

**CITY OF PORTSMOUTH, NH
DEPARTMENT OF PUBLIC WORKS**

**RFP #20-24
REQUEST FOR PROPOSALS**

ENGINEERING SERVICES

WATER REUSE FEASIBILITY STUDY

Sealed Request for Proposals, plainly marked RFP #20-24, "Water Reuse Feasibility Study" on the outside of the mailing envelope, addressed to the Finance/Purchasing Department 3rd floor, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted until **2:00 p.m. on Monday November 27, 2023** at which time all proposals will be publicly opened and read aloud.

SCOPE OF WORK: The City of Portsmouth's Department of Public Works is requesting proposals from consulting engineering firms who are on NHDES roster of pre-qualified consulting engineers for the following project: To provide engineering services for a feasibility study of wastewater reuse at the Pease International Tradeport Wastewater Treatment Plant (Pease WWTP).

Specifications may be obtained from the City's website: www.cityofportsmouth.com/finance/purchasing-bids-and-proposals under the project heading. Questions shall be directed to purchasing@cityofportsmouth.com.

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.

ADDITIONAL INFORMATION

If you have any questions, please email the Finance/Purchasing Department at the following number purchasing@cityofportsmouth.com.

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.

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REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES
WATER REUSE FEASIBILITY STUDY**

Sealed Request for Proposals plainly marked RFP #xx-024, "Water Reuse Feasibility Study" 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 p.m. on Monday November 27, 2023.

FUNDING

The City of Portsmouth will fund this with Sewer Capital monies.

PROJECT BACKGROUND/PURPOSE

In 2006, the City of Portsmouth developed a "Water Reuse Feasibility Study" for the Pease WWTP in coordination with CDM. The project objective was to conduct a feasibility study to determine the possibility of providing reuse water to irrigate the Pease Golf Course at the Pease International Tradeport and also to recharge the Pease Aquifer. The intent was to determine if this alternative treatment method can be successfully implemented, and if the benefits would result in a net improvement to estuarine water quality and drinking water system demand reduction. This project will look at an effective means of reducing the pollutant load to the estuary while considering reuse of water within the Seacoast watershed.

This current project is intended to update the existing reuse analyses and expand the scope to consider additional water reuse customers. This project seeks to explore a potential solution to meeting non-potable water demands with a secondary water source.

This study is necessary to identify the regulatory requirements, treatment options, distribution system needs for piping the water to customers and any other concerns which will need to be considered. While water reuse is currently practiced in other localities, this study will be specific to the conditions of the Pease service and outfall area and the treated wastewater effluent from the Pease Wastewater Treatment Plant.

SCOPE OF WORK

The scope of work shall include, at a minimum, the following:

A feasibility report including the following elements:

1. Description of a proposed water reuse scenario for reuse of treated wastewater from the Pease WWTP
2. Listing of potential water reuse customers
3. Listing of capital upgrades required to complete a final project.
4. Listing of capital projects to connect potential customers.
5. Summary of regulatory issues (including emerging contaminant regulation) associated with water reuse from the Pease WWTP.

6. List of required permits.
7. Opinion of cost to implement water reuse project.
8. Opinion of cost for projects to connect potential customers.
9. Technological review of the state of the industry as it relates to water reuse.
10. A description/discussion of other alternatives for water reuse projects from the Pease WWTP.
11. Potential funding sources including the potential for public/private partnerships.

The Consultant shall include in their scope of work the number of site visits and/or meetings with the City necessary to satisfactorily complete the project. The consulting engineering firms must be on the NHDES roster of pre-qualified consulting engineers.

PROJECT SCHEDULE

The City will work with the successful consultant to finalize the schedule.

CITY ROLE

City staff will be responsible for administering the project and overseeing the consultant's work on this project. Representatives of the City's Public Works Department will review plans and other documents prepared by the consultant.

The following information is available for the Consultant's review at the Public Works Department, 680 Peverly Hill Road, Portsmouth, NH from 8:00 a.m. to 4:00 p.m. Monday through Friday:

- 2006 Water Reuse Feasibility Study (and supporting documentation)
- Aerial photos
- Discharge Monitoring Reports for the Pease WWTP including flow volumes.
- Pease and Portsmouth outfall area customer connection lists

PROPOSAL SUBMISSION REQUIREMENTS

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

- A. Firm Description- provide a brief description of the firm including firm size and area of specialization, location of corporate headquarters, and potential satellite office proposed to handle this project.
- B. 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 listed. The project manager shall be clearly identified, and a description of his/her relevant previous projects listed. A list of past relevant projects, which proposed project staff have played a central role in developing, shall be also provided. The individual(s) responsible for leading neighborhood meetings shall be clearly identified.
- C. Statement of project understanding- The consultant shall state in succinct terms their understanding of what is required by this Request for Proposal.

- D. Scope of Services- Describe in narrative form the consultant’s approach and technical plan for accomplishing the work listed herein. The Consultant 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 Consultant shall submit a schedule for completing the scope of work for design.
- E. In a separate envelope labeled “Price Proposal RFP #20-24” 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.
- F. Three (3) references, including current contact name and phone number for similar projects.

Three (3) copies of the proposal must be submitted. Proposers are encouraged to avoid the use of synthetic report covers and partitions.

EVALUATION CRITERIA

Proposals will be evaluated initially according to the following:

- 1. Responsiveness to submission requirements. 15 points
- 2. Qualifications of firm and project team members. Particular attention will be given to the experience and demonstrated ability of the project manager to lead effective public meetings and proactively complete all project tasks. 30 points
- 3. Previous related work. 30 points
- 4. Understanding of required project work and schedule. 25 points

The City, at its discretion, may select a firm outright or select a finalist(s) for in-person and/or telephone interviews. Upon identification of the three most qualified/highest ranking firms, the price proposals for those firms only will be opened. The Price Proposal may result in re-ranking.

CONTRACT DOCUMENT

Upon selection, the highest-ranking firm will be invited to enter into contract negotiations 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 may enter negotiations with the next highest-ranking firm.

RESERVATION OF RIGHTS

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

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
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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.

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.

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.