



REQUEST FOR QUALIFICATIONS

CITY OF PORTSMOUTH NEW HAMPSHIRE

Public Works Department

ENGINEERING SERVICES

WASTEWATER MASTER PLAN –
PILOTING EFFORT

RFQ No. 15-11

City of Portsmouth, NH
Department of Public Works

RFQ #15-11
REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

WASTEWATER MASTER PLAN – PILOTING EFFORT

Sealed Statements of Qualifications, plainly marked RFQ #15-11, “Engineering Services, Wastewater Master Plan – Piloting Effort” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 pm on October 14, 2010**.

Scope of Work: The City of Portsmouth’s Department of Public Works is requesting Qualifications from consulting engineering firms who are on the NHDES roster of pre-qualified consulting engineers for the following project: to provide wastewater treatment piloting assistance to continue the City’s Wastewater Master Plan implementation effort.

Qualification packages may be obtained from the City’s web site at www.cityofportsmouth.com or by calling the Purchasing Coordinator at 603-610-7227 or contacting her at the above address. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

Questions may be directed to the Purchasing Coordinator, in writing, at lemacginnis@cityofportsmouth.com. Questions will be accepted until **4:00 pm on October 7, 2010**.

City of Portsmouth, NH
Department of Public Works

RFQ #15-11
REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

WASTEWATER MASTER PLAN – PILOTING EFFORT

Sealed Statement of Qualifications (SOQ), plainly marked RFQ #15-11, “Engineering Services, Wastewater Master Plan – Piloting Effort” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 pm on October 14, 2010**.

FUNDING

The Piloting Effort will be funded either through a State Revolving Fund Loan, General Obligation Bond or by sewer enterprise revenues.

PROJECT BACKGROUND/PURPOSE

To comply with the City’s 2007 Peirce Island Wastewater Treatment Facility’s National Pollutant Discharge Elimination System (NPDES) permit and EPA Consent Decree 09-CV-283-PB, the City has conducted a comprehensive Wastewater Master Plan (WMP). This master plan included an update of the City’s 201 Wastewater Facilities Plan as well as the City’s 2005 Combined Sewer Overflow Long Term Control Plan. The project was a three-year effort to identify and study feasible alternatives and recommend a final plan for secondary treatment of wastewater that will protect valuable natural resources and comply with Clean Water Act regulations.

The intent of this Request for Qualifications is to select up to three qualified firms to submit detailed proposals and interview for selection of the Piloting Effort. The Piloting Effort will be of the proposed WMP alternatives.

Additional background information can be found in the Wastewater Master Plan June draft, which is posted on the City’s website at www.cityofportsmouth.com.

A. Required Contents of the Statement of Qualifications (SOQ)

A sealed SOQ, plainly marked RFQ #15-11, “Engineering Services, Wastewater Master Plan – Piloting Effort” on the outside of the envelope, addressed to the Finance/Purchasing Department,

City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 pm on October 14, 2010**. Five (5) copies of the SOQ shall be submitted and include the following information:

1. Firm (team) Experience (for each firm in the team):

Describe relevant experience in each of the following primary areas of focus:

- a. WWTF upgrades for low effluent nitrogen concentrations (3 to 8 mg/L) in cold climates
- b. Programs with consent decree-driven implementation schedules
- c. Programs with affordability-driven implementation schedules
- d. Piloting waster treatment technologies, including BNR, BioMag, BAF, IFAS, MBR and conventional activated sludge.

The firm's experience shall be summarized in a matrix format. In addition, detailed project descriptions of no more than five reference projects containing the majority of the focus areas listed above shall be included in Appendix 1. The project descriptions shall be current and limited to a maximum of one full page per project, along with client references and up-to-date contact information (name, title, organization, phone, cell and email). Firms may submit a separate example pilot report to support their SOQ.

2. Project Team:

List each member of the proposed Project Team along with their:

- a. Firm affiliation
- b. Area of specialty
- c. Office location
- d. Total years of experience
- e. Years with current firm
- f. Specific involvement/role in projects used as references

One member of the Project Team must be assigned as the Project Manager that will act as the primary client contact and who shall be involved in day to day management of the Project. All resumes shall be included and limited to a maximum of two pages per team member.

B. Ranking of Qualifications

Each SOQ will be reviewed and ranked according to the following criteria:

- | | |
|--------------------------------------------------------|----------------------|
| a. Firm experience and Overall Project Team experience | Maximum of 30 points |
| b. Project Manager experience | Maximum of 20 points |
| c. Pilot Program experience | Maximum of 40 points |
| d. Experience with EPA Region I | Maximum of 10 points |

Prior satisfactory water and/or wastewater working experience for the City of Portsmouth may be worth up to 5 bonus points.

C. Page Restrictions

1. The Statement of Qualifications, excluding maximum of two-page cover letter and all appendices, shall be limited to 15 letter-sized (8-1/2" by 11") pages: single spaced, size 12-font and double sided. Larger paper (11" by 17") can be used for matrices.
 2. Additional appendices can be used to supply other relevant information not specifically called for above including, but not limited to: reprints of professional papers, general company qualification materials, etc.
- The SOQ shall include sample Scope of Work necessary to complete a similar Pilot effort. Based on the SOQs received, the City will request proposals from select firms.

SCHEDULE

Pilot Efforts shall be operational by July 1, 2011. Level of effort shall vary based on the negotiated scope and success of the Pilot technologies.

CITY ROLE

City staff will be responsible for administering the project and overseeing the Piloting Effort. City personnel will play a key role in all Piloting Effort. Representatives of the City's Public Works Department will provide input to Piloting Effort decisions and review all deliverables from the Piloting Effort.

SELECTION AND CONTRACT

Upon review of all responsive SOQs using the criteria outlined above, the City may select up to three (3) firms to submit proposals and interview. Upon completion of the interviews, the City anticipates negotiating a final Scope of Services and fee with the highest ranking firm.

RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City. The City also reserves the right to negotiate directly with the selected firm for additional project work including but not limited to studies, design, and construction administration.

The City reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

CONTRACT DOCUMENT

All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the consultant pursuant to this project shall be the property of the City of Portsmouth.

ADDITIONAL INFORMATION

If you have any questions please contact the Finance/Purchasing Department at the following number: 603-610-7227 or Peter Rice, PE, City Engineer, Water and Sewer Divisions at 603-766-1416.

APPENDIX A

RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK

TO: _____

Name of Reference ("Reference")

Name of Employer/Organization ("Entity")

Address

Address

On behalf of the undersigned Firm I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Firm's qualifications.

Dated: _____

Firm: _____

By: _____

Print Name:

Title:
