

**REQUEST FOR QUALIFICATIONS**

**CITY OF PORTSMOUTH  
NEW HAMPSHIRE**

Public Works Department

**ENGINEERING SERVICES**

WASTEWATER MASTER PLAN  
VALUE ENGINEERING REVIEW

**RFQ No. 20-10**

City of Portsmouth, NH  
Department of Public Works

RFQ # 20-10  
REQUEST FOR QUALIFICATIONS

ENGINEERING SERVICES

WASTEWATER MASTER PLAN – VALUE ENGINEERING REVIEW

Sealed Statements of Qualifications, plainly marked RFQ # 20-10, “Engineering Services, Wastewater Master Plan – Value Engineering Review” 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 2:00 pm on December 23, 2009.

**Scope of Work:** The City of Portsmouth’s Department of Public Works is requesting Qualifications from consulting engineering firms who are on the NHDES roster of pre-qualified consulting engineers for the following project: To provide value engineering services for the City’s Wastewater Master Plan.

Qualification packages may be obtained from the City’s web site at [www.cityofportsmouth.com](http://www.cityofportsmouth.com) or by contacting the Purchasing Coordinator at the above address, or by calling the Purchasing Coordinator at 603-610-7227. Addenda to this RFQ, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. **Continue below for the complete Request for Qualifications document.**

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

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FUNDING

The value engineering of the design portion of this project will be funded either through a State Revolving Fund Loan or by sewer enterprise revenues.

PROJECT BACKGROUND/PURPOSE

To comply with the City’s 2007 Peirce Island Wastewater Treatment Facility’s national pollutant discharge elimination system (NPDES) permit, the City is conducting a comprehensive Wastewater Master Plan (WMP). This master plan includes an update of the City’s 201 Wastewater Facilities Plan as well as the City’s Combined Sewer Overflow Long Term Control Plan. The project is a three-year effort to identify and study feasible alternatives and recommend a final plan for secondary treatment of wastewater that will protect valuable natural resources and comply with Clean Water Act regulations. The City has hired the engineering team of Weston & Sampson of Portsmouth, NH and Brown and Caldwell of Andover, MA, to prepare the Wastewater Master Plan.

In August of 2009 the City entered into a Consent Decree 09-cv-283-PB which required submission of a complete draft of the WMP by June 1, 2010.

The intent of this Request for Qualifications is to select up to three qualified firms to submit detailed proposals and interview for selection of a value engineering (VE) review. The VE will be of the proposed WMP alternatives and cost of implementation. In addition, the selected firm will develop a potential implementation schedule for the WMP recommendations to be completed.

## **A. Required Contents of the Statement of Qualifications (SOQ)**

A sealed SOQ, plainly marked RFQ #20-10 “Engineering Services, Wastewater Master Plan – Value Engineering Review” on the outside of the envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until 2:00 pm on December 23, 2009. Three (3) copies of the SOQ shall be submitted and include the following information:

1. Firm Experience (for each firm in the team):  
Describe relevant experience in each of the following primary areas of focus:
  - a. Wastewater Master Planning involving both WWTFs and collection systems
  - b. WWTF upgrades for low effluent nitrogen concentrations (5 to 8 mg/L) in cold climates
  - c. CSO Long Term Control Plans
  - d. Programs with consent decree-driven implementation schedules
  - e. Programs with affordability-driven implementation schedules
  - f. Value Engineering/Peer Reviews of major wastewater programs (plans and design)

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 in Appendix 1. 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 and another as the Value Specialist certified VE Team Leader. All resumes shall be included in Appendix 2 limited to a maximum of two pages per team member.

## **B. Ranking of Qualifications**

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

- |                                    |                      |
|------------------------------------|----------------------|
| a. Firm experience                 | Maximum of 30 points |
| b. Overall Project Team experience | Maximum of 30 points |
| c. Project Manager experience      | Maximum of 20 points |
| d. Value Specialist experience     | Maximum of 10 points |
| e. Experience with EPA Region I    | Maximum of 10 points |

Prior satisfactory water and/or wastewater working experience for the City of Portsmouth may be worth up to 5 bonus points.

### **C. Page Restrictions**

1. The Statement of Qualifications, excluding maximum of two-page cover letter and all appendices, shall be limited to 15 letter-sized (8-1/2" by 11") pages: single spaced, size 12-font and double sided. Larger paper (11" by 17") can be used for matrices.
2. Additional appendices can be used to supply other relevant information not specifically called for above including, but not limited to: reprints of professional papers, general company qualification materials, etc.

The scope of work shall be sufficient to address the following:

- Identify a Value Engineering Team Leader (VETL) that will be responsible for coordinating all communications and leading the VE effort. The VETL must be a Certified Value Specialist (CVS).
- Conduct a preliminary evaluation to become familiar with the Design Team and the Owner and to review the key objectives of the design. During this process the Value Engineering Team should with the assistance of the Owner, identify a list of key disciplines required for the VE effort.
- Arrange for collection of project study material including, but not limited to:
  - Basis of Design
  - Design Criteria
  - Design Calculations
  - Facilities Plan
  - Alternatives Considered
  - Permit Requirements
  - Applicable Codes
  - Construction Phasing
  - Soil and Geotechnical Information (where available)
  - Operation Requirements
  - Technical memoranda
  - Maintenance Requirements
  - Equipment Data Sheets
  - Construction Cost Estimates
  - Project Schedules
  - Environmental Impact Studies

- Coordinate the Value Engineering schedule with the Owner and Project Team to best suit the overall project schedule.
- Conduct a review of cost estimates provided by the Project Team.
- Prepare a sample Value Engineering format for review and approval of the Owner.
- Coordinate and conduct a four day VE workshop to include the Owner, and Design Team. The VETL shall provide a VE study Agenda and coordinate presentation and outline with the Design Team.
- The session shall be based upon standard VE Methodology and shall include the following phases:
  - Information Phase: Collection of all facts, background and data that is pertinent to the design, including preparation of a cost model.
  - Speculative/Creative Phase: Evaluation of the feasibility of alternative ways to perform essential functions found during the information gathering phase, concentrating on the areas with the highest potential savings.
  - Evaluation/Analytical Phase: Evaluation of the feasibility of alternatives generated during the creative phase.
  - Investigation Phase: Complete evaluation of the most feasible alternatives.
  - Recommendation Phase: Comprehensive description of the VE recommendation complete with rationale and associated capital and O&M cost benefits.
- The session shall include a verbal debriefing to the City and its Project Team on the last day of the workshop.
- Coordinate all activities of the Value Engineering session including notes, minutes and key decisions for incorporation in a VE study Report
- Prepare a Preliminary VE Study report for submittal to the Owner within two weeks of the completion of the session. The Study Report shall include the following:
  - Project goals and objectives
  - Program/project description
  - Scope of Analysis
  - VE methodology
  - Summary of VE alternatives and associated cost savings
  - Complete description of the review process based on VE methodology, including results of each phase outlined above.

## SCHEDULE

Shall be negotiated with the successful firm.

## CITY ROLE

City staff will be responsible for administering the project and overseeing the Value Engineering effort. City personnel will play a key role in all VE efforts. Representatives of the City's Public Works Department will provide input to VE decisions and review all deliverables from the VE effort.

## SELECTION AND CONTRACT

Upon review of all responsive SOQs using the criteria outlined above, the City may select up to three (3) firms to submit proposals and interview. Upon completion of the interviews, the City anticipates negotiating a final Scope of Services and fee with the highest ranking firm.

## RESERVATION OF RIGHTS

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City. The City also reserves the right to negotiate directly with the selected firm for additional project work including but not limited to studies, design, and construction administration.

The City reserves the right to make such inquiries regarding the firm's qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

## CONTRACT DOCUMENT

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.

## ADDITIONAL INFORMATION

If you have any questions please contact the Finance/Purchasing Department at the following number: 603-610-7227 or Peter Rice, PE City Engineer, Water and Sewer Divisions at 603-766-1416.

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**APPENDIX A**

**RELEASE OF ALL CLAIMS FOR PURPOSE OF REFERENCE CHECK**

TO: \_\_\_\_\_

Name of Reference ("Reference")

\_\_\_\_\_

Name of Employer/Organization ("Entity")

\_\_\_\_\_

Address

\_\_\_\_\_

Address

On behalf of the undersigned Firm I hereby agree to release and hold harmless the above-named Reference and Entity from any and all claims and causes of action including without limitation actions for defamation, slander or interference with contractual relations for any statements made to the City during the course of the City's investigation of Firm's qualifications.

Dated: \_\_\_\_\_  
\_\_\_\_\_

Firm:

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_