

City of Portsmouth, NH
Department of Public Works

RFP # 19-08
REQUEST FOR PROPOSALS

ENGINEERING SERVICES

MADBURY WATER TREATMENT PLANT UPGRADE – VALUE ENGINEERING
REVIEW

Sealed Request for Proposals, plainly marked RFP # 19-08, “Engineering Services, Madbury Water Treatment Plant Upgrade – 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 November 20, 2007 at which time all proposals will be publicly opened.

Scope of Work: The City of Portsmouth’s Department of Public Works is requesting proposals 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 upgrade to the City’s existing water treatment plant in Madbury, NH.

The complete Request for Proposal document may be obtained from the Finance/Purchasing Department on the third floor at the above address, by calling the Purchasing Coordinator at 603-610-7227, or from our website www.cityofportsmouth.com. **Please continue below for the complete Request for Proposal document.**

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.

If you have any questions please contact the Purchasing Coordinator at the following number: 603-610-7227 or Peter Rice, PE City Engineer, Water and Sewer Divisions at 603-766-1416 or Steve Scotton, Chief Plant Operator at 603-516-8360.

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FUNDING

The value engineering of the design portion of this project will be funded through a State Revolving Fund Loan.

PROJECT BACKGROUND/PURPOSE

The City of Portsmouth has secured the services of Hazen and Sawyer P.C., Environmental Engineers & Scientist to prepare design plans and specifications to its Madbury Water Treatment Facility in Madbury, New Hampshire. The project is being undertaken to address recommended improvements outlined in the City’s Water System Master Plan and after extensive piloting work was completed. The proposed capacity of the new facility is 4.0 mgd with one redundant process unit. The proposed technology is Dissolved Air Flotation.

The Design Team has prepared 50% plans, specifications, and cost estimates for the proposed treatment facility that are available for review at the Department of Public Works.

SCOPE OF WORK

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 team 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
 - Operation Requirements
 - Technical memoranda
 - Maintenance Requirements
 - Equipment Data Sheets
 - Construction Cost Estimates (including quantity take-off)
 - Project Schedules
 - Pre-purchased and accelerated purchase documents
 - Environmental Impact Studies
- Coordinate the Value Engineering schedule with the Owner and Design Team to best suit the overall project schedule.
- Conduct a review of cost estimates provided by the Design Team.
- Prepare a sample Value Engineering format for review and approval of the Owner and Design Team.
- 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 Design 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.
- The VETL shall be responsible for coordination and implementation of VE alternatives and coordinate with the Owner and Design Team to ensure that VE alternative savings are not lost.

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.

Master plan documents, design plans and pilot studies will be available at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 8:00 a.m. to 4:00 p.m. Monday through Friday.

SUBMITTAL REQUIREMENTS

Proposals shall include the following:

- Brief history of the firm.
- Description of past Value Engineering projects that the consultant has conducted.
- Scope of work.
- Project schedule, organized by task.
- Names and qualifications of project staff that will play key roles in the project.
- Level of man-hours by task.
- Three (3) references, including current contact name and phone numbers for similar projects.
- Six (6) copies of the proposal must be submitted.

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EVALUATION CRITERIA

All Proposals must include the following components, which will also serve as the City's evaluation criteria:

1. Knowledge and understanding of the City's water system.
2. Understanding of the project requirements and City's needs.
3. Descriptions of and references for similar projects performed in New England, specifically those in New Hampshire to evaluate experience and ability to perform. References shall include contact person and telephone number.
4. Identification and description of project team and staff that will perform the project to evaluate strength, quality and experience of team.
5. Innovative approach to meeting the City of Portsmouth's sustainability goals as outlined by the most recent City Master Plan.

Upon review of all responsive proposals the City may select up to three (3) firms to interview. Upon completion of the interviews the City will negotiate a final Scope of Services and fee with the highest scoring firm.

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. The City reserves the right to negotiate directly with the firm(s) selected for additional project work.

The City also 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 or Steve Scotton, Chief Plant Operator at 603-516-8360.