

RFP # 10-24
REQUEST FOR PROPOSALS

City of Portsmouth, New Hampshire
Department of Public Works

PROFESSIONAL CONSULTING SERVICES
LEAD SERVICE LINE INVENTORY, SAMPLING AND REPLACEMENT PLANS

Sealed Proposals, plainly marked with “RFP #10-24, Lead Service Line Inventory, Sampling and Replacement Plans” on the outside of the mailing envelope addressed to the Finance/Purchasing Department, 3rd floor, City Hall, 1 Junkins Ave., Portsmouth NH 03801 will be accepted until **2:00 pm on Thursday November 9, 2023**. Proposals shall include a separate sealed envelope with three (3) hard copies and one (1) electronic copy (in .pdf format on USB thumb drive) are required. Submissions will not be accepted via fax or email. Submissions received at the above address after this time will not be considered.

The City of Portsmouth, New Hampshire (City) issues this Request for Proposals (RFP) for professional consulting services (Consultant) to assist with the City’s inventory of service line materials, to review and provide guidance regarding the city’s lead and copper sampling plan and prepare a service line replacement plan in accordance with the requirements of the US Environmental Protection Agency Lead and Copper Rule Revision (LCRR).

Proposals shall be submitted by qualified firms that are capable of performing and have a demonstrable background in the aspects of work described in the Scope of Services of this RFP.

Any questions regarding this RFP may be emailed to purchasing@cityofportsmouth.com. All questions shall be received by 4:30 pm on **Thursday November 2, 2023**, and their corresponding responses will be issued as an addendum to this RFP on the City’s website. Prospective consultants shall be solely responsible for obtaining all questions and answers related to this RFP. Addenda to this RFP, if any, including written answers to questions, will be posted on the City of Portsmouth purchasing website under the project heading at <https://www.cityofportsmouth.com/finance/purchasing-bids-and-proposals>. Addenda and updates will NOT be sent directly to proposers, written acknowledgment of the receipt of all addenda must be included in the cover letter of each proposer.

FUNDING

Funds from a NHDES Large Public Water System Lead Service Line Inventory Grant for \$75,000 will be used for this project. The firm awarded this project must comply with the provisions related to this grant. The selected consultant must provide invoices with sufficient detail regarding personnel hours and task completion to allow for the preparation of acceptable reimbursement submittals to the NHDES.

PROJECT BACKGROUND/PURPOSE

In January 2021, the U.S. Environmental Protection Agency (USEPA) published the Lead and Copper Rule Revision (LCRR) which requires community water systems to prepare an inventory of service line materials throughout water distribution systems and use this information to develop plans for removing all lead pipe and galvanized pipe associated with lead connections. The completion and submittal of the inventory and pipe replacement plan are required by October 16, 2024. The intent of this project is to assist the City of Portsmouth Department of Public Works Water Division with the preparation of the service line inventory that includes all of the services in the Portsmouth and Pease Tradeport water systems, to prepare a plan for the replacement of service lines as required, and to update the lead and copper sampling plan.

Since 2015 the Water Division has been collecting customer-owned service line material information during meter replacement events and service calls. These records have been maintained in the VueWorks asset-management/ work order system. In 2022, a GIS-based tracking system was developed to manage the service line material inventory. Using available records including tie-cards, water main replacement records, and work order records, along with the information gained during meter work, the majority of service line materials have been documented. At this time, the city-owned service line material of approximately 6,541 of the 8,382 services are known (1,841 unknown). And on the customer-owned side, approximately 6,258 of the 8,382 services are known (2,124 unknown). There are 3,363 services lines where either the city-owned or privately-owned portions are an unknown material, and there are 602 service lines where both portions are an unknown material.

SCOPE OF SERVICES

Portsmouth seeks a consultant to provide guidance, support, and coordination for the lead service line inventory activities, prepare a lead service line replacement plan, and update the lead and copper sampling plan. Specific tasks shall include:

1. Lead Service Line Inventory

- a. Review and provide comments regarding the LSL inventory system the city has developed. The City has incorporated all available material information from our work order system, tie cards, assessors database, water main replacement projects and other construction documents into a GIS data management platform.
- b. Provide guidance with respect to acceptable methods of completing the inventory in accordance with resources and methods identified in the LCRR and the EPA “Guidance for Developing and Maintaining a Service Line Inventory”, August 2022.
- c. Assist with the development of a predictive model, if appropriate, and document the methodology and outcomes from the modeled results.
- d. Provide guidance, prepare outreach materials, and coordinate a customer outreach program to solicit material data from customer investigations.
- e. Provide personnel to conduct investigations of customer-owned materials. For budgeting purposes assume one person, full-time for four weeks, will be required to inventory customer side materials in priority areas.
- f. Assist with the identification of targeted service locations for DPW staff to utilize the city’s staff and Vactor truck to inspect the service line materials at curb stops.
- g. Conduct project update meetings at least monthly throughout the duration of the project. At least bi-weekly discussions/virtual calls with project staff are expected

to maintain progress and ensure coordination between consultant and City activities.

2. Prepare Lead Service Line Replacement Plan

- a. There are no known lead service lines in the Portsmouth or Pease Tradeport water systems. There are currently 74 galvanized service lines, which the city assumes at one time may have had, or may still have, lead connectors. The LSL Replacement Plan shall focus on the replacement of these galvanized lines. A draft of this plan is requested prior to May 2024, so funding can be requested, and contracts can be put in place to commence the replacement activities over the summer 2024. The consultant shall prepare a plan that meets the requirements of the LCRR for submittal to the NHDES by October 16, 2024.
- b. The plan must include public education documents, provide a strategy for outreach and response, outline a funding strategy agreed upon through discussions with the City, and provide a scope of work in a format sufficient to request funds through the DES State Revolving Fund. The plan must also detail the procedure for conducting full lead service line replacement, a replacement prioritization strategy, and a goal for the rate of replacements.

3. Update Lead and Copper Monitoring Plan

- a. The city has been actively updating the LCR lead and copper sampling list with sites that are known to have galvanized service lines. As a result of new groundwater sources being added to the Portsmouth water system in 2022, the city is in the process of sampling 60 sites twice in 2023. The consultant shall review the sample sites on the Portsmouth and Pease Tradeport active LCR monitoring lists and prepare an updated list that incorporates the findings of the LSLI and meets the requirements of the tiered sampling site requirements set forth in the LCRR.

The proposed project timeline is as follows:

Milestones:	Expected Date:
Select and contract with consultant	November 2023
Kick off meeting	December 2023
Task 1 - Service Line Inventory	December 2023 - September 2024
Task 2 - Service Line Replacement Plan	Draft - May 2024 Final - September 2024
Task 3 - Update Lead and Copper Monitoring Plan	July 2024 – September 2024
Project Completion	October 2024

SCHEDULE

RFP's will be reviewed within one week of their submittal, and it is anticipated that a consultant will be selected within four weeks of the RFQ submittal deadline. The City may request interviews with consultants prior to final selection. Contract signing is anticipated to take place within three weeks following selection of successful firm.

CITY ROLE

City staff will be responsible for administering the project. Representatives of the City's Water Division will provide input and assistance with fieldwork. The City's Water Distribution crew will be available to investigate a limited portion of services on the city-side, likewise the Water Meter crew will continue to inventory the customer-side of service lines. Additional resources from the selected consultant will be needed to meet the deadline for the inventory. The City will review all deliverables from the effort and provide on-going input to the process. The City's GIS group will manage inventory data and provide information as needed to direct field collection activities and produce reports for the service line replacement plan.

SUBMITTAL REQUIREMENTS

Proposals shall include the following and shall be organized using each of the required elements listed below as section headings:

1. **Cover Letter:** Signed by a representative of the consultant firm authorized to enter into contracts and commit the staff and corporate resources to complete the scope of work as expeditiously as possible.
2. **Firm Profile:** Provide a general outline of the firm, including brief history, areas of practice/service, place(s) of business of the firm, and the office from which the services of this proposal will be provided. If the firm is proposing the use of sub-consultants to perform any aspects of the project, similar information on each additional firm shall be included.
3. **Project Team:** Provide names and resumes of key professionals who would be assigned to the project. Each team member's education and experience shall be provided along with their role in the project and billing rate. The Project Manager shall be clearly identified, and a description of his/her relevant previous projects listed. A list of past relevant projects, which the proposed project staff have played a central role in developing, shall also be provided.
4. **Firm's Related Experience:** Provide a description of the experience of the firm and project team, including specific examples of similar projects. Provide other pertinent information that may clearly and effectively identify the prospective consultant as a qualified firm. *General promotional materials are not needed or wanted.*
5. **Scope of Services:** Describe in narrative form, the firm's approach, and plan for accomplishing the work listed herein. The firm is encouraged to elaborate and improve on the tasks listed in the RFP; however, the consultant shall not delete any requested scope tasks unless explicitly noted. The firm shall submit a schedule and level of effort

in hours by respective team staff for completing each task identified in the scope of work.

6. **References:** Provide three (3) references for relevant projects completed and/or in process. Include names of contact persons with email addresses and telephone numbers to facilitate contacting references. Identify the team members proposed for this project that participated in the reference projects.
7. **Firm Performance:** Provide a statement describing what procedures your firm proposes to implement and follow to ensure quality end products and a successful project.
8. **Proposal Submittal:** In a separate envelope labeled “**Price Proposal RFP #10-24**”, provide the firm’s proposed budget itemized by task and a total project cost stated as a firm fixed fee. Hourly rates for project staff shall also be provided. The three highest ranked proposers shall have the price proposal opened.

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EVALUATION CRITERIA

Each proposal will be evaluated initially according to the following criteria:

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| a. Responsiveness to submission requirements. | Maximum of 15 points |
| b. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to successfully conduct similar project tasks. | Maximum of 30 points |
| c. Project understanding, approach, and methodology to perform required tasks in a timely manner. | Maximum of 30 points |
| d. Previous related projects. | Maximum of 25 points |

SELECTION AND CONTRACT DOCUMENT

Upon review of all responsive RFPs using the criteria outlined above, the City may select up to three (3) firms to interview. Upon selection, the highest-ranking firm will be invited to negotiate a Scope of Services and fee with the City. When the contract is executed by both parties, 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 project shall be the property of the City of Portsmouth. If the City is unable to reach agreement with the highest-ranking firm, the City will enter into negotiations with the next highest ranking firm.

RESERVATION OF RIGHTS

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the firm and to evaluate the qualifications submitted. Firms may be requested to execute releases for information. Failure to provide a release upon request will result in disqualification.

The City of Portsmouth reserves the right to reject any or all proposals, to waive technical or legal deficiencies, and to accept any proposal that it may deem to be in the best interest of the City and to negotiate the terms and conditions of any proposal leading to execution of a contract.

The City reserves the right to negotiate directly with the firm(s) selected for additional project work related to this project at the hourly rates presented in the proposal submitted in response to this RFP.

The City reserves the right to undertake such investigation as it deems necessary to evaluate the qualifications of the Consultant and to evaluate its submittal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information, and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth

CONTRACT REQUIREMENTS:

The successful Consultant, if any, will be invited to negotiate a contract with the City for the successful prosecution of the Work. Any contract entered into by and between the City and the Consultant shall be subject to the following terms and conditions, in addition to other conditions to be negotiated at the time of agreement. If the City and the highest ranked consultant fail to negotiate a mutually agreeable contract, the City reserves the right to progress to the next highest ranked proposal.

1. Indemnification and Insurance Requirements

The Contract will require the Consultant to agree to pay on behalf of and hold harmless the City of Portsmouth for all claims arising in whole or in part from its work on behalf of the City. Consultant will be required to maintain insurance in such form as will protect the Consultant from claims and liabilities for damages for bodily injury, including accidental death, and for property damage, which may arise from operations under this

contract. Consultant shall also be required to maintain professional liability insurance. Amounts and coverages shall be subject to contract negotiations.

2. Non-Discrimination

Pursuant to State and Federal laws, any entity or individual that enters into a contract for goods or services with the City of Portsmouth or any of its boards, agencies, and departments and any recipient of City funds shall:

- a) Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- b) Not discriminate in the performance of the contract on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.
- c) Incorporate the foregoing requirements in all subcontracts related to its contract with the City.

The foregoing terms shall have the meaning prescribed to them in N.H. RSA Chapter 354-A or in the Uniformed Services Employment & Reemployment Rights Act, as applicable.

3. Ownership of Information

All information, data, documents, photos, computer records and other materials of any kind acquired or developed by the Consultant pursuant to this agreement shall be the property of the City.

4. Indemnification

Consultant shall indemnify and hold harmless the City from any and all losses, claims, costs, expenses, actions, causes of action, damages and obligations caused by negligent acts or omissions and/or any violations of applicable law or regulations by Consultant, its officers, employees, agents, applicants or beneficiaries.

5. Choice of Law

This Agreement shall be governed by the laws of the State of New Hampshire, and jurisdiction over any dispute arising from this agreement shall exist solely in Rockingham County, New Hampshire.

ADDITIONAL INFORMATION

Addenda to this request for qualifications, if any, including written answers to questions, will be posted on the City of Portsmouth website at the City's web site at <http://www.cityofportsmouth.com/finance/purchasing.htm> under the project heading. Addenda and updates will NOT be sent directly to firms. Firms submitting qualifications should check the web site daily for addenda and updates after the release date. Firms should print out, sign and return addenda with the Qualifications Statement. Failure to do so may result in disqualification.