

**TOWN OF EXETER
NEW HAMPSHIRE**
Public Works Department



REQUEST FOR QUALIFICATIONS

**PROFESSIONAL ENGINEERING SERVICES
Wastewater Facilities Plan**

RFQ No. 2013-01

Advertisement
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REQUEST FOR QUALIFICATIONS

PROFESSIONAL ENGINEERING SERVICES
Wastewater Facilities Plan

The Town of Exeter, New Hampshire is seeking qualification statements from interested engineering firms for study and planning services for wastewater facilities planning. The work is anticipated to begin as soon as possible, but no later than November 2013.

Qualification statements must be received by 2:00 p.m., Tuesday, October 29, 2013. Submissions shall be hand delivered or mailed to Exeter Public Works, 13 Newfields Road, Exeter, NH 03833. The submission shall be in a sealed envelope clearly labeled “**RFQ No. 2013-01 Qualification Statement for Professional Engineering Services - Wastewater Facilities Plan**”. No faxed, e-mailed, or electronic submissions will be accepted.

Request for Qualifications packets may be obtained from the Exeter Public Works Department, Exeter, NH, Phone: (603) 773-6157 or www.exeternh.gov/rfps.

The Town of Exeter reserves the right to reject any or all submissions, to waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interests of the Town.

The Town also reserves the right to continue on with the subsequent engineering phases with the selected consultant.

**TOWN OF EXETER, NH
DEPARTMENT OF PUBLIC WORKS**

**RFQ No. 2013-01
REQUEST FOR QUALIFICATIONS**

**PROFESSIONAL ENGINEERING SERVICES
Wastewater Facilities Plan**

Sealed Qualification Statements, plainly marked "RFQ No. 2013-01 Qualification Statement for Professional Engineering Services Wastewater Facilities Plan " on the outside of the mailing envelope, addressed to the Exeter Public Works, 13 Newfields Road, Exeter, NH 03833 will be accepted until 2:00 p.m., October 29, 2013. Six copies of the Qualifications Statement shall be submitted.

Funding

This project is funded through local funds, however the Town plans on using NHDES State Revolving Loan Funds (SRF) and State Aid Grants (SAG). The successful firm shall use the State NHDES SRF standard engineering contract.

BACKGROUND

The Town of Exeter wastewater system includes 9 sewer pumping stations, approximately 48 miles of collection system piping ranging in size from 6 inches to 30 inches in diameter, over 1,100 sewer manholes and a 3 MGD secondary wastewater treatment plant. The Town also has a permitted combined sewer overflow (CSO) that discharges to Clemson Pond on the east side of the Squamscott River.

The original wastewater treatment facility was constructed in its current location in 1964 and 1965. Expansion of the aerated lagoons was completed in 1990. The treatment facility consists of a headworks, grit removal, aerated lagoons, disinfection with sodium hypochlorite, dechlorination with sodium bisulfite. Treated effluent is discharged through a multiport diffuser to the Squamscott River near the confluence with Dearborn Creek.

The existing wastewater treatment facility has an average daily design flow capacity of 3 MGD, with a peak flow capacity of 7.5 MGD. The annual average daily flow at the facility was 2.1 MGD in 2010; 1.9 MGD in 2011; 1.6 MGD in 2012 and 1.7 MGD through September 2013.

The sewer system is subject to high extraneous flows in the form of inflow and infiltration. USEPA issued an Administrative Order (Docket No. 10-024) for Capacity Management and CSO controls on October 4, 2010.

Rockingham Planning Commission completed a study in December 2012 evaluating intermunicipal water and sewer between Exeter and Stratham. Stratham does not have public sewer; all properties, including commercial, have individual septic systems. Potential sewer flows from Stratham to Exeter range from initial Phase 1 flows of 165,000 gpd to total system build out at 660,000 gpd.

On December 11, 2012, USEPA issued a final NPDES permit (#NH0100871) for the Town of Exeter Wastewater Treatment Facility with a rolling seasonal average Total Nitrogen limit of 3.0 mg/L from April through October. The permit became effective on March 1, 2013.

The Town routinely discharges effluent from the WWTF with total nitrogen in excess of 3.0 mg/L. On June 24, 2013, USEPA issued an Administrative Order on Consent (Docket No. 13-010) which orders schedules and interim effluent limitations, including the following:

By June 30, 2016, initiate construction of the WWTF to meet an interim 8 mg/L TN

By June 30, 2018, achieve substantial completion of construction of the WWTF

PROJECT GOALS

Development of funding strategies and submission of SRF applications to NHDES shall be part of the work.

A summary of the project goals include, but are not limited to:

- Consider all sewer/wastewater efforts by the Town, including I/I reduction, sewer collection system improvements, intermunicipal services
- Review options and their feasibility for meeting USEPA administrative orders
- Identify wastewater treatment processes capable of meeting the rolling seasonal average total nitrogen interim limit of 8.0 mg/L and other permit limits in Exeter, NH
- Identify wastewater treatment processes capable of meeting the rolling seasonal average total nitrogen limit of 3.0 mg/L and other permit limits in Exeter, NH
- Identify other wastewater permit limits likely to be required in the next 10 and 20 years
- Develop several viable conceptual treatment and discharge options, including capital and life cycle costs, for review with the Town
- Develop preliminary engineering and basis of design for selected treatment process
- Guide the Town to a robust final design and construction that meets USEPA schedule

DOCUMENTS

All documents will be turned over to the Town in paper and electronic format upon completion of the work. Electronic format shall be as approved by Town and be compatible with Microsoft office product suite, AutoCad 2007, and GIS data with ArcView 3.2 (if any). All documentation, reports, field notes and other data generated as part of the service by the consultant and/or its sub consultants for this project shall be the property of the Town of Exeter and will be turned over in a format acceptable to the Town.

QUALIFICATION REQUIREMENTS

Each statement shall include the following components:

1. Cover letter
2. Baseline requirements (see below)
3. Brief description of the firm
4. Project understanding
5. Typical project approach focusing on uniqueness of firm
6. Experience statement identifying work on similar projects. Experience statements shall identify the key design personnel involved in the project.
7. Summary of NHDES funding experience.
8. Project Team Chart (with resumes) identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants
9. Six (6) copies of the proposal and qualification statement shall be submitted

All submissions shall be limited to a maximum of 40 pages.

BASELINE REQUIREMENTS

Each consultant shall provide a statement regarding each of the following:

- Consultant shall have registration and good standing with the Secretary of State, Corporate division, in order to perform work in the State of New Hampshire
- The Consultant shall be listed on the NHDES Roster of Prequalified Consulting Engineers (Category 4).

TOWN ROLE

Town staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the Town of Exeter Public Works Department will review plans and other documents prepared by the consultant.

PROPOSAL CONTENTS AND EVALUATION CRITERIA

A Qualifications Based Selection (QBS) process will be utilized in the selection of the consultant in conformance with State of New Hampshire requirements. The Town of Exeter will review the proposals on the following criteria:

1. Relevant experience of the firm and its subcontractors,
2. Number of low nitrogen removal facilities designed in New England
3. Experience of assigned personnel,

4. NHDES funding experience,
5. Quality of proposal,
6. Understanding of project,
7. Client references.

Upon review of all responsive statements, the Town may select one or more firms to interview. Upon completion of the interviews, the Town will attempt to negotiate final Scope of Services and Fee with the selected firm. If the Town is unable to reach agreement with the selected firm, the Town reserves the right to negotiate with the next highest ranked firm until an agreement is reached.

RESERVATION OF RIGHTS

The Town of Exeter reserves the right to reject any or all statements, to waive technical or legal deficiencies, and to accept any statement that it may deem to be in the best interest of the Town. The Town reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The Town reserves the right to negotiate directly with the firm selected for additional project work including design, construction administration services, and/or additional project engineering and design services.

CONTRACT DOCUMENT

Upon selection, the successful Consultant will prepare Engineering Contracts for execution. The Contract shall be in NHDES format. Upon execution of the Contract 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 proposal shall be the property of the Town of Exeter.

INQUIRIES

No interpretation on the meaning of plans or documents will be made to any responding firm orally. All inquiries regarding this RFQ should be submitted via email to Jennifer Perry, P.E., Director of Public Works at jperry@exeternh.gov no later than 3:00 p.m. Friday, October 18, 2013. The Town reserves the right to not respond to any or all inquiries. Responses will be provided in a written addendum with both inquiries and responses, without stating the source of the inquiry, to all firms and on the Town website www.exeternh.gov/rfps no later than Wednesday, October 23, 2013.

INFORMATION AVAILABLE FOR REVIEW

As part of the preparation of the Statement of Qualifications, firms may schedule to review hard copies of plans and documents at Exeter Public Works during the business hours of 7:00 a.m. to 3:30 p.m. by calling the Public Works front office (603) 773-6157. Many documents are available on Town website at www.exeternh.gov/documents.