

City of Portsmouth
Portsmouth, New Hampshire
Public Works Department
RFP #17-15
REQUEST FOR PROPOSAL

DESIGN ENGINEERING SERVICES
GREENLAND WELL REPLACEMENT AND DESIGN

INVITATION

Sealed Proposals, plainly marked “RFP #17-15, Design Engineering Services – Greenland Well Replacement and Design – Proposal” 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 2:30 pm on October 9, 2014. In a separate sealed envelope within the proposal envelope, enclose a cost proposal for the proposed scope of work, plainly marked “RFP #17-15, Design Engineering Services – Greenland Well Replacement and Design – Cost Proposal”.

MANDATORY PRE-PROPOSAL MEETING

There will be a mandatory pre-proposal meeting on September 26, 2014 at 10:00 a.m. at the Department of Public Works at 680 Peverly Hill Road, Portsmouth, NH. All firms will have an opportunity to ask questions and attend a site visit to the well site at this meeting.

FUNDING

This effort will be funded by water enterprise revenues and bonds.

PROJECT BACKGROUND/PURPOSE

The Greenland Well was installed in 1944. In 1967 a 16-inch-diameter liner was installed. A detailed assessment of this well and its hydrogeology was performed by Emery & Garrett Groundwater, Inc. (EGGI) in 2006 and 2007. Their subsequent report recommended that this well be replaced. EGGI recommended that a new 24-inch-diameter screened well be installed within 10 feet of the existing Greenland Well. Replacement of the well will not require a Large Groundwater Withdrawal Permit, per New Hampshire regulations Chapter 485C, Section 485-C:22 since the well will be considered a “replacement well.” EGGI also recommended that a new 2-inch-diameter observation well be installed in close proximity (within five feet) of a new replacement well. They recommended the wellhead of the new production well be located outside of the pumphouse so that easy access to the well could be made for future well cleaning and rehabilitation. Finally, they recommended the abandonment of some of the monitoring wells in the area, some which may already be abandoned.

SCOPE OF WORK

The City anticipates the scope of work will be comprehensive and include all tasks necessary for the following:

- Project kickoff meeting with the City of Portsmouth for proper identification of project scope and alignment of expectations.
- Review and confirm recommendations of EGGI's December 2007 report "Water Source Augmentation – Greenland Well Study (RFP #12-06).
- Prepare the necessary documentation to meet the New Hampshire Department of Environmental Service's requirements of a replacement well.
- Drill and install a replacement well adjacent to the existing Greenland Well.
- Drill and install a monitoring well adjacent to the new replacement well.
- Develop plans and specifications for a new pumphouse to house the necessary mechanical, electrical, monitoring and chemical feed equipment for the well. The well currently is treated with liquid chlorine and hydrofluosilicic acid.
- Assess pressure issues in the Greenland area to determine if well improvements can also incorporate pressure improvements in the area as outlined in the recent Water System Master Plan Update performed by Tighe & Bond in 2013.
- Prepare preliminary design report with selected improvements and preliminary drawings.
- Assist the City with communications with the Town of Greenland with respect to well improvements and source protection. A minimum of one public meeting is anticipated.
- Prepare plans and specifications, including design review meetings at 60 percent and 90 percent plans completion.
- Prepare and update project cost estimates at preliminary design report, 60, 90 and 100 percent milestones.
- Obtain plans and specification approval from the Department of Environmental Services and any other necessary entities. Address all City and DES comments on design submissions.
- Prepare, submit and obtain approval for all permits.
- Prepare and forward 25 copies of bidding documents including plans and Project Manual including front end contractual documents and technical specifications for the City's distribution.
- Provide bidding and award related engineering services including conducting a pre-bid meeting, preparing addenda, reviewing bids and making a recommendation for award.
- Construction administration and oversight services may be requested by the City but are not part of this proposal.

The final scope of work will be negotiated with the selected consultant prior to execution of a contract.

AVAILABLE INFORMATION

The following information will be made available to the consultant(s), at the pre-proposal meeting, for the purpose of developing the proposal:

- Report titled “Water Source Augmentation – Greenland Well Study (RFP #12-06)
- 2013 Water System Master Plan:
<http://www.cityofportsmouth.com/publicworks/index.htm> (click on “Water” tab and then click on “2013 Water System Master Plan.”)

The following information will be made available to the consultant(s), at the pre-proposal meeting, for the purpose of developing the proposal:

- Water system hydraulic model

ENGAGEMENT OF THE ENGINEER

A. Required Contents of the Proposal

A sealed proposal, plainly marked “RFP #17-15, Design Engineering Services – Greenland Well Replacement and Design – Proposal” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:30 pm October 9, 2014. Five (5) copies of the proposal 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. Familiarity with the City of Portsmouth Water Division’s design and operations
- b. Well replacement experience in New Hampshire
- c. Well and Pump Station Design
- d. Construction Oversight

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. 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).

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.

3. Project Understanding and Approach:

The Consultant(s) shall state in succinct terms their understanding of what is required by this Request for Proposal. Describe in narrative or outline form the consultant’s approach and technical plan for accomplishing the work of this RFP including the following:

- Describe the sequential tasks to be used to accomplish this project
- Indicate all key deliverables
- Describe the responsibilities of each person on the project team
- List the portion of the work to be subcontracted
- Include a list of information required or tasks to be completed by City staff.

Project Schedule: Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables.

4. Man-Hour Level of Effort:

Provide a proposed man-hour level of effort in table format coordinated with the anticipated list of tasks to complete the work. The man-hour level of effort shall be comprehensive and inclusive of the total man-hours to complete the project. Do not include any fee associated with the level of effort in the proposal.

In a separate sealed envelope within the proposal envelope, enclose a cost proposal for the proposed scope of work, plainly marked “RFP #17-15, Design Engineering Services – Greenland Well Replacement and Design – Cost Proposal”

B. Ranking of Proposal

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

- | | |
|---|----------------------|
| a. Firm’s experience successfully completing similar projects and individual Project Team member experience | Maximum of 30 points |
| b. References indicating successful projects of this type | Maximum of 20 points |
| c. Understanding and approach to project | Maximum of 40 points |
| d. Quality of proposal package | Maximum of 10 points |

SCHEDULE

The project is anticipated to start in November 2014 with the design to be completed by the end of April 2015. Final schedule will vary based on the negotiated scope and work tasks.

CITY ROLE

City staff will be responsible for administering the project. Representatives of the City's Public Works Department will provide input and assistance with any necessary field work and review all deliverables from the effort. The primary contact at the City will be Terry Desmarais, City Engineer Water and Sewer Divisions.

SELECTION AND CONTRACT DOCUMENT

Upon review of all responsive proposals using the criteria outlined above, the City may select up to three (3) firms to interview. Following interviews, the Cost Proposal of the highest ranking firm will be opened and the firm will be invited to negotiate a final Scope of Services and fee with the City. When the contract is executed by both parties, the Consultant will be instructed to commence providing the work outlined in the contract. 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. If the City is unable to reach agreement with the highest ranking firm, the City will enter into negotiations with the next highest ranking firm. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the proposals of the firm and to evaluate the proposal submitted. Firms may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to negotiate additional work.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract.

ADDITIONAL INFORMATION

Requests for additional information should be directed to Terry Desmarais, City Engineer at (603) 766-1421 or by email to tldesmarais@cityofportsmouth.com. Addenda to this request for proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website at the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Firms submitting proposals should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the proposal. Failure to do so may result in disqualification.

INDEMNIFICATION AND INSURANCE REQUIREMENTS

The Contract will require the Consultant to agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City. Consultant will be required to maintain insurance in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this contract. Consultant shall also be required to maintain professional liability insurance in the minimum amount of \$1 million.