



EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-3792 • (603) 773-6157 • FAX 772-1355

www.exeternh.gov

REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES SALEM STREET AREA UTILITY DESIGN

RFP No. DPW 2019-01

September 24, 2019

INTRODUCTION

The Town of Exeter is requesting proposals for professional engineering services for utility design in the Salem Street neighborhood, including Forest Street, Hale St, Locust Street, Oak Street, Park Street (portion), Salem Street, Wadleigh Street, Walnut Street, and Warren Street.

This proposal will also be used to update the Town's list of prequalified consultants for use on similar projects in the future.

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 2019-01 – Salem Street Area 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 Tuesday, October 15, 2019**, at the Public Works office. Seven 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

In March 2019, the town voted to approve \$325,000 for the design and engineering of utility improvements to include water, sewer, and drainage in the Summer/Salem Street, Park Street, and Warren Ave areas. The FY21 Capital Improvement Program (CIP) has \$4.44M programmed for these improvements. The funds for construction will need approval at a future

town vote and may include NH Department of Environmental Services (NHDES) State Revolving Loan Fund (SRF) loans.

Water

Approximately 5,600 feet of water mains require replacement because of undersized and/or poor condition pipes. Water mains in this area are mostly 4-inch and 6-inch CI and AC pipes. A hydraulic analysis was used to determine the proposed main sizes of 6 to 8-inch pipes.

A water main connection between Locust Street and Walnut Street is desired by the town. There is currently no easement for this water main. The consultant shall facilitate creating and obtaining this easement.

These mains were identified by various studies including the “Public Water System Asset Management Plan,” dated May 2015, “Water System Evaluation Study”, dated January 2002, or by public works personnel.

The Rose Farm subdivision was recently approved near the intersection of Wadleigh Street and Forest Street. As part of the subdivision approval, the water main on Wadleigh Street and Summer Street require upgrading by the developer. However, this subdivision approval is currently under challenge in the court system. The consultant will need to advise the town on how to work with and around this subdivision’s offsite improvements during the course of the town project.

Sewer

There are approximately 4,300 feet of vitrified clay pipe (VCP) sewer mains in these areas that need to be addressed. The sewer mains on Forest Street, Oak Street (north of Salem Street), Walnut Street, Wadleigh Street, Hale Street, Warren Ave, and Locust Street are 8-inch VCP that are in poor condition with joint separation and root intrusion. The cross-country main from Locust Street to Walnut Street is a 10-inch VCP that is also in poor condition and is also close to several houses. CCTV video inspections by the Sewer Department will be provided to understand if slip lining type improvements could be utilized.

The sewer on Salem Street and Oak Street (south of Salem Street) are 12-inch and 18-inch PVC in good condition. The “Phase I & II, I/I Study, Sewer System Evaluation Survey, and CSO Study,” dated 1997 and 1998, suggests that capacity may be an issue in the future. A sewer capacity analysis is currently being developed and will be available in December 2019.

Several houses abutting this project have voluntarily provided sump pump information through various town initiated surveys. Town regulations prohibit sump pumps from discharging into the sewer. The consultant will guide and assist the Town in removing this private I&I from the sewer system.

Drainage and Roads

The drainage system was televised in 2014 and found to be in good condition; however, there are many catch basins in poor condition that will need to be replaced. Smoke testing performed in 2016 found that one catchbasin on Walnut Street was connected to the sewer. This was corrected at that time.

The consultant will investigate if any stormwater BMPs improvements would be appropriate to enhance runoff water quality within the project area.

Dry weather flows have been observed in the subcatchment outfall. The consultant will perform dry weather testing for contaminants as associated with the MS4 dry weather flow screening protocols.

The roads in the project area are approximately 24 feet wide and do not have curbs or sidewalks. They are in good to decent condition and last resurfaced in 2009. The consultant will recommend appropriate final pavement repairs and improvements.

SCHEDULE

The Town's expectation is that the project will be put out to bid with bids received in early March 2021. Construction will be accomplished during the 2021 construction season. The selected engineer will complete the design, obtain approval, and provide bidding for construction to meet this schedule.

ENGINEER PRE-QUALIFICATION

The Engineer must be on the NHDES pre-qualified list for water and sewer to submit a proposal for this project.

The Town will prequalify several consultants that may be called upon in future similar type projects. This prequalification will allow the town to more expeditiously procure engineering services from a condensed consultant pool.

CONTRACT DOCUMENT

Upon selection, the successful Engineer will prepare Engineering Contracts for execution. Upon execution of the Contract, 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. Provide updated construction cost estimates for a CIP request in June 2020.
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 shall be used for final design.
5. Recommend water valve and hydrant locations within the project areas.
6. During preliminary design, the engineer shall determine the need for temporary water service during construction and incorporate that into the design.
7. 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.
8. The engineer shall delineate wetland areas and on behalf of the Town apply for wetland applications as required for the projects.
9. The engineer shall coordinate the design review by NHDES of the water and sewer improvements.
10. Determine if the dry weather flow at the subcatchment outfall is a concern. Advise the town on removing the contaminant if it is a concern.
11. Advise if stormwater quality BMPs should be included in the project.
12. 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.
13. The engineer shall provide 2 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.
14. The bid specifications shall include estimated quantities for the Bid Schedule. The engineer shall recommend the format of specifications for town consideration.

15. Additional opinions of costs shall be supplied with the preliminary and final plan submission.
16. 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.
17. The engineer shall develop a general construction site sediment and erosion control plan to prevent siltation or construction debris from entering the stormwater 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.
18. Administer a neighborhood meeting with residents during the design phase of the project. This meeting shall be held to receive input from the residents.
19. Upon completion of the design and specifications, the engineer shall provide two (2) complete sets of plans and specifications to the Town. A final digital copy will also be provided to the Town in PDF format.
20. Bidding services shall include: 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.
21. 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 – GIS information - <http://mapsonline.net/exeternh/>
- Town website <https://www.exeternh.gov/publicworks/reports-and-studies>
 - Public Water System Asset Management Plan, by Tata & Howard, dated May 2015
 - Water System Evaluation Study by CDM, dated January 2002
- 2020 – 2025 Capital Improvement Program <https://www.exeternh.gov/planning/capital-improvement-program-cip>
- Fire flow results based on the hydraulic water model available at DPW.
- Storm Drain Evaluation in Locust / Forest Neighborhood available at DPW.
- Various CCTV inspection of the area sewer mains. (provided only to the selected engineering company)

PRE-PROPOSAL MEETING

There will be a **non-mandatory** pre-proposal meeting at **1:00 p.m. on Thursday, October 3, 2019**, at the Exeter Public Works Department to discuss this project and answer questions.

TIMELINES

The Engineer Selection Schedule is as follows:

| | |
|------------------------|---------------------------------------|
| Request for Proposal | Monday, September 23, 2019 |
| Pre-Proposal Meeting | Thursday, October 3, 2019 |
| Proposals Due | Tuesday, October 15, 2019 |
| Interview Notification | Within two weeks of proposal due date |
| Interviews | Shortly after notification |
| Selection | TBD |
| Contract Negotiations | TBD |
| Contract Approval | TBD |

PROPOSAL SUBMITTAL REQUIREMENTS

Seven (7) 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 – 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 this project.
6. Project Team Chart identifying the team
 - a. Principal-in-Charge
 - b. Project Manager
 - c. Project Engineer(s)
 - d. Sub Consultants
7. Project Schedules in Gantt format

EVALUATION CRITERIA & INTERVIEWS

From the proposals submitted by qualified engineering firms, the Town may select finalists for an interview. This will be a qualifications-based selection (QBS) 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

An attempt will be made to negotiate a fee schedule with the top-ranked firm. If the Town is unable to reach an agreement with the selected firm, the Town reserves the right to negotiate with the next highest-ranked firm until an agreement is reached.

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.

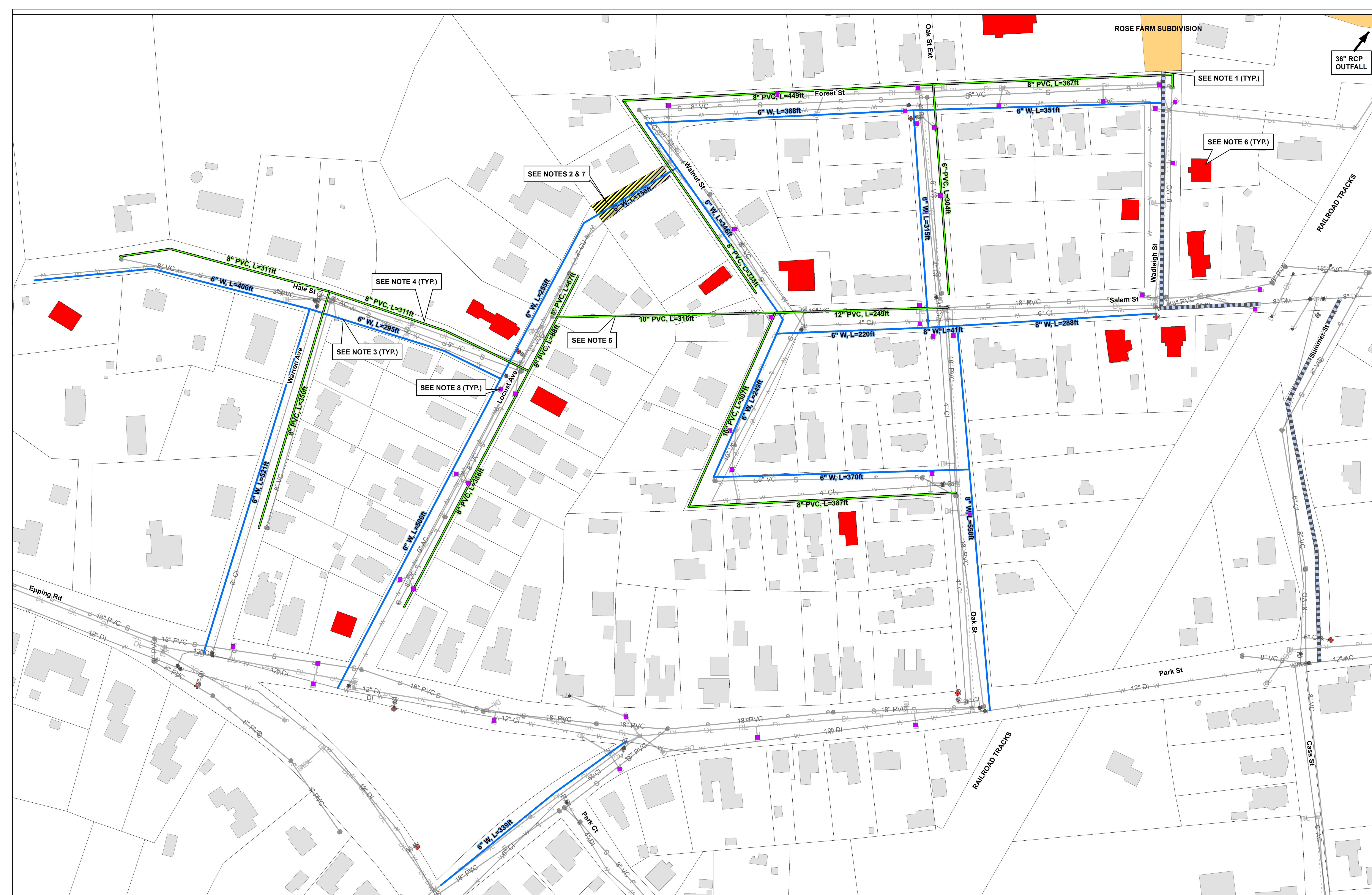
RESERVATION OF RIGHTS

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.



- NOTES:
- POTENTIAL 8" DI WATER MAIN TO BE INSTALLED BY OTHERS (ROSE FARM SUBDIVISION).
 - PROPOSED WATER MAIN EXTENSION FROM LOCUST AVE TO WALNUT ST.
 - WATER MAINS FOUND TO BE UNDERSIZED OR IN POOR CONDITION. WATER MAINS FROM 4 INCH CI OR 6 INCH AC WILL BE UPGRADED TO 6 OR 8 INCH DI WATER MAINS.
 - SEWERS MAINS FOUND TO BE IN POOR CONDITION DUE TO JOINT SEPARATION AND ROOT INTRUSION. MAINS WILL BE REPLACED OR LINED BASED ON CONDITIONAL ASSESSMENT. A SEWER CAPACITY ANALYSIS IS BEING PREPARED AND SHALL BE INCORPORATED INTO THIS DESIGN.
 - 10 INCH VC SEWER MAIN FROM LOCUST AVE TO WALNUT ST (CROSS COUNTRY) IS IN POOR CONDITION AND MAY REQUIRE LINING DUE TO ITS PROXIMITY TO NEARBY HOUSES. EASEMENT INFORMATION IS UNKNOWN.
 - BUILDINGS SHOWN IN RED ARE BELIEVED TO HAVE ILLICIT CONNECTIONS TO SEWER BASED ON PREVIOUS INVESTIGATIONS. ADDITIONAL BUILDINGS MAY HAVE ILLICIT CONNECTIONS. ILLICIT CONNECTIONS WILL BE EVALUATED AND REMOVED FROM THE SEWER MAINS AND CONNECTED TO THE EXISTING DRAINAGE, WHERE APPLICABLE.
 - 115 FT DRAINAGE EASEMENT. PER 1983 JONES & BEACH PLAN EASEMENT FOR DRAINAGE FACILITIES.
 - THE OVERALL DRAINAGE SYSTEM IS IN GOOD CONDITION. POTENTIAL CATCHBASIN REPLACEMENTS, IDENTIFIED IN THE LEGEND BELOW, INCLUDE OUTDATED 2-FT DIAMETER CATCH BASINS WITH LITTLE TO NO SUMP AND CATCHBASINS IN POOR CONDITION. THE USE OF STRUCTURAL BEST MANAGEMENT PRACTICES SHALL BE EVALUATED FOR POTENTIAL CATCHBASIN REPLACEMENTS TO ADDRESS WATER QUALITY.
 - THE LOCATION OF PROPOSED UTILITIES SHOWN IS SCHEMATIC ONLY.

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|-------------------|--|---|--|--|--|--|--|---|--|--|--|--|--|
| Legend | | Water Proposed Water Water Pipes Water Shutoff Gate Valve Hydrant | | Meter Pit Hydrant Valve Blow Off Pump Station WO PV | | Other Junction Cap Cistern Deflection Dry Hydrant | | Wastewater Proposed Sewer Wastewater Pipes Cap Clean Out Deflection | | Stormwater DRAIN LINES Drain Manhole Foundation Drain Outfall | | Catch Basins in poor condition, no sump, or 2 ft diameter Catchbasin Roof Drain Pipe End Inlet Pipe End Outlet | |
|-------------------|--|---|--|--|--|--|--|---|--|--|--|--|--|

**Salem St. Area
Utility Replacement**

N
1 in = 60 ft