
ENVIRONMENTAL Fact Sheet



29 Hazen Drive, Concord, New Hampshire 03301 • (603) 271-3503 • www.des.nh.gov

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Procurement of Engineering Services for Water Pollution Control Projects When Funded with State Grants or Loans from the State Revolving Fund

When municipalities plan wastewater construction projects, such as sewers or treatment facilities, and intend to apply for State Grant or State Revolving Loan Fund (SRF) assistance, certain procedures must be followed when procuring engineering services for facilities planning, design and construction. Following the steps below will result in the most expedient approval and acceptance of an engineering service contract for the municipality.

1. Send a Request for Proposal (RFP) to three or more consulting engineers (CEs). The names of CEs are available on the DES Roster of Prequalified Consulting Engineers (see <http://des.nh.gov/organization/divisions/water/wweb/documents/roster.pdf>).

Note: Selection of a firm should be qualification based.

2. Based on review of the proposals received, arrange to interview at least three of the responding CEs. The interview provides for discussions of such items as:
 - Experience with similar projects successfully completed on time and within budget.
 - Current work load/personnel availability.
 - Current financial status and accounting procedures.
 - The firm's location in relation to the project.
3. Rate the firms in order of preference in accordance with a checklist of relevant criteria.
4. Inform DES in writing of:
 - The name of the preferred firm.
 - The names of the second and third choices.
 - Details of the preferred firm's proposal, an estimate of total project cost, and estimated commencement and completion dates.
5. Notify the chosen CE of its selection and also notify DES of the selection prior to finalizing the contract fee.

6. Negotiate the contract fee with the assistance of DES at the municipality's request. This final fee must be acceptable to DES in order to protect the interest of the State of New Hampshire.
7. The final contract agreement must be prepared on the standard contract form provided by DES. The DES authorized representative, in addition to the engineer and the municipality, must sign the contract.

Notes

- New Hampshire Administrative Rules Env-Wq 600 govern the above procedures.
- Any revisions to the contract must be submitted to DES for review and acceptance.
- After signing the contract for engineering services, the CE will act as agent for the municipality in all matters related to projects that involve DES.
- The construction engineering service contract shall include the provision for a resident engineer responsible for the construction phase of the contract, unless the municipality elects to do the project inspection with its own qualified staff.
- DES will provide assistance with the above procedures for procuring engineering services. When requested, DES will assist with the following:
 - Short-listing of prequalified CEs.
 - Preparing RFPs and determining scope of services.
 - Reviewing of and commenting on submitted proposals.
 - Listing the proposals in the order of preference.
 - Assisting in the interview process.

For more information, contact the DES Wastewater Engineering Bureau at (603) 271-3908 or see <http://des.nh.gov/organization/divisions/water/wweb/index.htm> .