



EXETER PUBLIC WORKS DEPARTMENT

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www.exeternh.gov

REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES WASHINGTON STREET UTILITY DESIGN

RFP No. DPW 2017-02

July 6, 2017

INTRODUCTION

The Town of Exeter is requesting proposals for professional engineering services for utility design on Washington Street.

The replacement of the water mains in Washington Street is planned for 2018. This street was selected for water main replacement due to the extensive break history and age of the pipes. The water main has a history of 20 breaks within the last 15 years, and more than 11 of those have been in the last 6 years, including 2 in 2017. In addition to the water main, deficiencies have been identified in the sanitary sewer and storm drains. Further investigation is needed to determine what improvements may be required for these utilities.

GENERAL REQUIREMENTS

Engineering firms making proposals must respond in writing to all requirements of this Request for Proposals (RFP). Responses should reflect detailed considerations of the issues and opportunities presented by this specific project. Any additional information or tasks that are felt to be relevant by the responding firm should be included together with the submittal requirements.

Sealed proposals should be plainly marked "**RFP No. DPW 2017-02 – Washington Street Utility Design - Engineering Services**" on the outside of the mailing envelope and addressed to:

Town of Exeter
Public Works Department
13 Newfields Rd
Exeter, NH 03833

Proposals will be accepted until **2:00 p.m. on Friday, July 21, 2017**, at the Public Works office. Five copies of the proposal shall be submitted.

Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any engineering firm that it deems to be in the best interest to accomplish the project specified. The Town reserves the right to accept the proposal on one or more items of a proposal, on all items of a proposal or any combination of items. The Town reserves the right to discontinue the selection process at any time prior to the awarding of a contract. There will be no reimbursement to any candidate firm if the selection process is terminated. The Town reserves the right to waive defects and informalities of the proposals.

BACKGROUND

A warrant article (Article #18) for this project was approved by the town residents at the March 2017 election. The article was to raise and appropriate \$68,000 for the design of a replacement water main on Washington Street from Front Street to Brentwood Road, which is identified in

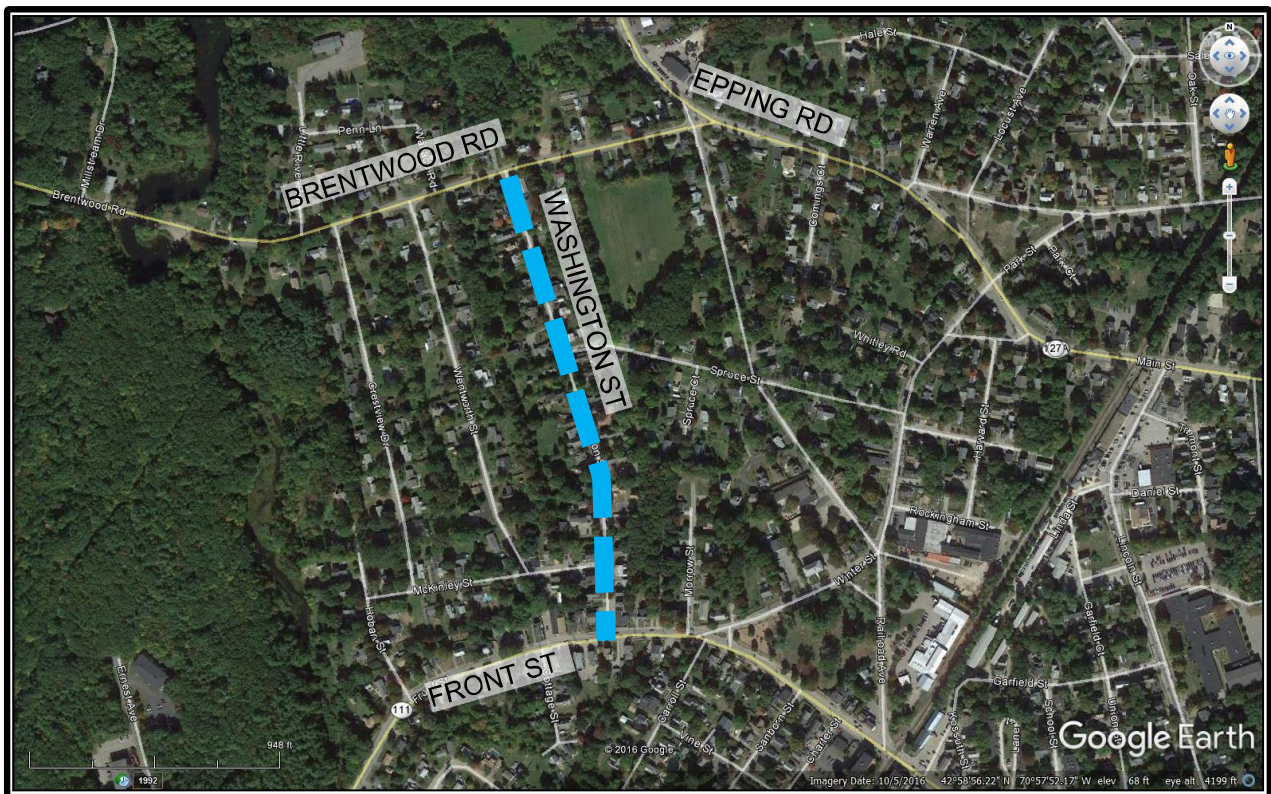
Figure 1, below. The consultant will identify work that may be needed in future design and construction phases of the project.

The existing water main is 6-inch cast iron (CI) pipe from Front St to Spruce St and 6-inch asbestos cement (AC) pipe from Spruce St to Brentwood Road. Initial estimates for this replacement work is \$668,000.

An evaluation of the sanitary sewer and storm drainage infrastructure in this area will also be performed as part of this design. Washington Street has approximately 1,600 linear feet of 8-inch PVC sewer main and 1,500 linear feet of storm drainage systems to evaluate. Initial CCTV inspection of the sanitary sewer suggests that the main may be relining candidate and that several manholes need to be replaced. The consultant will be required to review the tapes for possible improvements.

The storm drainage CCTV inspection identified areas of root intrusion, groundwater infiltration, and sags in the pipe. Drainage analysis town wide for climate change studies indicates that the drainage systems on this street may be undersized. The consultant may suggest areas and systems for runoff quality improvements in the stormwater system. Further consultant evaluation of the drainage system is needed.

Figure 1: Project 1 Water Main Replacement Location (shown in blue)



The Town's expectation is that the project will be put out to bid in spring 2018 after the March Town Elections and is beyond the scope of this proposal. Construction work on the water main replacement will be accomplished in 2018. Potential improvements to the sanitary sewer or storm drainage will be reviewed to determine if phased or concurrent construction is most advantageous to the Town. The selected engineer will complete the design and approval processes for construction to meet this schedule.

ENGINEER INVITATIONS

In September 2010, the Town requested proposals from consulting firms for the design of the Jady Hill Utility project. It was specifically stated in that RFP that qualified respondents may be called upon for future projects without going through a similar RFP process. The following pre-qualified consulting firms from the Jady Hill project have been invited to the proposal process:

- AECOM
- CMA Engineers
- Dubois & King
- Hoyle, Tanner & Associates, Inc.
- Underwood Engineers, Inc.
- Weston & Sampson
- Wright-Pierce, Inc.

CONTRACT DOCUMENT

Upon selection, the successful Engineer will prepare Engineering Contracts for execution. Town legal review will be necessary. The Engineer 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 Engineer pursuant to this proposal shall be the property of the Town of Exeter.

PROJECT REQUIREMENTS

1. The engineer shall review the project scope and current cost estimates, and advise the department as to the adequacy for accomplishing the work.
2. The engineer will add direction to the project to have a viable construction project in the schedule previously described. The engineer may need to recommend adjustments to the phasing of the projects.
3. The engineer will perform a survey of the existing conditions showing all elevations, observable landmarks (e.g., edge of road, sidewalks, buildings, trees and manhole structures with inverts, etc.) and underground utility locations. The engineer will coordinate with the utility owners to have the underground utility marked out prior to the survey. The survey shall be done in the NH State Plane coordinate system, NAD83 to be compatible with the Town's GIS system.
4. The engineer shall investigate and determine the limits of the right-of-way (ROW) and utility easements and show them on the plan. The engineer shall delineate the existing

ROW and easements in which any work will be performed. The apparent ROW and easement mapping may be completed for use in the preliminary design to expedite the design process. The actual ROW and easement locations should be used for final design.

5. The engineer shall determine if wetlands are present, delineate wetland areas, and on behalf of the Town apply for wetland applications as required for the projects.
6. No information about the presence of ledge in any of the project areas is currently available. The engineer shall make recommendations for subsurface investigations as needed.
7. During preliminary design, the engineer shall determine the need for temporary water service during construction and incorporate that into the design.
8. Recommend water valve and hydrant locations within the project areas.
9. The engineer shall coordinate the design review by NH Department of Environmental Services (NHDES) of the water system improvements.
10. Coordinate with the private utility companies for any pole or utility relocations, and new utility construction. Consult with the private utilities so that any of their outstanding work items can be accomplished in a timely manner.
11. The engineer shall provide 5 complete copies of the 30% (preliminary) design plans and the 90% (final) design plans and bid specifications to the Town for review and approval. Meetings with the Town and engineer will be required to discuss each review.
12. The bid specifications shall include estimated quantities for the Bid Schedule. The engineer shall recommend the format for the specifications.
13. Additional opinions of costs shall be supplied with the preliminary and final plan submission.
14. A final plan and profile with a scale of 1" = 20'(H) and 1" = 4'(V) will be required. The plan will show all observable features and underground utilities with depths. The proposed utility systems shall be shown. The profile shall show the existing road or surface profile, existing utilities, and the proposed utility systems.
15. The engineer shall develop a general construction site sedimentation mitigation plan to prevent siltation or construction debris from entering the storm water system and wetland areas. This plan shall be included with the final plans. This requirement does not relieve the contractor from creating a detailed stormwater pollution prevention plan (SWPPP) for accomplishing the work.
16. Upon completion of the design, the engineer shall provide five (5) complete sets of plans and specifications to the Town. One additional copy of the specifications shall be left unbound. A final digital copy will also be provided to the Town in PDF format for plans and specifications. A DWG file of the plans will also be provided.
17. Bidding services shall be provided and include the following: issue plans and specifications to bidders, respond to bidders questions, prepare and distribute addenda, attend the pre-bid meeting and bid opening, review the bids, provide a recommendation of award, and prepare the contract documents.

18. Construction administration, shop drawing review and resident engineering services are not included at this time but may be added during subsequent construction phases.

INFORMATION AVAILABLE

- Exeter MapsOnline ó GIS information - <http://mapsonline.net/exeternh/>
- Fire flow results based on the hydraulic water model (may be viewed at DPW)
- Sewer Inflow/Infiltration reports by CDM and Underwood Engineers (may be viewed at DPW)
- CCTV inspection reports for storm drains and sanitary sewers

PRE-PROPOSAL MEETING

There will be a **non-mandatory** pre-proposal meeting at **10:00 a.m. on Thursday, July 13, 2017**, at the Exeter Public Works Department to discuss this project and answer questions.

TIMELINES

The Engineer Selection Schedule is as follows:

Request for Proposals	Thursday, July 6, 2017
Pre-Proposal Meeting	Thursday, July 13, 2017
Proposals Due	Friday, July 21, 2017
Interview Notification	Within one week of Proposal Due date
Interviews	Shortly after notification
Selection	TBD
Contract Negotiations	TBD
Contract Approval	TBD

PROPOSAL SUBMITTAL REQUIREMENTS

Five (5) copies of the proposal shall be submitted. **All submissions shall be limited to a maximum of 16 pages, including the cover letter, resumes, and schedule.** The pages shall be numbered.

1. Cover letter
2. Project understanding
3. Project approach to accomplish the work
4. Scope of Services ó Highlight major tasks that were not specifically called out in the Project Tasks.
5. List of similar work experience, construction administration and resident engineering specifically for the project manager and project engineer that will be working on these projects.
6. Project Team Chart identifying the team

- a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub-Consultants
7. Project Schedule in Gantt format
 8. Project cost proposal and breakdown by phase and major tasks. The cost proposal shall be in a separate sealed envelope.

EVALUATION CRITERIA & INTERVIEWS

From the proposals submitted by qualified engineering firms, the Town may select finalists for an interview. This will be a modified qualifications-based selection process. The final selection will be based upon:

- Firm's qualifications
- Experience of the individuals on similar projects
- Understanding of the Project Scope
- Approach for completing the Work
- Commitment to Project timelines
- Quality of Proposal
- Any other criteria determined appropriate by the Town

TOWN ROLE

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

RESERVATION OF RIGHTS

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.

CONTACT INFORMATION

If you have any questions regarding this RFP, please contact Jennifer Mates, P.E., Assistant Town Engineer at jmates@exeternh.gov or (603) 418-6431.