professional engineer expressing desire to complete the work.
- (2) A list of the project team members and their role.
- (3) Resumes for the individuals shown in the project team.
- (4) References from three municipal officials and contact information including their email address that have specific experience with the individuals listed on the team.
- (5) A summary of experience working with the Town of Littleton.
- (6) The firm's general capabilities brochure outlining the history and capabilities of the engineering firm.

The SOQs shall not exceed fifteen (15) 8.5" x 11" pages. One page is considered one single-sided sheet of paper. Double-sided prints shall be counted as two pages. Submit the requested information to **Town Manager, Town of Littleton, 125 Main Street, Suite 200, Littleton, NH 03561**; no later than **4:00 PM on July 27, 2017** in order to receive consideration.

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal and state funds and that all work will be performed in accordance with the regulations issued by such agencies and the State of New Hampshire pertaining thereto.

The Town of Littleton shall evaluate the SOQs submitted by interested firms. The Town of Littleton will either make a selection based on the SOQs received or request interviews with the best qualified firms to discuss the material contained in the SOQ prior to selection. The Town of Littleton shall rank, in order of preference, the professional firms deemed to be the most highly qualified to provide the services required, and shall commence scope of services and price negotiations with the highest qualified professional firm for engineering services. Only one firm will be selected for this work. The selection of a firm under this RFQ does not preclude the Town from issuing project specific RFPs.