



EXETER PUBLIC WORKS DEPARTMENT

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www.exeternh.gov

REQUEST FOR PROPOSALS

PROFESSIONAL ENGINEERING SERVICES UTILITY AND ROADWAY DESIGN

RFP No. DPW 2015-01

April 27, 2015

INTRODUCTION

The Town of Exeter is requesting proposals for professional engineering services for utility and roadway design on two projects within the Town.

Project 1 ó Lincoln/Winter Streets

The replacement and rehabilitation of water and sewer mains in Lincoln St, Tremont St, and Daniel St (Lincoln St Area) and Winter Street are planned for 2015. The limits of Winter Street included in this project are bounded by Columbus Avenue to the south and Epping Road to the north. These areas will be referred to as the Lincoln/Winter area in this document.

The Lincoln/Winter area was selected for utility upgrades because of water main breaks, poor fire flows, importance of this area in the water pipe network, and inflow/infiltration (I/I) problems in the sewers. The Town approved a warrant article in March 2014 to fund water main and sewer line improvements for Lincoln/Winter.

Project 2 ó Epping Rd TIF District

In March 2015, the town voted to create a Tax Increment Finance (TIF) District which included extending water and sewer service for approximately 3,700 feet and Epping Road (Route 27) and creating a new 1,500-foot road with water, sewer and drainage. New gas, electric, telecommunication, and cable/fiber optic services are also proposed for the new road.

This project does not include development of the TIF district documents which will be done under a separate contract.

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 2015-01 – Utility and Roadway 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, May 15, 2015** at the Public Works office. Six copies of the proposal shall be submitted.

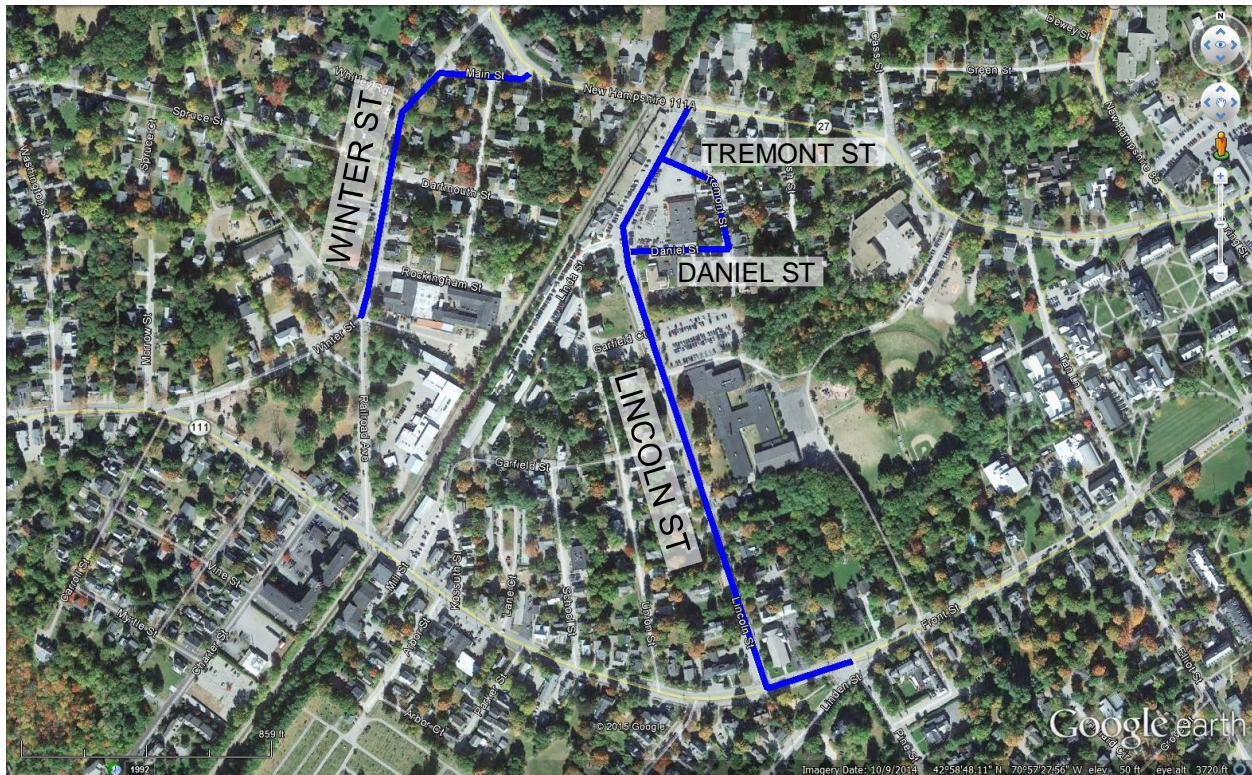
Costs incurred for the preparation of a proposal in response to this RFP shall be the sole responsibility of the firm submitting the proposal. The Town of Exeter reserves the right to select or reject any engineering firm that it deems to be in the best interest to accomplish the project specified. The 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

Project 1 – Lincoln/Winter Streets

A warrant article (Article #7) for this project was approved by the town residents at the March 2014 election. The article was to raise and appropriate \$1,600,000 for design and construction of water and sewer improvements for Lincoln St, Daniel St, Tremont St and Winter St, which is identified on Figure 1, below. Only \$200,000 of the total approved is allocated for sewer work, with the remainder going to water main replacement. Additional improvements to sewer, drainage, roads, and sidewalks will be considered in future phases of this project and are not addressed in this RFP.

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



In general terms and current understanding, the project encompasses the following:

Lincoln Street

- 2,500 LF of water main upgrade from 6ö CI to 12ö DI
- 250 LF of sewer line rehabilitation

Tremont Street & Daniel Street

- 750 LF of water main upgrade from 4ö CI to 6ö DI

Winter Street

- 1,240 LF of water main upgraded from 6ö CI to 8ö DI

The Town's expectation is that the project will be put out to bid in summer 2015 and construction work on water main and sewer line replacements will be accomplished in 2015-2016. The construction schedule will need to be coordinated with the school schedule for the Lincoln Street School, including student drop-off and pick-up times. The selected engineer will complete the design, approval, and bidding processes for construction to meet this schedule.

Project 2 – Epping Rd TIF District

In March 2015, several warrant articles were approved by the residents for the creation of a TIF district along Epping Road. The voters approved Article #10 to raise and appropriate \$6,845,312 for the design and construction of utilities and a road that will support development within the TIF district. The engineering estimate for this project is in the Epping Road TIF District Plan, which can be found on the Town's website (link below).

The TIF project will be designed so that it can be broken into three phases to allow for construction to occur as needed by development of the TIF district, as shown in Figure 2 below. The Town's expectation is that the first phase of the project will be put out to bid in early 2016 with construction happening the same year. The two additional phases are dependent on the needs of the TIF district so they do not currently have a schedule. The selected engineer will complete the design and approval process for bidding and construction to meet this schedule. Bidding is not included at this time for the TIF project.

Epping Road is a main corridor for access to Route 101 and the Exeter High School, so traffic control will be an important element of the design.

In general terms and current understanding, the phases of the project encompass the following:

Phase 1 ó Epping Road from Continental Drive to Route 101

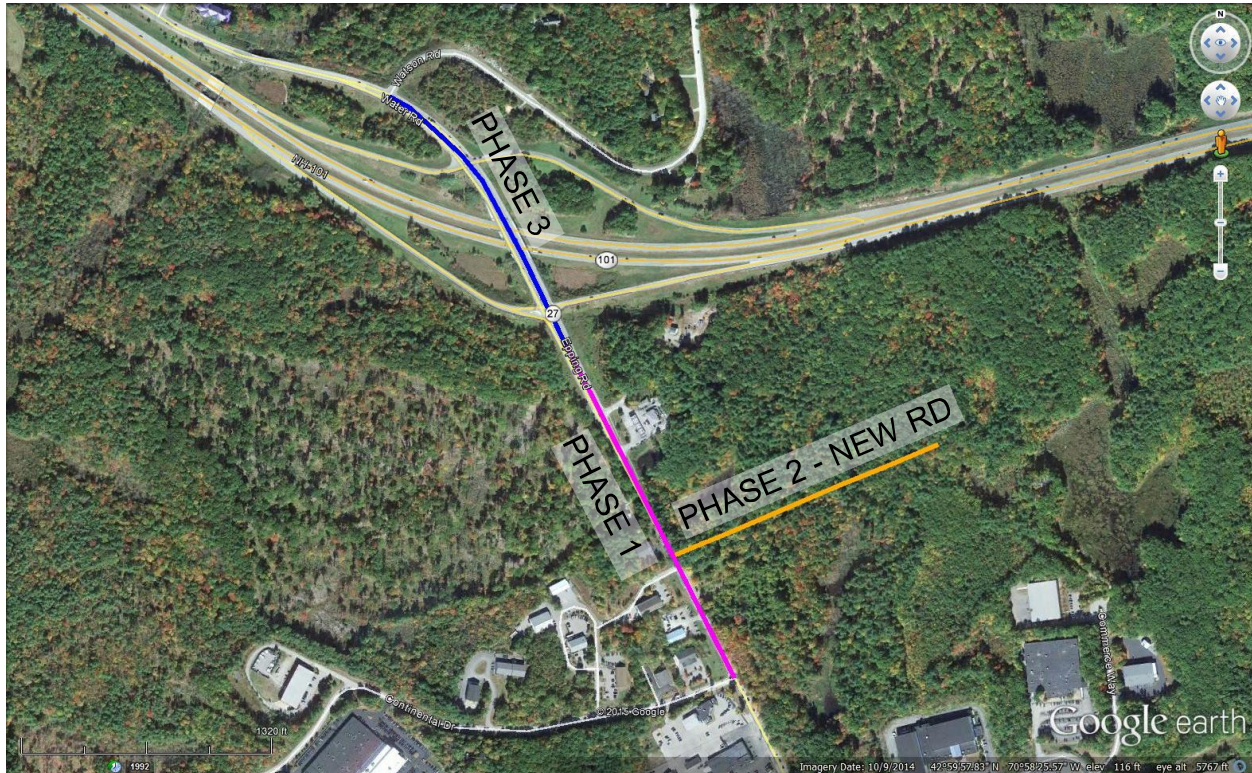
This phase will include approximately 2,000 LF of water main and sewer main to extend the existing utilities from Continental Drive to the south side of Route 101. The road will receive trench patching for this phase.

Phase 2 ó New road at 183 Epping Road

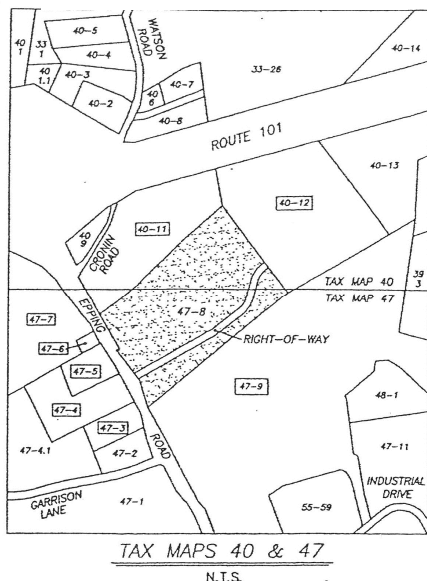
This phase includes 1,500 LF of new road and utilities to be located in an existing right-of-way (ROW) at 183 Epping Rd (parcel 047-008-0000), as shown in Figure 3 below. The road was initially assumed to be to be a 30-foot wide, industrial-grade road with a stream crossing for

Watson Brook, and no sidewalks; however, the selected engineer will work with the Town staff to develop a road layout that is appropriate for the anticipated property uses.

Figure 2: Project 2, Phases 1 (pink), 2 (orange) and 3 (blue)



**Figure 3: New Road
Right-of-Way Location**



Utilities will include water, sewer, drainage, gas, electric, telecommunications and cable/fiber optic. A sewer pump station will be required. The drainage will include treatment for water quality. Street lights and monumentation for the right-of-way may also be required. All of the utilities will need to cross Watson Brook.

Phase 3 of Epping Road from Route 101 to Watson Drive
This phase will include 1,700 LF of water and sewer mains to extend service to the north side of Route 101. There is an existing pipe sleeve under Route 101, east of the Epping Road bridge, to convey sewer across the highway. A sewer pump station will be required for this phase. The bridge has pipe hangers below the deck to accommodate the water main extension.

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. 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.
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. A private utility locating service shall be used to expedite the survey preparation.
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 current cost estimate for Project 1 and Phases 1 and 3 of Project 2 assume trench paving only; however, the engineer shall provide the Town with recommendations for the most cost effective solution.
6. Recommend water valve and hydrant locations within the project areas.
7. During preliminary design, the engineer shall determine the need for temporary water service during construction and incorporate that into the design.
8. 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.
9. The engineer shall delineate wetland areas and on behalf of the Town apply for wetland applications as required for the projects.
10. The engineer shall coordinate the design review by NH Department of Environmental Services (NHDES) of the water and sewer improvements for both Projects.
11. The engineer shall coordinate with the NH Department of Transportation (NHDOT) for any work within the NHDOT ROW that is not part of the Urban Compact Area (Project 2, Phase 3). Cronin Road is the northern limit of the Urban Compact Area for Epping Road.
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 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.
14. The bid specifications shall include estimated quantities for the Bid Schedule. The engineer shall recommend the format for the specifications.
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 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 storm water pollution prevention plan (SWPPP) for accomplishing the work.
18. Administer one neighborhood meeting for each Project with residents before the final design is completed. This meeting shall be held to receive input from the residents. A separate meeting will be needed for the school district for each Project. Conduct as many meetings as necessary with Town officials to complete the work.

19. Upon completion of the design and specifications, 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.
20. Bidding services are to be included for Project 1, but not for Project 2 at this time. These services for Project 1 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. Project 2 bidding services may be added during the construction phases.
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/>
- 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)
- Epping Road TIF District Plan (including construction cost estimate by HTA) - http://exeternh.gov/sites/default/files/fileattachments/tif_financing_plan_2015_january_30_0.pdf

PRE-PROPOSAL MEETING

There will be a **non-mandatory** pre-proposal meeting at **10:00 a.m. on Tuesday, May 6, 2015** 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, April 27, 2015
Pre-Proposal Meeting	Wednesday, May 6, 2015
Proposals Due	Friday, May 15, 2015
Interview Notification	Within two weeks of Proposal Due date
Interviews	Shortly after notification
Selection	TBD
Contract Negotiations	TBD
Contract Approval	TBD

PROPOSAL SUBMITTAL REQUIREMENTS

Six (6) copies of the proposal shall be submitted. **All submissions shall be limited to a maximum of 20 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 Schedules in Gantt format for each project
8. Project cost proposal and breakdown by project, 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 qualifications-based selection (QBS) process. The final selection will be based upon:

- Firms 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 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.